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THE NEGOTIATED AGREEMENT

BETWEEN

**LAKWOOD LOCAL
BOARD OF EDUCATION**

AND

**LAKWOOD ASSOCIATION OF
CLASSIFIED EMPLOYEES/OEA/NEA**

July 1, 2012 through June 30, 2015

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ARTICLE 1 - RECOGNITION

1. RECOGNITION

The Lakewood Local Board of Education, hereinafter referred to as the "Board", recognizes the Lakewood Association of Classified Employees, OEA/NEA, hereinafter referred to as the "Association", as the sole and exclusive bargaining representative for the non-certified employees, as defined in Section 2. Bargaining Unit Representation, employed by the Board.

2. BARGAINING UNIT REPRESENTATION

The Association shall be recognized as the sole and exclusive bargaining representative of the following non-teaching employees employed by the Lakewood Local Board of Education: Bus Drivers, Food Service Personnel, Clerical/Secretaries, Custodians, Aides, Maintenance Personnel, Bus Mechanics, In-School Suspension Monitor, Health and Safety Monitors, Mail Route, Custodial Helpers and Library Technicians.

All confidential employees, management-level employees, supervisors, seasonal and casual employees (including substitutes) and professional employees as defined by Chapter 4117 of the Ohio Revised Code, including the Local Superintendent, Assistant(s) to the Local Superintendent, Principals, Supervisors, Treasurer, Assistant(s) to the Treasurer, Treasurer Office Employees, Secretary to Transportation/Maintenance Supervisor, Secretary to the Local Superintendent, and Secretary to the Special Education Coordinator shall be excluded from the bargaining unit.

3. TERMS OF RECOGNITION

- A. This recognition shall remain in effect for the length of this current Agreement and/or extension mutually agreed to by the Board and Association.
- B. This exclusive recognition may be challenged in accordance with the provisions of Section §4117.07 of the Ohio Revised Code.

ARTICLE 2 - NEGOTIATION PROCEDURES

1. REQUEST FOR OPENING OF NEGOTIATIONS

- a. A request for the opening of negotiations shall be submitted in writing by the Association to the local Superintendent or by the local Superintendent to the president of the Association no earlier than ninety (90) days nor later than sixty (60) days before the expiration of this Agreement.
- b. Meetings shall be scheduled so as not to interfere with the normal work schedule of employees. If meetings are requested by the Board during normal working hours, the employee will be paid his regular daily wages.

2. SUBMISSION OF ISSUES

- a. All issues for negotiations by the Association and Board shall be submitted in writing at the first meeting. Additional items may be submitted at a later date only by mutual agreement.

3. NEGOTIATION PROCEDURES

- a. The parties shall meet at times and places agreed upon at the beginning of the prior meeting. Length of meetings as well as times and places of the following meeting shall be agreed upon at the onset of the beginning of each session.

4. CAUCUS

- a. Upon the request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time to caucus in privacy. Caucuses shall be normally limited to a period of thirty (30) minutes but may be extended by mutual consent.

5. PROGRESS REPORTS

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

6. NEWS RELEASES

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

7. ITEM AGREEMENT

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

8. AGREEMENT

- a. When tentative agreement is reached on all issues, the tentative agreements shall be reduced to writing and initialed by the negotiator of each team. The total document shall be submitted to the Association for ratification and submitted to the Board for approval at its next regular or special meeting. Upon ratification by the Association and the approval of the Board, the terms of the Agreement shall become the Master Contract and both parties agree to abide by the terms and conditions thereof.

9. DISAGREEMENT

- A. In the event the parties are unable to reach agreement upon the expiration of the current contract, the expiration date of the contract may be extended by mutual consent. Either party may declare an impasse and request that all unresolved issues be submitted to mediation. Upon the receipt of a written request by either party that an impasse has been declared, within five (5) calendar days a joint request signed by the president of the Association, or his/her designee, and the Superintendent, or his/her designee, shall be submitted to the Federal Mediation and Conciliation Service to appoint a mediator to assist in the resolution of all remaining issues. In the event agreement is not reached through mediation within fifteen (15) calendar days and it appears that no more meaningful discussions can be accomplished, the Association may initiate the provisions of Section §4117.14 (D-2) of the Ohio Revised Code. The Mediator has no authority to recommend or to bind either party to any agreements.
- B. The cost of employing all mediation services shall be shared equally by the Association and the Board.
- C. It is also agreed by the Association and the Board that the procedure outlined in this Agreement to negotiate and resolve disputes shall supersede all requirements established in Section §4117,14 of the Ohio Revised Code.

ARTICLE 3 - ASSOCIATION RIGHTS AND PRIVILEGES

The Association shall have the following rights and responsibilities. Rights and privileges in this section shall be exclusively granted to the Association as the sole and exclusive bargaining agent.

- 1. The Association shall be provided space on a designated bulletin board in each building in a location frequented by bargaining unit member's to post Association information.
- 2. The Association may be granted use of school facilities at no cost for meetings. Association meetings may not interfere with regularly scheduled school activities and must be scheduled through the administrative assistant or the local Superintendent at least five (5) days in advance.
- 3. The Association may be granted use of the inter-school mail system to send Association information to bargaining unit members.
- 4. The local Superintendent shall provide the president of the Association with a copy of the Board agenda for each Board meeting. The president of the Association shall be sent a copy at the same time copies are distributed to the Board. The Board agenda provided the president of the Association will include a copy of the minutes of the previous meeting.

5. The LACE President shall be given the opportunity to address the Board at each monthly meeting if he/she desires to do so.
6. Members whose employment continues after 5:00 p.m. shall be excused to attend an Association meeting provided all time lost shall be made up without additional pay the day of the meeting.

ARTICLE 4 - DUES DEDUCTION

1. The Board agrees to deduct Association dues upon the written authorization of the member of the bargaining unit. The Treasurer agrees to remit the dues to the State Association Treasurer following each pay date together with a list showing the names of the members and the amount deducted.
2. Said deductions shall be made in twenty (20) equal payments beginning with the second pay check in October.
3. The deadline for dues certified to be deducted will be the first day of October. Employees new to the district authorizing dues to be deducted shall be eligible for deductions immediately.
4. The Authorization for payroll deduction of dues shall continue in effect until such time said individual gives written notice to the Treasurer to discontinue such deductions or until employment with the Board terminates. Such written notification must be filed between August 15th through August 31st to stop payroll deductions. A copy of said written notification shall be sent to the Association president. The treasurer will deduct the balance of the dues remaining from the employees' final paycheck and notify the LACE Treasurer of such termination of employment.
5. The Association agrees to hold the Board Treasurer and the Board harmless resulting from any errors in dues deductions that may be made by either the local Association or its affiliates.

ARTICLE 5 - GRIEVANCE PROCEDURE

1. **DEFINITIONS**

Grievance - An alleged violation, misinterpretation, or misapplication of any provision of the negotiated agreement between the Board and the Association.

Grievant - The Association, an employee or group of employees in the bargaining unit alleging a grievance. A grievance alleged by a group shall have arisen out of and confined to the same circumstances affecting each member of said group.

Day - A work day (Monday through Friday).

2. **INFORMAL**

Members of the bargaining unit who have a grievance shall, within ten (10) calendar days of the infraction, or ten (10) calendar days from when the member(s) became aware that an infraction had occurred, discuss the infraction with his/her immediate supervisor in an attempt to resolve the matter informally.

3. **FORMAL - IN WRITING**

- A. The written grievance used in the formal levels of this procedure shall state: 1) the specific contract provision(s) alleged to be violated, misapplied, or misinterpreted; 2) a brief description of the grievance and the time, place, and date it occurred; 3) the relief sought, and 4) the date of submittal. All written grievances shall be filed on the form included in Appendix A of this Agreement.
- B. Upon request the Association may assist and represent any member of the bargaining unit in preparing the proper information *necessary* to expedite the procedure.
- C. Time limits given shall be considered as maximum unless otherwise extended by mutual agreement by the parties involved.
- D. Failure of the aggrieved to proceed within the specified time limits to the next level of procedure shall mean the grievance has been resolved by the recommendations stated in the previous level.
- E. Failure of the Administration to respond in the time limits stated shall mean that the grievance shall move to the next level of the procedure.
- F. A grievance may be initiated at Step II when it has been determined by the member's immediate supervisor that the subject is not within his/her realm of responsibility or control.
- G. Nothing contained in this procedure shall be construed as limiting the individual rights of a member having a complaint or problem to discuss the matter informally with members of the Administration through normal channels of communication.
- H. No reprisal shall be made against any party involved in use of this grievance procedure.
- I. A grievance may be withdrawn at any level without prejudice.

4. **PROCEDURE**

Within ten (10) calendar days from the date the grievant knew of the event(s) giving rise to an alleged grievance, the grievant shall request an informal meeting with his/her immediate

supervisor for the purpose of attempting to resolve the matter. Failure to act within ten (10) calendar days shall preempt the filing of a grievance in that particular case.

STEP I:

If the problem is not resolved as a result of the informal discussion, the grievant shall, within five (5) calendar days after such discussion, submit the grievance on the appropriate form to his/her immediate supervisor. A meeting shall be mutually arranged between the grievant and the supervisor within five (5) calendar days of submittal. Within five (5) calendar days after the meeting, the supervisor shall provide the grievant a written disposition on the grievance.

STEP II:

If the grievant is not satisfied with the disposition at Step I, he/she shall within five (5) calendar days of receipt of the supervisor's disposition submit the grievance on the appropriate form to the local Superintendent. A meeting shall be mutually arranged within five (5) calendar days after submittal. Within five (5) calendar days after the meeting, the local Superintendent shall provide the grievant and the Association president a written disposition on the grievance.

STEP III:

If the grievant is not satisfied with the disposition at Step II, he/she shall within five (5) calendar days submit the grievance on the appropriate form to the Board of Education through the local Superintendent or proceed to Step IV, below by mutual agreement of the Superintendent and Association President. The local Superintendent shall arrange for the aggrieved to meet with the Board of Education in Executive Session at its next regular meeting to review the alleged grievance. The Board shall provide the grievant and the Association president a written disposition on the alleged grievance within twenty (20) calendar days.

STEP IV:

If the grievant is not satisfied with the disposition at Step III, he/she shall within five (5) calendar days submit a written request to the local Superintendent to appeal the alleged grievance to arbitration. Upon receipt of the request to submit the alleged grievance to arbitration, a joint request shall be filed by the president of the Association, or his/her designee, and the local Superintendent, or his/her designee, to the American Arbitration Association to appoint an arbitrator. Said arbitration shall be conducted in accordance with the voluntary rules and regulations established by the American Arbitration Association governing said arbitration procedures.

The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement. The arbitrator shall expressly confine himself/herself to the specific issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinions which are not directly essential to rendering a decision. The arbitrator shall in no way interfere with the management prerogatives involving Board discretion nor limit or interfere in any way

with the powers, policies, duties, rules and regulations thereof, except as such powers, policies, duties, rules and regulations may be limited by the provisions of this collective bargaining agreement.

The arbitrator shall not substitute his/her judgment for that of the Administration involving employee discipline, assignment and transfer, and evaluation.

The decision of the arbitrator shall be final and binding on all parties.

The cost of arbitration and expenses including any required transcripts of the arbitration hearing shall be borne by the losing party.

ARTICLE 6 – SENIORITY

Seniority shall be defined as the years and months of continuous service in the Lakewood Local School District from the date of most recent hire and will begin to accrue as of a member's first day of actual service in a bargaining unit position. Seniority will continue to accrue during all paid leaves of absence.

Time spent on inactive pay status (unpaid leave) or time spent in a non-bargaining unit position shall not contribute to the accrual of seniority but shall not constitute a break in seniority.

There shall be a probationary period of one hundred and twenty (120) calendar days to determine the fitness, adaptability, and capability of any employee new to the system. During such time the new employee shall have no seniority rights in that position. New employees retained beyond the one hundred and twenty (120) calendar day period shall have their seniority computed as of their date of original hire. New employees retained beyond the probationary period shall be granted contractual rights determined in accordance with the provisions of Section §3319.081 of the Ohio Revised Code.

Probationary employees may be discharged by the Administration at any time for any good and just reason. Said discharge shall not be subject to the grievance procedure or appeal.

Seniority shall be lost when a unit member retires or resigns; is discharged for cause; or otherwise leaves the employment of the Board.

A tie in seniority shall be broken by the following method to determine the most senior member:

1. The date of Board action to hire; then,
2. The date of application; then,
3. By lottery, the first name drawn shall be determined the most senior member, etc.

The Superintendent will provide the Association with a seniority list prior to November 1 of each contract year. Such list shall include name, classification, type of contract (limited or continuing), and the first day of continued employment.

ARTICLE 7 - LAY OFF AND RECALL PROCEDURE

Whenever it becomes necessary to reduce the number of employees within a classification due to the lack of funds, lack of work, or the abolition of a position, the layoffs shall be conducted as follows:

1. The employee with the least seniority in the classification shall be laid off first.
2. Any employee so laid off in one classification may displace the least senior member of another classification providing the laid off employee has more seniority than the displaced employee and the laid off employee is qualified and has had successful experience in the position of the employee being displaced in the Lakewood Local School District. Service in the new classification performed in another private or public institution will not qualify as years of service for displacement.
3. All laid off employees shall maintain recall rights for a period of eighteen (18) months.
4. During the eighteen (18) month period no one will be hired or promoted into a classification until all laid off employees in that classification are reinstated or decline the position when it is offered. It shall be the responsibility of all laid off employees to keep the local Superintendent informed of his/her telephone number and address where they may be reached. Failure of an employee to respond to a registered letter within five (5) days after posting by the local Superintendent shall be considered a decline of the position.
5. Should transfers be necessary as the result of a lay off, members of the bargaining unit may submit a letter to the local Superintendent requesting consideration for the transfer.
6. Laid off employees may be granted the right to carry the employee insurance program made available to members of the bargaining unit by the Board for a period of eighteen (18) months by paying the total cost to the Treasurer on the date specified by the Treasurer. This right shall be dependent upon the approval of each insurance carrier.
7. The Board shall prepare a reinstatement list in reverse order of lay off.
8. The Board shall include in the layoff notice the following information:
 - a. Reason for the lay off.
 - b. Effective date of the lay off.
 - c. Statement advising the employee of his/her benefits and reinstatement rights.

ARTICLE 8 - DISCIPLINARY PROCEDURES

Members of the bargaining unit shall be disciplined or discharged for just cause only, pursuant to the following provisions:

1. No formal disciplinary action shall be taken by the local Superintendent without the member having the opportunity to have a hearing with a representative of his/her choice present. A formal disciplinary action shall include only items c, d, e, f, and g of Section 3.
2. A progressive disciplinary policy shall be administered by the local Superintendent by nothing herein contained shall require that a lesser sanction be imposed before a more severe sanction can be applied.
3. The options shall be:
 - a. Verbal warning;
 - b. Verbal reprimand;
 - c. Written reprimand;
 - d. Suspension without pay, not to exceed one (1) day;
 - e. Suspension without pay, not to exceed five (5) days;
 - f. Suspension without pay, not to exceed ten (10) days;
 - g. Discharge.
4. Discharge appeals may be initiated in writing to the Board through the local Superintendent. The Board shall hear all appeals in Executive Session. The decision of the Board shall be final except decisions involving suspensions without pay or discharge which were appealed to arbitration.
5. Members may be disciplined, suspended or discharged for the following reasons:
 - a. Incompetency;
 - b. Inefficiency;
 - c. Dishonesty;
 - d. Drunkenness and/or substance abuse;
 - e. Insubordination;
 - f. Immoral Conduct;
 - g. Discourteous treatment of the public;
 - h. Neglect of duty;
 - i. Failure to perform good behavior;
 - j. Any acts of misfeasance, malfeasance or nonfeasance.

ARTICLE 9 - PERSONNEL FILES

1. There shall be only one (1) official personnel file for each member of the bargaining unit and it shall be maintained in the Central Office of the Board of Education. However, each supervisor may maintain a work file for use throughout the contract year but shall place all information in the official file at the conclusion of the contract year.

2. A member of the bargaining unit shall have the right to review all material placed in his/her file upon the request to the local Superintendent and/or his designee and at a time that does not interfere with his/her assigned responsibilities.
3. All personnel files shall be maintained in accordance with the provisions of Section §1347 of the Ohio Revised Code. An employee who disputes the accuracy, relevance, or timeliness of any item in their file shall have the right to attach a rebuttal to the item.
4. Each employee shall be given a copy of any material placed in his/her personnel file.
5. There shall be no anonymous items placed in any employee's personnel file.

ARTICLE 10 - HOURS OF WORK/OVERTIME

Overtime shall be defined as all authorized hours worked over forty (40) hours during the employees assigned work week and shall exclude all unpaid leaves, board-approved leaves, and vacation days. Paid holidays and calamity days shall be included as a day worked for overtime purposes when they fall within the work week. Hours worked on a calamity day shall be paid in accordance with Article 21.

The work week shall be defined as beginning at 12:01 a.m. Sunday and ending 12:00 midnight Saturday excluding security personnel.

All overtime must be approved in advance by the unit member's immediate supervisor and/or the local Superintendent or his/her designee.

Overtime shall be paid at the rate of one and one-half (1 1/2) times the member's hourly rate for all authorized hours worked over forty (40) hours and the unit member shall be paid in salary.

Employees working overtime hours involving different job classifications will be paid at a weighted (blended) average of the job classification rates. Earnings from the job classification rates are added together and this total is divided by the total number of hours worked in all job classifications. This blended rate times one and one half (1 1/2) is used to calculate overtime pay for all overtime hours worked.

$$\frac{\text{Earnings from all Job Classifications}}{\text{Total Hours}} = \text{Blended Rate} \times 1.5 = \text{Overtime Rate}$$

An overtime schedule shall be prepared for each classification in each building beginning with the most senior member. Overtime shall be assigned on a rotating basis provided each member of the classification is qualified to perform the duty. (Example: licensed boiler operator).

Members required to work on an approved holiday shall be reimbursed at time and one-half (1 1/2) their regular hourly rate for all hours required to work by his/her supervisor.

ARTICLE 11 – VACANCIES

1. When a vacancy occurs it shall be posted on each building LACE Bulletin Board and the bus garage. The vacancy along with its job description shall be posted for a period of one (1) week. Vacancies created through the transfer of a school district employee to another position may be filled on two (2) day posting intervals.

The job postings shall include:

- a. Position title
 - b. Classification of position
 - c. Intended location of position
 - d. Performance responsibilities of position
 - e. Whom the position reports to
 - f. Qualifications of position
 - g. Hours/Days of work of position
2. Qualified employees shall apply, in writing, to the local Superintendent within the time limitations established in the posted notice of vacancy.
 3. If, in the judgment of the local Superintendent, two (2) or more employees apply and are equally qualified for the position, the employee with the greatest seniority shall be appointed. Seniority shall be determined on the basis of Article 6.
 4. During the summer months, employees not on duty who are interested in possible future vacancies shall notify the local Superintendent in writing so stating such interest and identifying the position to which they would like to be assigned if available. Such written notice of interest shall expire upon the employee's return to duty.
 5. The Association president shall be sent a copy of all vacancies posted.
 6. Upon written request, any employee who is denied placement in a vacancy due to unacceptable qualifications shall be given the reasons for the denial in writing.

ARTICLE 12 - PHYSICAL EXAMINATIONS/CERTIFICATIONS

In the event the Board shall require a member to take a physical examination or drug and alcohol test, or if such exam test is required for continued employment, the Board shall pay the full cost of such examination.

The Board shall appoint or approve the physician for all Board-paid physical examinations.

An employee, who is required to submit to a drug or alcohol test, shall be paid their regular rate for any time spent, up to two (2) hours.

ARTICLE 13 - STAFF MEETINGS

Members of the bargaining unit may be required to attend at least one (1) staff meeting per month on off-duty hours. Said meeting may last no longer than one (1) hour unless an emergency situation exists as determined by the local Superintendent and/or his/her designee.

Members required to attend more than one (1) such meeting per month on off-duty hours shall be reimbursed at their regular hourly rate for all hours beyond their regular duty day.

ARTICLE 14 - SICK LEAVE

1. Each member of the bargaining unit employed on a full time basis shall be entitled to accrue fifteen (15) days of sick leave per year which shall be credited at the rate of one and one-fourth (1 1/4) days per month per year effective the beginning date of his/her contract.
2. Each member of the bargaining unit employed on a part time basis shall be entitled to accrue fifteen (15) days of sick leave per year which shall be credited at the rate of one and one-fourth (1 1/4) days per month per year effective the beginning date of his/her contract. Each day of accumulation shall be a pro-rated day equal to the number of hours employed. For full and part time employees sick leave shall be usable in full-day (1) or one-half day (1/2) increments.
3. All sick leave days accumulated by a member of the bargaining unit employed on a part-time basis shall be converted on a pro-rated basis in the event of full-time employment. (Example: thirty [30] days of sick leave accumulation for a member employed four [4] hours per day or on a one-half [1/2] day basis would be equal to one hundred twenty [120] hours or fifteen [15] days of sick leave upon being employed on a full-time basis.) (Reverse shall be true.)
4. Sick Leave Caps and Transfer In Caps
 - A. Sick leave accumulation shall be capped as follows:
 1. Three hundred (300) days, effective July 1, 2012,
 2. Two hundred seventy-five (275) days, effective July 1, 2013, and
 3. Two hundred fifty (250) days, effective July 1, 2014.
 - B. Days transferred in from another public sector in Ohio shall be limited to one hundred sixty five (165) days.
5. Sick leave may be used for the following reasons upon the approval of the responsible administrative officer designated by the Board:
 - A. Personal illness.

- B. Pregnancy.
- C. Injury.
- D. Exposure to contagious disease which would/could be communicated to others.
- E. Illness or injury in the bargaining unit member's immediate family.
- F. Death.

6. The immediate family for illness or injury is defined as spouse, father, mother, brother, sister, children, respective in-laws, grandfather, grandmother, foster child, grandchildren, or blood relative living under the same roof.
7. Death in the immediate family is defined to mean the following: spouse, parent, brother, sister, child, grandparent, parent-in-law, grandchild, foster parent, step-parent, stepchild, foster child legally placed in the home, or any blood relative of either spouse of the employee. Additional days for death in the immediate family may be granted upon request to and approval of the local Superintendent.
8. Members of the bargaining unit using five (5) or more consecutive days of sick leave for personal use shall submit a statement from their physician stating he/she is capable of returning to duty.
9. Employees may use up to eight (8) weeks of sick leave after giving birth for maternity leave. Such leave shall commence with the delivery date. If the employee does not have enough sick leave days to cover the eight (8) weeks maternity leave, the employee can take the remaining time as unpaid leave. Personal leave days can be used during maternity leave. However, personal leave days cannot be used for any day before or after a holiday, the day before or after a scheduled vacation break, which includes any day attached to a scheduled vacation break, on parent teacher conference days or on staff professional development days except for emergency purposes. An eligible employee is also entitled to an additional twelve (12) weeks of unpaid leave per year (after the 8 weeks maternity leave) for the birth and first-year care of a child.
10. Members of the bargaining unit who are new employees transferring from one school district or public agency in Ohio may transfer previously accumulated sick leave and be credited up to a maximum of one hundred sixty five (165) days. It shall be the responsibility of the employee to secure a certified record from his/her former employer and file a copy with the Treasurer of the Lakewood Local School District.
11. Members of the bargaining unit who are new public employees will be credited with five (5) days of sick leave effective the first day of employment. These days must be re-earned before further accumulation may occur.
12. Members of the bargaining unit shall submit a written, signed statement on forms prescribed by the Board to justify the use of sick leave. Any falsification of said statement shall be grounds for suspension or termination of employment by the Board in accordance with Sections §3319.08 and §3319.16 of the Ohio Revised Code.
13. **INCENTIVE PLAN**
Full-time employees employed twenty (20) hours or more per week shall be reimbursed as follows as an incentive for not using sick leave:

LESS THAN 12-MONTH EMPLOYEES

0 days.....	\$200.00
1/2 day	\$175.00
1 day	\$150.00
1-1/2 days	\$125.00
2 days.....	\$100.00

12-MONTH EMPLOYEES

0 days.....	\$250.00
1/2 day	\$225.00
1 day	\$200.00
1-1/2 days	\$175.00
2 days.....	\$150.00

ARTICLE 15 - PERSONAL LEAVE

Each member of the bargaining unit shall be granted not more than three (3) days of personal leave per year to conduct urgent personal business that cannot be conducted at times other than regular working hours. Personal leave shall be usable in full-day or 1/2 day increments.

An application for personal leave shall be submitted to the member's immediate supervisor on a form prescribed by the Board at least five (5) days prior to the day such leave is to be taken. When emergency situations arise making this compliance impossible, the local Superintendent shall be advised as soon as possible and the application for personal leave shall be submitted to the local Superintendent within five (5) days after the date of absence.

Personal leave shall not be used for the following reasons:

1. To seek gainful employment.
2. To travel with husband or wife on a business trip.
3. For sick leave or the extension of sick leave.
4. Vacation or recreation.
5. Shopping.
6. In conjunction with Association Leave.

Personal leave may not be taken during the last two (2) weeks of school except for emergency purposes or upon submitting a written request to the member's immediate supervisor describing a special family event that he/she desires to attend that falls during the last two weeks that school is in session. Personal leave will be granted to attend a special family event. Examples of special family events include: a child's graduation, parent/teacher conferences. Any day attached to a scheduled vacation break is considered part of that vacation break and therefore personal leave could not be used.

Upon the certification by the member signing the personal leave form which shall include the statement: "I affirm that the use of personal leave is authorized pursuant to the Personal Leave Policy", the immediate supervisor and the local Superintendent shall approve the application. However, in the event reasonable cause should exist which suggest that the intended use of said leave is not for business reasons as defined herein, the local Superintendent shall require the precise purpose for such leave to be stated. The fraudulent use of personal leave may result in such disciplinary action as deemed appropriate.

No more than two (2) employees in classifications with ten (10) or more employees and no more than one (1) employee in classifications with nine (9) or fewer employees may be granted personal leave on any one (1) day except in cases of an emergency over which the employee has no control. in cases of emergency, the local Superintendent shall be notified explaining the need to take personal leave.

Incentive for Non-Use:

Full-time members of the bargaining unit employed for 20 hours per week and one hundred twenty days or more per contract year shall be reimbursed as follows for the non-use of personal leave:

- a. A total of zero (0) days of personal leave — two hundred twenty-five dollars (\$225)
- b. A total of one half (1/2) day of personal leave — one hundred seventy five dollars (\$175.00)
- c. A total of one (1) day of personal leave -- one hundred fifty dollars (\$150).
- d. A total of one and one half (1-1/2) day's use of personal leave -- one hundred dollars (\$100.00)
- e. A total of two (2) days use of personal leave — seventy-five dollars (\$75)

Such payment shall be included in the second pay in June.

ARTICLE 16 - ASSAULT LEAVE

In the event a member of the bargaining unit is assaulted while performing his/her assigned responsibilities, he/she shall be entitled to a maximum of ten (10) days assault leave upon the certification of the member's physician. Assault leave shall not be deducted from the member's accumulated sick leave.

Members eligible for assault leave shall apply for Workman's compensation. All proceeds received by the member from Workman's compensation for reimbursement for the loss of pay due to the assault shall be given to the Treasurer of the Board.

ARTICLE 17 - ASSOCIATION LEAVE

Association leave shall be granted for attendance at the annual (OEA) conference and for attendance at Association business or negotiations meetings.

Said leave shall not exceed six (6) days (forty-eight [48] hours). The president of the Association (LACE/OEA/NEA) shall submit a request in writing to the local Superintendent five (5) days in advance of said meeting(s) informing him/her of the names of the person(s) who will attend. Substitutes shall be provided by the Board.

Association leave shall be granted in hourly increments upon the request of the president.

ARTICLE 18 – UNPAID LEAVE OF ABSENCE

1. Upon written request to the local Superintendent, the Board of Education may grant an unpaid leave of absence for a period of not more than two (2) years, one (1) year at a time, for education, professional, or other purposes, and shall grant such leaves where illness or other disability is the reason for the request. Except in the case of unpaid medical leave requests, the employee's request must state the dates of the requested leave and the reason for the leave, all of which must be in accordance with current Board policy.
2. Upon the return of an employee from leave, the person hired for the purpose of replacing the returning employee shall be placed on layoff if a position is not available.
3. Members returning from an approved leave of absence shall be placed on the salary schedule at the level he/she would have been placed prior to taking the said leave. Advances on the salary schedule shall not take place due to a member taking an approved unpaid leave of absence.
4. Employees granted an extended leave period are required to notify the Superintendent in writing of their intent for returning to work at the start of the upcoming school year. This written notification must be submitted prior to April 1.
5. FAMILY MEDICAL LEAVE ACT

For purposes of calculating eligibility for leave under the FMLA, the Employer will use a rolling 12-month period (ROLLING YEAR) measured backward from the date of any FMLA leave usage based upon the employee's date of hire.

ARTICLE 19 – VACATIONS

All twelve (12) month members of the bargaining unit shall be granted vacation days as follows:

YEARS OF SERVICE	VACATION DAYS
1 – 4	10
5 – 9	15
10 or more	20

Eligible members of the bargaining unit must be employed one (1) year on a continuous basis before earning the above vacation days. (A year is described as continuous service for the number of days employed between July 1 and June 30 of each contract year.)

Members hired during the contract year shall be eligible for vacation leave on a pro-rated basis at the conclusion of his/her contract year.

Each eligible member shall submit a request to take vacation to his/her immediate supervisor for approval prior to taking vacation. Conflicts relative to vacation dates shall be determined by seniority.

Members may carry over a maximum of twenty (20) days per year. Member vacation balances in excess of twenty (20) days on June 30th will revert back to the twenty (20) day maximum accrual.

ARTICLE 20 - PAID HOLIDAYS

1. The Board shall grant the following paid holidays for all twelve (12) month employees:

- New Years Day
- Martin Luther King Day
- Presidents Day
- February 29 (compensation day) Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Years Eve Day

2. The Board shall grant the following paid holidays for all employees working less than twelve (12) months:

New Years Day
Martin Luther King Day
Presidents Day
Good Friday
Memorial Day
Labor Day
Day before Thanksgiving Day for Night Custodians
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

3. For employees hired after July 1, 2008, part-time members shall be eligible for holidays if they work more than twenty hours per week.

ARTICLE 21 - CALAMITY DAYS

A calamity day shall be defined as a day when the Board and/or its designated representative determined it was necessary to close a school or all of the schools in the district for a reason beyond their control.

All members of the bargaining unit shall be subject to call for duty on all calamity days. However, it shall be the responsibility of the local Superintendent to notify those members who are expected to report to duty at his/her earliest convenience. Members who are not so notified shall be excused from reporting to work on all school district calamity days approved by the State Superintendent of Public Instruction or his/her designated representative without penalty or reduction in State Foundation Funds.

Members who are excused shall be reimbursed their regular daily rate of pay. Members who are required to report for duty shall be paid their regular daily rate of pay plus an additional amount for all hours actually worked during the calamity day. This additional salary shall be calculated by multiplying the actual hours worked by the member's daily hourly rate. Should the actual hours worked on a calamity day cause a member to be on duty more than forty (40) hours in his/her assigned work week, the member shall be paid time and one-half (1¹/₂) for all hours on duty over forty (40) hours.

The local Superintendent shall maintain a record of all calamity day hours worked by each employee and authorize the Treasurer to pay accordingly. The Board shall be required to pay for actual time on duty for those members required to report for duty on calamity days. The Board shall not be required to reimburse those members who reported for duty without being requested to do so. The supervisor shall provide a work schedule for those members who are required to report for duty on a calamity day.

All members shall be expected to report for duty without additional compensation, except for paid holidays, for all calamity days the district may be required to make up by the State Superintendent of Public Instruction or his/her designated representative provided said makeup days do not require the member to report for duty more days than required by his/her contract. When the school district exceeds five (5) calamity days, twelve (12) month bargaining unit members are required to report to work or use a personal leave day or vacation day, unless advised by the Superintendent or supervisor not to report to work.

A required make up day shall be defined as a day the school district would lose State Foundation Funds or be subjected to a penalty which in the judgment of the Board would not be in the best interests of the school district, unless the day is made up.

EARLY DISMISSAL DAYS

When schools have opened for the morning session and there is early dismissal either because of inclement weather or other emergency all first (1st) shift bargaining unit members will continue working their regular hours or until their job is secured, the building and/or equipment they work with is secured, and all students are returned home safely.

The Superintendent or his/her designee shall be responsible for dismissing first (1st) shift personnel from their job on early dismissal. First (1st) shift personnel will be paid their regular daily rate of pay when they are dismissed early.

Bargaining unit members assigned to a second (2nd) or third (3rd) shift will report to work as scheduled. The local Superintendent or his/her designee will notify second (2nd) or third (3rd) shift employees if they are not required to report for duty.

Bargaining unit members assigned to second (2nd) or third (3rd) shift will be paid their regular daily rate of pay if they either report to work or are not required to report for work by the local Superintendent or his/her designee.

ARTICLE 22 – MILEAGE

Authorized bargaining unit members required to drive their vehicle on Board of Education business will be reimbursed for mileage. Mileage will be calculated at the approved IRS rate in effect July 1 of each year. The IRS mileage reimbursement rate on July 1 shall be based on the IRS rate effective the prior January 1.

Eligible bargaining unit members shall submit requests for reimbursement in accordance with the policies and procedures established by the local Superintendent and approved by the Board. A copy of said policies and procedures for reimbursement shall be provided all authorized bargaining unit members.

Payment for mileage reimbursement will be made with submission of required forms at the next scheduled payable check run.

Mileage for Board of Education business within the district shall not be reimbursed.

ARTICLE 23 – SALARIES

1. SALARY SCHEDULE PROVISIONS

- A. Employees shall be placed on the appropriate salary schedule step based upon years of employment experience in the Lakewood Local School District in their specific job classification.
- B. To advance to the next level on the salary schedule, the employee must have been employed a minimum of one hundred twenty (120) days the previous fiscal year (July 1 to June 30).

Years of service shall be counted from date of most recent hire.

The Board may, at its discretion, place a new employee at a higher step on their schedule to reflect former experience, but in no case will an employee be placed at a lower step than is warranted by years of continuous service to the district in their present job classification.

No new hire shall be granted more years of experience for previous experience for salary purposes than that allowed current employees with the same number of years of experience or more in the school district in the same classification.

- C. Employees transferred to higher paying positions and/or wage scale within a classification shall be placed on the step of the new salary schedule which would provide the employee an increase in wages of at least an amount equal to the incremental amount between the classification the employee is leaving and Step 1 of the new classification.
- D. This agreement shall be for three (3) years, beginning July 1, 2012.
 - 1. Effective July 1, 2012, the Base shall increase one percent (1 %). Bargaining Unit members shall move one (1) step on the salary schedule, if eligible. If the step increase provides for a raise of less than five hundred dollars (\$500.00), then the employee will receive a one-time lump sum payment of the difference between the five hundred dollars (\$500.00) and the step increase. Any employee whose step increase is in excess of five hundred dollars (\$500.00) will receive his/her actual step increase and not the one-time lump sum payment. Any employee job classification which does not move steps on the salary schedule will receive the one –time lump sum payment of five hundred dollars (\$500.00).
 - 2. Effective July 1, 2013, the base shall increase one-half percent (1/2 %). Bargaining Unit members shall move one (1) step on the salary schedule, if eligible. If the step increase provides for a raise of less than five hundred dollars (\$500.00), then the employee will receive a one-time lump sum payment of the difference between the five hundred dollars (\$500.00) and the step increase. Any employee whose step increase is in excess of five hundred dollars (\$500.00) will receive his/her actual step increase and not

the one-time lump sum payment. Any employee job classification which does not move steps on the salary schedule will receive the one-time lump sum payment of five hundred dollars (\$500.00).

3. Effective July 1, 2014, the base wage and step schedule will be subject to a contract reopener.

ARTICLE 24 - PAY DATES

1. Members of the classified staff shall be paid in twenty-four (24) equal payments on the 15th and 30th of each month. All deductions shall be equally divided between the pays.
2. In the event a pay day falls on a Saturday or a Sunday or a day school is not in session during the regular school year, the pay day will be the day preceding.
3. Alterations in the distribution of payments for services may be made with mutual consent of the Board Treasurer and the individual member of the bargaining unit.
4. All members of the bargaining unit shall have their paycheck direct deposited.
5. Errors in pay not caused by the bargaining unit member errors will be corrected on the next pay.
6. Payroll checks/stubs/notices will no longer be distributed to members of the bargaining unit in printed format. Payroll information shall be available to members of the bargaining unit electronically through the use of the "Kiosk Program" available on any computer with Internet access and/or throughout the district.

ARTICLE 25 - SEVERANCE PAY

Full-time employees with at least five (5) years Lakewood Local experience at the time of their retirement under the appropriate Ohio Public Employee Retirement System will be paid one-quarter (1/4) of their earned, accrued but unused sick leave. Calculations for payment will be based on a maximum of two hundred twenty (220) day's earned, accrued but unused sick leave. (e.g., Maximum = 1/4 of 220 days = 55 days)

Additional compensation will be awarded for service to the Lakewood Local School District AS FOLLOWS.

YEARS OF SERVICE	ADDITIONAL DAYS
10 years	3 days
15 years	4 days
20 years	5 days
25 years	7 days
30 years	9 days
35 years	11 days

Beginning the July 1st 1986-87 contract year, the Board will add one (1) additional day of severance pay for each contract year a full-time employee employed one hundred twenty (120) days or more each contract year uses "0" days of sick leave. This practice shall be discontinued effective June 30, 2013. Employees who believe they qualify for additional days must notify the Treasurer by December 1, 2012. Potential accumulation will be researched and recorded by June 2013. Bargaining unit members failing to notify the Treasurer shall not qualify for review. Individuals hired after ratification of this Agreement do not qualify for any accumulation or review.

ARTICLE 26 - INSURANCE COVERAGE

1. The Board will purchase and make available a Comprehensive Major Medical Deductible Plan Base Plan equivalent to or better than the current plan or as agreed by the insurance committee and ratified by the Association. For members hired before July 1, 2008, they shall pay ten percent (10%) of the cost of either family or single coverage of medical insurance made available to members by the Board of Education. For members hired on or after July 1, 2008, the members shall pay the following prorated costs of either family or single coverage of medical insurance made available to members by the Board of Education based on the number of hours worked per week.

20 - 24.99 hours per week Member contribution	20%
25 - 29.99 hours per week Member contribution	15%
30 hours or more per week Member contribution	10%

Employees desiring the insurance coverage shall notify the Treasurer.

Part-time or hourly employed unit members shall be eligible for full insurance benefits if they work twenty (20) hours or more per week.

If choosing the buy up plan, members will pay ten per-cent (10%) of the base plan premium, plus the difference in cost between the base plan premium and the buy up plan premium.

2. The Board shall purchase and make available a dental insurance plan that is equivalent to or better in coverage than the current plan. The Board will pay a maximum of twenty-five dollars (\$25.00) per month for both single and family coverage for members employed full-time.

Part-time unit members shall be eligible for insurance benefits if they work twenty (20) or more hours per week as set forth above.

3. For Employees hired prior to July 1, 2008, the Board shall provide each member of the bargaining unit with twenty thousand dollars (\$20,000) term life insurance. For employees hired after July 1, 2008, Bargaining Unit Members must work more than twenty (20) hours per week to receive the term life insurance.

The Board shall make available a Section 125 plan approved by the IRS for employees to tax shelter their contributions toward their insurance program.

Effective September 1, 1999, an Insurance Committee shall be appointed composed of five (5) teachers appointed by the Association President, three (3) members of the classified staff appointed by the LACE President, two (2) administrators appointed by the Superintendent, and the Treasurer. The Committee will meet annually not later than October 1st.

4. The Board will provide the Association a minimum of five (5) work days review time prior to changing insurance coverage.
5. The insurance coverages and Board contributions existing at the time of this Agreement and those agreed to in the future by the Insurance Committee shall be amended only when replaced by an insurance program approved by the Insurance Committee and approved by a majority of a quorum of the members of each bargaining unit attending a group meeting and voting on the proposed insurance package. The coverages and Board contributions agreed to by the Committee will become a part of this Agreement by addendum and will be distributed to all Bargaining Unit Members.
6. The employee contribution to health insurance will not increase during the life of this contract except if on renewal of the insurance in each year of the contract the increase exceeds fifteen percent (15%).

Any insurance cost increase over fifteen percent (15%) will result in the insurance committee reconvening and deciding as to whether to increase employee contribution or to modify the current policy coverages.

7. Insurance opt-out

As an incentive for bargaining unit employees to obtain health insurance from sources other than the health insurance provided by the Board pursuant to this Collective Bargaining Agreement, the board will pay an annual incentive for employees who decline coverage under the following conditions.

- A. To be eligible for the incentive payment, the employee must have been receiving health insurance benefits under the Collective Bargaining Agreement prior to the implementation of this section of the contract. Specifically, employees must have been enrolled in the Board's health insurance plan on July 1, 2011, or be a new hire after July 1, 2011.
- B. Opt-out incentive payments will be prorated on a plan year basis should an employee opt out during a plan year.
- C. Opt-out incentive payments will be made in two installments, normally October and April, for a plan year but in the case of an employee opting out other than during open enrollment, such pro-rated payments will be distributed in two (2) equal installments. The first installment will occur within thirty (30) calendar days

of the initiation of the opt-out and the second installment will be approximately half way through the remainder of the plan year.

- D. Employees with single coverage who are eligible for the opt-out incentive will receive Fifteen Hundred Dollars (\$1,500) per plan year. Employees with family coverage who are eligible for the opt-out incentive will receive Three Thousand Dollars (\$3,000) per plan year. These amounts are subject to proration as provided above.
- E. Employees who opt-out may return to the Board health insurance plan upon experiencing a qualifying event. In that case, the return to the Board plan will subject the employee to proration of any incentive payment received for the plan year during which the employee returns to the Board plan, and may in some cases require the employee to return some incentive money. The Board will permit the employee to elect to return incentive money through payroll deduction over the remainder of the plan year.
- F. Employees who receive opt-out incentive payments and subsequently re-enroll in the Board plan at any time, either due to a qualifying event or during open enrollment, shall be ineligible to receive the opt-out incentive for three (3) consecutive school years of employment thereafter.
- G. No employee may opt-out unless the employee has health insurance through other sources. The Board may require the employee to prove to the Board's satisfaction that this is the case.
- H. Employees who previously have received free health insurance because their spouse was also employed by the Board are not eligible for the opt-out payment.
- I. Effective July 1, 2012, the Employer shall provide a Health Savings Account (HSA) option within the insurance package, assuming there is enough participation.
- J. Effective July 1, 2014, Insurances shall be subject to the reopener.

ARTICLE 27 - SERS PICK-UP - SALARY REDUCTION METHOD

1. Effective July 1, 1987, the Treasurer is hereby authorized to contribute to SERS, in addition to the Board's required employer contribution, an amount equal to each employee's contribution (currently 10%) in lieu of being paid by each employee through a salary deduction and forwarded to SERS on behalf of each employee by the Treasurer. The amount contributed by the Board on behalf of each employee shall be

treated as deferred salary otherwise payable to such employee in cash before the SERS deductions and taxable by the Federal and State governments.

2. The Treasurer is also directed to prepare and distribute an addendum to each affected non-certificated employee's contract which states:
 - A. That the employee's contract salary is being restated as consisting of:
 1. a cash salary component, and;
 2. a "pick-up" component, which is equal to the amount of the employee's contribution being "picked-up" by the Board on behalf of the employee.
 - B. That the Board will contribute to SERS an amount equal to the employee's required contribution to SERS for the account of each non-certificated employee; and,
 - C. That sick leave, personal leave and severance pay shall be calculated upon both the cash salary components and "pick-up" component of the employee's restated salary. All subsequent contracts and salary notices for those affected non-certificated employees shall include the provisions of this addendum.
3. The Board's total combined expenditures for each affected non-certificated employee's total contract salary payable in accordance with this Section (including "pick-up" amounts) including its employer contribution to SERS shall not be greater than the amount the Board would have paid for each affected non-certificated employee had this Section not been included in the Agreement.
4. The Treasurer shall compute and remit its employer contribution to SERS based upon total contract salary, including the "pick-up". The Treasurer shall report for Federal and Ohio income tax purposes as an employee's gross income, the employee's total contract salary less the amount of the "pick-up". The Treasurer shall report for municipal tax purposes the employee's total contract salary including the amount of the "pick-up".
5. Each affected non-certificated employee shall assume all responsibility of compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans in which he/she may be participating.
6. The Board and Treasurer shall be held harmless in the event the above "pick-up" provisions are nullified by subsequent IRS rulings, Ohio Attorney General opinions, a court of competent jurisdiction, or other governing regulations or laws and this Section of the Agreement shall be declared null and void.

ARTICLE 28 - TRANSPORTATION

1. EXTRA TRIPS

- A. Bus Drivers may be absent from driving part and/or all of their regular bus routes to take an extra trip. This will include Kindergarten route, shuttles, and noon Dawes Drivers. For Pay purposes the extra trip begins at the end of the driver's regular route.
- B. Regular Drivers desiring to take trips shall sign up at first Bus Drivers' Meeting held either prior to or on the opening day of school. Any Driver may join or remove themselves from the list at any time. All extra trips (Educational and Athletic/Group) shall be posted on one (1) list.
- C. Eligible Drivers shall be offered trips at a monthly field trip meeting on a seniority rotating basis. Between monthly meetings, trips shall be offered by phone or radio, on a seniority basis.
- D. If a Driver cancels a trip they agreed to drive, the trip will be offered to the next driver (who does not have a trip assigned) on a seniority basis from the canceled trip list.
- E. Drivers may not exchange trips.
- F. Drivers taking a group trip which involves an admission price and/or parking fee shall be covered by the group sponsoring the trip.
- G. In the event none of the eligible Drivers on the seniority rotation list are available to take a trip, the Drivers on the as-needed list will be asked. If no regular Drivers are available, then a Sub will be asked. If no Regular or Sub Drivers can take a trip, the Transportation Supervisor will appoint a Driver, starting with the least senior Driver on the DO WANT trips list.
- H. The Board may use the radio to contact Drivers for trips. Drivers must make the decision to drive or not to drive the offered trip within two (2) hours.
- I. If at all possible, the trips will be scheduled around two (2) weeks in advance.
- J. If a Driver shows up for a trip, and has not been notified the trip has been canceled, or a coach/advisor transports students, the Driver will be paid for two (2) regular hours and the driver will not be charged for the trip.
- K. If a Driver's trip date is changed, the scheduled Driver will stay on the trip. If the trip is canceled completely, the driver will be inserted next up the seniority rotation. The inserted driver shall not be taken out of rotation for forthcoming trips.
- L. If an Athletic Trip is canceled mid-event the driver will be paid for the actual number of hours on duty; if rescheduled, the rescheduled event will be a new

trip on the rotation list and the driver will be paid for the actual number of hours on duty.

M. Payment:

Drivers will be paid for hours actually worked for educational field trips and/or athletic field trips as follows:

- a. Effective October 1, 2012, pay will be at the driver's regular rate of pay for the first two (2) hours which will begin after his/her regular route time. Additional hours paid will revert to the Step 0 base rate.
- b. Effective July 1, 2013, pay will begin after his/her regular route time and will be paid at the Step 0 base rate.

N. Overnight trips shall be considered special trips with reimbursement determined on an individual basis.

O. Drivers on Leaves of Absences are not eligible for extra trips.

P. Drivers are not eligible for extra trips on days on which they have called in and are off.

2. **MISCELLANEOUS PROVISIONS**

A. The Board will agree to pay the actual hours on duty not to exceed a maximum of four (4) hours at the Driver's rate of pay to submit Board and State Department of Education required bus route information, and the actual hours on duty not to exceed a maximum of two (2) additional hours to time routes when required to do so except as with prior agreement with their Supervisor.

B. The Board shall post all trips in the Driver's Lounge.

C. Drivers requested to train other Drivers, as on Board Instructor's (OBI), shall be reimbursed at their regular hourly rate plus ten cents (10) per hour to become accredited to teach and provide "on the bus" instruction. Such request shall be made on a seniority basis among drivers expressing written interest in an OBI position.

D. Special routes shall be paid for the actual hours on duty.

E. The assigned bus shall be kept fueled and clean, inside/outside, by the driver.

F. Drivers shall arrive to school buildings a minimum of ten (10) minutes before the scheduled dismissal time.

G. Drivers shall be paid for the bus end of year cleaning for actual hours on duty to a maximum of five (5) hours at their regular hourly rate of pay. If Drivers have another Driver clean their bus, the Driver cleaning the bus will be paid directly for the actual hours on duty up to a maximum of five (5) hours per bus at their

regular hourly rate of pay. The Drivers who clean buses for other Drivers cannot exceed forty (40) hours on duty per week.

- H. Drivers shall be paid thirty (30) minutes per day for pre-trip fueling and bus cleaning.
- I. Drivers shall be reimbursed up to twelve (12) hours at their hourly rate of pay and the Board will pay a \$60.00 registration fee, for all recertification expenses and will provide one annual driver's abstract.
- J. Actual hours on duty per pay period will be adjusted and reflected as a salary adjustment to the budgeted route hours with a two (2) hour over/under allowance per week for actual versus budgeted hours which would result in a salary adjustment. If actual hours are consistently over/under the budgeted time route, the route would then be retimed.

ARTICLE 29 - LABOR-MANAGEMENT COMMITTEE

A Labor/Management Committee composed of the Superintendent or his/her designee, the president of the Association or his/her designee, non-teaching supervisors, and one member from each LACE classification shall be established for the purpose of discussing problems and concerns relative to employment. The Superintendent or his/her designee shall serve as chairman. All meetings shall be established at the request for either the local Superintendent or his/her designee or the president of LACE or his/her designee with the approval of each before the meeting is established. An agenda for each meeting shall be cooperatively developed by the Superintendent or his/her designee and the president of LACE or his/her designee.

ARTICLE 30 - PROFESSIONAL LEAVE

- 1. Release time may be granted to attend a workshop, conference or in-service meeting. A Professional Leave Request Form and estimated costs for professional leave must be submitted five (5) work days in advance to be approved by the Supervisor and the Superintendent. The Superintendent may waive the five (5) work days notice in an emergency.
- 2. If professional leave is denied, the Superintendent shall give written reasons for such denial.
- 3. Travel, hotel, meals and registration expenses incurred during such released time will be reimbursed as follows:
 - A. Transportation: Actual cost of ticket for airplane, trains, etc., plus tax. Travel in privately owned automobile shall be reimbursed at the IRS adopted rate per mile but may not exceed the cost of air travel. If the use of taxi cabs, rental cars, and other means are required, approval must be granted prior to car rental or

extensive use of taxi cabs or other miscellaneous forms of transportation and will be reimbursed for the actual amount

- B. Meals: Meals will be reimbursed at the receipted rate not to exceed the following: Breakfast - \$10.00, Lunch - \$10.00 (only if not provided as part of function), and Dinner - \$18.00. Meals for Breakfast and Dinner that are not related to overnight travel will not be reimbursed.
- C. Lodging: Actual cost per night not to exceed seventy-five dollars (\$75.00). Individuals are expected to share rooms whenever possible.
- D. Registration: Actual cost excluding cost of membership in the organization.
- E. Tips and Gratuity: Not included.
- F. Parking: Actual cost of parking or transportation to and from meeting.
- G. Receipts: Proper itemized receipts must be submitted with all requests for reimbursement.
- H. Reimbursement: Reimbursement for professional leave expenses will be made upon completion of a post conference reimbursement form. All post conference reimbursement forms and itemized receipts have to be submitted within thirty (30) days following conference date. Anything submitted after thirty (30) days of conference date will not be reimbursed. Professional leave expenses for in-house meetings during the regular working day will not be reimbursed.
- I. The Board and the Administration shall make every effort to grant professional leave on an equitable basis and rotate the leave among all employees of the district. Employees may request additional explanation other than those written on the request form, if they are denied professional leave.

ARTICLE 31 - WORKING CONDITIONS

1. Bargaining unit members shall be employed and paid according to the following hours, contract days, and paid holidays.

CLASSIFICATION	HOURS PER DAY	WORK DAYS	IN-SERVICE	PAID HOLIDAYS	CONTRACT DAYS
Maintenance	8	247	1	12	260
Mechanic	8	247	1	12	260
Bus Drivers **	2- 4 hr. min. Varies	177	2	9	188
Custodian	8	247	1	12	260
Mail Route **	Varies	247	1	12	260
Custodial Helper	8	190	1	10	201
Head Cook	6	178	1	9	188
Cook *	6	178	1	9	188
Cashier **	Varies	177	1	9	187

Cashier 2hr/3hr ***/**	Varies	177	1	0	178
Cafeteria Server ***/**	Varies	177	1	0	178
Librarian Technician	7	181	2	9	192
Secretary	7.5	201	1	9	211
Secretary	7.5	213	1	9	223
Secretary	7.5	247	1	12	260
Bus Aide **	Varies	177	1	9	187
Secretary Aide **	Varies	Varies		Varies	Varies
Health/Safety Monitor	Varies	177	1	9	187
School Health Aide **	Varies	177	1	9	187
Educational Aide **	Varies	177	1	9	187
In-School Suspension Monitor **	7	178	2	9	189
Early Childhood Intervention Aide	Varies	177	1	9	187

* Employed after the effective dates of this Agreement,

** Members working less than 20 hours are ineligible for holidays. See Article 20 for Employees hired after July 1, 2008.

*** Salary is permanent at Step "0", with exception noted.

2. The following working conditions shall apply to the individual classifications as stated:

- A. Mechanics shall be provided with uniforms and cleaning service with all expenses paid by the Board.
- B. Employees shall not be required to dispense medications nor perform any medical procedures without proper medical training. There will be a witness present at the employee's request.
- C.
 1. Each custodial helper will be provided with an outside door key and a key to the room in which all other necessary keys are kept.
 2. Custodial Employees contracted to provide specific additional services shall, if offered another contract for their services, have the amount contracted for such services increased at the same rate as the negotiated increase of hourly rates of pay.
 3. Any in-service and/or workshop which a bargaining unit member is required to attend by his/her immediate supervisor shall be considered a duty day or portion thereof for which the member shall be paid.

ARTICLE 32 - EMPLOYEES SERVING AS SUBSTITUTES

1. Whenever a custodian is absent, custodial helpers on a seniority basis shall be given the first opportunity to substitute at his/her regular hourly rate.
2. Whenever a custodial helper is absent, an outside substitute shall be secured first, if possible. If an outside substitute cannot be secured, it shall be offered to a custodian on a seniority basis at his/her regular rate of pay.
3. Whenever a member is employed to serve as a substitute in a like classification, he/she shall be paid his/her regular rate of pay while substituting.
4. Whenever an employee serves as a substitute in a like classification and said substituting causes the employee to work more than forty (40) hours in a work week, that employee shall be paid time and one-half (1^{1/2}) for his/her regular rate of pay for all hours worked over forty (40) hours.
5. Upon the eleventh (11th) consecutive day, employees working in a higher job title position within their classification will be paid at his/her step at the pay rate of the higher classification.

ARTICLE 33 - FAIR SHARE FEE

1. Effective July 1, 2000, in accordance with the provisions of Section §4117.09 (c) of the Ohio Revised Code, the Board shall deduct from the pay of all members of the bargaining unit who elect not to become members of the Lakewood Association of Classified Employees/OEA/NEA, a fair share for the Association's representation of such non-members during the term of this Agreement.
2. The Association shall provide reasonable notification to non-members of the "fair share fee" and their right to object to the amount of the fee prior to the deduction of this fee. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining. The Association shall make available to any non-member so requesting the required financial disclosure upon which the "fair share fee" was determined.
3. The Association represents to the Board that an internal rebate procedure has been established in accordance with Section §4117.09 (c) of the Ohio Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the constitutions of the United States and the State of Ohio.
4. Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

5. Notice of the amount of the annual fair share fee, which shall not be more than one hundred percent (100%) of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board by September 30th of each year during the term of the agreement for the purpose of determining amounts to be payroll-deducted, and the Board agrees to promptly transmit all amounts deducted to the LACE Treasurer.
6. Payroll deductions of such fair share fees shall begin at the second payroll period in January, except that no fair share fee deductions shall be made for bargaining unit members employed after October 31 until the member has been apprised of his/her rights under the Association's internal rebate procedure.
7. The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction. The deduction of said amount shall commence on the first pay date occurring on or after forty-five (45) days from the termination date of membership.
8. The Board further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amounts deducted.
9. The Association shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by the Board for the purpose of complying with this Fair Share Fee Procedure.

The Association shall extend to the Board the right to designate its own counsel to assist in the defense in addition to allowing the Board the right to waive indemnification by the Association at any time to provide its own defense.

ARTICLE 34 - SICK LEAVE BANK

- A. An enrollment period shall be established between September 1 and September 30 for each member of the bargaining unit to voluntarily donate a maximum of one (1) day of their accumulated, but unused, sick leave days to a Sick Leave Bank. Bargaining Unit Members must have at least seven (7) days of accumulated sick leave and have contributed a sick leave day in order to be eligible to request days from the sick leave bank. The Sick Leave Bank shall have not less than fifty (50) days. The Sick Leave Bank shall not exceed a maximum of one (1) day times the total number of members of the bargaining unit plus twenty (20) additional days. All employees who have not previously joined shall be given the opportunity to do so.

All new bargaining unit members shall be eligible for enrollment in the Sick Leave Bank. New members may enroll by donating one (1) sick leave day to the Bank within thirty (30) days after the date of hire.

- B. A committee comprised of the Superintendent or his/her designee, the President of the Association, and one (1) Association member chosen by the Association President, shall administer the Bank. The Committee shall develop the approved form and shall approve applications at its discretion.
- C. Bargaining unit members who have exhausted all but seven (7) days of their sick leave accumulation, who have developed a serious or catastrophic illness, and who have contributed to the Sick Leave Bank may request sick leave days from the Bank.
- D. Approved bargaining unit members shall be granted up to a maximum of twenty (20) days from the Bank. The Committee may grant up to an additional twenty (20) days, and no more than forty (40) days per bargaining unit member per year. Should a bargaining unit member make an additional request from the bank, s/he must have accumulated an additional ten (10) days of sick leave before such request shall be considered.
- E. The Committee shall require bargaining unit members who have requested sick leave days from the Bank to provide a statement from their physician describing the nature of the illness and a prognosis relative to the member's probable period of absence from duty.
- F. Absences due to alcohol and/or substance abuse of any kind shall not be considered appropriate reasons for application approval.
- G. Members whose request for additional sick days and whose illness or injury is such that their physician cannot give a probable date of return to duty and, who qualify, shall be required to apply for temporary or permanent disability retirement.
- H. The Sick Leave Bank shall not be used as a means for increasing retirement compensation.
- I. Should the number of days in the Sick Leave Bank be exhausted, the Committee will meet to mutually agree upon additional contributions and the procedure for making such contributions.
- J. Donations to the Sick Leave Bank shall not disqualify a member for incentive pay.
- K. The Board and Association agree to reassess all aspects of the Sick Leave Bank at the conclusion of this Agreement.

ARTICLE 35 - HEALTH AND SAFETY PROVISION

1. The Employer shall be responsible to ensure and maintain conditions of employment that are free of hazards that are causing or are likely to cause accident, injury, or illness to employees. The Employer's Occupational Safety and Health program shall comply with the requirements of ORC 4167.

2. **HEALTH AND SAFETY INFORMATION**

- a. The Employer shall provide the Union access to health and safety records consistent with the Ohio Privacy Act and provide copies of such records as requested by the Union, The Employer shall notify the Union of the report of any job-related, disabling injury/illness within five (5) work days of the report and provide copies of the report to the Union.
- b. The Employer shall provide to the Union and an affected employee(s), all available product information and safety data regarding any specific chemicals which the Employer provides to be used at the worksite.

3. **SAFETY TRAINING**

- a. The Employer shall provide timely, appropriate, and adequate training for employees who are required to perform duties that involve potential hazards to health and safety.
- b. The Employer will provide first aid and CPR training for all employees.
- c. Training conducted during work time shall be at the Employer's expense.
- d. Employees attending training sessions outside of their regular workday shall be compensated as follows:

Hourly employees shall be paid according to the provisions of the Fair Labor Standards Act or the compensation provision of this contract, whichever is greater.

4. **FIRST AID**

The Employer shall ensure that there is reasonable access to adequate first aid kit(s) at each work site, which shall be maintained at designated locations. The first aid kit will include an adequate supply of disposable rubber gloves and CPR masks.

ARTICLE 36 - EMPLOYMENT CONTRACTS

- 1. Employment contracts for bargaining unit members will be issued in accordance with Section 3319.081 of the Ohio Revised Code.
- 2. The contract sequence shall be:

Initial Contract	1 Year
Second Contract	2 Years
Third Contract	Continuing

ARTICLE 37 - TERMS OF AGREEMENT

The terms of this Agreement shall be effective July 1, 2012 through and including June 30, 2015.

REOPENER: Article 23 - Salaries and Article 26 - Insurance Coverage shall be subject to reopener negotiations during the third year of the Agreement. Changes which come about as a result of the reopener shall become effective on/about July 1, 2014 unless otherwise noted by the parties.

If it is determined by a court of law with jurisdiction over the Lakewood Local School District or any act of Federal or State legislature that all or any part of any provision herein is contrary to law, that part shall be deemed null and void to the extent prohibited by such determination with the remaining provisions in effect as stated.

Except as otherwise specifically provided in the written provisions of this Agreement, it is recognized that the Board has the sole and exclusive right to make all decisions relevant to the conduct and management of the schools as prescribed by law.

FOR THE ASSOCIATION

Rick Jim

Connie Toth

Date: 10-29-2012

FOR THE BOARD

Deena Pleisted

[Signature]

Date: 10/29/12

L.A.C.E. FORMAL WRITTEN GRIEVANCE (APPENDIX "A")

NAME OF GRIEVANT(S): _____

DATE: _____

SPECIFIC SECTION(S) OF ARTICLE(S) ALLEGED TO BE VIOLATED: _____

DATE OF VIOLATION: _____

BRIEF DESCRIPTION OF GRIEVANCE: _____

RELIEF/REMEDY SOUGHT: _____

DATE OF INFORMAL HEARING: _____

DISPOSITION: _____

STEP I

DATE SUBMITTED: _____

SIGNATURES(S): _____

DATE OF STEP I HEARING: _____

DISPOSITION: _____

SIGNED FOR THE BOARD: _____

TITLE: _____

DATE: _____

STEP II

DATE SUBMITTED: _____

SIGNATURES(S): _____

DATE OF STEP II HEARING: _____

DISPOSITION: _____

SIGNED FOR THE BOARD: _____

TITLE: _____

DATE: _____

STEP III

DATE SUBMITTED: _____

SIGNATURES(S): _____

DATE OF STEP III HEARING: _____

DISPOSITION: _____

SIGNED FOR THE BOARD: _____

TITLE: _____

DATE: _____

STEP IV

DATE SUBMITTED: _____

SIGNATURE OF GRIEVANT: _____

SIGNATURE FOR ASSOCIATION: _____

TITLE: _____

MEMORANDA OF UNDERSTANDING (APPENDIX "B")

1. Whenever an employee has urgent business which requires him/her to arrive late or leave work an hour (1) or two (2) before the end of the work period and a substitute is not required to perform the work, upon notifying his/her immediate supervisor of the urgent need to be absent, he/she may be granted permission to leave and make-up the work either late in the day or the following morning.
2. The Administration agrees to obtain substitutes when an employee is absent, if at all possible.
3. Members of LACE shall be included on the committee to be formed to research the cost and feasibility of establishing a group vision insurance program. Should the committee determine that a group vision plan is feasible, the program shall be instituted with the full premium cost paid by the member.

MEMORANDUM OF UNDERSTANDING (APPENDIX "C")

Evaluation Procedures

This Memorandum of Understanding is made by and between the Lakewood Local Board of Education ("the Board") and the Lakewood Association of Classified Employees OEA/NEA ("the Association")

The Parties hereby agree to establish a committee to recommend to the Association and Board of Education an evaluation procedure including required forms for all positions in the Bargaining Unit.

The Committee shall be comprised of one member from each Bargaining Unit Classification selected by the Association President and Administrative Members the number of which and selection of to be determined by the Superintendent. The recommendation of the Committee will be made to the respective parties by October 1, 2008, and shall not be implemented unless and until it has been ratified by the Association and adopted by the Board.

FOR THE ASSOCIATION

FOR THE BOARD

Date _____

Date _____

AGREEMENT (APPENDIX "D")

It is hereby agreed by and between the Lakewood Local Board of Education (hereinafter called the Board') and the Lakewood Association of Classified Employees/OEA/NEA (hereinafter called 'LACE'), by their duly authorized representatives affixing their respective signatures below, that consistent with the past practice of said parties, and as permitted by Ohio Revised Code 4117.10, Article 36 of the currently effective collective bargaining agreement between them shall be construed as if it expressly provided that, notwithstanding said Article's reference to Ohio Revised Code 3319.081, employees in the bargaining unit covered by said collective bargaining agreement may have, in addition to their underlying contract of employment, a contract (hereinafter called "a supplemental contract") to perform duties beyond those for which they are responsible pursuant to said underlying contract of employment.

It is further hereby agreed between said parties that, notwithstanding anything otherwise to contrary in Ohio Revised Code 3319.081, other provisions of law, or the aforesaid collective bargaining agreement, that:

1. Unless directed by supervisory personnel otherwise, any employee accepting any supplemental contract shall be deemed to have agreed to forego eligibility for any field trip (if a bus driver), or any other additional duty, if undertaking same would cause the employee to exceed forty (40) hours in any week or otherwise to be entitled to pay at a rate of one and one-half (1-1/2) the employee's regular or blended rate under Article 10 of the aforesaid collective bargaining agreement or under law; and

2. All supplemental contracts shall be for one (1) year and shall automatically expire on June 30th of each year without need for the giving of any notice of non-renewal or any other action on the part of the Board.

FOR LACE

FOR BOARD

Date _____

Date _____

INSURANCE PLANS (APPENDIX "E")

MEDICAL BENEFIT	BASE PLAN	BUY-UP PLAN
Network Deductible	\$500/\$1,000	\$150/\$300
Non-Network Deductible	\$1,000/\$2,000	\$300/\$600
Network Coinsurance	80%	90%
Non-Network Coinsurance	60%	70%
Network Coinsurance Out-of-Pocket Maximum	\$800/\$1,600	\$500/\$1,000
Non-Network Coinsurance Out-of-Pocket Maximum	\$2,600/\$5,200	\$1,500/\$3,000
Network Out-of-Pocket Maximum	\$1,300/\$2,600	\$650/\$1,300
Non-Network Out-of-Pocket Maximum	\$3,600/\$7,200	\$1,800/\$3,600
Network Office Visit Co-Payment	\$20	\$20
Urgent Care Co-Payment	\$50	\$25
Emergency Room Co-Payment	10% - waived if Admitted	10% - waived if Admitted
Preventative Services	100%	100%
PRESCRIPTION DRUG BENEFIT		
Prescription Drug Retail Co Payment	\$101/\$30/\$50	\$10/\$20/\$30
Prescription Drug Mail Order Co-Payment	\$20/\$60/\$100	\$20/\$40/\$50
Prescription Drug — All injectibles, except insulin*	25%, \$2,500 Max, \$ 1 5 0 per R x	
*All injectibles, except insulin, will have a 25% co-insurance up to a maximum of \$150.00 per script.		

2012-2013 SALARY SCHEDULE (APPENDIX "F-1")

Effective 7/1/2012

2012-2013 LACE SALARY SCHEDULE - 1% Increase

	0	1	2	3	4	5	6	7	9	10	13	15	20	25
Maintenance	14.76	15.12	15.52	15.91	16.29	16.67	17.16	17.68	18.20	18.61	19.05	19.48	19.89	20.30
Mechanic	15.51	15.97	16.42	16.89	17.34	17.79	18.33	18.89	19.44	19.95	20.44	20.93	21.43	21.91
Bus Driver	12.42	13.81	14.04	14.22	14.41	14.60	15.06	15.50	15.96	16.18	16.41	16.62	16.85	17.07
Library Technician	11.06	11.27	11.48	11.71	11.91	12.12	12.48	12.87	13.25	13.47	13.73	13.95	14.17	14.40
School Health/Early Interv/Educ. Aides	10.11	10.32	10.53	10.74	10.96	11.18	11.52	11.86	12.20	12.45	12.68	12.91	13.13	13.37
Bus Aide	10.11	10.32	10.53	10.74	10.96	11.18	11.52	11.86	12.20	12.45	12.68	12.91	13.13	13.37
Health/Safety Monitor	10.11	10.32	10.53	10.74	10.96	11.18	11.52	11.86	12.20	12.45	12.68	12.91	13.13	13.37
Custodian	12.38	12.76	13.10	13.47	13.73	14.07	14.50	14.93	15.37	15.71	16.08	16.47	16.81	17.13
Custodial Helper	10.11	10.32	10.53	10.74	10.96	11.18	11.52	11.86	12.20	12.45	12.68	12.91	13.13	13.37
Head Cook	11.55	11.82	12.08	12.37	12.64	12.91	13.29	13.69	14.09	14.39	14.68	14.98	15.28	15.56
Cook	10.11	10.32	10.53	10.74	10.96	11.18	11.52	11.86	12.20	12.45	12.68	12.91	13.13	13.37
Cashier	10.11	10.32	10.53	10.74	10.96	11.18	11.52	11.86	12.20	12.45	12.68	12.91	13.13	13.37
2-3 hr Cashier/ Server	10.11	10.11	10.11	10.11	10.11	10.11	10.11	10.11	10.11	10.11	10.11	10.11	10.11	10.11
Secretary (260, 223, 211 Day)	12.73	13.26	13.79	14.33	14.88	15.41	15.89	16.36	16.85	17.42	18.01	18.59	19.18	19.77
Secretary Aide	10.73	10.93	11.16	11.37	11.58	11.78	12.14	12.51	12.89	13.11	13.36	13.57	13.82	14.05
Mail Route	10.07	10.28	10.49	10.71	10.91	11.13	11.46	11.80	12.16	12.40	12.63	12.88	13.09	13.33
In-School Suspension Monitor	14.76	15.12	15.52	15.91	16.29	16.67	17.16	17.68	18.20	18.61	19.05	19.48	19.89	20.30

2013-2014 SALARY SCHEDULE (APPENDIX "F-2")

Effective 7/1/2013

2013-2014 LACE SALARY SCHEDULE - 1/2% Increase

	0	1	2	3	4	5	6	7	9	10	13	15	20	25
Maintenance	14.83	15.19	15.60	15.99	16.37	16.75	17.24	17.76	18.29	18.71	19.14	19.58	19.99	20.40
Mechanic	15.59	16.05	16.50	16.97	17.43	17.87	18.42	18.98	19.54	20.05	20.54	21.03	21.54	22.02
Bus Driver	12.48	13.88	14.11	14.29	14.48	14.68	15.13	15.58	16.04	16.26	16.49	16.71	16.93	17.15
Library Technician	11.11	11.33	11.54	11.76	11.97	12.18	12.55	12.93	13.32	13.54	13.79	14.02	14.24	14.47
School Health/Early Interv/Educ. Aides	10.16	10.37	10.59	10.79	11.01	11.24	11.58	11.92	12.26	12.51	12.74	12.97	13.20	13.44
Bus Aide	10.16	10.37	10.59	10.79	11.01	11.24	11.58	11.92	12.26	12.51	12.74	12.97	13.20	13.44
Health/Safety Monitor	10.16	10.37	10.59	10.79	11.01	11.24	11.58	11.92	12.26	12.51	12.74	12.97	13.20	13.44
Custodian	12.44	12.82	13.16	13.54	13.79	14.14	14.58	15.00	15.45	15.78	16.16	16.55	16.89	17.21
Custodial Helper	10.16	10.37	10.59	10.79	11.01	11.24	11.58	11.92	12.26	12.51	12.74	12.97	13.20	13.44
Head Cook	11.61	11.88	12.14	12.43	12.70	12.97	13.36	13.75	14.16	14.46	14.75	15.05	15.36	15.64
Cook	10.16	10.37	10.59	10.79	11.01	11.24	11.58	11.92	12.26	12.51	12.74	12.97	13.20	13.44
Cashier	10.16	10.37	10.59	10.79	11.01	11.24	11.58	11.92	12.26	12.51	12.74	12.97	13.20	13.44
2-3 hr Cashier/ Server	10.16	10.16	10.16	10.16	10.16	10.16	10.16	10.16	10.16	10.16	10.16	10.16	10.16	10.16
Secretary (260, 223, 211 Day)	12.79	13.33	13.85	14.40	14.95	15.49	15.97	16.44	16.93	17.51	18.10	18.69	19.27	19.86
Secretary Aide	10.78	10.98	11.22	11.43	11.64	11.83	12.20	12.58	12.95	13.17	13.43	13.64	13.89	14.12
Mail Route	10.12	10.33	10.55	10.76	10.96	11.19	11.52	11.86	12.22	12.46	12.69	12.94	13.15	13.40
In-School Suspension Monitor	14.83	15.19	15.60	15.99	16.37	16.75	17.24	17.76	18.29	18.71	19.14	19.58	19.99	20.40

THE NEGOTIATED AGREEMENT

BETWEEN

**LAKWOOD LOCAL
BOARD OF EDUCATION**

AND

**LAKWOOD ASSOCIATION OF
CLASSIFIED EMPLOYEES/OEA/NEA**

July 1, 2012 through June 30, 2015

JAY GAULT