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AGREEMENT BETWEEN

**BEAVER LOCAL
BOARD OF EDUCATION**

AND THE

OAPSE CHAPTER #564

JULY 1, 2012 – JUNE 30, 2015



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STATE EMPLOYMENT
RELATIONS BOARD

AGREEMENT WITH OAPSE CHAPTER #564
AND THE BEAVER LOCAL BOARD OF EDUCATION
JULY 1, 2012 TO JUNE 30, 2015

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I. PURPOSE

- 1.01 The Beaver Local Board of Education shall hereinafter be referred to as the “Board”.
- 1.02 The Ohio Association of Public School Employees, (OAPSE) and OAPSE Chapter #564, shall hereinafter be referred to as the “Union”. OAPSE is affiliated with AFSCME, AFL-CIO.
- 1.03 The male pronoun or adjective where used herein refers to female also, unless otherwise indicated. The term “Employee” or “Employees” where used herein refers to all employees in the bargaining unit.

II. RECOGNITION

- 2.01 The Union is recognized as the sole and exclusive representative for all employees of the Board in the job classifications of the bargaining unit as set forth for the purpose of establishing rates of pay, wages, hours, and other conditions of employment.
- 2.02 The bargaining unit includes only job classifications listed below and the Board will not recognize any other Union as representatives for any employees within such classifications:
 - 1. Secretaries
 - 2. Paraprofessionals
 - 3. Custodial: Head Custodian, Custodian, Assistant Maintenance
 - 4. Transportation: Mechanic, Driver, JVS Driver, Extra Trips
 - 5. Cafeteria: Head Cook, Regular Cook, Hourly Cook
- 2.03 The following positions are specifically excluded along with those inherent to the administration and supervision of the school systems:

Cafeteria:	Food Service Supervisor
Transportation:	Support Services Supervisor, Service Manager
Secretarial:	Executive Secretary to Superintendent
	Assistant to the Treasurer
	Payroll Clerk
	Technology Director
Maintenance:	Support Services Supervisor, Building & Grounds Manager
Substitutes:	All

Specifically excluded from the bargaining unit are the Superintendent; Assistant Superintendent(s); Principal(s); “other administrators” as defined by O.R.C. 3319.02; management level employees, supervisors and confidential employees, as defined in O.R.C. 4117.01; and employees belonging to other bargaining units.

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- 2.04 When a new position is created that is a bargaining unit position the Board and the Union shall meet to negotiate a salary schedule for that position.

III NON-DISCRIMINATION AND EQUAL TREATMENT

- 3.01 Both the Board and the Union recognize their respective responsibilities under Federal and State civil right laws, fair employment practice acts, and other similar constitutional and statutory requirements. Therefore, both parties hereby reaffirm their commitments, not to discriminate in any manner relating to employment on the basis of race, color, creed, national origin, age, sex, or handicap.
- 3.02 The Board and Union recognize the right of all employees and all applicants for employment to be free to join and right not to join the Union and to participate in lawful concerted Union activities. Therefore, the Board and Union agree that there shall be no discrimination, interference, restraint, coercion, or reprisal in employment or against any applicant for employment because of Union membership or non-membership, or because of any lawful activity in an official capacity on behalf of the Union.
- 3.03 All bargaining unit employees shall receive fair and equitable treatment and share in any and all benefits as provided herein.

IV DUES DEDUCTIONS AND FAIR SHARE FEE

- 4.01 On the effective date of this Agreement and for employees hired after the effective date of the Agreement sixty (60) days following the beginning of employment, employees in the bargaining unit who are not members of the Union shall pay to the Union a fair share fee as a condition of employment with the Employer. Such fair share fee shall not exceed dues paid by Union members. The Union shall notify the Employer of the fair share fee amounts and of any changes in the fair share fee amounts in the same manner as notification of amounts and changes in the amounts of dues deductions. The Union shall provide an Internal rebate procedure for fair share employees in compliance with Federal Law, and certify to the Treasurer that such procedure is in effect.

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- 4.02 Fair share fees shall be deducted from the payroll checks of the employees in the same manner as regular membership dues are deducted and forwarded by the Employer to the Union in the same manner, except that written authorization of the deduction of fair share fee is not required.
- 4.03 The Treasurer of the Board shall deduct all dues deductions and fair share fees. The Association shall forward to the Treasurer by September 1 of each year, the amount to be deducted for that year. Dues deductions shall be collected per employee in twelve (12) equal installments beginning in September and ending in August.
- 4.04 The Board Treasurer shall forward to the OAPSE State Treasurer the amount of the State dues/fees, along with a complete description by name and amount, for each employee. A copy of this description shall be forwarded to the local Treasurer. The Board Treasurer shall forward directly to the local Treasurer the amount deducted for the local dues. This shall be done within ten (10) days following each deduction.
- 4.05 The Association shall defend and indemnify the Board of Education and Treasurer and hold them harmless against any and all claims, demands, suits or other forms of liability, including legal fees and expenses, that may arise out of or by reason of the action taken by the Board of Education and/or Treasurer for purposes of complying with any of the provisions of this Article or in reliance on any list, notices, certifications or assignments furnished under any of such provisions.

The Association shall retain control of and appointment of legal counsel for defense and indemnification of the Board and Treasurer.

V NEGOTIATIONS PROCEDURE

- 5.01 Negotiations under this contract shall be initiated by either party upon written notice to the other party, not more than 120 days, but not less than 90 calendar days prior to the expiration date of this Agreement. Within 10 calendar days after the receipt of such request, OAPSE and the Board shall agree upon a mutually acceptable meeting date.
- 5.02 The Board and Union shall adhere to the principals of good faith collective bargaining as outlined under Section 4117.01 of the Ohio Revised Code. The parties shall meet to bargain collectively on wages, hours, terms and other conditions of employment and the continuation, modification or deletion of an existing provision of this contract between the Board and OAPSE.

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5.03 GROUND RULES

- a. Negotiation teams shall be established by both the Board and OAPSE, and shall be composed of not more than six (6) active members, whose names shall be submitted in writing at the first meeting. The OAPSE negotiating team shall include six (6) members of OAPSE and one (1) member to serve as alternate.
- b. Each negotiation team may also have one (1) additional person as legal or professional counsel, except no such counsel shall be a member of any group or organization representing other employee(s) of the Beaver Local Schools.
- c. Each negotiation team shall have one (1) chief negotiator, selected by each negotiation team. Each negotiation team may change or substitute its chief negotiator at any time, provided the overall composition of the committee is in accordance with these Ground Rules.
- d. Dates, times, and location(s) for all negotiation sessions shall be agreed to by mutual consent of the negotiation teams.
- e. Each negotiation team shall set forth all of its proposals and counterproposals in writing.
- f. During negotiation sessions, either negotiation team may call a caucus at any time upon giving notice to the other negotiation team. The negotiation team calling the caucus should inform the other negotiation team of the estimated amount of time necessary for the caucus, and try to return to negotiations within the estimated time frame.
- g. When the negotiation teams reach tentative agreement on each proposal, (including agreement by either party to withdraw a proposal from further negotiations), both negotiating teams shall sign and date two (2) copies of each such proposal. Each negotiation team shall retain one (1) of the signed and dated copies.
- h. When the negotiation teams have reached tentative agreement on all of the proposals, such negotiating team will conscientiously endeavor to expedite approval of their respective principals.

5.04 AGREEMENT

When agreement is reached through negotiations, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted to the Association for ratification.

Following such ratification, it shall be submitted to the Board for ratification and adoption. When adopted by the Board, the agreement shall become a contract and thus be binding on both parties. Said agreement shall be signed by the Board's representatives and the Association's representatives. When adopted by the Board the Agreement shall become part of the official Board minutes and become binding on all parties.

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5.05 DISAGREEMENT

- A. If after sixty (60) days from the opening of negotiations, issues have been discussed and no tentative agreement has been reached, either party may declare impasse.
- B. If impasse is declared, it is with the understanding that impasse proceedings are declared on all the issues where agreement has not been reached.
- C. The parties shall jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service (FMCS).
- D. The assigned mediator has the authority to recommend but not to bind either party to any agreement.

VI UNION RIGHTS

6.01 OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES LEAVE

The Board agrees to permit the Ohio Association of Public School Employees delegates to attend the Annual OAPSE Conference without loss of salary, but each such employee must pay their own expense(s) to attend such meeting. Delegates shall not exceed two (2) members and shall be determined by the Ohio Association of Public School Employees organization and not exceed a total of three (3) days per employee. Notification of delegates shall be provided at least ten (10) working days in advance of said meeting. Each official representative will be provided 2 professional days and OAPSE will pay the third day.

6.02 USE OF BULLETIN BOARDS

The Association shall be permitted use of designated bulletin boards in each school building and bus garage for the purpose of meeting notification. The administration shall retain the right to remove materials which the administration deems inflammatory.

6.03 USE OF COPY MACHINES

The Union has the right to reasonable use of copy machines without charge provided that:

- a. not to be used while they are being used for school business during the workday
- b. only trained office personnel be permitted to run the equipment
- c. for the local union purposes only
- d. follow all other rules and regulations for office procedures in using that office's duplicating equipment.

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6.04 UNION VISITATION

Non-employee representatives of the Union may enter the premises where bargaining unit members work between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday provided that they follow the Board adopted procedure for persons visiting any school facility, for the purpose of ascertaining whether or not this contract is being observed and attending meetings at Step 3 of the Grievance Procedure. Such visits shall not interfere with the work of any employee or the operation of the Board. If any administrator determines that the visit is creating a disruption, the Union Representative must leave the premises.

6.05 UNION REPRESENTATIVE

An employee selected by the Union to act as Union Representative for the purpose of processing grievances under the grievance procedure, shall be known as Grievance Chairperson. Upon absence of the Grievance Chairperson, the Chapter President shall act in his place. The Grievance Chairperson or the Chapter President in the absence shall be allowed reasonable time without loss of pay, to attend grievance hearings, provided such grievance hearings take place during such Union Representative's regularly scheduled work hours.

6.06 NOTIFICATION OF REPRESENTATIVE

The Union shall furnish the Board a written list of the names of the Chapter President, Vice-President, Treasurer, Recording Secretary and Grievance Chairperson, indicating locations to which each is assigned. Further, the Union shall promptly notify the Board in writing of any changes therein.

6.07 NOTIFICATION OF BOARD MEETINGS

Notification of all regular and special meetings shall be provided to the Chapter President prior to said meetings. Board minutes shall be available to the Chapter President after they have been approved on the District's website.

6.08 BOARD POLICY BOOKS

- a) Board policy book is available on the district's web site.
- b) WORK RULES

All regulations and policies referring to the employees, established by the Board, shall be communicated in writing to the president of the Chapter.

6.09 CALENDAR COMMITTEE

The Association Calendar Committee shall develop recommendations for a school calendar by polling all bargaining unit members and presenting such poll as priority for such recommendations. The recommendation shall be forwarded to the Superintendent by January 1st of each year in order to be considered.

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VII MANAGEMENT RIGHTS

- 7.01 The Board has the responsibility to exercise its exclusive authority to manage and direct all the operations and activities of the School District to the extent authorized by law. The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such policies, regulations and rules as it may deem necessary shall be limited only by the specific and express terms of this contract, and Ohio Statutes.

VIII LABOR/MANAGEMENT COMMITTEE

- 8.01 In an effort to solve problems before they become formal grievances, the Board and Union agree to establish a Labor/Management Committee consisting of representatives of both OAPSE and Board.
- 8.02 Its main function shall be to confer on all matters of mutual concern, to keep both parties to this contract informed of changes and developments caused by conditions (including safety) other than those covered by this contract and to confer over potential problems in an effort to keep such matters from becoming major in scope.
- 8.03 The OAPSE representatives shall be no more than five (5) from the Chapter; the field representative and the Board attorney may attend. The Board representatives shall be no more than five (5) in number.
- 8.04 Either party to this contract may request a meeting of the Committee but not more often than one (1) a month unless mutually agreed upon. Arrangements are to be made in advance and an agenda must be submitted with the request. The refusal of OAPSE to meet at any meeting called by the administration within five (5) work days of the call, shall constitute a waiver by OAPSE of the right to confer over matters for which the meeting was called.

IX GRIEVANCE PROCEDURE

- 9.01 Definitions
- a) A grievance is a claim by a bargaining unit member alleging that there has been a violation, misinterpretation or misapplication of the written provisions of the negotiated agreement between OAPSE and the Board.
 - b) A grievant is an employee, group of employees or the union, alleging a violation, misinterpretation, or misapplication of the written provision of the negotiated agreement. A grievance alleged by a group or the union shall have

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arisen out of identical circumstances affecting each member of said group.
The grievance shall bear the signature of the grievant(s).

- c) Days shall be school days when school is in session or administrative work days during time when school is in recess.

9.02 Time Limits

The number of days indicated at each step is considered as maximum. The time limits specified, however, may be extended by written agreement of the parties in interest.

9.03 PROCEDURES

STEP ONE

Within fifteen (15) working days of the event giving rise to the grievance or the employees knowledge of same, the employee must discuss the grievance with his/her supervisor.

STEP TWO

If the discussion, at Step one (1) does not resolve the grievance, the grievance chairperson shall present the grievance in writing, to the employee's supervisor within five (5) working days after the events or the Step One (1) meeting. The grievance form shall set forth the complete details of the grievance (i.e. the facts upon which it is based, the paragraphs allegedly being violated, the approximate time of occurrence and the relief or remedy requested), and shall be dated and signed by the employee(s) and the grievance chairperson. The supervisor shall attempt to adjust the grievance with the employee(s) and the grievance chairperson. Within five (5) working days after the presentation of the grievance, the supervisor shall give a written answer to the grievance chairperson. This answer shall set forth in detail the settlement and shall be noted by both parties in writing on the grievance form. In the event the grievance is not resolved, the answer shall set forth in detail the reason or reasons for the denial of the grievance.

STEP THREE

If the grievance is not satisfactorily settled at Step Two (2) it shall be presented in writing, to the Superintendent of Schools by the grievance chairperson within five (5) working days after the Step Two (2) answer.

Within five (5) working days thereafter, the Superintendent shall meet with the grievant(s), grievance chairperson, Chapter President and/or the OAPSE Representative in an attempt to adjust the grievance. Within five (5) working days after the Step Three (3) meeting the Superintendent shall give a written answer (as defined in Step One (1) to the Chapter President.

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STEP FOUR

- A. If the grievance is not satisfactorily settled at Step Three (3) the Union may, within twenty (20) calendar days after the receipt of the Step Three (3) answer, submit the issue to arbitration. The Union shall notify the Federal Mediation and Conciliation services (FMCS) and the Board at the same time of its intent to appeal the grievance to arbitration. Upon written notice of the Union's intent to arbitrate a grievance, the FMCS shall submit a panel of seven (7) arbitrators, to each party and the arbitrator shall then be chosen in accordance with the alternate strike method. The fees and expenses of the arbitrator shall be borne equally by the parties.
- B. Furthermore, the aggrieved employee, the grievance chairperson, the Chapter President and any necessary witnesses shall not lose any regular straight time pay for time off the job while attending any arbitration proceedings. The time limits set forth in the Grievance Procedure may be extended by mutual agreement of the Superintendent and the Union. Working days as used herein shall not include Saturdays, Sundays or Holidays.
- C. In the event a grievance is submitted to arbitration, the arbitrator shall have jurisdiction only over disputes arising out of grievances as the interpretation and/or application of, and/or the compliance with the provisions of the contract including all disciplinary actions, and in reaching his decision the arbitrator shall have no authority to add to or subtract from or modify in any way, any of the provisions of the contract.
- D. All decisions of arbitrators consistent with these provisions and all pre-arbitration grievance settlements reached by the Union and the Board shall be final, conclusive, and binding on the Board, the Union, and the employee(s). Provided that a grievance may be withdrawn by the Union at any time during Steps one (1), two (2), three (3) or four (4) of the Grievance Procedure, the withdrawal of any grievance shall not be prejudicial to the positions by the parties as they relate to that grievance or any other grievances.

X REDUCTION IN FORCE

10.01 Procedure for Reduction in Force

- A. In the event it becomes necessary to reduce employees due to abolishment of position(s), lack of funds, lack of work, building closures, or territorial changes, the following procedure shall govern such reductions.
- B. The Board shall, upon the recommendation of the Superintendent, determine in which classification(s) the layoff should occur, and the number of employees to be laid off. In the classification of layoff, employees with limited contracts shall be laid off before employees in that classification employed under a continuing contract.

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- C. Prior to the Board instituting such reductions in the bargaining unit staff, the administration shall notify the Association of such reductions.
- D. Suspension of contract shall be considered by June 15, as to the effective day of the layoffs. The Board shall prepare and give to the OAPSE Chapter President a list containing the names, seniority dates and classifications, and indicate which employees are to be laid off.
- E. Regular employees shall be given minimum of two (2) weeks written notice in advance of the effective day of the layoff (i.e., the day declared by Board Resolution to be the first day of the layoff), indicating the circumstances which make the layoff necessary. Each notice of layoff shall include the following:
 - 1. Reasons for the layoff or reductions;
 - 2. The effective date of layoff; and
 - 3. A statement advising the employee of his/her rights of reinstatement from the layoff.
- F. The Board shall attempt to keep the number of employees affected by reductions to a minimum by not employing replacements insofar as practical, for employees who resign, retire or otherwise vacate a position.
- G. Affected employees shall be laid off according to seniority, within the classification, with the least senior employee laid off first.
- H. In the event an employee is laid off, he shall receive payment for earned but unused vacation and for any unpaid overtime and extra trips, as quickly as possible, but not later than fourteen (14) calendar days after the effective date of the layoff.

10.02 Bumping Procedure

- A. In the event that an employee is laid off from his present classification, he shall have the right to bump within the same job classification replacing any less senior employee who, in turn, may bump in the same manner, provided that bumping can only occur into positions for which the employee is qualified during the Reduction in Force Process.
- B. If an employee chooses to bump another employee in accordance with this Article, he must notify the Superintendent five (5) days of receiving notice of layoff. Any employees, who fail to notify the Board of their intent to bump within the time limits established herein, shall forfeit their right to bump for the duration of the layoff. Employees who have worked previously in another classification, and are subject to layoff, may bump the least senior employee in their former classification. Bumping into a previously held classification shall in no way impede an employee's return to his classification from which he was bumped, if a position becomes available. The employee must meet State and Federal qualifications.

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- C. The following classifications shall be used for the purpose of defining classifications and bumping rights within classifications, in the event of layoff:
1. Secretarial
 2. Cafeteria
 3. Custodial/Assistant Maintenance
 4. Mechanics
 5. Transportation
 6. Paraprofessionals

10.03 Reinstatement Procedure

- A. For the classification(s) in which layoff occurs, reassignment or reinstatement shall be in the classification at the time of layoff. The Board shall prepare a reinstatement list, including the names of all laid off employees who were employed under limited contracts, and a separate reinstatement list including the names of all laid off employees employed under continuing contracts. The names shall be placed on the reinstatement list in reverse order of layoff. Reinstatement shall be made from the continuing contract list before reinstating employees from the limited contract list. Classified employees who were non-renewed, terminated or who separated from employment with the Board for other than reduction in force reasons, shall not appear on reinstatement lists.
- B. Vacancies which occur during the period of a reduction in force shall be offered to those employees working, through the Posting and Bid Procedure. Vacancies which remain following this procedure shall be offered to or declined in writing by the employee standing highest on the lay off list before the next person on the list may be considered. The employee shall be notified by registered or certified mail addressed to the classified employee's last known address. The employee shall have five (5) calendar days from the date of receipt in which to respond. It is the responsibility of the classified employee to notify the Superintendent of any change in address, phone number, etc. Any employee who declines reinstatement shall be removed from the appropriate reinstatement list.
- C. The employee's name shall remain on the appropriate reinstatement list for a maximum of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previously accumulated seniority and all rights related to salary and fringe benefits.
- D. No reduction of salary shall be made in an employee's salary in reassignment or reinstatement. If a salary rate in a new assignment or reinstatement is increased, the higher salary rate shall prevail unless there is an overall reduction of salaries.
- E. Kindergarten routes, cafeteria employees shall be reinstated according to these provisions. When all of these have been reinstated, the employees shall be returned to their previous route or kitchen.

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XI POSTING AND BID PROCEDURE/PROBATIONARY PERIOD

- 11.01 All vacancies and new positions shall first be offered to bargaining unit members. Such vacancies shall be posted for five (5) working days in an area accessible to all employees. Such notices will set forth the location, time schedule, classification, salary range, job description and qualifications. Such vacancies shall be posted within five (5) working days after the Board approves the filling the original vacancy.

Notices of such vacancies shall be posted in each school building except during summer recess. Notices of Vacancies shall be mailed to employees during the summer months and shall not be posted in the school buildings. Any employee interested in the vacancy shall submit, in writing to the Superintendent, a request for the vacancy not later than five (5) working days after the vacancy is posted.

- 11.02 The administration shall make the appointment within the next ten (10) days or as soon as possible thereafter, based on the employee's seniority and qualifications.

WITHIN THE CLASSIFICATION:

Should there be more than one (1) employee within the classification interested in the vacancy, the employee with the greatest job classification seniority shall be granted the vacancy.

TO A DIFFERENT CLASSIFICATION:

Any vacancy not filled within the classification shall be offered to employees from other classifications, who meet the job qualifications established by the Board, by seniority.

All vacancies within the school district shall be offered to the present qualified employees of the district and such employees shall be considered prior to administration opening the vacancies to the general public.

Qualifications shall be determined by the employee's experience, training (proof of training is required), or an administrated qualification test. (All applicants shall be given a study guide prior to the test).

- 11.03 New employees hired after November 1, 2007, shall be placed on step 0 of the salary schedule.

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11.04

- A. If the Board determines that an applicant/employee who is awarded a job in a different classification is unable to perform satisfactorily the duties of the new job during a period of thirty (30) working days, he/she will be returned to his/her previous position. During this same thirty (30) days period the employee may, if he/she elects, return to his former job. If the employer determines that the employee is unsatisfactory in the new position, notice shall be submitted to the employee in writing, by the employer with a copy to the union president.

- B. Lateral transfers (employees bidding for another position in their same classification) shall not serve another probationary period.

11.05 Vacancies that cause a succession of job openings shall be posted in the following manner:

- a) 3 day limit on posting
- b) 3 day limit on bidding
- c) 3 day limit on awarding of the position
- d) wait until succession bids with present employees are completed before position changes are made.

XII SENIORITY

- 12.01 System seniority shall mean the uninterrupted length of continuous service with the Beaver Local School District. Authorized leaves of absence shall not constitute an interruption of continuous service. System seniority shall be computed from the most recent date of hire.
- 12.02 Job classification seniority means the total length of continuous employment in a bargaining unit member's job classification, computed from the member's most recent date of assignment to that job classification. In the event the most recent date of assignment to a job classification is the same, system seniority shall prevail.
- 12.03 Only regular contracted employees shall accumulate system seniority or job classification seniority.
- 12.04 In the event the date of hire is the same for two (2) or more bargaining unit members, system seniority shall be determined as follows:
 - 1. By the toss of the coin. (affecting only 2 employees)
 - 2. Drawing lots affecting more than 2 employees.
- 12.05 A seniority list will be provided to the Union upon request.

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- 12.06 The seniority list shall be available on an annual basis, by March 1st of each year of the contract. All revisions shall be made within thirty (30) days after such list is provided by the Board.
- 12.07 The seniority list shall be made up by classification and shall contain in order of classification seniority, the name, department and date of hire of each employee.

XIII DUAL CLASSIFICATION EMPLOYEES

- 13.01 Persons employed in bargaining unit classifications are eligible to apply for vacancies in other bargaining unit classifications for which they are qualified, without giving up their current classification, in accordance with the Posting and Bid Procedure and the provisions of this Article.
- 13.02 As a condition of eligibility to be considered for employment in more than one position, it must be physically possible for the employee to perform the duties of both positions i.e., the work schedules for the employee's current position and the vacancy must not be in any way conflicting. Further, the total number of hours regularly scheduled to be worked by any person employed in more than one (1) position by the Board must not exceed eight (8) per workday and forty (40) per work week.
- 13.03 Employees who are interested in "Dual Classification" will be considered for vacancies based upon the criteria for awarding vacancies set forth in the Posting and Bid Procedure. "Dual Classification" employees who are successful in bidding on a vacancy shall be initially placed on the beginning step of the salary schedule for the vacant position, and shall advance on that salary schedule as a newly hired employee. Filling a vacancy under this Article shall not be considered a "promotion" under the Posting and Bid Procedure.
- 13.04 "Dual Classification" employees are not eligible to receive call-in overtime until such overtime is refused by all fulltime employees in that classification. In no case shall an employee be offered overtime which conflicts with regular assignment.
- 13.05 "Dual Classification" employees shall accumulate system seniority on the same basis as all other bargaining unit members. "Dual Classification" employees shall accumulate job classification seniority in their prior position in accordance with the job classification seniority provisions in this Agreement. In addition, such employees shall accumulate job classification seniority in any classification different from their prior position, beginning with the date they started to work in such other classification.
- 13.06 "Dual Classification" employees shall have the same rights and privileges as all other bargaining unit members.
- 13.07 During a reduction in force the dual classification last added to the work force shall be reduced in that classification before others in that classification.

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- 13.08 “Dual Classification” employees who are scheduled to attend inservice for their primary job responsibilities (majority of employment hours) will be docked for all conflicting inservice time with the secondary job responsibilities. The dock shall be for actual time attending the inservice and shall be at the secondary job hourly rate. The inservice time shall be calculated as time worked in the primary job for all pay purposes.
- 13.09 Dual Classification” employees who must stay on the job for their primary job responsibilities (majority of employment hours), will be docked for all conflicting time absent from their secondary job responsibilities. The dock shall be for actual time the “Dual Classification” employee is not performing their secondary job responsibilities.

XIV JOB DESCRIPTIONS

- 14.01 The Board shall make available to the Union, the current job descriptions for all jobs in all classifications in the bargaining unit.
- 14.02 Whenever a change occurs in the description of such job, the Board agrees to provide the Union with a copy of the new job description and discuss the effects of major changes before the job description is put into effect. The employee whose job description has been changed shall also be provided a copy of the new job description before it is put into effect.

XV CONTRACTS

- 15.01 Newly hired regular non-teaching school employees, including regular hourly rate and per diem employees, shall enter into written contracts for their employment which shall be for a period of not more than one (1) year. If such employees are rehired, their subsequent contract shall be for a period of two (2) years.
- 15.02 After the expiration of the two (2) year contract provided in 15.01, if the contract of a non-teaching employee is renewed, the employee shall be continued in employment, and the salary provided in the contract may be increased but not reduced unless such reduction is part of a uniform plan affecting the non-teaching employees of the entire District. All contract non-renewals must be in accordance with law.
- 15.03 Any non-teaching school employee may resign his contract of employment thirty (30) days subsequent to the filing of a written notice of such resignation with the Treasurer of the Board.
- 15.04 A person hired exclusively for the purpose of replacing a non-teaching school employee while such employee is on long-term leave of absence (granted under

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Section 3319.13 of the Ohio Revised Code) shall not be considered a regular non-teaching school employee and such employment will expire at the end of such term without further notice or challenge.

XVI EMPLOYEE EVALUATIONS

- 16.01 Each employee shall be evaluated by his immediate supervisor on an annual basis. The purpose of such an evaluation is to promote better understanding of the requirements of the position that they are performing and overall expectations of the administration; the employee's productivity; the specific performance objectives or targets to be achieved; to point out and attempt to mutually correct any deficiencies that an employee may have in the performance of their job.
- 16.02 All employees shall have the opportunity to review any and all evaluations regarding their work. The employee shall acknowledge that he/she has read the evaluation by their signature on the copy to be filed and a copy of the evaluation shall be given to the employee. Such signature on the evaluation shall not indicate agreement or disagreement with the evaluation.
- 16.03 The employee shall be given the opportunity to make written comments regarding the evaluation which shall be attached to the evaluation.

XVII DISCIPLINE

- 17.01 **DISCIPLINARY INTERVIEWS**
Disciplinary interviews and reprimands shall be made in private. For all disciplinary hearing or actions, an affected employee may, if he/she deems it necessary, request the presence of a union representative and when such a request is made, the hearing or action shall not proceed until the representative is in attendance. No employee shall be disciplined (e.g. reprimanded, suspended with or w/o pay, demoted or discharged) without just cause as defined in ORC 3319.081 paragraph C.
- 17.02 Nothing in this Article shall be construed to prevent verbal communications between administrators and employees without presence of a representative. Such communications including commendation, questioning, suggesting, directing, reminding and correcting, shall be termed casual and shall not include the presence of a representative. This shall be done either during the employees work hours or as a call in basis. There shall be no written statement concerning this verbal communication placed in the employee's personnel file.
- 17.03 Employment contracts as provided for in this agreement may be terminated by a majority vote of the Board. Such contracts may be terminated in writing, only for

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violation of written rules and regulations set forth by the Board, and those found in the State Code O.R.C. 3319.081, paragraph C.

In addition to the right of the Board to terminate the contract of an employee, the Board may suspend an employee for a definite period of time. The action of the Board terminating or suspending the contract of an employee shall be served upon the employee personally or by certified mail to last known address. All disciplinary action resulting in suspension or termination may be appealed within ten (10) days by a bargaining unit member at Step 3 of the grievance procedure. All other disciplinary actions may be appealed beginning at Step 1 of the grievance procedure. This procedure shall supersede ORC 3319.081.

XVIII PERSONNEL FILES

- 18.01 All bargaining unit employees' personnel files shall be kept in the confidential files in the Superintendent's office.
- 18.02 Employees shall have the opportunity to read any material before it is dated and placed in their personnel file. The employee shall acknowledge that he/she has read the material by affixing his/her signature to the copy to be filed and a copy shall be given to the employee. The employee's signature shall not indicate agreement with the content of the materials, but indicates only that the material has been inspected by the employee.
- 18.03 He/she shall also have an opportunity to reply to material in his/her personnel file by attaching a written statement to the file copy. Employees shall be informed of any complaint by a parent and/or student which is directed toward that employee and which may become a matter of record.
- 18.04 Any material found unwarranted shall be removed from the employee's file.
- 18.05 Written reprimands and/or Letters of reprimand or suspension shall be expunged from an employee's file following a three (3) year period of time if there is not a reoccurrence. Anonymous letters or material shall not be placed in an employee's file nor shall they be made a matter of record.
- 18.06 Each employee shall have the right, upon request, to review the contents of their own personnel file. Any such Letters of reference are to be considered confidential and shall not be viewed by the employee. An employee shall have the right to representation when reviewing their personnel file. Any such examination shall be at reasonable times during normal business hours, and shall also be at the mutual convenience of the employee and the Superintendent or his designee.

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XIX TEMPORARY EMPLOYEES

19.01 Temporary Employees

An employee employed as a temporary for more than 120 working days, not replacing anyone, in any six month period, shall be deemed a regular employee on the first working day following completion of the 120th day of service, and such employee shall be immediately subject to the organizational security provisions of this agreement.

19.02 Student and Grant Employees

The Board shall not employ any students under any secondary school or college work-study program, or any State or Federally funded work experience program in any position that would directly or indirectly affect the rights of OAPSE or any employee in the bargaining unit or otherwise be filled by reinstating qualified bargaining unit members from layoff.

19.03 UNIT MEMBERS ON SUBSTITUTE LISTS

Any unit member may be placed on a substitute list for a job classification outside his/her contracted work provided there is no conflict between requirements of the two classifications. The unit member must submit a letter of interest annually to the respective supervisor by September 1.

XX HOURS OF WORK AND OVERTIME

20.01 Standard Work Week

- A. The standard work week shall be five (5) consecutive days per week for all employees.
- B. All bargaining unit employees who work five (5) hours or more per day, shall have one half (1/2) hour paid lunch as part of their work shift.
- C. Each bargaining unit employee shall be provided with supplies and equipment to carry out his/her work assignment.
- D. When positions have been abolished or a reduction in force has been implemented, no employee in that specific classification shall be required to work over their regular scheduled hours.
- E. Any qualified employee in the same job classification who works less than twelve (12) months a year, shall be given the opportunity, during the time when they are not scheduled to work, to replace absent employees in that classification before substitutes are called. If the employee accepts the work, he/she shall be paid at the absent employee's regular hourly rate of pay.

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20.02 Overtime

- A. The Board shall pay for overtime worked at the rate of time and one-half for all hours over eight (8) worked on a day, or for all hours over forty (40) worked in any week, in accordance with the Fair Labor Standards Act.
- B. To the extent possible and practical, regular full-time bargaining unit members regularly assigned to work on a less than eight (8) hour per day schedule, shall be afforded the opportunity to work in their current positions up to eight (8) hours before substitute employees are assigned to work.

If a calamity day should occur while a bargaining unit member is working in a higher paying position, or a position with increased hours, he shall receive calamity day pay at the increased rate in hours.

- C. All overtime shall be granted on a seniority rotation basis, according to the job classification seniority of employees within a campus (Inclusive of all nonattached buildings within a campus). The rotation list shall include the names of all employees who have indicated in writing to their immediate supervisor that they are willing to work overtime.

Any employee who declines overtime for any reason, shall have his name rotated to the bottom of the seniority list, and will not be granted overtime until his name reaches the top of the seniority list.

- D. When computing hours worked, holidays, sick leave days and personal leave days, shall count as a regular work day.
- E. There shall be no duplication (pyramiding) of overtime for the same hours worked or for premium hours paid (e.g., call-in-time, etc.).
- F. Overtime rate shall be paid on the rate of which the work/job was performed at the time the employees exceeds 8 hours worked per day or 40 hours worked in a week.
- G. Deduct Days shall only be approved by the Superintendent prior to the date(s) requested.

20.03 Call-in-Time:

Employees not regularly scheduled to work on Saturday, Sunday, or any other time that is not a part of their regularly scheduled hours, and who are called in to work by his/her supervisor, shall be guaranteed a minimum of two (2) hours work and shall be compensated at the rate of time and one-half their regular rate of pay for such hours worked.

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- 20.04 Maintenance Overtime:
Maintenance related overtime is to be offered to the assistant maintenance employee before offering it to custodians on a building seniority basis.
- 20.05 Waiver Days
Bargaining unit members will be notified of the waiver day date(s) after the Board has received written approval of such waiver days. Bargaining unit members will be notified six weeks in advance of whether they will be scheduled to work or to attend inservice by their supervisor. If the inservice cannot be scheduled on the waiver day, the inservice will be scheduled no later than two (2) weeks after the waiver day.
- 20.06 Time Slips
Overtime and/or extra-time slips must be submitted to the respective supervisor on the Monday following pay day.
- 20.07 Summer Work
10 month custodians may be offered to extend their contracted days first at their regular rate of pay.
- All summer work may be offered to bargaining unit employees within the bargaining unit prior to non-bargaining unit employees or substitutes at the zero (0) step of the custodian wage schedule.
- Bargaining unit members must submit a letter of interest to the support services supervisor.

XXI CLASSIFIED STAFF PROVISIONS

for Cafeteria Staff, Custodians, Mechanics, and Secretaries

- 21.01 Cafeteria Staff
- A. When the kitchens are used by various groups, for cooking purposes, a cook certified in food safety must be employed.
 - B. Cooks shall be paid their regular hourly rate when employed for the above purpose and shall qualify for overtime as provided in this Agreement.
 - C. When a Head Cook/Manager is absent from work, the next cook in line of seniority from her kitchen, will act in her place. The employee taking the Cook/Manager's position shall be paid the higher rate from the first day of

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absence of the Cook/ Manager and paid the higher rate until the Cook/Manager returns.

- D. When a regular cook is absent for an extended period of time, one (1) week or more, the cooks within the kitchen shall have the absent cook's position by seniority. The substitute employee, if necessary, shall replace the least senior cook in the kitchen.
- E. The Head Cook will use a second cook on dishwasher, as desired.
- F. A clothing allowance shall be paid to employees for the purpose of purchasing uniforms or appropriate clothing to be used in the performance of their work. The clothing allowance shall be \$175.00 to be paid each year of the agreement.
- G. When the beginning of school is delayed, the serving time shall be adjusted to give cafeteria employees sufficient time to prepare meals.

21.02 Custodial Staff

- A. When the building or buildings are used by school or outside groups, a custodian must be on duty and shall be paid when a charge is made to the groups using the building or when the group requests custodial service.
- B. Custodians shall be paid their regular hourly rate when employed for the above purpose and shall qualify for overtime as provided in this Agreement.
- C. The campus principal shall rotate overtime among custodians within their campus as provided in this agreement. An overtime roster shall be posted in each campus which shall list the names of all custodians desiring to work overtime at their campus. Any custodian interested in overtime must submit a letter of interest to the campus principal. A custodian who declines a campus event for any reason, other than for absence, shall be rotated to the bottom of the list and will not be eligible for another event until their name reaches the top of the rotation. If an event is cancelled, the rotation list shall stay in effect.

Any custodian interested in overtime in any unassigned district building must submit a letter of interest to the Support Services Supervisor by October 1st of each year. No overtime in unassigned buildings will be granted unless a letter of interest has been submitted. District overtime will be granted on a seniority basis when custodians from the respective building(s) choose not to work overtime.

- D. A lunch break not to exceed one half (1/2) hour shall be paid to Custodians by the sponsoring group, when the number of hours worked exceeds five (5) hours.
- E. The number of overtime hours paid to Custodians will be shown on his paycheck.
- F. A clothing allowance (\$130.00) shall be reimbursed for purchase of work clothing upon appropriate receipt to be paid each year of the agreement. The District will provide three (3) Beaver Local Custodial Staff collared shirts per year. The shirts are to be worn during school hours and school events. For security reasons, the 5 shirts must be returned at the end of each year or upon separation from employment.

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- G. If the daylight custodian's absence is for five (5) days or more, custodians in line of seniority from the building working the afternoon shift shall be offered to move to the daylight position.

- 21.03 Uniforms - Mechanics
The Board shall pay one hundred (100%) percent of mechanics' uniform rentals/cleaning.

- 21.04 Secretaries
A. Secretaries, who prepare for open house beyond their regular schedule work day, shall be paid according to Section 20.02 of hours worked.

- 21.05 Paraprofessionals
A. Paraprofessionals, who are required to prepare for open house beyond their regular schedule work day, shall be paid according to Section 20.02 of hours worked.

XXII BUS DRIVERS

- 22.01 Buses:
When an official Beaver Local School bus is used, a licensed bus driver (Beaver Local) must be used.

- 22.02 Extra Curricular and Field Trips:
 - A. The Board shall post and maintain an extra curricular field trip roster which shall bear the names of all drivers wishing to take such trips. All drivers desiring extra curricular field trips must notify the Support Services Supervisor, in writing, on In-service day each year. Any driver failing to notify the Support Services Supervisor of their desire to take extra field trips by this date will be excluded from the trip roster for that school year. Drivers hired during the school year, the new driver may elect to be added to the trip list within 30 days of being hired by the Board.
 - B. Drivers wishing to take morning and/or afternoon trips shall have a substitute provided for their run(s). Said drivers will take the entire AM/PM run(s) off, if the trip will affect any portion of that run.
 - C. Drivers who take a personal leave day, have a doctor's appointment or returning from sick leave and when school is not in session, shall be permitted to take extra curricular/field trips according to job classification seniority on the same day or the following day.
 - D. Drivers on the seniority rotation list, who are union representatives and must attend to union business, shall have trips assigned to them in accordance with Section A above or when a trip has been cancelled (after union business).

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- E. All trips shall be posted in the drivers' room on Thursday morning of the week prior to the trip. Tournament games or rescheduled trips are not subject to the advance posting. Drivers shall notify the Support Services Supervisor no later than 2:30 p.m. on the Friday of the week prior to the trip if they are not taking their assigned trip. Exceptions for emergencies will be permitted. Drivers who fail to notify the Support Services Supervisor of their intent to take a trip and/or refusing extra curricular/field trips three (3) consecutive times shall have their names removed from the seniority rotation list for the remainder of the school year. This rule does not apply to early trips or trips originating in any elementary building. Trip boards shall be updated weekly.
1. Extra trips shall be assigned on the seniority rotation. The most senior driver who appears on the trip list in any given week shall be assigned the first trip. If the trip is a refusal, said driver shall be placed at the bottom of the trip list as a result of the refusal. The Support Services Supervisor shall then be required to contact at least seven (7) extra trip drivers according to seniority, who shall have the right of refusal without rotation to the bottom of the trip list, before the Support Services Supervisor shall assign another bus driver to said trip (regular or substitute).
 2. Early trips shall be assigned as to a separate seniority rotation list. The most senior driver who appears on the trip list in any given week shall be assigned the first trip. If the trip is a refusal, said driver shall be placed at the bottom of the early trip list as a result of the refusal. The Support Services Supervisor shall then be required to contact at least seven (7) extra trip drivers according to seniority, who shall have the right of refusal without rotation to the bottom of this trip list, before the Support Services Supervisor shall assign another bus driver to said trip (regular or substitute).
- F. Field trips originating in any elementary building shall be granted to field trip drivers from that elementary building on a seniority roster. District field trips shall be granted to all drivers on the seniority roster in order of seniority.
- G. Extra curricular/field trips shall be paid at the rate of \$9.85 per hour from the point of departure to return to same point and paid in fifteen minute intervals with 8 minutes or more will be paid to the next quarter hour, and time 7 minutes or less will be paid at exact time and drivers shall be guaranteed minimum of three (3) hours and one half (1/2) hour prep/clean up time.
- H. School buses used for extra curricular/field trips shall be rotated by the Support Services Supervisor, to the extent practical, in an effort to prevent the same buses from being used all the time. Drivers required to exchange buses on other than regular work hours for trips shall be compensated at their regular rate of pay. Drivers who use the buses shall return them clean following any trip.
- I. Substitute drivers will be eligible for extra curricular field trips only when there are no trip drivers available.

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22.03 Standing Time

- A. Bus drivers on special trips, including but not limited to athletic events, field trips and extra curricular trips, who are required to remain on standby for the duration of the event for which the special trips are made, shall be paid the established field trip rate of pay. Whenever any combination of driving and standby hours in a day exceed eight (8) hours, excess hours shall be compensated at the appropriate overtime rate. Overtime pay shall be calculated at the job being performed and at the rate of pay for which the employee exceeds eight (8) hours in a day (e.g. 5 hours of driving time and 5 hours of trip pay – overtime of 2 hours paid at time and half on the trip pay rate).
- B. When a trip is posted and it is not a standby trip, the driver will be notified at the time of assignment of the trip. Should the driver not be notified at the time of assignment, it shall be considered a standby trip and the driver shall be paid the established field trip rate for all such hours.
- C. Trip sheets are to be turned in every two weeks (on pay Fridays). Bargaining unit members are not permitted to hold trip sheets due to the fact of timely billing of groups, and state and federal laws.

22.04 Vehicle Unavailability

Whenever, as the result of the unavailability of appropriate Board vehicles due to mechanical or other malfunction, a bus driver regularly scheduled to work, is unable to work, he/she shall receive at the rate he/she would have received for working that day.

22.05 Minimum Hours

All drivers shall be guaranteed 4 ½ hours driving time plus ¾ hour preparation (e.g. bus fueling, pre-trip), and cleaning per day, and an additional ½ hour cleanup if a substitute does not clean bus after use only with the supervisor's approval for the contracted year. If any driver, because of additional time or duties as required by the administration that exceeds 5 hours per day shall be compensated in exact time at their regular hourly rate with verification by the administration.

Additional time shall be paid as follows:

- 2 hours for physicals
- 2 hours for drug/alcohol testing
- Exact time for time spent on additional inservices
- Actual classroom time spent for re-certification training class

Drivers time shall be calculated as follows:

- Morning Runs: from the time the driver leaves their designated storage area as defined in Section 22.16 to the time they return to their designated storage area as defined in Section 22.16.
- Afternoon Runs: from 2 p.m. until the time they return to their designated storage area as defined in Section 22.16 (with exceptions of special route assignments parochial school and career center.

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22.06 Breakdown Time

Should there be a bus breakdown before, during and/or after returning from a regular run, the driver shall be paid his/her regular rate of pay for any time spent waiting for service beyond a one-half (1/2) hour minimum wait.

22.07 Doubling on Routes

Should a breakdown occur, or a situation as determined by the Support Services Supervisor, necessitating the transfer of students to another driver to complete or partially complete a regular run, the driver assisting the completion shall be granted a minimum of one (1) hour at his/her regular rate of pay, if additional time is required by the driver making the assist.

22.08 Shuttle Runs

Drivers who must shuttle students between schools for example the Career Center, outside their regular runs, shall be paid a minimum of one-half (1/2) hour at their regular rate of pay.

22.09 Overtime

Overtime shall be granted to drivers as provided in this Agreement. Employees are responsible to turn in their time sheets for overtime to the Support Services Supervisor.

22.10 Hazardous Driving Conditions

In the event of sudden hazardous driving conditions developing immediately prior to or during morning runs and the administration has not closed or delayed school, and that such conditions, in the opinion of the driver, constitute a definite risk to life or limb the driver should, if possible, contact the Support Services Supervisor to request permission not to drive any portion of the run the driver feels road conditions are unsafe. The Driver can decide not to drive that portion, and then report the conditions to the Support Services Supervisor after the run is completed. Such request shall not become a part of the driver's personnel file, unless repeated refusals to driver are deemed unwarranted by the Support Services Supervisor.

22.11 Physical Examinations

The Board shall pay for the annual physical examination for all bus drivers. The Board shall pay up to \$30.00 toward new federal licensing requirement.

22.12 Student Discipline

Student discipline on the bus shall be handled by the driver under supervision of the Principal and/or Support Services Supervisor, in accordance with established Board policy.

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- 22.13 Personal Use
Buses cannot be used for personal use.
- 22.14 Summer Trips
Summer trips are to be granted according to the seniority rotation list used during the regular school year.
- 22.15 New Buses
- A. New buses purchased for specific need (e.g. transit and/or automatic transmission) shall be distributed to drivers assigned to drive such routes. All buses being passed down due to this method, shall be offered to the driver who was eligible according to the rotation (This shall not affect the driver's eligibility on the rotation).
 - B. New buses that are not assigned to such restricted routes shall be distributed to drivers by job classification seniority, in accordance with the seniority rotation list. Once a new bus has been received under this paragraph, the driver must have that bus for five (5) years to be eligible to receive another bus, but no driver shall receive a new bus under this paragraph until the seniority rotation list has been exhausted. To be on the seniority list requires 5 years of employment as a bus driver. All buses being passed down due to this method, shall be offered to the driver who was eligible according to the rotation (This shall not affect the driver's eligibility on the rotation).
- 22.16 Storage of Buses (Designated Storage Area)
The Board agrees to not disrupt the current procedure of allowing current bus drivers hired before July 1, 1998, to park the buses at their respective homes unless through the bidding procedure, a driver accepts a route which presents an economic hardship to the Board. Further, if vandalism occurs repeatedly against a particular bus, the Board may require that said bus be parked at the bus garage. The Board representative shall meet with the union prior to housing any bus at the garage which would constitute a change in working conditions. All new hirees, hired after July 1, 1998, the District shall determine the place of storage for buses. District's decision is not grievable.
- 22.17 Drivers who clean and wash, excluding waxing, their assigned bus during the year and in preparation for Summer State Inspection, shall be compensated at the rate \$225.00.
- 22.18 Rules and Regulations will be given each driver by the Board concerning the welfare and safety of all students (Bus Drivers Handbook).

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- 22.19 **Rerouting/Elimination of Bus Routes**
When it becomes necessary to reroute buses due to elimination of a bus position, and if their previous route has been changed, affected employees have the right to choose by seniority from the changed runs.

XXIII WORKERS' COMPENSATION

- 23.01 All employees covered under this agreement are protected under the State Worker's Compensation Act of Ohio, in cases of injury or death incurred in the course of or arising out of their employment.
- 23.02 An injury incurred while performing assigned responsibilities shall be reported to the injured employee's supervisor or other designated representative. The Treasurer of the district shall provide all necessary forms and instructions on how to complete forms to the injured employee. The Treasurer shall then file the forms with the Ohio Bureau of Worker's Compensation in a proper and timely manner.
- 23.03 Any employee may elect to use his/her accumulated sick leave in conjunction with medical benefits under Worker's Compensation, but cannot receive both sick leave and wage reimbursement under Worker's Compensation.

XXIV CALAMITY DAY PAY

- 24.01 Insofar as possible, the Board shall not require employees to report to work on a day the school has been closed or the opening of school is delayed due to public calamity up to the allowable days as set by the Ohio Revised Code. Any days that school has been closed and the lost time must be made up according to ORC, shall not be termed calamity days; therefore, employees are not entitled to calamity day pay on such days.
- 24.02 If delay in the school schedule is ordered for any reason that same delay schedule shall apply to the members of the bargaining unit.
- 24.03 This shall not limit employees from appearing at their regular scheduled time if they are able and/or so desire to appear at such time.
- 24.04 An employee who due to the nature of his work, is required to report to work on a day the school has been closed or a delayed opening occurs, because of public

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calamity, shall be compensated at their regular rate of pay for all hours worked during such emergencies. Custodians, who work during a 2-hour delay for ice and/or snow removal, shall not be entitled to any premium pay for such calamity work.

- 24.05 For all 260-day employees, such employees would be required to report for work on calamity days. If unable to report to work at the schedule time, 260-day employees must contact their supervisor. Whenever the county officials announce that only emergency crews are to be on the roads then 260 day employees are not to report to work until they are notified by a supervisor, and paid calamity day pay for time missed within the limits of the ORC.

XXV BENEFITS AND LEAVES OF ABSENCE

25.01 Leave of Absence Without Pay

- A. Upon written request of a regular non-teaching school employee, the board of education may grant a leave of absence for a period of not more than two consecutive school years for educational or professional or other purposes, and shall grant such leave where illness or other disability is the reason for the request. Upon subsequent request, such leave may be renewed by the board (ORC 3319.13).

The employee must notify the Superintendent in writing of his/her intent to return to work for the following year by April 10 of the preceding year. Failure to comply may result in the Board taking action to terminate.

- B. Upon the return of an employee from leave, the Board may terminate the employment of a person hired for the purpose of replacing the returning employee while he/she was on leave.
- C. If after the return of an employee from leave, the person employed for the purpose of replacing an employee on leave is continued in employment as a regular employee, or if he/she is hired by the Board as a regular employee within a year after his/her employment as a replacement, he/she shall receive credit for his/her length of service with the Board during such replacement.
- D. Employees on authorized leaves of absence of two (2) years or less shall not be considered to have break in service.
- E. Employees on leave of absence shall have the option to pay for Board paid insurance while on leave. The employee shall forward to the Treasurer a check in the amount of the premium one (1) month prior to the payment date.

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The check shall be made payable to the Treasurer, Beaver Local School District. Benefits may be continued as provided herein, for the period of 24 months.

- F. In all cases of leaves of absence, the employee shall give notice of his/her intent to return to the former position prior to the expiration of the leave. Should the position no longer exist, the employee shall be returned to a position in his/her former classification and hours.
- G. Any credit awarded to an employee mentioned above shall be in compliance with 3319.081 of the Ohio Revised Code.

25.015 FAMILY AND MEDICAL LEAVE OF ABSENCE

The Board and the Association agree to follow all terms and conditions as established by the Family and Medical Leave Act. However, all other language in this Contract referring to employees leave shall not be reduced by the terms of this Article, except as modified hereinafter by Section 25.01 and those sections that follow.

25.02 Jury Duty

An employee shall be entitled to leave, without loss of pay, for any time the employee is required to perform jury duty. The Board shall pay the employee the difference, if any, between the amounts received for jury duty and the employee's regular rate of pay. Any meal, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty.

25.03 Military Leave

An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

25.04 Personal Business Leave

- A. Each employee shall be entitled to three (3) days in total of paid leave annually for the purpose of conducting personal business.
- B. Applications for personal leave by the employees shall not exceed three (3) unit members daily. The number of personal leave days for new employees will be pro-rated according to the number of months worked.
- C. Unused personal leave days shall be added to the sick leave accumulation at the end of each year.
- D. Deduct Days – An employee must submit a request with reasons in writing for deduct days at least two (2) weeks in advance to the Superintendent. The Superintendent or his designee may approve such request.
- E. Personal days may not be borrowed from future year's accumulation.

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25.05 Sick Leave

- A. Each employee may, at his/her discretion, use sick leave for absence due to personal illness, injury, disability due to pregnancy, exposure to contagious disease which could be communicated to other employees or children, and absence due to illness or death in the immediate family. For purposes of this Article, "immediate family" means the employee's: parents, parent-in-laws, children, siblings, grandchildren, grandparents, spouse, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
- B. Each employee shall be entitled to accumulate sick leave credit at the rate of one and one-fourth (1 ¼) days per month, to a maximum of fifteen (15) days per year, whether or not school is in session, and shall be able to accumulate to an unlimited number.
- C. Employees may take sick leave in quarter or half day increments.
- D. Each newly hired employee and each employee who has exhausted his/her accumulated sick leave shall be entitled to an advancement of five (5) days of sick leave each school year, to be charged against sick leave he/she subsequently earns. When a bargaining unit member resigns before paying back sick leave advanced, the balance owed will be deducted from his/her last pay check.
- E. Any employee transferring to the Board from another public agency shall be credited with unused balance of his/her accumulated sick leave, upon written verification of such accumulation from the proper public agency pursuant to Section 3319.141 of the Ohio Revised Code and Board Policy.

F. **ADDITIONAL SICK LEAVE**

When a bargaining unit member has twenty (20) or less sick leave days and said member is in danger of exhausting these remaining days due to personal illness, he/she (or closest relative) may make a written request to the Superintendent for additional sick leave days.

Upon receiving the request the Superintendent may request the OAPSE president to survey members of the bargaining unit to determine which members would be willing to voluntarily donate additional sick leave days up to a maximum of two (2) days to the person making the request.

The granting of additional sick leave days in this provision shall be at the sole discretion of the Superintendent, and the granting, or not granting of days by him/her shall not be grievable or legally challenged.

25.06 PROFESSIONAL LEAVE

- A. The Board agrees to permit all employees, if approved by supervisor, to attend professional conferences and workshops, clinics, seminars, courses, and/or classes if held on a teacher in-service day, and to be paid for such. In order to be paid, employees must turn in written verification of attending such professional

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conference, clinics, seminars, classes, and/or workshop to the payroll department on the next scheduled work day. This day will be included in employees' 180 day contract, if they are not a full-time employee.

- B. Each employee may be granted paid professional leave for professional meetings, clinics or workshops as approved by the Superintendent.
- C. The Board shall pay the bargaining unit member all necessary and related expenses associated with such approved leave as allowed by law less taxes and gratuities.

25.07 PERFECT ATTENDANCE INCENTIVE

A perfect attendance stipend of four hundred (\$400), \$100 a nine week grading period payable the first pay in February for the first two nine week grading periods and the last pay in June for the last two nine week grading periods, shall be paid to all unit members who have not used any sick or personal leave. An additional bonus of \$200 shall be paid in the last pay of June for those who did not use any sick leave or personal leave for the entire year. (as per Section 26.07)

25.08 VACATIONS

A. ELIGIBILITY

- 1. All 11 and 12 month employees.
- 2. Employees with one (1) or more years of continuous service with Beaver Local Schools, State, County or Local Public Service employees shall be eligible according to Board Policy.

B. VACATION ENTITLEMENT AND SCHEDULE

- 1. 1 through 6 years - two (2) weeks (10 days)
- 2. 7 through 16 years - three (3) weeks (15 days)
- 3. 17 or more years - four (4) weeks (20 days)
- 4. Vacation is taken in the period of July 1 to June 30, subsequent to the period in which it was earned, or at other times as approved by the Superintendent.
- 5. 3. Employee's vacation schedule shall be arranged through the office of the superintendent or immediate supervisor, prior to the end of May on the form provided by the Board.
- 6. An employee who may be hospitalized, becomes ill, or may have a death in the family while on vacation, may request sick leave time in place of vacation time.
- 7. If an employee takes a vacation during a period when a holiday occurs, that holiday is not chargeable against the employee's vacation days. Five (5) work days constitutes a week's vacation.

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8. In an office, building or department where more than one (1) employee is working, the employee with the most job classification seniority shall have the first choice of vacation scheduling.
9. Up to ten (10) unused vacation days may be converted to cash upon written request to the Superintendent by the end of each contract year.
10. Up to ten (10) unused vacation days can be carried over to the next contract year.

C. Vacation Pay Upon Separation From Employment

1. Upon separation from employment, an employee who is in good standing and who is entitled to vacation days with pay shall be granted those days of vacation with pay on the employee's separation date, or the separation date shall be extended to include those days of vacation.
2. An employee may work through the day preceding his/her retirement date, and be paid for vacation entitlement thereafter.
3. In the case of the death of an employee, such accrued and unused vacation leave and pro-rated portion for the current year shall be paid to the employee's designated beneficiary, or where no beneficiary is designated, to the employee's estate, upon application by the fiduciary of the estate.

25.09 HOLIDAYS

- A. All employees shall be granted the following paid holidays:
1. 9 and 10 month employees:
 - a) Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, and Memorial Day.
 2. 11 and 12 month employees:
 - a) Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Good Friday, Presidents' Day, Memorial Day, and Independence Day.
 - b) ½ day holiday for Christmas Eve and New Year's Eve only when the days fall on a workday.
- B. All employees will be paid at the rate of pay for the time that they were scheduled to work on the day the holiday falls.
- C. Regular employees employed less than nine (9) months, shall be entitled to those holidays enumerated above which fall during the employee's time of employment.
- D. When any employee is required to work on any of the above paid holidays, he/she shall be paid at the rate of double time for all hours worked, or be granted compensatory time at double time for all hours actually worked.

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25.10 HEALTH BENEFITS/INSURANCES

A. Premium Contributions:

1. Premium contributions shall be as follows (hospitalization/prescription and dental):

- a. All full-time bargaining unit members hired prior to January 1, 1995, who work fifteen (15) or more hours per week, shall contribute 1% of the monthly premium. There shall be a contribution cap of \$55 for family coverage and \$25 for single coverage per month.
- b. Bargaining unit members employed after January 1, 1995 and are contracted to work 30 hours or more, shall contribute 2% of the monthly premium. There shall be a contribution cap of \$55 for family coverage and \$25 for single coverage per month.
- c. Bargaining unit employees who work less than fifteen (15) hours per week shall be provided with hospitalization/major medical insurance. The Board shall pay fifty percent (50%) of the premium cost; the employee shall pay the remaining fifty percent (50%) of the premium cost.
- d. For all employees (except for those employees identified in 25.10A.1.a above) hired after January 1, 1995, the Board shall pay 98% of the monthly premium for employees working 30 hours per week, and employees working less than 30 hours will receive benefit premiums on a pro-rated basis of 90%, according to hours worked as a percentage of 30. (For the purpose of example, a person employed for 20 hours per week would receive $.90 \times 20/30 = .603$ Board paid benefit if the employee elects to pay the remaining 39.7 percent.)
- e. All full-time staff hired after November 1, 2007, shall pay 10% of the premium to a maximum of \$25.00 per month for single plan and \$55.00 per month for family plan.

B. Hospitalization (Major Medical Insurance)

1. The Board shall provide single and family plan hospitalization/major medical insurance providing the same or better benefits that are contained 1998/99 Negotiated Benefit Package for all current employees who qualify. See Section 25.10A for premium contributions.

C. Prescription drug insurance shall be provided for all employees and their eligible dependents according to the specifications below:

1. Purchase prescription drugs and oral contraceptives as stated in the negotiated benefit package.

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JULY 1, 2012 TO JUNE 30, 2015

2. To obtain such benefits, the unit member must be enrolled in the Major Medical Programs.
-
- D. **Insurance - Sick Leave**
The Board will continue to pay hospitalization/major medical health and welfare, dental and life insurance premiums for a period not to exceed three (3) months for bargaining unit employees whose sick leave has been exhausted and have been granted or placed on a sick or disability leave of absence.
 - E. **Dental Care**
The Board will provide single or family plan for no deductible dental care for employees who work fifteen (15) hours or more per week. See Section 2510A for premium contributions.
 - F. **Term Life Insurance**
The Board shall provide term life insurance for each employee who is contracted to work ten (10) hours or more per week in the amount of \$50,000. Optional life insurance in the amounts of: Twenty-five Thousand Dollars (\$25,000.00), Fifty Thousand Dollars (\$50,000), or One Hundred Thousand Dollars (\$100,000) per employee is offered as a payroll deduction.
 - G. **Enrollment**
Employees shall have the right to enroll at any time in case of emergency or need with the coverage becoming effective the first of the next month.
 - H. **Insurance Plans**
Insurance plans shall provide the benefits that are contained in the negotiated benefit package. A summary of these benefit levels shall be provided to each unit member.
 - I. **Health and Welfare Fund**
 1. The Board shall continue to contribute to the Ohio Council No. 8 AFSCME Health and Welfare Fund Seven dollars and twenty-five cents (\$7.25) per month for each employee in the bargaining unit, except prescription drug for those enrolled in the major medical plan.
 2. This premium shall be used to purchase vision care, prescription drugs and hearing aid benefit.
 3. Any increase in premium rate shall be paid by the Board for the duration of this agreement.
 - J. **Insurance Waiver**
Any employee who is currently covered by his/her spouse's family hospitalization and dental coverage may waive his/her coverage in writing and receive two thousand dollars (\$2,000.00) per year cash waiver bonus. The payment shall be a

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JULY 1, 2012 TO JUNE 30, 2015

lump sum of five hundred dollars (\$500.00) on the pay date at the end of each quarter. The waiver must clearly explain the procedure for re-enrollment if an employee chooses to return to the plan. An employee shall be permitted to rejoin the plan as per Section 25.10 (F). The waiver shall occur at the time of initial employment and quarterly thereafter. Employees, whose spouses are employed by Beaver Local, are not eligible to participate in this waiver.

K. 125 Plan

The new agreement will include a "125 Plan" which would provide for any Board provided health care employee insurance premium to be deducted pre-tax.

L. Insurance Committee

A committee of three (3) OAPSE members, three (3) Administrators and/or Board members, and the district insurance consultant shall meet to review any problems and/or concerns concerning the health care plan (hospitalization, prescription, and dental).

L. Delinquent Premiums

If an employee can not pay for their share of health premiums, the Board shall terminate the health care coverage for that employee at the first of the month following the delinquency.

25.11 SEVERANCE PAY

A. Upon retirement, employees shall be entitled to receive remuneration for unused sick leave according to the following stipulations:

B. The amount to be paid retiring classified personnel shall be determined by multiplying the number of days of accumulated unused sick leave by the daily rate of pay up to a maximum of one hundred (100) days accumulated unused sick leave. The formula following is one fourth (1/4) of the total days of accumulated and unused sick leave not to exceed 100 days.

C. The daily rate of pay shall be the employee's annual salary rate at the time of retirement, divided by the number of days in a contractual year.

D. Severance will be paid upon proof of retirement (examples are, but not limited to: a copy of SERS health card or a copy of retirement check stub).

XXVI SALARY PROVISIONS

26.01 The yearly salary for all contracted employees shall be divided into twenty-six (26) equal payments and calculated as follows:

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JULY 1, 2012 TO JUNE 30, 2015

- A. Multiplying the hourly rate; times the total number of hours worked per day; times the total number of days scheduled to work per year (including paid holidays), until an annual salary is reached.
- B. All employees shall be paid every other Friday, unless a holiday or school vacation occurs at which time payment will be made the preceding Thursday. Direct deposit may be available by 7 A.M. on the day scheduled for pay. All employees shall be required to utilize direct deposit and direct deposit stubs will be available through the District's human resource web page. If employees do not have internet at home they will have the option of asking their supervisor to print out there pay stubs and/or be granted permission to use a district computer to print information from the HR Kiosk site.
- C. All employees shall receive their pays through direct deposit.

26.02 Longevity

.30	5 years per hour to Step 3 of Salary Schedule
.46	10 years per hour to Step 3 of Salary Schedule
.62	15 years per hour to Step 3 of Salary Schedule
.78	20 years per hour to Step 3 of Salary Schedule
.94	25 years per hour to Step 3 of Salary Schedule

Longevity rates are listed in the salary schedule of this contract.

26.03 The Board shall shelter the employees SERS payments as provided by law.

26.04 Wage Increase

\$0.20 per hour wage increase effective July 1, 2012
\$0.20 per hour wage increase effective July 1, 2013
\$0.25 per hour wage increase effective July 1, 2014

26.05 Travel Allowance:

All employees required to use their personal vehicle for Board business, as approved by the Superintendent, will be paid at the approved IRS rate on the date of travel (Refer to Section 26.07).

26.06 Secretarial Supplemental Contracts:

Supplemental Contract for additional duties for the assigned building secretaries for collecting of fees, principal fund receipts, student activities receipts and athletic events receipts (where applicable). All funds must be deposited on a daily basis. The supplemental contract will be paid in the last pay of June.

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- Elementary = \$300
- Middle School = \$550
- High School = \$275

26.07 Equal Benefits

In the event the other bargaining unit receives a percentage increase in their base salary schedule, a change in health insurance plan, a change in travel allowance, and perfect attendance incentive that is different than what is negotiated in this Agreement, the Board agrees to implement the above mentioned changes effective the July 1st of the year the changes are to be implemented by the other bargaining unit's contract year.

XXVII CONFLICT WITH LAW AND SEPARABILITY

27.01 The parties intend this Agreement to supersede and replace any state and local laws and regulations on the subjects covered by this Agreement. Where this Agreement makes no specification about a matter, the provisions of applicable law shall prevail. If, by operation of law, or by a court of competent jurisdiction, it is found that any provisions shall be unenforceable, the remainder of the Agreement shall remain in full force and effect for the Agreement term.

27.02 In the case of such invalidation, at the request of either party, the parties shall meet within fifteen (15) days to attempt to negotiate a replacement clause.

XXVIII ENTIRE AGREEMENT

28.01 The Board and Association acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or regulations from the area of collective bargaining. The Board and Association further acknowledge that the understanding and agreements arrived at as a result of such negotiations are set forth in this Agreement. The provisions of this Agreement constitute the entire agreement between the Board and Association.

AGREEMENT WITH OAPSE CHAPTER #564
AND THE BEAVER LOCAL BOARD OF EDUCATION
JULY 1, 2012 TO JUNE 30, 2015

XXIX DISTRIBUTION OF AGREEMENT

- 29.01 Within thirty (30) days after the execution of this Agreement the Board shall print or duplicate and provide without charge, a copy of this Agreement to every employee in the bargaining unit.
- 29.02 Additional twenty (20) copies to be available if needed by the Chapter President during the duration of this contract.

XXX USE OF TOBACCO PRODUCTS

- 30.01 There shall be no use of tobacco products in any indoor facility/vehicle owned, leased, or operated by the Board.

XXXI DURATION

- 31.01 This Agreement shall be effective as of July 1, 2012 and shall remain in full force and effect until June 30, 2015.

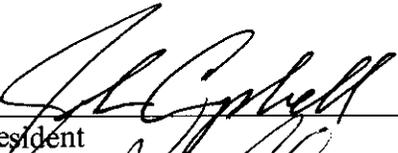
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XXXII AGREEMENT/Signature Page

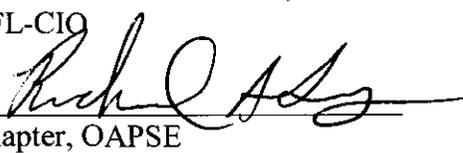
THIS AGREEMENT made and entered into this 19th day of November, 2012, by and between the Beaver Local Board, hereinafter called the "Employer", OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES, AFSME/AFL-CIO, and its Chapter #564, hereinafter called the "Union", for and on behalf of the employees in the bargaining unit set forth in Articles I & II of this Agreement. IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement on the day and the year first above written. (effective date July 1, 2012, expiration date June 30, 2015.)

BOARD OF EDUCATION

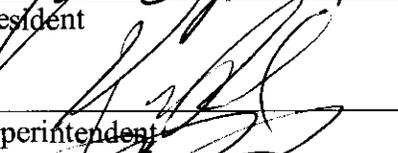
OHIO ASSOCIATION OF PUBLIC
SCHOOL EMPLOYEES, AFSCME/
AFL-CIO

By 

President

By 

Chapter, OAPSE

By 

Superintendent

By 

By 

Treasurer

By 

By _____
Bd. Rep.

By _____

By _____
Bd. Rep.

By _____

By _____
Bd. Rep.

By _____

AGREEMENT WITH OAPSE CHAPTER #564
AND THE BEAVER LOCAL BOARD OF EDUCATION
JULY 1, 2012 TO JUNE 30, 2015

CLASSIFIED SALARY SCHEDULE

Effective July 1, 2012

JOB TITLE	Min Hrs	Min Days	LONGEVITY								
			0	1	2	3	5	10	15	20	25
Secretary/Paraprofessional:											
High School (1)	8	260	\$12.00	\$12.22	\$12.50	\$13.10	\$13.40	\$13.56	\$13.72	\$13.88	\$14.04
Middle School (1)	8	260	\$11.90	\$12.12	\$12.40	\$13.00	\$13.30	\$13.46	\$13.62	\$13.78	\$13.94
Elementary (1)	8	210	\$11.80	\$12.02	\$12.30	\$12.90	\$13.20	\$13.36	\$13.52	\$13.68	\$13.84
Paraprofessional (1)	3	190	\$11.24	\$11.39	\$11.61	\$12.22	\$12.52	\$12.68	\$12.84	\$13.00	\$13.16
(1) The number of contract days for secretaries will be aligned directly with the number of days worked by the building administrator; likewise, paraprofessionals contract days shall be aligned with the number of days teachers work.											
Maintenance/Custodial:											
			0	1	2	3	5	10	15	20	25
Asst. Maintenance	8	260	\$12.37	\$12.59	\$12.87	\$13.47	\$13.77	\$13.93	\$14.09	\$14.25	\$14.41
Head Custodian	8	211	\$11.97	\$12.19	\$12.47	\$13.07	\$13.37	\$13.53	\$13.69	\$13.85	\$14.01
Custodian	8	211	\$11.59	\$11.81	\$12.09	\$12.69	\$12.99	\$13.15	\$13.31	\$13.47	\$13.63
Transportation:											
			0	1	2	3	5	10	15	20	25
Mechanic	8	260	\$13.50	\$14.64	\$14.82	\$15.52	\$15.82	\$15.98	\$16.14	\$16.30	\$16.46
Bus Driver	*	187	\$13.26	\$13.44	\$13.71	\$14.32	\$14.62	\$14.78	\$14.94	\$15.10	\$15.26
* Refer to Section 22.05											
Cafeteria:											
			0	1	2	3	5	10	15	20	25
Head Cook	6	180	\$12.19	\$12.41	\$12.48	\$13.29	\$13.59	\$13.75	\$13.91	\$14.07	\$14.23
Regular Cook	6	180	\$11.24	\$11.46	\$11.53	\$12.34	\$12.64	\$12.80	\$12.96	\$13.12	\$13.28
Hourly Cook	2	178	\$11.20	\$11.42	\$11.49	\$12.30	\$12.60	\$12.76	\$12.92	\$13.08	\$13.24

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CLASSIFIED SALARY SCHEDULE

Effective July 1, 2013

JOB TITLE	Min Hrs	Min Days	LONGEVITY									
			0	1	2	3	5	10	15	20	25	
Secretary/Paraprofessional:												
High School (1)	8	260	\$12.20	\$12.42	\$12.70	\$13.30	\$13.60	\$13.76	\$13.92	\$14.08	\$14.24	
Middle School (1)	8	260	\$12.10	\$12.32	\$12.60	\$13.20	\$13.50	\$13.66	\$13.82	\$13.98	\$14.14	
Elementary (1)	8	210	\$12.00	\$12.22	\$12.50	\$13.10	\$13.40	\$13.56	\$13.72	\$13.88	\$14.04	
Paraprofessional (1)	3	190	\$11.44	\$11.59	\$11.81	\$12.42	\$12.72	\$12.88	\$13.04	\$13.20	\$13.36	
(1) The number of contract days for secretaries will be aligned directly with the number of days worked by the building administrator; likewise, papaprofessionals contract days shall be aligned with the number of days teachers work.												
Maintenance/Custodial:												
			0	1	2	3	5	10	15	20	25	
Asst. Maintenance	8	260	\$12.57	\$12.79	\$13.07	\$13.67	\$13.97	\$14.13	\$14.29	\$14.45	\$14.61	
Head Custodian	8	211	\$12.17	\$12.39	\$12.67	\$13.27	\$13.57	\$13.73	\$13.89	\$14.05	\$14.21	
Custodian	8	211	\$11.79	\$12.01	\$12.29	\$12.89	\$13.19	\$13.35	\$13.51	\$13.67	\$13.83	
Transportation:												
			0	1	2	3	5	10	15	20	25	
Mechanic	8	260	\$13.70	\$14.84	\$15.02	\$15.72	\$16.02	\$16.18	\$16.34	\$16.50	\$16.66	
Bus Driver	*	187	\$13.46	\$13.64	\$13.91	\$14.52	\$14.82	\$14.98	\$15.14	\$15.30	\$15.46	
* Refer to Section 22.05												
Cafeteria:												
			0	1	2	3	5	10	15	20	25	
Head Cook	6	180	\$12.39	\$12.61	\$12.68	\$13.49	\$13.79	\$13.95	\$14.11	\$14.27	\$14.43	
Regular Cook	6	180	\$11.44	\$11.66	\$11.73	\$12.54	\$12.84	\$13.00	\$13.16	\$13.32	\$13.48	
Hourly Cook	2	178	\$11.40	\$11.62	\$11.69	\$12.50	\$12.80	\$12.96	\$13.12	\$13.28	\$13.44	

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JULY 1, 2012 TO JUNE 30, 2015

CLASSIFIED SALARY SCHEDULE

Effective July 1, 2014

JOB TITLE	Min Hrs	Min Days	LONGEVITY									
			0	1	2	3	5	10	15	20	25	
Secretary/Paraprofessional:												
High School (1)	8	260	\$12.45	\$12.67	\$12.95	\$13.55	\$13.85	\$14.01	\$14.17	\$14.33	\$14.49	
Middle School (1)	8	260	\$12.35	\$12.57	\$12.85	\$13.45	\$13.75	\$13.91	\$14.07	\$14.23	\$14.39	
Elementary (1)	8	210	\$12.25	\$12.47	\$12.75	\$13.35	\$13.65	\$13.81	\$13.97	\$14.13	\$14.29	
Paraprofessional (1)	3	190	\$11.69	\$11.84	\$12.06	\$12.67	\$12.97	\$13.13	\$13.29	\$13.45	\$13.61	
 (1) The number of contract days for secretaries will be aligned directly with the number of days worked by the building administrator; likewise, papaprofessionals contract days shall be aligned with the number of days teachers work.												
Maintenance/Custodial:												
			0	1	2	3	5	10	15	20	25	
Asst. Maintenance	8	260	\$12.82	\$13.04	\$13.32	\$13.92	\$14.22	\$14.38	\$14.54	\$14.70	\$14.86	
Head Custodian	8	211	\$12.42	\$12.64	\$12.92	\$13.52	\$13.82	\$13.98	\$14.14	\$14.30	\$14.46	
Custodian	8	211	\$12.04	\$12.26	\$12.54	\$13.14	\$13.44	\$13.60	\$13.76	\$13.92	\$14.08	
Transportation:												
			0	1	2	3	5	10	15	20	25	
Mechanic	8	260	\$13.95	\$15.09	\$15.27	\$15.97	\$16.27	\$16.43	\$16.59	\$16.75	\$16.91	
Bus Driver	*	187	\$13.71	\$13.89	\$14.16	\$14.77	\$15.07	\$15.23	\$15.39	\$15.55	\$15.71	
* Refer to Section 22.05												
Cafeteria:												
			0	1	2	3	5	10	15	20	25	
Head Cook	6	180	\$12.64	\$12.86	\$12.93	\$13.74	\$14.04	\$14.20	\$14.36	\$14.52	\$14.68	
Regular Cook	6	180	\$11.69	\$11.91	\$11.98	\$12.79	\$13.09	\$13.25	\$13.41	\$13.57	\$13.73	
Hourly Cook	2	178	\$11.65	\$11.87	\$11.94	\$12.75	\$13.05	\$13.21	\$13.37	\$13.53	\$13.69	