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MASTER AGREEMENT

between the

**STREETSBORO SCHOOL SUPPORT
PERSONNEL ASSOCIATION**

and the

STREETSBORO BOARD OF EDUCATION

July 1, 2013 - June 30, 2016

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ARTICLE 1. RECOGNITION CLAUSE

- A.** The Streetsboro Board of Education (hereinafter referred to as the "Board") recognizes the Streetsboro School Support Association (hereinafter collectively referred to as the "Association" or the "SSPA"), an affiliate of the Ohio Education Association and the National Education Association, as the sole and exclusive representative of all bargaining unit members.
1. The bargaining unit shall include all employees in the following job classifications:
 - a. Bus Driver
 - b. Cafeteria Director
 - c. Cafeteria Worker
 - d. Custodian
 - e. Mechanic
 - f. Secretary
 - g. Aide
 2. Recognition shall be for the purposes defined in Ohio Revised Code (ORC) 4117.03(A) and related sections.
- B.** All teaching, certificated, Management Level, and Supervisory Employees are excluded from this bargaining unit. At the time of the signing of this Agreement, the Superintendent, Director of Curriculum, Building Administrators, Dietician, Transportation Supervisor, and the Maintenance Supervisor are defined as Supervisory Employees for this bargaining unit.
- C.** Recognition of the Association as the sole and exclusive representative of the members of the above defined bargaining unit shall be for the term of this Contract, and will continue thereafter as provided by ORC 4117.
- D.** The Recognition Clause Article shall include only regular employees and shall specifically exclude substitutes and Streetsboro students.
- E.** Any challenge to the representation of this bargaining unit as defined in Section A, above, shall be conducted in compliance and pursuant to ORC 4117. The Board shall have no requirement to approve or disapprove representation, nor be involved in the representation process except as defined and provided for in the above referenced ORC Section.

ARTICLE 2. NEGOTIATIONS PROCEDURE

A. ORGANIZATIONAL STRUCTURE

1. The negotiating teams shall consist of no more than six (6) persons plus OEA consultant. The Board shall select its team members, and the Association shall select its team members.
2. Any team member, including the spokesperson, may be changed at any time so long as team size does not exceed six (6) persons.

B. NEGOTIATIONS SCHEDULE

1. Negotiations for a Successor Agreement shall begin by March 15 of the year of contract expiration, unless a different date is mutually agreed upon by the parties.
2. Between February 1 and February 20, of the year preceding expiration, the Association President shall contact the Superintendent to establish a date, place, time to meet, and the method of bargaining to be used. Such agreement shall be followed by a written request to begin negotiations as per the oral agreement reached by the Association President and the Superintendent.
3. Bargaining sessions shall be scheduled during the workday unless extraordinary circumstances prohibit.
4. At the opening session, the Board and the Association shall submit their initial proposals. No new items shall be submitted by either party after the opening of negotiations except by mutual agreement.
5. Either team may call for a caucus at any time. If either team believes that such caucus would extend beyond thirty (30) minutes, it may request that the negotiation sessions be recessed until a later time.
6. As negotiated items receive tentative agreement by the parties, each item shall be reduced to writing and initialed by a representative of each party.
7. There shall be no community publicity releases except those mutually agreed to by the parties.

C. AGREEMENT

1. Tentative agreements on an entire package reached by the two (2) negotiating teams shall be presented in writing by each of the teams to all persons whom it represents at the cost of the respective party. All such agreements shall be subject to adoption by the Board and ratification by the Association. Both teams shall recommend the Agreement to its respective parties.
2. Within thirty (30) calendar days after the concluding session, said tentative agreements

shall be accepted or rejected as a total package by the respective represented groups.

3. Once the tentative agreements are accepted by the parties hereto, they shall be placed in a contract and signed by the Board President, Association President, and their respective negotiating teams, and shall comprise the entire contract between them and settle all demands and issues on all matters within the scope of negotiations.
4. The Board and the Association shall equally share in the cost of printing the contract in contract form. The Board shall receive at least fifty (50) copies of said contract.

D. DISAGREEMENT

1. If agreement is not reached within the specified time limits, the parties shall submit a joint request to the Federal Mediation and Conciliation Service (FMCS) for the purpose of mediating an agreement unless the parties otherwise agree. The parties shall meet at the request of the mediator. The mediator shall only have the authority to assist the parties in reaching an agreement.
2. If the FMCS cannot supply a mediator, the mediator shall be selected first through the State Employment Relations Board (SERB) and second through the American Arbitration Association (AAA) pursuant to its rules.
3. If there are any joint costs incurred during mediation, they shall be shared equally by the Board and the Association.
4. This shall be the parties' mutually agreed Dispute Resolution Procedure under Ohio Revised Code 4117.14(C)(1)(f). At any time following the involvement of the mediator, either party may declare impasse, which declaration shall be deemed to have exhausted the Dispute Settlement Procedure.
5. In the event agreement is not reached after the expiration of the existing agreement, the Association shall have the right to proceed in accordance with O.R.C. Section 4117.14 (D) (2).

ARTICLE 3. GRIEVANCE PROCEDURE

A. DEFINITION OF TERMS

1. A "grievance" shall be defined as an alleged breach, misapplication, or misinterpretation of this Master Contract.
2. The "purpose" of the Grievance Procedure is to secure, at the lowest possible level, acceptable solutions to grievances.
3. A "grievant" shall be defined as an employee, or group of employees, or the Association, who alleges to have a grievance. For an individual's grievance, the Association shall submit evidence of the employee's approval to file a grievance.

4. "Days," used in reference to limitations in this Article, shall refer to the employee's scheduled workdays, excluding weekends or vacations.
5. An "employee(s)" for purposes of this Article shall be defined as those person(s) who are in the bargaining unit as defined herein.

B. GENERAL PRACTICES

1. Time limits are maximums and must be adhered to by both parties. However, if the concerned parties are in mutual agreement, limits may be adjusted in writing. In cases of grievances at the end of the school year, the time limits will be altered as mutually agreed upon by both parties in writing.
2. At any level, a grievance may be withdrawn without prejudice.
3. Reprisals shall not be taken by or against any involved parties for reason of said participation.
4. There shall be no written decisions or communications until Level One is reached, then copies of all written decisions or communications shall be made in triplicate and sent to the involved parties.
5. All complaints, claims, or alleged grievances must go through the Informal Procedure, defined herein, prior to filing a written formal grievance at Level One or Two. A written formal grievance may by-pass Formal Level One by written agreement of the grievant, the Association, and the Superintendent.
6. If the grievance is not filed within twenty (20) days of the time the grievant knew, or with reasonable diligence should have known of the act or condition upon which the grievance is based, then this Article may not be used. However, if a condition is continuing and/or recurring, the twenty (20) day time limit will be applied to the most recent occurrence.

C. INFORMAL PROCEDURE

1. The Informal Procedure shall consist of informal discussion between the grievant and that person(s) at the lowest possible level who has/have the authority to resolve the problem.
2. It is recommended that the Informal Procedure be handled through meetings with the Immediate Supervisor and the employee only. If the employee feels it necessary, however, that employee may request representation during this informal process.
3. It is expected that this first step will resolve most problems and other action will be unnecessary.
4. Prior to the informal discussion, the grievant will provide written notice to the individual with whom he/she wishes to have an informal discussion that includes the issue for the informal discussion.

D. FORMAL PROCEDURE

1. Level One

- a. If the grievant(s) is/are not satisfied with the results of the discussion above, or if the problem is not resolved within five (5) days of the Informal Procedure, the grievant(s) may present the formal grievance, on the appropriate form (see Appendix B), to the Building Principal or Immediate Supervisor, with a copy forwarded to the Association. The grievant shall specify which section(s) of the Master Contract is/are allegedly being violated.
- b. The Building Principal or Immediate Supervisor will conduct a conference within five (5) days at a mutually agreeable time and place.
- c. A written decision shall be rendered by letter by the Building Principal or immediate Supervisor, within five (5) days after the conference, to the grievant(s) and Association.

2. Level Two

- a. Within five (5) days after receiving the decision of the Building Principal or immediate supervisor and assuming no satisfaction, or if no decision is rendered within the time limits, a written notice to continue the grievance must be submitted to the Superintendent.
- b. The aggrieved, his/her representative if requested by the aggrieved, and the Superintendent shall meet within five (5) days after the grievance has been received by the Superintendent.
- c. A written decision shall be rendered to the aggrieved and the Association by the Superintendent within five (5) days after the conference.

3. Level Three

- a. Within five (5) days after receiving the decision of the Superintendent and assuming no satisfaction, or if no decision is rendered within the time limits, a written notice to continue the grievance must be submitted to the Superintendent, with a copy to the Treasurer.
- b. The Superintendent shall place the matter on the agenda of the next regular Board meeting with a minimum of twenty-four (24) hour notice unless a different date is mutually agreed to by the parties. The Board shall give the grievant and the Association a twenty-four (24) hour notice of said meeting. The grievance shall be heard at that meeting, in Executive Session, of the Board. The aggrieved shall have the right to be represented at said meeting by counsel or any other representative of his/her choosing.
- c. The Board shall act upon such appeal no later than its next regular Board meeting

unless a different date is mutually agreed to by the parties. The Board shall notify the grievant and the Association of its decision within two (2) days.

- d. If after receiving the answer at Level Three, the employee remains aggrieved, the Association and the Board, by mutual agreement, may request that the matter be submitted to facilitation through the Federal Mediation and Conciliation Service ("FMCS"). The request shall be made within ten (10) days of the answer given at Level Three. The parties shall agree to submit all the issues set forth in the grievance at the first meeting date available to the facilitator. If the facilitation process is not successful, or is not initiated and the employee remains aggrieved, the Association may proceed to Level Four.

4. Level Four

- a. If the action taken by the Board does not resolve the grievance to the satisfaction of the employee, such employee may appeal the decision to arbitration within twenty (20) calendar days of receipt of the Level Three decision. This shall be initiated by the employee or his/her representative in writing to the Superintendent. If the employee or his/her representative and the Superintendent or his/her representative cannot agree on a hearing officer within five (5) days, either party may petition the American Arbitration Association to provide a list of seven (7) names, at least three (3) of whom must be residents of Ohio, from which the parties shall alternately strike a name until one (1) remains and that person shall serve as the hearing officer. The striking of the first name shall be determined by a toss of a coin.
- b. The arbitrator shall have the right and authority to interpret the provisions of this Contract and render a decision on the grievance, but the arbitrator shall not have the authority to add to, subtract from, modify, change, or alter said provisions.
- c. The decision of the arbitrator shall be binding and rendered in writing, with copies to the Superintendent, the Association, and the grievant.
- d. The costs of the arbitration shall be borne equally by the Board and the Association.

ARTICLE 4. ASSOCIATION RIGHTS

- A. Every effort shall be made to provide the Association President with one (1) copy of the Board meeting agendas and exhibits three (3) days prior, but not less than 24 hours, to each Board meeting. The Association President will receive one (1) copy of the Board meeting minutes when they are sent to the Board. The Association President will notify the Superintendent if said copies are not received in a timely manner. The Association shall have the right to address any lawful subject with the Board of Education in Executive session.
- B. The Association shall have the right to use the District Interschool Mail Service, mailboxes, and the bulletin boards in each work area.
- C. Duly authorized representatives of the Association, and its respective affiliates, shall be

permitted to transact official Association business (i.e. investigate, process, and/or present grievances) on school property at reasonable times, provided that this shall not interfere with or interrupt normal school operations (i.e. interruption shall include leaving a job responsibility during working hours without prior approval of the Immediate Supervisor). Any Association business to be transacted with employees during contracted times shall be with the prior notification of the Building Administrator.

- D. The Association shall have the right to use school buildings and facilities, without charge, for meetings at times when a custodian is normally on duty. Any request for use of building facilities shall be directed to the Superintendent for prior approval. When special custodial services for such meetings are requested, the Board may make a reasonable charge for such service.
- E. The Association may have the right to use school-owned office equipment and audio-visual equipment provided that:
 - 1. Such use does not interfere with normal functions of the school.
 - 2. The use is strictly to serve the legitimate business of the Association such as the production of records, notices, or correspondence.
 - 3. The purpose is for internal business use of the Association and not for public distribution.
 - 4. Cost of expendable supplies and repairs for damage caused by misuse of equipment will be charged to the Association.
- F. The Board shall provide to the Association, a Seniority List of all members of the bargaining unit, by classification, by October 30th of each school year.
- G. The Board shall provide the President of the Association with a group e-mail list of association members on his/her computer with group e-mail of bargaining unit members.
- H. The Board shall provide the Association one hard copy of the Board Policy Book with updates.
- I. The Board shall provide the Association president with a copy of the health insurance booklet and any updates. Each employee may access the district website to review a copy of the health insurance booklet. The Board will not permit copying of the booklet using district equipment or paper.
- J. The Board will distribute new position contracts in a timely manner.

ARTICLE 5. PAYROLL AND DEDUCTIONS

- A. The total salary shall be paid in twenty-six (26) equal biweekly payments, commencing at the start of the employee's contract year.
 - 1. All employees shall have pay disbursements deposited directly to the institutions(s)

designated on the forms required by the Treasurer. Required forms shall be completed upon initial employment and before the disbursement of any payment. Changes for the following school year shall be submitted to the Treasurer by August 1. The Treasurer may, in cases of urgent necessity or for other good reasons, accept changes after August 1.

2. In the event circumstances beyond the control of the Treasurer prevent the direct deposited transmission of pay disbursements, the Treasurer may make other arrangements to pay employees.

B. During the summer, direct deposit notices will be sent to one (1) address of the employee's choosing at Board expense for employees who are not scheduled to be at work. During the employee's contract year, all direct deposit notices will be delivered to the employee's respective work location.

C. If a payday falls on a Federal Reserve Bank holiday, the Treasurer shall make direct deposit transmissions on the first prior Federal Reserve Bank business day. In the event a Federal Reserve Bank holiday would cause the number of direct deposit disbursements to exceed twenty-six (26) in one calendar year, the Treasurer shall make direct deposit transmissions on the first succeeding Federal Reserve Bank business day.

D. Association dues deducted from the employees paychecks will be provided to the Treasurer of the Association no later than two (2) school days after issuance of that particular pay.

E. A listing of authorized deductions will be provided to each employee in the Fall. The list will indicate the deduction, its purpose, and the current amount.

F. In the event of an accidental overpayment in salary, the affected employee and the Treasurer shall mutually determine the method of repayment, provided that such repayment must be completed not later than the end of that fiscal year. Any amount due from any employee who resigns or retires shall be deducted from his/her last paycheck. Any days deducted from salary shall be prorated over the remaining paychecks in the school year, if deduction exceeds twenty-five percent (25%) of the paycheck.

G. Biweekly salary and deduction amounts shall be calculated and listed on each paycheck stub.

1. Yearly salary and Federal payroll taxes shall be accumulated and reflected in year-to-date totals figured biweekly.

2. Sick Leave accumulation shall also be indicated monthly.

H. VOLUNTARY DEDUCTIONS

1. Payroll deductions shall be made, as follows, for all members of the SSSPA bargaining unit, upon the filing of a written request with the Treasurer and on a form provided by the Treasurer on or before October 15th of each school year:

a. Political contributions may be deducted upon the request of the employee.

- b. Charity contributions may be deducted upon the request of the individual employee.
 - c. United States Savings Bonds may be deducted upon the request of the individual employee.
 - d. Akron Teachers Credit Union may be deducted and shall be forwarded to the Credit Union within three (3) days of the deduction.
 - e. American Family Life Assurance may be deducted.
 - f. Tax Sheltered Annuities may be deducted.
 - g. Other insurances (if necessary).
 - h. Student fees of an employee's child attending Streetsboro City Schools.
- 2. A listing of authorized deductions will be provided to each employee in the Fall. The list will indicate the deduction, its purpose, and the current amount.
 - 3. The annual statement of salary will be provided on or before the first pay of the school year and shall be based on the Master Agreement, salary schedule and placement on the schedule in effect August 1. The form used will be consistent with the state software. A sample form containing the information available through the state software program is found at Appendix F. Appendix F will be subject to change as the state software program changes.

I. PROFESSIONAL DUES AND FAIR SHARE FEE

1. Professional Dues

- a. Association dues deductions shall continue from year-to-year automatically. The Association shall forward to the Treasurer and to the employee, by September 15th of each year, the amount to be deducted for that year. The Board shall deduct said deductions from seventeen (17) consecutive biweekly payroll periods, beginning with the first payroll in October of each year and ending with the last payroll in May.
- b. The Board Treasurer shall give to the Association Treasurer, within ten (10) calendar days, the total amount to be deducted along with a complete description, by name, of the amount deducted.
- c. The Association shall present to the Treasurer, written authorization for dues from its members. The Treasurer will then deduct the amount of dues from each paycheck of the month, beginning with the first pay in October. Said deductions will continue until said dues have been paid in full to the Association.

2. Fair Share Fee

- a. Payroll Deduction of Fair Share Fee: Except for employees who work two (2) hours or less per day, the Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Association, a Fair Share Fee for the Association's representation of such nonmembers during the term of this Contract. No nonmember 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.
- b. Notification of Fair Share Fee Amount: Notice of the amount of the annual Fair Share Fee shall be transmitted by the Association to the Treasurer of the Board on or about October 15th of each year during the term of this Contract for the purpose of determining amounts to be payroll deducted; and the Board agrees to promptly transmit all amounts deducted to the Association.
- c. Schedule of Fair Share Fee Deduction
 - (1) All Fair Share Fee Payors: Payroll deduction of such annual Fair Share Fees shall commence on the first pay date which occurs on or after January 15th annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of:
 - (a) sixty (60) days employment in a bargaining unit position; or
 - (b) January 15th.
 - (2) Termination of Membership During Membership Year: The Board Treasurer shall, upon written notification from the Association that a member has terminated membership, commence 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 of membership.
- d. Transmittal of Deductions: The Board further agrees to accompany each such transmittal with a list of names of the bargaining unit members for whom all such Fair Share Fee deductions are made, the period covered, and the amounts deducted for each.
- e. Procedure for Rebate: The Association represents to the Board that an Internal Rebate Procedure has been established in accordance with Ohio Revised Code Section 4117.09 (C), and that a procedure for challenging the amount of the representation fee has been established and will be given to each bargaining unit member 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.

- f. Entitlement to Rebate: Upon timely demand, nonmembers may apply to the Association for an advance reduction/rebate of the Fair Share Fee pursuant to the Internal Procedure adopted by the Association.
- g. Indemnification of Employer: The Association on behalf of itself and the OEA and NEA agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision, provided that:
 - (1) The Board shall give a ten (10) day written notice of any claim made or action filed against the Employer by a nonmember for which indemnification may be claimed;
 - (2) The Board agrees to:
 - (a) give full cooperation and assistance to the Association and its counsel at all levels of the proceeding;
 - (b) permit the Association or its affiliates to intervene as a party if it so desires; and/or
 - (c) not oppose the Association or its affiliates' application to file briefs amicus curiae in the action.
 - (3) The Board acted in good faith compliance with the Fair Share Fee provision of this Agreement.

- J. If an employee leaves his/her employment with Streetsboro City Schools prior to his/her dues or fair share fee being deducted in its entirety, the Board agrees to deduct the prorated amount due to the Association from the employee's final pay.

ARTICLE 6. WORKDAY, WORKWEEK, AND WORK YEAR

A. WORKWEEK

The workweek shall consist of five (5) days.

B. DEFINITION OF FULL-TIME EMPLOYEES

"Full-time status" shall be defined as six (6) hours per day [thirty (30) hours per week] except for cafeteria employees and bus drivers. Full-time status for bus drivers shall be four (4) hours per day [twenty (20) hours per week]. Full time status for cafeteria workers shall be five (5) hours per day [twenty-five (25) hours per week]. Current four (4) hour cafeteria employees (2007-2008) shall have full-time status with benefits until such employee leaves the position.

C. LUNCH PERIOD

Employees assigned for six (6) hours or more per day shall be entitled to a thirty (30) minute duty free lunch period. This lunch period may be interrupted if the Immediate Supervisor feels it necessary, as long as no employee gets less than a total of thirty (30) minutes.

D. REST BREAKS

1. Employees assigned for six (6) hours or more per day shall be entitled to two fifteen (15) minute rest breaks, which should be taken approximately midway through the work period which precedes and succeeds the lunch period. Employees assigned for four (4) continuous hours shall be entitled to one fifteen (15) minute rest break.
2. Rest breaks cannot be used to adjust an employee's starting or ending time.
3. Unused rest breaks cannot be accumulated toward compensatory time.

E. HOURS

Workday starting and ending hours shall not vary from day to day within a specific workweek, unless a minimum of two weeks notice is given, and only for up to four (4) inservice/meetings per year, and in the event of emergencies or as otherwise mutually agreed upon by the employee and the immediate supervisor.

F. OVERTIME

1. Approved work performed beyond an eight (8) hour day or a forty (40) hour workweek shall be considered overtime and paid at the rate of one and one-half (1 1/2) times the employee's regular hourly wage rate. Compensatory time not in violation of the Fair Labor Standards Act [cumulative to a maximum of two hundred forty (240) hours] shall be granted by mutual consent at the same rate.
2. Overtime and extra duty work assignments (including Field Trips and Extra Bus Duty assignments) beyond the regular workday, workweek, and/or work year shall be equitably distributed among the affected employees on a rotational basis, beginning with the most senior person at the first opportunity of each school year. The affected employees shall be determined by classification and/or building assignment. The following types of overtime and extra duty assignments shall be employed:
 - a. Ordinary -- To the extent possible, overtime extra duty work shall be assigned by mutual agreement between the employee and the Immediate Supervisor.
 - b. Emergency -- The Board may assign overtime to employees in the bargaining unit when an emergency exists.

3. Emergency

Employees who are asked to return to duty in an emergency situation (including for alarm drop), after leaving duty for the day or week, shall be compensated for a minimum of two (2) hours at the overtime rate (1 1/2).

4. Saturday and Sunday overtime assignments shall be equitably distributed among the affected employees on a rotational basis, beginning with the most senior person at the first opportunity of each school year. The Board may, on Saturday and Sunday, however, assign overtime to employees in the bargaining unit on a nonrotational basis when an emergency exists.

5. If a driver is scheduled to drive for a field trip and reports to work and the field trip has been canceled, s/he shall be paid two hours. The driver shall be offered the next available field trip. If the driver is already at work for a previous assignment and the trip is canceled, s/he shall not be paid the two hours. If the administration makes reasonable efforts to reach the driver and there is no response from the driver with a reasonable time, s/he shall not be paid the two hours.

G. SNOW DAYS AND OTHER CALAMITY DAYS

1. Employees shall be paid their regular daily wages in the event of the first five (5) Snow Days or other Calamity Days, except when Calamity Days are extended by State officials.

2. On Snow Days, all-day Custodians shall report to work for a two (2) hour period of time in order to check out the building and shovel snow. The sidewalks and doorways shall be clear of snow. Pay will be time and one-half. The two (2) hours will be paid in addition to the regular eight (8) hour day. In an emergency situation, the Supervisor may require more hours (For example, in cases of power outages, plumbing and heat problems and deliveries). Any hours above the two (2) hours must be approved by the Supervisor.

3. If call off time is after your start time, the bargaining unit member shall be paid two (2) hours.

H. HOLIDAY PAY

Employees who perform work on legal or declared holidays shall be compensated at two (2) times their regular hourly wage.

I. WORK YEAR

1. Twelve (12) month employees' (Custodians, Mechanics) contracts shall be based on two hundred sixty (260) days.

2. The minimum school year for employees working on the school calendar shall be as follows:

a.	Cafeteria Directors	180 Days
	School Bus Drivers	179 Days
	Library Aides	180 Days
b.	Cafeteria Workers (Cooks)	179 Days
c.	Secretaries	190 Days
d.	Aides	178 Days

Revised Effective 8/25/2003 – I-2, a, School Bus Drivers

J. CAFETERIA ROTATION OF ADDITIONAL HOURS

1. Additional cafeteria work hours (including banquets and banquet preparation) shall be offered in rotation to cafeteria employees within the affected building, beginning with the most senior employee whose regular work hours do not conflict with the extra hours.
2. A cafeteria employee who declines an opportunity for extra hours shall not be offered another opportunity until his/her next turn in rotation.
3. A rotation list shall be maintained in the Director's office and shall be available for review.

- K.** There shall be a supervisor designated as "on call" at all times when a bus (or buses) is out. The designated person should be able to be contacted during the time that s/he is "on call". The drivers will be notified with the name and phone numbers of the designee on call before their departure.

ARTICLE 7. HOLIDAYS AND VACATIONS

A. HOLIDAYS

Twelve (12) month employees shall be granted the following days, or declared days, as paid holidays:

Labor Day
 Thanksgiving Day and the Friday after
 Christmas Eve
 Christmas Day
 New Year's Eve
 New Year's Day
 Martin Luther King Day
 Memorial Day
 Independence Day
 Good Friday

- B.** In order to be paid for the holiday, the employee must work the day before and the day after the

designated holiday, unless the employee is on an approved leave. Failure to work either of these days may result in the loss of holiday pay.

- C. If any holiday occurs on a Saturday or Sunday, said holiday will be observed and declared on the closest Friday or Monday. If July 4th falls on Tuesday, the employee shall have the option to take the previous Monday off. If July 4th falls on a Wednesday or Thursday, the employee shall have the option to take the following Friday off.
- D. All other employees shall use the days established by the school calendar as holiday or vacation periods. The following shall constitute paid holidays:

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Good Friday

E. VACATION PERIODS

- 1. Paid vacations shall be granted to twelve (12) month employees based on the following years of service in the district requirements:

1 - 8 Years	=	Ten (10) Days
9 - 17 Years	=	Fifteen (15) Days
18 - 24 Years	=	Twenty (20) Days
25 + Years	=	Twenty-Five (25) Days
- 2. Vacation time may accrue for a maximum of ten (10) days in addition to those days otherwise entitled. Vacation accruals shall be shown on each bargaining unit member's pay stub. Payroll stubs showing leave and vacation accruals may also be e-mailed, if requested by the bargaining unit member.
- 3. In the event of resignation, termination, or death of the employee, payment for unused vacation shall be made within fourteen (14) days of the severance of employment.
- 4. Vacation time shall not be limited to certain periods. However, the Superintendent shall have the right to close the schools for one (1) week during the summer.
- 5. At least three working days prior to use of vacation, the bargaining unit member shall give the supervisor written notice. At the discretion of the Supervisor and only in emergency situations, the Supervisor may waive this three day notice requirement.

ARTICLE 8. EVALUATION

- A.** The performance of the employee shall be evaluated once every two years for continuing contract employees and once a year for limited contract employees. If an employee holds two (2) positions, the employee shall be evaluated in each position. The formal evaluation(s) shall be based upon the job description, specific duties of the level and classification, the employee's performance, and the personal observation of the evaluator.
- B.** Formal evaluations of all employees shall be made openly, with the full knowledge of the employees. Evaluations shall be completed by April 15. Failure to timely evaluate shall result only in the invalidation of the untimely evaluation.
- C.** Formal evaluations shall be reduced to writing and discussed with the employee within ten (10) days of the evaluation.
- D.** The employee shall receive a copy of all formal observations and shall be given ten (10) days to attach a written response, if deemed necessary.
- E.** The employee shall sign the formal evaluation forms and/or attachments to indicate that the information was discussed. The signature in no way indicates agreement with the information contained within the evaluation and in no way denies the employee the right to respond or rebut.
- F.** Only Management Level or Supervisory Employees shall have the right to evaluate members of the bargaining unit.
- G.** The evaluation form (and necessary attachments) shall be only that incorporated herein as Appendix C.
- H.** The Board shall insure that each supervisor is instructed in the utilization of the evaluation instrument.
- I.** Newly hired employees shall be employed under three one-year contracts. Upon renewal of the third one-year contract, the employee shall, thereafter, be employed under a continuing contract.

ARTICLE 9. DISCIPLINE AND DUE PROCESS

- A.** The Administration and the Immediate Supervisor will pursue a course of progressive corrective action in regard to discipline. Simply stated, corrective action shall consist of a course designed to improve the quality of the employee's work.
- B.** The measures of corrective action may be as outlined below. However, in all cases, the employee shall be given sufficient time to correct the behavior before additional corrective action is taken. Infractions requiring extended time to correct shall show improvement within 3 working days before additional corrective action is taken.

1. Step I: Verbal or Written Warning

Employees shall receive verbal or written warning(s) regarding offenses which may ultimately require more stringent disciplinary action. Dependent upon the severity of these offenses, the Immediate Supervisor shall counsel the employee on necessary improvement in work or general performance of the employee. If offenses are repeated for which an employee has received a verbal warning, the Immediate Supervisor may, at his/her discretion, issue a written warning. The employee shall have the right to attach a statement to any written warning within ten (10) days of its date.

2. Step II: Formal Written Reprimand and Conference

If the offenses have not been corrected through verbal and/or written warning(s) to the employee, or if the circumstances surrounding the offense(s) are such that, in the judgment of the Immediate Supervisor, Step I should be by-passed, the Immediate Supervisor shall hold a conference with the employee (and, if requested, his/her representative) to discuss and/or issue a formal written reprimand.

- a. The employee shall have the right to respond and offer explanation of the circumstances of the charges.
- b. The employee shall have the right to attach a written response to the written reprimand within ten (10) days.

3. Step III: Disciplinary Conference

If the offenses are not corrected through the first two (2) steps of this process, the employee and his/her representative shall be given two (2) days' notice of a conference with the Superintendent or his/her designee. Actions which may be taken shall include written reprimand, corrective action, suspension, reassignment which does not involuntarily displace another employee, transfer, demotion, or termination, dependent upon the circumstances and severity of the offenses.

C. Offenses may fall into two (2) classifications:

1. Class A Tardiness
Disrespect
Failure to report to work
Inefficiency
Negligence
2. Class B Repeated failure to report to work
Theft of time
Infliction of bodily harm
Immoral conduct
Insubordination
Behaviors which represent a clear and present danger to others
Theft of Board property

3. Corrective action for Class B offenses shall begin at Step III.
 4. The above classes are not meant to be all-inclusive but used as examples.
 5. The standard for discipline shall be just cause.
- D. Employees shall have a right to information used as a basis for disciplinary action, and shall have the right to request to meet with and discuss the issues with the individual(s) alleging any concerns.
 - E. Disciplinary action shall be handled in a discreet and confidential manner.
 - F. Nothing shall be placed in an employee's personnel record without the knowledge of said employee.
 - G. Employees shall have the right to request and be allowed representation at all disciplinary meetings involving the employee which the employee feels may result in disciplinary action.
 - H. Members of the bargaining unit shall not be used to supervise other members of the bargaining unit, but it is recognized that members of the bargaining unit may direct the work of a specific job area or responsibility, such as Supervisor or designee to Level 4 Custodian to Level 3 Custodian or Cafeteria Director to Cafeteria workers, Secretary to Building Aide.

ARTICLE 10. PROBATIONARY PERIOD

A. PROBATION

A newly hired employee or an employee who changes from one classification series to another classification series (i.e. Secretarial to Custodial) shall have a ninety (90) calendar day probationary period.

B. EVALUATION

During the probationary period, probationary employees shall be evaluated at least once in accordance with Article 8 of this Agreement.

C. RETURN TO FORMER POSITION

An employee who has been reclassified may, at the option of the employee, return to his/her former position during the probationary period following a discussion with the Superintendent. This provision does not apply to anyone who takes an exempt position.

D. NOTICE

New hires who are filling a vacancy created by the reclassification of another employee shall be notified at the time of hire that a probationary dismissal may occur due to the return to

classification by the other employee. Such dismissal due to return of a reclassified employee shall not be subject to challenge.

ARTICLE 11. LEAVES OF ABSENCE

A. SICK LEAVE

1. Each employee shall be entitled to one and one-fourth (1 1/4) Sick Leave days for each month of service, or fifteen (15) days per school year, cumulative from year to year, without limit. Sick Leave accumulation shall be totaled and printed on the last paycheck of each month.
2. All employees shall be entitled to an advancement of ten (10) Sick Leave days, if the number of days used exceeds the number accumulated. So long as the employee remains in the employment of the Board, the employee is required to earn back any advanced Sick Leave days so no loss in pay results. Should the employee leave the employment of the Board, be placed on unpaid leave of absence, or die, any remaining Sick Leave days will be deducted from the final adjusted pay or estate.
3. Sick Leave days may be used for the following reasons, and may be used in full, half (1/2), or one-quarter (1/4) day blocks. Step relation shall be treated as a natural relation for purposes of sick leave.
 - a. Personal Illness
 - b. Personal Injury
 - c. Exposure to contagious disease which could be communicated to others.
 - d. Maternity
 - e. Illness, injury, or death in the employee's immediate family.
 - f. In each case of illness, injury, or death in the employee's immediate family, or due to the illness, injury, or death of other individuals, leave may be allowed at the discretion of the Superintendent when the request is submitted in writing by the employee.
 - g. "Immediate family," as used in this Contract, shall be defined as the spouse, children, mother, father, sister, brother, grandparents, grandchildren, father-in-law or mother-in-law, son-in-law or daughter-in-law, brother-in-law, sister-in-law, and any resident in the employee's home.

B. PERSONAL LEAVE

1. Each employee shall be granted up to three (3) days per school year, with pay, as Personal Business Leave. This leave shall be for business that cannot be conducted outside normal working hours and shall not require stated reasons.

2. Unless an emergency demanding immediate absence, an employee intending to use a Personal Leave day shall notify the appropriate building administrator as far in advance as possible, but in no event less than three (3) school days in advance, of his/her intention to do so.
3. Personal Leave shall be noncumulative and shall not be deducted from the employee's accumulated Sick Leave.
4. Personal Leave shall not be used for "gainful employment." "Gainful employment" shall be defined as receiving compensation for services rendered to another employer.
5. Personal Leave shall not be used for vacation, the day before or day after a holiday, or an established school vacation period, without the approval of the Superintendent.
6. Employees are urged not to use any of the three (3) Personal Leave days during the last four (4) weeks of the school year. Employees shall only receive Personal Leave days during the last five (5) student days of the school year upon approval, and at the discretion, of the Superintendent.
7. Personal Leave shall be granted in full and one-half (1/2) day increments.
8. A maximum of one (1) unused Personal Leave day may be carried over to the following year.
9. Additional paid Personal Leave may be granted at the discretion of the Superintendent. This leave shall be for good causes and reasons other than personal business. The Superintendent may grant paid Personal Leave, and the employee shall reimburse the District for a substitute if one is secured.

C. JURY DUTY LEAVE

1. The Board will pay for time lost during any workday (Monday through Friday) to any employee for the purpose of serving Municipal, County, State, or Federal jury duty on the following basis:
 - a. The employee must report, on the next regular workday, to the Superintendent his/her receipt of notice to appear for jury duty.
 - b. The employee will work any part of the day so long as there is at least one-half (1/2) day remaining (exclusive of travel time).
 - c. The Board shall pay an employee his/her usual wage and the employee shall deposit his/her jury duty pay with the Treasurer within three (3) workdays of receipt.

D. COMPULSORY LEAVE

1. Released time shall be granted for substantiated and required appearances in court. Witness fees and any other compensation received, if any, shall be forwarded to the Board within thirty (30) days of receipt by the employee in order to get regular pay for time released.
2. Compulsory Leave shall be granted only if the employee is not a named party in the proceeding or unless the employee, if named, has used all of his/her Personal Leave. When the employee is the primary plaintiff in a suit against the Board, the employee shall not receive compensation from the Board.

E. LONG-TERM LEAVE

1. Long-Term Leave of Absence without pay shall be granted for a period of up to one (1) year and may be extended for up to an additional one (1) year, for a total period not to exceed two (2) years.
2. Such leave of absence shall be defined as and granted for:
 - a. Parental Leave -- Granted to an employee for the purpose of childbearing/rearing; or, in the case of a male employee, to assist in the above for a spouse.
 - b. Disability Leave -- Granted based on physician's statement of disability.
 - c. Military Leave
 - d. Other leaves as approved by the Superintendent.

F. INSURANCE COVERAGE WHILE ON APPROVED LEAVE

Any staff member on an approved unpaid/paid leave shall be entitled to request in writing to the Treasurer and receive the right to be covered by any or all insurances selected by the staff member, provided the staff member pays to the Board Treasurer in advance each month the full amount of the monthly group plan premium rate for such selected coverage(s). Any overpayment of premium shall be refunded to the staff member upon termination of leave.

G. ASSAULT LEAVE

1. Any employee who is assaulted while performing assigned duties shall be granted a paid leave of absence for the period so designated by the employee's physician. Assault shall be defined as injury or serious threat of injury inflicted upon an employee with or without a weapon.
2. Before Assault Leave pay will be granted, the member shall furnish to the Superintendent a written, signed statement describing the circumstances and events surrounding the assault, names and addresses of witnesses (if known), and a description of the injuries sustained.

3. An employee who receives Assault Leave shall file a police report, and the employee and the Administration agree to take appropriate action.
4. Leave under this provision shall not exceed a maximum of thirty (30) days, unless extended at the Superintendent's discretion. These days shall not be charged to Sick Leave or Personal Leave.
5. If Workers' Compensation benefits are granted, the monetary amount of these benefits shall be remitted to the Board.

H. FAMILY AND MEDICAL LEAVE CLAUSE

The Family and Medical Leave Act shall not adversely affect the leave provisions of this Contract. Notwithstanding other provisions of this Agreement, the Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993 and its amendments. The parties to this Agreement agree that all benefits guaranteed by the Act will be provided to employees covered by this Agreement. Any alleged violations of the Act may be processed as grievances using the procedure herein. Pursuit of such a grievance in no way prevents an employee from enforcing his/her rights under the Act as provided by law.

1. Each employee is entitled to and shall be granted upon request up to twelve (12) work weeks of unpaid leave per year for a serious health condition of the employee, or to care for a new child or a sick child, parent or spouse, or for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on covered active duty. Such leave may be taken for the care of a newly adopted or newly placed foster child, as well as a newborn child. Each employee is likewise entitled to twenty-six (26) work weeks of leave per year to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent or next of kin to the employee (military caregiver leave).
2. Any leave beyond twelve (12) weeks in a year, or twenty-six (26) weeks in a year if military caregiver leave, for these combined purposes may be granted pursuant to the other leave provisions of this Agreement.
3. Eligible employees may choose to substitute paid or unpaid leave granted by other provisions of this Agreement for all or part of the unpaid leave granted under this Article.
4. The employee shall give the Board thirty (30) days' notice when need for the leave is foreseeable; otherwise, the notice shall be given as soon as possible.
5. Leave may be taken intermittently in accordance with the law.
6. The Board shall be entitled to recover health care premiums during the leave if the member fails to return to work. This shall not be the case if the failure to return to work is because of the continuation, recurrence or onset of a serious health condition—either the member's own or that of an immediate family member for whom they need to care, or due to other FMLA eligible circumstances beyond the control of the teacher. The Board shall continue the group health insurance plan afforded employees during the

term of the leave. The employee share of the premiums may be paid on a current basis or upon return to work.

7. Upon return from FMLA leave, the employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."

I. INCENTIVE FOR ATTENDANCE

1. As an incentive for attendance, staff members who work 204 or fewer days, and who work less than 4 hours per day, shall be given a monetary award as follows:
 - a. For perfect attendance with no time missed in the 1st grading period, the employee shall be awarded Fifty Dollars (\$50.00).
 - b. For the perfect attendance in the 2nd grading period, the employee shall be awarded Fifty Dollars (\$50.00).
 - c. For the perfect attendance in the 3rd grading period, the employee shall be awarded Fifty Dollars (\$50.00).
 - d. For the perfect attendance in the 4th grading period, the employee shall be awarded Seventy-Five Dollars (\$75.00).
2. As an incentive for attendance, staff members who work 204 or fewer days and who work 4 hours per day or more, shall be given a monetary award as follows:
 - a. For perfect attendance, with no time missed in the 1st grading period the employee shall be awarded One Hundred Dollars (\$100.00).
 - b. For the perfect attendance in the 2nd grading period, the employee shall be awarded One Hundred Dollars (\$100.00).
 - c. For the perfect attendance in the 3rd grading period, the employee shall be awarded One Hundred Dollars (\$100.00).
 - d. For the perfect attendance in the 4th grading period, the employee shall be awarded One Hundred and Fifty Dollars (\$150.00).
3. As an incentive for attendance, staff members who work more than 204 days shall be given a monetary award as follows:
 - a. For perfect attendance with no time missed in the 1st quarter (July 1st – September 30th), the employee shall be awarded One Hundred and Fifty Dollars (\$150.00).
 - b. For perfect attendance with no time missed in the 2nd quarter (October 1st – December 31st), the employee shall be awarded One Hundred Dollars (\$100.00).

- c. For perfect attendance, with no time missed in the 3rd quarter (January 1st – March 31st), the employee shall be awarded One Hundred Dollars (\$100.00).
- d. For perfect attendance with no time missed in the 4th quarter (April 1st – June 30th), the employee shall be awarded One Hundred and Fifty Dollars (\$150.00).

J. ASSOCIATION LEAVE

The Board shall grant four (4) days released time per school year to the Association President and/or his/her designees. These days shall be used to participate in State or National Association meetings and/or training. These days shall be granted through this Section, except that the Board is not obligated for any expenses other than release time and replacement substitute, if necessary. The Superintendent may approve additional Association Leave at the request of the Association President.

K. RECOGNITION DINNER, CONFERENCES, CLINICS AND CONVENTIONS

If a bargaining unit member is being honored at the Recognition Dinner, the bargaining unit member may use this leave to attend the Recognition Dinner.

Professional development opportunities will be made available for members of the bargaining unit. Prior approval of the Superintendent is required for attendance.

- L. A memo to the bargaining unit members shall be sent once per year indicating individual leave accruals. Bargaining unit members may contact the Board office with any concerns.

ARTICLE 12. LAYOFF AND REEMPLOYMENT

A. LAYOFF

- 1. Whenever it becomes necessary to layoff employees, affected employees shall be laid off according to seniority within the classification with the least senior employee laid off first.
 - a. "Seniority" shall be defined as uninterrupted length of continuous service with the Board. Seniority shall be computed from the date of hire. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, the bargaining unit member who submitted an application for employment first shall be the more senior. If that date is the same, the Administration and the Association shall flip a coin to determine who is more senior.

Seniority shall be defined as total length of service from date of hire into the bargaining unit, excluding unpaid leaves of absence and substitute time.

- b. When there is to be a layoff, the district shall give (30) days notice to the employee to be laid off.
- c. When a bargaining unit member's position is eliminated, s/he shall have the right to

bump the least senior bargaining unit member in the same job classification with the same number of hours per week. If there is no least senior bargaining member with the same number of hours in the same job classification, s/he shall have the right to bump a less senior bargaining unit member with the most hours in the same job classification.

For example:

An 8 hour aide can bump the least senior 8 hour aide; however, if there is no less senior 8 hour aide, s/he can bump the least senior 7 hour aide. Further, a bargaining unit member shall have the right to bump the least senior person with the same number of hours in a classification the employee formerly held. If there is no least senior bargaining unit member with the same number of hours, s/he shall have the right to bump a less senior bargaining unit member with the most hours.

- d. An employee who bumps into a position which results in loss of eligibility for Article 19 Insurances shall retain those insurances for three (3) months from the date of commencement of work in the new position.

B. RECALL

1. Employees who are laid off shall be placed on a Recall List in reverse order of layoff. This list shall remain in effect for twenty-four (24) months from date of layoff. A layoff shall not be regarded as a break in service.
 - a. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority and a notice of reinstatement shall be made by certified mail.
 - b. The recall notice will be sent to the last known address. The employee must respond at least by phone within five (5) working days of receipt of the recall notice as determined by date on the return receipt.
 - c. Employees are responsible for keeping the Board of Education advised of their current address, and notification of recall at the last known address meets the Board's responsibility.
 - d. Employees shall be recalled only to job classifications in which they have previously worked. An employee who declines recall is removed from the recall list.

C. REASSIGNMENT

Upon mutual agreement, an employee may accept reassignment in lieu of being laid off, or may accept hourly work in any classification for which he/she may be qualified which may be offered at the option of the Board. This assignment in no way affects his/her right to recall as stated above.

ARTICLE 13. EMPLOYMENT OF RETIRED PERSONNEL

- A.** It is understood that if the Board desires to hire retired personnel, such employees may be employed under terms and conditions which differ in some respects from those established by the Negotiated Agreement for employees who have not attained retirement status with the School Employees' Retirement System. A retired employee is an employee who has attained service retirement status with the School Employees' Retirement System and is otherwise qualified for employment in Ohio in public schools. All provisions of the negotiated agreement shall apply to the retirees except those outlined below.
1. Where a vacancy exists which the Board may fill by hiring an employee who is not already employed by the Board, the Board may consider and employ retirees for any such vacancy upon the recommendation of the Superintendent. Any retired employee seeking to be employed must participate in the vacancy and transfer procedures in this contract.
 2. A newly retired employee if hired full-time per the definition within the Agreement shall be placed at Step 7 and remain there during the employment with the district. The retiree shall pay 30% of his/her health insurance premiums.
 3. A retiree's contract will be subject to automatic nonrenewal annually. The Board will post all retiree positions annually.
 4. A retiree shall not be entitled to severance pay.
 5. A retiree shall not accumulate seniority in the bargaining unit and in the event of layoff, retirees will be laid off first. The retiree will not have the right to be placed on the recall list.

ARTICLE 14. PARENTAL CONCERN PROCEDURE

- A.** No rule or procedure as referred to in this Article shall prohibit the members of the bargaining unit from legal representation, Association representation, or other remedy at law. Any appraisal of the employee's performance shall be done by the Principal/Supervisor as provided by Article 8 (Evaluation).

B. CONCERNS INVOLVING BARGAINING UNIT MEMBERS

1. Informal and/or Oral Avenues

Communication between parents and the school ideally should be such that most concerns may be resolved through personal conferences at the school level. Various avenues of contact between the employee, pupil, parent, Principal/Immediate Supervisor, and other appropriate staff personnel shall be pursued before using the formal procedures outlined below. Prior to implementing a plan to resolve a parental concern, the Principal/Supervisor will meet with and seek input from the employee.

2. Formal Avenues

- a. If such conferences do not lead to understanding and resolution of the problem(s) involved, a parent may pursue further action by submitting the written concern involving the bargaining unit member to the Principal or Immediate Supervisor. If such a concern is not submitted, the matter shall be considered closed.
- b. Within five (5) days of receipt of the concern, the employee, Principal or Immediate Supervisor, and the concerned party shall meet at a mutually convenient time to discuss the concern.
- c. If it is not resolved at that level, it may be appealed in writing to the Superintendent within five (5) days, with a copy of the concern attached. Within five (5) days of receipt of the appeal, the employee, the Superintendent, and the concerned party shall meet to discuss the concern.
- d. If it is still not resolved, it may be appealed in writing to the Board. If a parental concern is appealed to the Board, the Board shall go into Executive Session to hear the concern. The employee and his or her representative(s) shall be given the opportunity to be present and afforded the opportunity to address the concern. Written disposition of the concern shall be forwarded to the employee within ten (10) days of the Board meeting.
- e. The employee and/or his/her representative shall have the opportunity to be present at all formal meetings.

C. GENERAL PROVISIONS

1. Written statements by parents shall be on the Parental Concern Form (Appendix C), should include the problem which has arisen, and shall be signed.
2. The affected employee shall be given a copy of any written concern on or before the next regular workday of the Administration's receipt of the concern.
3. Anonymous concerns shall have no validity.
4. "Days" shall refer to actual working school days, except during the summer recess when "days" shall refer to calendar days exclusive of weekends and holidays.

ARTICLE 15. VACANCY AND TRANSFER

A. VACANCY

A vacancy is defined as a newly created position or an opening which remains after all existing staff members and staff on a RIF list have been assigned or offered the position.

1. The Board shall have forty-five (45) calendar days to post bargaining unit vacancies that it intends to fill permanently, or the position will be eliminated.
2. All bargaining unit vacancies shall be posted on the District website and emailed to employees at least five (5) workdays prior to filling the position. During the summer months when school is not in session, notification of all bargaining unit vacancies shall be through district website e-mail and voice mail through district call out system for a five (5) work days prior to filling the position. All inquiries for a position shall be submitted to the Board office.
3. Internal applicants shall be interviewed. Only in the event that no internal applicant is selected shall the position be posted externally. All internal candidates who apply for a position shall be interviewed by the Superintendent or designee. Current employees shall be given first consideration over outside applicants if they are qualified. Seniority (years of service in the District) shall be the primary consideration for transfer. However, if the most experienced person is not chosen, he or she shall be entitled to a conference with the Superintendent. At this conference, the Superintendent shall share with the bargaining unit member the specific reasons for not being hired.
4. Unless mutually agreed otherwise, no member of the Streetsboro SSPA or the Streetsboro EA shall sit in on interviews of Streetsboro SSPA candidates.
5. The Board shall act on all bargaining unit responses to the posting within seventy-five (75) days of the vacancy.
6. If the position has not been filled within ninety (90) days of the vacancy, the position shall be re-posted every ninety (90) days until it is filled.

B. INVOLUNTARY TRANSFER

Every reasonable attempt shall be made to notify each employee involved at least ten (10) calendar days in advance of any involuntary transfer. When determining who shall be involuntarily transferred, seniority shall be the primary consideration. If a more senior employee is involuntarily transferred, he/she shall be entitled to a conference with the Superintendent. At this conference, the Superintendent shall share the specific reasons that s/he was involuntarily transferred. The employee shall receive a written notice of the involuntary transfer.

C. TENTATIVE ASSIGNMENTS

Tentative assignments for the succeeding school year shall be provided to bargaining unit members on or before May 31st.

ARTICLE 16. GENERAL WORKING CONDITIONS

- A.** All bargaining unit vacancies shall be posted in each work area at least five (5) workdays prior to filling the position. Current employees shall be given first consideration over outside applicants. A vacancy shall only include positions to be permanently filled.
- B.** The Board shall provide, at its expense, safety equipment, uniforms, supplies, and other devises as the Board determines to maintain a safe and healthy work environment for its employees and to comply with Local, State, and Federal statutes.
 - 1. Eleven (11) uniforms for custodians will be provided and maintained.
 - 2. Five (5) shirts for cafeteria employees will be provided and replaced.
- C.** With prior approval, employees shall be reimbursed for all mileage accrued on their personal cars for conducting Streetsboro School District business at the established Board rate. The minimum amount to be paid shall be the Internal Revenue Service rate.
- D.** Any employee may request that any job which places him/her in imminent physical danger, significantly endangers his/her health or life, and/or may violate existing laws as to safety, be reviewed by the Immediate Supervisor and/or other administrative personnel prior to the performance of the job.
- E.** The Board and members of the bargaining unit shall maintain schools, work locations, and vehicles in a safe and sanitary condition and shall not knowingly violate applicable provisions of the laws relating to health, safety, and fire.
- F.** The Board shall provide to each employee a job description of his/her specific job classification. A job description for each job classification covered by this Contract shall be incorporated by reference appended hereto but shall not be considered a provision of this Contract and may be changed without violating this Contract.
- G.** Any required inservice period shall be paid at the employee's regular hourly rate, during times when the employee is not scheduled to work, for actual time spent during the inservice.
- H.** The Board of Education will attempt to secure adequate substitutes for absent employees. However, in cases where a substitute cannot be secured, the Board may request bargaining unit members to perform the duties of an absent bargaining unit member in the same classification.
- I.** Each new employee shall be trained and advised on job responsibilities by the Supervisor prior to being given assignments.
- J.** **CUSTODIAN SUBSTITUTION**

The opportunity to work the day shift shall be offered to evening custodial bargaining unit members before substitutes are called to work. The opportunity to work the evening shift shall be offered to day custodial bargaining unit members if a substitute cannot be found. The

procedure shall be as follows:

1. Any evening custodian who desires the opportunity to substitute for absent day custodians, shall submit his/her name to the Maintenance Supervisor. Any day custodian who desires the opportunity to substitute for absent evening custodians, shall submit his/her name to the Maintenance Supervisor.
 2. When a daytime absence occurs, the Maintenance Supervisor shall notify the interested evening custodians in rotation, using the seniority list and starting with the most senior interested custodian. When an evening absence occurs, the Maintenance Supervisor shall notify the interested day custodians in rotation using the seniority list and starting with the most senior interested custodian.
 3. Evening custodians declining an opportunity to substitute shall not be offered another opportunity until their next turn in rotation. Day custodians declining an opportunity to substitute shall not be offered another opportunity until their next turn in rotation.
 4. A custodian who accepts an opportunity shall continue in the substitute position throughout the absence to a maximum of five (5) workdays.
 5. At the end of five (5) days, the substitute position shall be offered to the next in rotation.
 6. The rotation list shall be posted in the Maintenance Supervisor's office.
 7. A substitute shall be secured for the day or evening custodian on rotation.
 8. With the approval of the Maintenance Supervisor, day and evening custodians may swap shifts. The decision to deny the swapping of shifts is nongrievable.
 9. Any Level 4 custodian interested in substituting for central services shall submit his/her name to his/her supervisor in the beginning of each school year. When the maintenance supervisor decides a sub is needed, a custodian from that list may be contacted to sub in the maintenance position. Custodians shall be asked to sub on a seniority and rotational basis, starting with the most senior custodian. A substitute shall be called in within the parameters of this agreement for the custodian who subs in the maintenance position. If no Level 4 custodian wants to sub, a Level 3 custodian shall be contacted to sub.
- K.** A one-time stipend of Three Hundred Dollars (\$300.00) shall be paid to a bargaining unit member upon receipt of an "Automotive Service Excellence Certification."
- L.** A \$200 stipend per year shall be paid to any Level IV custodian who successfully completes three maintenance courses. The courses must be approved by the Superintendent in advance.
- M.** All employees shall wear Photo I D's during working hours.
- N.** The Board and Association agree to continue the practice in place on March 1, 2005 regarding the bidding of bus runs by seniority.

- a. If starting or ending times for school changes significantly, all bus runs may be rebid by seniority.
 - b. When new runs are added, the new runs are bid by seniority.
- O. A professional development fund of \$5000.00 funded annually shall be established for employee initiated training. Registration fees, mileage, meals and lodging shall be paid out of this fund.

Any training request must be submitted to the employee's immediate supervisor for approval.

- P. At the discretion of the superintendent, the superintendent/designee may determine that catering is needed for a specific school-related function. The opportunity for catering this school-related function may be offered to cafeteria employees by rotation. The opportunity to be the catering coordinator and thereafter a caterer will be determined by seniority. An employee who is most senior by rotation may choose not to be the catering coordinator and if so the opportunity would go to the next senior employee based on rotation as described within this section. An employee who does not choose to be the catering coordinator may elect to be a caterer.

If the school-related function is building-specific, such as the Senior Banquet, the opportunity for catering coordinator and thereafter caterers will be offered to the cafeteria employees within that building on the basis of seniority. If not enough employees are available within that building, the opportunity will be offered to cafeteria employees on a district-wide basis and by district seniority. If there are not enough cafeteria employees available on a district-wide basis, the opportunity will be opened to all bargaining unit members on a seniority basis. No bargaining unit member will be eligible for this opportunity if there is a conflict with the employee's working hours.

For catering or added time due to outside events, the employee shall be paid their regular rate plus overtime, if applicable.

Nothing in this provision prohibits the superintendent/designee from contracting out for catering services.

Classroom aides who are regularly assigned student toileting duties shall be paid an additional \$0.20 per hour for such portion of the contract year in which such duties are regularly assigned.

ARTICLE 17. SERS "PICK-UP" UTILIZING SALARY REDUCTION METHOD

- A. The Board of Education shall designate each employee's mandatory contributions to the State Employees Retirement System (SERS) of Ohio as "picked-up" by the Board, as contemplated by Internal Revenue Service Rulings 77-464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to Federal and Ohio Income Tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory SERS contribution which has been designated as "picked-up" by the Board; and that the amount designated as "picked-up" by the Board shall be included in computing the final average salary, provided that no employee's total

salary is increased by such "pick-up," nor is the Board's total contribution to the SERS increased thereby.

1. The "pick-up" percentage shall apply uniformly to all bargaining unit members as a condition of employment. The "pick-up" shall apply to all compensation, including supplemental earnings thereafter.
2. The parties agree that should the rules and regulations of the Internal Revenue Service or Retirement System change, making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/employer contributions.
3. Payment for Sick Leave, Personal Leave, Severance Pay, and supplementals, including Unemployment and Workers' Compensation, shall be based on the employee's daily gross pay prior to reduction as basis (e.g. gross pay divided by the number of days in employee's contract).

ARTICLE 18. SALARIES AND SEVERANCE PAY

- A. There shall be a fourteen (14) step Salary Schedule established as defined in Section E, below.
- B. Employees new to the District who have prior experience in a comparable position may be granted up to three (3) years experience on the salary schedule.
- C. There shall be four (6) longevity service steps beginning with the ninth (9th) year, and shall be implemented and paid as established in the schedules below.
- D. Class size for Library Aides at the elementary level shall not exceed those in the SEA agreement. Aides assigned to supervise a greater number of students shall be paid an additional stipend of \$10.50 per class period per day during the period of overage.

<u>Grade Level</u>	<u>Maximum Pupils</u>
K-1	25
2-3	26
4-6	28

E. SALARY SCHEDULES

There shall be a 2.0% increase in the base for the 2013-2014 school year. There shall be a 1.25% increase in the base for the 2014-2015 school year. There shall be a 1.0% increase in the base for the 2014-2015 school year. For regular salary, the increase shall be retroactive to 7/1/13 but shall not be retroactive from 7/1/13 to 10/7/13 for overtime or extra time.

The current index and salary schedule remain in force.

1.

Aides

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	12.00	12.15	12.27
1	1.03	12.36	12.51	12.64
2	1.06	12.72	12.88	13.01
3	1.09	13.08	13.24	13.37
4	1.12	13.44	13.61	13.74
5	1.15	13.80	13.97	14.11
6	1.18	14.16	14.34	14.48
7	1.21	14.52	14.70	14.85
9	1.26	15.12	15.31	15.46
11	1.31	15.72	15.92	16.07
15	1.36	16.32	16.52	16.69
18	1.41	16.92	17.13	17.30
21	1.46	17.52	17.74	17.91
25	1.50	18.00	18.23	18.41

2.

Custodian III

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	14.04	14.21	14.35
1	1.03	14.46	14.64	14.78
2	1.06	14.88	15.06	15.21
3	1.09	15.30	15.49	15.64
4	1.12	15.72	15.92	16.07
5	1.15	16.15	16.34	16.50
6	1.18	16.57	16.77	16.93
7	1.21	16.99	17.19	17.36
9	1.26	17.69	17.90	18.08
11	1.31	18.39	18.62	18.80
15	1.36	19.09	19.33	19.52
18	1.41	19.80	20.04	20.23
21	1.46	20.50	20.75	20.95
25	1.50	21.06	21.32	21.53

3.

Secretaries

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	13.71	13.88	14.02
1	1.03	14.12	14.30	14.44
2	1.06	14.53	14.71	14.86
3	1.09	14.94	15.13	15.28
4	1.12	15.36	15.55	15.70
5	1.15	15.77	15.96	16.12
6	1.18	16.18	16.38	16.54
7	1.21	16.59	16.79	16.96
9	1.26	17.27	17.49	17.67
11	1.31	17.96	18.18	18.37
15	1.36	18.65	18.88	19.07
18	1.41	19.33	19.57	19.77
21	1.46	20.02	20.26	20.47
25	1.50	20.57	20.82	21.03

4.

Custodian IV

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	16.33	16.53	16.70
1	1.03	16.82	17.03	17.20
2	1.06	17.31	17.52	17.70
3	1.09	17.80	18.02	18.20
4	1.12	18.29	18.51	18.70
5	1.15	18.78	19.01	19.21
6	1.18	19.27	19.51	19.71
7	1.21	19.76	20.00	20.21
9	1.26	20.58	20.83	21.04
11	1.31	21.39	21.65	21.88
15	1.36	22.21	22.48	22.71
18	1.41	23.03	23.31	23.55
21	1.46	23.84	24.13	24.38
25	1.50	24.50	24.80	25.05

5.

Cafeteria Workers

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	11.73	11.88	12.00
1	1.03	12.08	12.24	12.36
2	1.06	12.43	12.59	12.72
3	1.09	12.79	12.95	13.08
4	1.12	13.14	13.31	13.44
5	1.15	13.49	13.66	13.80
6	1.18	13.84	14.02	14.16
7	1.21	14.19	14.37	14.52
9	1.26	14.78	14.97	15.12
11	1.31	15.37	15.56	15.72
15	1.36	15.95	16.16	16.32
18	1.41	16.54	16.75	16.92
21	1.46	17.13	17.34	17.52
25	1.50	17.60	17.82	18.00

6.

Bus Drivers

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	16.69	16.90	17.06
1	1.03	17.19	17.41	17.57
2	1.06	17.69	17.91	18.08
3	1.09	18.19	18.42	18.60
4	1.12	18.69	18.93	19.11
5	1.15	19.19	19.44	19.62
6	1.18	19.69	19.94	20.13
7	1.21	20.19	20.45	20.64
9	1.26	21.03	21.29	21.50
11	1.31	21.86	22.14	22.35
15	1.36	22.70	22.98	23.20
18	1.41	23.53	23.83	24.05
21	1.46	24.37	24.67	24.91
25	1.50	25.04	25.35	25.59

7.

**Cafeteria
Directors**

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	15.03	15.22	15.37
1	1.03	15.48	15.68	15.83
2	1.06	15.93	16.13	16.29
3	1.09	16.38	16.59	16.75
4	1.12	16.83	17.05	17.21
5	1.15	17.28	17.50	17.68
6	1.18	17.74	17.96	18.14
7	1.21	18.19	18.42	18.60
9	1.26	18.94	19.18	19.37
11	1.31	19.69	19.94	20.13
15	1.36	20.44	20.70	20.90
18	1.41	21.19	21.46	21.67
21	1.46	21.94	22.22	22.44
25	1.50	22.55	22.83	23.06

8.

Mechanics

<u>Step</u>	<u>Index</u>	<u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>
0	1.00	18.83	19.06	19.26
1	1.03	19.39	19.63	19.84
2	1.06	19.96	20.20	20.42
3	1.09	20.52	20.78	20.99
4	1.12	21.09	21.35	21.57
5	1.15	21.65	21.92	22.15
6	1.18	22.22	22.49	22.73
7	1.21	22.78	23.06	23.30
9	1.26	23.73	24.02	24.27
11	1.31	24.67	24.97	25.23
15	1.36	25.61	25.92	26.19
18	1.41	26.55	26.87	27.16
21	1.46	27.49	27.83	28.12
25	1.50	28.25	28.59	28.89

9. Employees moving from one job classification to another shall receive salary schedule placement for one-half (1/2) the years of experience in the lower classification [e.g. if a Custodian with four (4) years of experience at Level III moves to Level IV, he/she shall be given credit for two (2) years of experience and placed at Step One of the Level IV Salary Schedule].
10. Field Trip, Extra Duty and Training Rates
 - a. Training: Bus drivers who are training other drivers shall be paid at the regular driving rate in accordance with the salary schedule.
 - b. Field Trips: Drivers shall be paid for field trips at the special rate designated in d, below.
 - c. Extra Duty: Extra duty involves transportation-related tasks and nonstudent driving.

Drivers on extra duty assignment shall be paid at the special rate designated in d, below. All drivers shall be paid a minimum of one (1) hour for extra duty assignments.
 - d. Special Rate: The special driving rate shall be as follows: \$14.00/hour
 - e. Saturday school bus drivers will be paid at their hourly rate.

F. CREDIT FOR MILITARY EXPERIENCE

1. Employees new to the District shall be provided up to a maximum of five (5) years of credit on the salary schedule for active military service in the armed forces of the United States.
2. "Armed Forces" of the United States includes army, navy, air force, marine corps, coast guard, auxiliary corps as established by Congress, army nurse corps, navy nurse corps, red cross nurse serving with the army, navy, air force, or hospital service of the United States, full-time service with the American Red Cross in a combat zone, and such other services as is designated by the Congress.
3. For purposes of this calculation, a partial year of active military service of eight (8) continuous months or more in the armed forces shall be counted as a full year.

G. SEVERANCE PAY

1. The Board will grant an employee who is retiring severance pay equal to the employee's unused accumulated Sick Leave at the employee's per diem rate of pay as determined by the employee's final annual salary divided by the number of contract days in the school year.

2. Payment of severance pay shall eliminate all accrued Sick Leave days. Such payment shall be made only once to any employee. To be eligible for severance pay, an employee must: (1) be permanently disabled and eligible to receive SERS disability benefits, or (2) have been accepted for receipt of benefits by the SERS and retiring from the Streetsboro City School District.
3. The formula for calculating severance pay shall be thirty percent (30%) of the person's accumulated Sick Leave days multiplied by the per diem rate of pay.
4. Payment shall be made at the request of the employee but not later than January 31 of the year following retirement.

ARTICLE 19. INSURANCES

A. HOSPITALIZATION AND MAJOR MEDICAL INSURANCE

The Board shall offer a Comprehensive Major Medical Insurance Program for members of the bargaining unit working as per the specifications of Appendix E.

Effective July 1, 2011, the Board shall pay eighty-eight percent (88%) of the single and family premiums.

1. Employee is responsible for out-of-pocket expenses as per the Insurance Plan (Appendix E).
2. The Plan as administered will have a maximum out-of-pocket of \$500.00/\$1,000.00 In-Network and \$900.00/\$1,800.00 Out-of-Network.

B. PRESCRIPTION DRUG INSURANCE

The Board will offer a paid Prescription Card Program as per the specification in Appendix E. The Board shall pay eighty-eight percent (88%) of the single or family premium effective July 1, 2011. Effective July 1, 2012, the Board shall pay eighty-six percent (86%) of the coverage for a single or family plan.

Effective with the 2008-2009 school year, the Board shall provide a three-tier prescription plan at \$5/\$10/\$20.

C. BENEFIT MINIMUM

For Paragraphs A and B of this Article, specifications and benefit minimum coverage shall be maintained at levels of no less than those listed in Appendix E and as provided by the Health Insurance specifications for the Portage County School Consortium.

D. LIFE INSURANCE

The Board shall provide and pay the premium for a Fifty Thousand Dollars (\$50,000) Term Life Insurance policy for each full time member of the bargaining unit. All employees may purchase an additional Fifty Thousand Dollars (\$50,000) of coverage at the group rate at his/her expense. (For employees who work less than full time, the Board shall provide and pay the premium for a Twenty-Five Thousand Dollars (\$25,000) term life insurance policy for each member who is less than full time of the bargaining unit.)

E. DENTAL INSURANCE

The Board shall provide employees with single and family plans for dental coverage in accordance with Dental Insurance specifications for the Portage County School Consortium; eighty-eight percent (88%) of the premium is to be paid by the Board.

F. EMPLOYEE'S CHANGE IN STATUS

An employee's change in status is to be processed at the time the employee notifies the Treasurer of a change in dependency or marital status. An employee who leaves the employ of the Board as a result of retirement, resignation, termination or otherwise shall have benefits terminated effective on the last day of the month of active employment. Employees who terminate effective at the end of a school year shall have benefits terminated effective June 30. Employee shall be reimbursed up to \$200.00 per month towards the cost of SERS health care (including dental and/or vision) premiums for July and August following termination of benefits. An employee whose workday changes to cause a change in co-payment due to a change in hours worked per-week shall have the change go into effect on the first day of the following month.

G. ENTITLEMENT TO INSURANCE BENEFITS

The above percentages are for all full-time employees, as defined in Article 6 (Workday, Workweek, and Work Year), Section B, and current employees who have benefit of the insurance plans.

1. Employees working less than full-time shall not be entitled to benefits.
2. All new full-time employees (as of January 1, 1986) who work less than thirty (30) hours per week shall be eligible to participate in the insurance plans by paying thirty percent (30%) of all insurance premiums.

H. EMPLOYEE ASSISTANCE PROGRAM/SMOKE-FREE ENVIRONMENT

The Board will provide an Employee Assistance Program, including a smoking cessation component, on or before January 1, 1995, at no employee expense. Beginning July 1, 1995, Streetsboro City Schools shall be a smoke-free workplace, including grounds, unless contrary to Federal Law.

I. NONPARTICIPATION IN HEALTH INSURANCE COVERAGE

If any member of the bargaining unit does not select any of the Board-provided Health Insurance, he/she shall indicate so on a Waiver Form provided by the Board. ("Health Insurance" is defined as any Board provided insurance except Life Insurance.)

If a member of the bargaining unit elects to withdraw from the Insurance Program, the member shall receive, on a Vendor Warrant, each school year in which he/she does not participate in the Insurance Program, Six Hundred Dollars (\$600.00). Employees who pay thirty percent (30%) of insurance premiums shall receive) Four Hundred and Twenty Dollars (\$420.00).

Beginning July 1, 2006, if a member of the bargaining unit elects to withdraw from the Insurance Program, the member shall receive each school year in which he/she does not participate in the Insurance Program, Two Thousand Dollars (\$2,000.00), with payment not made until July 1, 2007. Such payment shall be made in accordance with law.

In the event of a change in the need for insurance, the member may reinstate coverage on the first (1st) day of any month, provided he/she has filed the proper application cards with the Treasurer by the twentieth (20th) day of the preceding month. Such reentry into the Insurance Program shall preclude the bargaining unit member from receiving the Health Insurance waiver payment in lieu of as indicated above.

It shall be the responsibility of the employee to notify the Treasurer by May 31st of any year of the Contract, on the Board provided Waiver Form, of his/her desire to discontinue coverage.

Payments will be made to the employee on a Vendor Warrant during the month of July following the school year of nonparticipation.

J. SECTION 125 PLAN

The Board shall implement a salary reduction method Premium Only Plan pursuant to Section 125 of the Internal Revenue Code of the United States enabling payment of the employee share of benefits costs on a pre-tax basis.

Eligibility to participate shall be limited to employees who work 20 or more hours per week. The benefits provided to employees by section 125 of the Revenue Act of 1978 and updated to the current law (which includes a 2-1/2 month extension after the end of the plan year for the employees to incur expenses) shall be made available to any bargaining unit member so requesting. The IRS Section 125 plan offered shall include a flexible spending account (FSA). This plan shall allow employees to use pre-tax dollars to pay child or elder dependent care expenses and non-reimbursed medical, dental, vision and/or prescription expenses. The plan shall also provide for the disbursement of any employee contribution of the premium with pre-tax dollars.

Included in this plan shall be a waiver on hospitalization/major medical/prescription/vision/dental coverage outlined in Article 18.

There shall be no cost to the bargaining unit member.

K. HEALTH MAINTENANCE

1. The parties agree to increase the well child care coverage to age 9. The annual cap for this coverage shall increase to \$1,000.
2. A colonoscopy shall be covered at age 50 and older every five years unless there is a personal or family history making the person high risk for colorectal cancer and/or the physician orders a colonoscopy on a more frequent schedule.

ARTICLE 20. POLICY AND RULES

- A. Official and current Board policies are posted on the District Website.
- B. The Association President shall be given one (1) copy of any proposed change in Board Policy affecting members of the bargaining unit at least three (3) days prior to Board action.

ARTICLE 21. PERSONNEL FILE

- A. A personnel file for each employee shall be maintained.
- B. An employee shall have the right to review the contents of his/her file within two (2) working days, upon request for such review. A representative may accompany the employee in this review or, upon authorization by the employee, the representative may review the personnel file in his/her behalf. The personnel file will be stored in one place.
- C. As per Section B, above, the employee has the right to review any material placed in his/her personnel file. Should the employee object to any item(s) enclosed, he/she shall have the right to attachment. That is, the employee may attach to the item(s) he/she objects to, a written statement citing what he/she objects to and why. Said attachment shall become a part of the personnel record.
- D. All documents included in an employee's personnel file shall be dated and identifiable as to original source.
- E. An employee may request, and shall receive, one (1) copy of any item(s) in his/her personnel file if it is for the purpose of writing a rebuttal as per Paragraph C, or due to disciplinary reasons, exclusive of confidential letters of recommendation and reference. Additional copies shall be provided at the cost of reproduction.
- F. Any document in the personnel file that cannot be documented as to source shall be deleted from the personnel file by the Superintendent and no reference shall be made.
- G. An employee has the right to request of the Superintendent that any job-related materials shall be placed in his/her personnel file.

- H. It is agreed by the parties that the material contained in a staff member's personnel file is to be treated as confidential and shall not be opened to the public except as provided by law.
- I. Suspensions may be removed from an employee's personnel file after four (4) years upon written request of the employee. The decision to remove shall be at the Superintendent's discretion. The Superintendent's decision shall be final and shall not be subject to challenge. If a removal request is denied the employee can reapply in two (2) years. A removal would be placed in a stale materials file.
- J. Written Reprimand may be removed from an employee's personnel file after three (3) years upon written request of the employee. The decision to remove shall be at the Superintendent's discretion. The Superintendent's decision shall be final and shall not be subject to challenge. If a removal request is denied the employee can reapply in two (2) years.

ARTICLE 22. STEERING COMMITTEE

There shall be a Steering Committee, which meets at least once every other month during the school year. The purpose of the Steering Committee shall be to promote a positive working relationship between the parties and to address matters of mutual concern. The Steering Committee shall be comprised of no more than seven (7) members of Management (appointed by the Superintendent) and seven (7) members of the SSSPA (appointed by the President). If possible, agenda items shall be submitted to the other party in advance. The discussions of this Steering Committee shall no result in modifications or additions to this Agreement.

ARTICLE 23. CDL DRUG TESTING

A. COVERED EMPLOYEES

The Board shall test only those employees using CDL's who are required to be tested under the Omnibus Employee Testing Act of 1991.

B. TESTING

1. Drug tests shall be performed at a collection site (other than the bus garage) selected by the Board from a list of approved providers, and shall be reviewed by a Medical Review Officer (MRO).
2. The MRO shall be a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test together with his/her medical history and any other relevant biomedical information.
3. The employee shall remain in paid status for each period involved in initial and split testing to a maximum of two (2) hours. The employee shall not be in pay status for subsequent testing periods necessitated by a positive test result.

C. REASONABLE SUSPICION

Prior to the conducting of a reasonable suspicion test, a determination of reasonable suspicion must be made. The Supervisor shall create an independent written record of the behavior(s) he/she observed.

D. SPLIT SPECIMEN

If an employee disputes a positive test result, and requests a split specimen within seventy-two (72) hours of notification by the MRO, the employer shall provide a second testing from a different certified laboratory. The Board shall pay for the costs of both tests.

E. REHABILITATION/DISCIPLINE FOR RANDOM TESTING

1. The Board shall provide any employee who has a first-time confirmed positive test result the opportunity to participate in a treatment/rehabilitation program.
2. In the event the positive test result is for narcotic substances (opiates, cocaine, PCP's), at the discretion of the Immediate Supervisor, the employee may also be required to meet with the Immediate Supervisor and may receive a reprimand (verbal or written).
3. Subsequent positive test results may result in discipline up to and including (a) reenrollment in treatment/rehabilitation, (b) reprimands, (c) suspension, (d) termination.
4. The Board may take no action against an employee based solely on behavior and appearance with respect to alcohol use in the absence of an alcohol test. In the event a random test results in alcohol concentration between .02 and .04, the Board may either place the employee on paid administrative leave [thereby releasing the employee from all duties for a period not to exceed twenty-four (24) hours], or may suspend him/her from just the safety sensitive duties. If the Board elects the paid administrative leave option, it shall not be considered discipline and shall not be part of the employee's personnel file.

F. DISCIPLINE FOR REASONABLE SUSPICION TESTING

An employee who has a confirmed positive test resulting from a required test due to reasonable suspicion shall be subject to discipline in accordance with Article 9 of this Agreement. The incident shall be treated as a Class B offense.

G. PAY STATUS/PLACEMENT

1. An employee shall remain in regular pay status pending receipt of initial or split specimen test results. During any period of rehabilitation resulting in absence of the employee, the employee may utilize accumulated sick leave or vacation.
2. During rehabilitation which does not involve employee absence, the employee shall be assigned to work only in his/her nonsafety sensitive position. Upon completion of the rehabilitation program and required test, the employee shall be returned to all of his/her

same previous duties/position.

H. RECORDS

Testing records shall be maintained under strict confidentiality and shall not be placed in the employee's personnel file.

I. EMPLOYEE RIGHTS

Employees shall have the right to representation for any action relating to this provision and shall retain all employment rights as provided by this Contract and the Ohio Revised Code.

ARTICLE 24. CAMERAS ON BUSES

A. PURPOSE

It is understood and agreed that the use of any video/audio surveillance equipment shall be confined solely to school buses used for the purpose of transportation of students. The purpose for the use of video and audio surveillance equipment shall be to assist employees assigned to transport students in the prevention and resolution of student disciplinary problems which occur on school buses operated and/or staffed by employees.

B. USE

Video/audio equipment shall be installed and used on school buses. Bus drivers may review recordings made on those buses, during the period in which recordings are retained, by contacting the Transportation Supervisor.

C. NOTICE

Employees assigned to the affected vehicle shall receive prior notice of the activation of the equipment. If an employee requests the activation of the equipment on a specific vehicle, prior notification shall be waived and such requests shall not be unreasonably denied.

Any employee who so elects, may waive all notification by signing a notice waiver. Said waiver shall remain in effect for the duration of the school year in which it was signed.

D. EVALUATION

Video/audio recordings obtained from the surveillance equipment shall not be used as a substitute for any regular evaluation.

E. STUDENT DISCIPLINE

If student disciplinary action is necessary such action shall be pursued to ensure the safety and security of all riders and employees on affected vehicles. Student disciplinary action will be taken pursuant to policy of the Board of Education.

F. TAPE REVIEW

Employees involved in incidents which have been video/audio taped shall have the right to review such tapes with or without Association representatives. Drivers may request to review video/audio tapes to aid in the writing of a conduct referral form. Such request shall not be unreasonably denied.

Review of the tapes by the Director of Transportation or other district administrators will occur: (a) if the transportation employee requests such a review, (b) if there has been a parental or student concern identified about student behavior on the bus, or (c) if there has been a previous concern about student behavior identified and the review would document the current status of that student behavior.

G. RETENTION

The retention and security of the video/audio tapes will be the responsibility of the Transportation Director.

All video/audio tapes will be maintained in a secure area and access to them will be limited to those individuals noted in the two paragraphs immediately above. Administrators may determine to use a specific video/audio tape with parents to resolve a specific discipline situation.

As a general rule, video/audio tapes will be stored for a period of fifteen (15) days and then shall be recycled, unless a decision is made by the transportation director to keep any tape(s) for future reference. Except for routine summer storage, instances in which the employer decides to store tapes in excess of fifteen (15) days shall be reported in writing to the employee driving the vehicle when the tape was made, and to the SSSPA designee. Notification shall include the specific date and route involved in the recording.

H. CONCERNS

In the event a parental/student concern is received, it shall be processed in accordance with the Parental Concern Procedure, Article 13 of this Agreement.

If the concern relates to an incident which has been video/audio taped and the concerned individual has complied with the Parental Concern Procedure, the Transportation Supervisor may review the tape to verify/refute the claim.

I. REASSESSMENT

The parties agree to meet and discuss attributes of new or replacement equipment if the employer contemplates the installation of same.

The parties shall meet when mutually agreeable, prior to January 31, 1999, for the purpose of evaluating this policy and, if mutually agreeable, revise the same.

ARTICLE 25. SUBSTITUTE CALLING

- A. Employees assigned to call teacher substitutes shall be paid a stipend of Two Thousand Two Hundred Sixty Dollars (\$2,260.00) per year in 2003-2004 and Two Thousand Four Hundred Sixty Dollars (\$2,460.00) in 2004-2005 (two contracts).

A bargaining unit member who successfully bids and is assigned to call Support Staff substitutes, except custodians, bus drivers and cafeteria workers, shall be paid a stipend of Seven Hundred Dollars (\$700.00) in 2003-2004 and Seven Hundred Seventy Five Dollars (\$775.00) in 2004-2005.

- B. The Board shall provide voicemail on the school phones of employees who call substitutes.
- C. A copy of any NCR leave form for a teacher absence shall be forwarded to the appropriate sub caller the day it is signed.

ARTICLE 26. TUITION FREE ATTENDANCE

A child whose parent is a full-time bargaining unit member may be admitted to Streetsboro City Schools on the first day of the school year. No child of a bargaining unit member may be admitted after the first day of classes of any school year. If the Board has adopted an open enrollment policy admitting students from adjacent and/or non-adjacent districts, the bargaining unit member shall comply with the requirements of the open enrollment policy in enrolling his/her child in the District.

Any student fees or other fees required of all students will be required of the children of full-time bargaining unit members. Bargaining unit members may have these fees paid through payroll deduction.

ARTICLE 27. CDL SUSPENSION

If a bargaining unit member holds a position that requires a CDL and that member's CDL has been suspended pursuant to law, the bargaining unit member will be placed on unpaid leave of absence pending the outcome of any determination regarding the CDL status. This unpaid leave status will continue even if the employee is given limited driving privileges during the period of suspension.

An employee on unpaid leave status for CDL suspension will have the opportunity to bid on any vacancies as long as the vacancy does not require a CDL.

If a bargaining unit member holds another position within the district that does not require a CDL, that employee, during leave from the CDL position, may continue in the non-CDL position. If the non-CDL position provides enough hours in that non-CDL position to qualify the employee for insurance benefits under this Agreement, the employee will continue to receive insurance benefits as described in this Agreement. If the employee does not hold a non-CDL position with sufficient hours to qualify for insurance under this agreement, the employee on unpaid leave may continue in the non-CDL position with all rights, responsibilities and benefits under this agreement applicable

to an employee working the same number of hours.

A bargaining unit member on unpaid leave and not holding another position within the district providing sufficient hours to qualify for insurance coverage shall be entitled to request in writing to the Treasurer and receive the right to be covered by any or all insurances selected by the bargaining unit member, provided the staff member pays to the Board Treasurer in advance each month the full amount of the monthly group plan premium rate for such selected coverage(s). Any overpayment of premium shall be refunded to the bargaining unit member upon termination of leave.

ARTICLE 28. HEALTH INSURANCE COMMITTEE

A six (6) member Health Insurance Committee shall be established with two (2) SSSPA and two (2) SEA representatives appointed by the Associations and two (2) representatives appointed by the Administration. At least one member from each side shall also be a member of the party's bargaining team.

The purpose of the Committee shall be to maintain or improve the quality of health care and, if possible, lower the cost of health insurance for all enrollees of any District health insurance plan. The duties of the Committee shall be to review and analyze all pertinent healthcare and health insurance information germane to the stated purpose of the Committee and recommend policy regarding health insurance and healthcare systems for the district.

The Committee may conduct a competitive proposal for health consulting services. Once accomplished, the Committee may work with the consultant to produce a request for proposal (RFP) on the district's current health plan and alternatives chosen by the Committee. Once bids are received and reviewed by the Committee, Committee members may recommend a health plan to their respective bargaining teams. The authority to bargain health insurance shall remain with the bargaining teams to the extent as permitted by law.

The Committee shall continue for the life of the agreement. Between annual health plan renewals, the Committee shall collect complaints from plan participants in a regular fashion and submit them to the third party administrator. The Committee shall receive a semi-annual report on the number and types of concerns forwarded to the appropriate health insurance company and the company's resolution of those issues.

The Administration shall provide the Committee with health and finance information as requested subject to applicable law. Release time for the members of the Committee shall be provided.

Work products shall be furnished to the Administration and Association on a semi-annual basis.

ARTICLE 29. DURATION

- A. This Master Contract has been negotiated in good faith and has been ratified and fully explained to the Streetsboro Board of Education and the Streetsboro School Support Personnel Association and shall be effective July 1, 2013 and continue in full force and effect through

June 30, 2016.

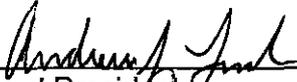
- B.** This Contract shall supersede any policy, rules, regulations, or practices of the Board which are specifically restricted by this Contract. Except as agreed to in the provisions of this Contract, the Board hereby retains the right and responsibility of each public employer as defined in Ohio Revised Code 4117.08(C).
- C.** If any provision of this Master Contract or any application of this Contract to the Board, the Administration, the Association, or to any bargaining unit member is found to be contrary to law, then such provision or application shall be deemed invalid except to the extent permitted by law, and until such time as the parties can meet to negotiate provisions which are in conformity with the applicable laws.
- D.** Both parties and their constituents agree to comply with the provisions of this Master Contract, and the full rights of nondiscrimination due to race, creed, color, gender, age, national origin, religion, or disability are implied and incorporated.
- E.** This Contract shall be subject to modification and/or supplemental agreements at any time by mutual consent of the parties. Any such modification and/or supplemental agreement shall be reduced to writing, signed by the parties, and submitted to the Association and the Board for ratification. When ratified, the modification and/or supplement shall be appended and shall become effective for the remaining length of the Master Contract.

SIGNATURES

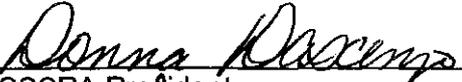
FOR THE BOARD OF EDUCATION

DATE

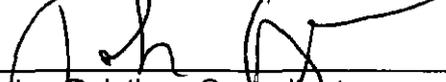
FOR THE ASSOCIATION


Board President

2/6/14

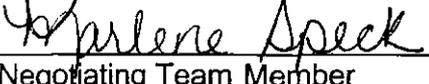

SSSPA President

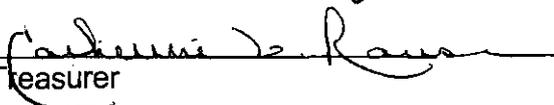

Board Consultant


Labor Relations Consultant

R. Michael Daulbough
Superintendent

2/28/14

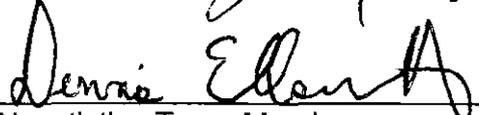

Negotiating Team Member


Treasurer


Negotiating Team Member

Negotiating Team Member


Negotiating Team Member


Negotiating Team Member

Negotiating Team Member

This Agreement and Appendices were accepted by the Streetsboro Board of Education at the meeting of October 15, 2013.

**MEMORANDUM OF UNDERSTANDING:
SHORT HOUR EMPLOYEE SENIORITY
between the
STREETSBORO SCHOOL SUPPORT PERSONNEL ASSOCIATION
and the
STREETSBORO BOARD OF EDUCATION**

Whereas, the parties agree to include short hour employees in the bargaining unit effective July 1, 1998; and

Whereas, this bargaining unit change has the potential to impact future layoffs; and

Whereas, the parties desire to balance the seniority rights of both the previous bargaining unit members and the new bargaining unit members;

Now, therefore, the SSSPA and the Board agree to establish a seniority date for those short hour employees added to the bargaining unit July 1, 1998, utilizing the following calculation method:

- 1) Each short hour employee's service to the Streetsboro District prior to July 1, 1998 shall be prorated.
- 2) The standard for proration shall be the customary number of hours of a regular employee in the applicable classification (i.e. Custodian--8 hours; Aide--6 hours; etc.).
- 3) A percentage will be determined by dividing the short hour employee's regular contracted hours by the customary hours for the classification. (e.g. A short hour employee contracted for three hours/day in a classification in which customary hours are six hours/day would be at 50%.)
- 4) The percentage shall be applied to the days/months/years worked. (e.g. An employee who started September 1, 1996 would have 24 months of time applied to the 50% calculation resulting in 12 months seniority and a seniority date of September 1, 1997.)
- 5) Once calculated and agreed upon by the Board and the Association, the seniority date shall be included in the seniority list.

All seniority accrued subsequent to July 1, 1998 shall be in accordance with Article 12 of this Contract.

For the SSSPA

For the Board

Date _____

Date _____

**STREETSBORO CITY SCHOOL DISTRICT
ALL-PURPOSE LEAVE REQUEST FORM**

Name _____ Building _____

Date(s) of Leave _____

Number of Working Days to be Absent: _____

1. Check One (1) Only:

- Sick Leave: (Does not require administrative approval)
- Personal illness or injury
- Exposure to contagious disease
- Pregnancy
- Illness, injury, or death in immediate family (list name and relationship)

-
- Personal Leave (Requires three-day notice unless emergency)
(Personal Leave does not require stated reasons)
 - Professional Leave (Attach date, place, nature, and estimated cost)
Is Professional Leave funded by grant? No Yes _____
Name of Grant _____

- Jury Duty (Attach notice)
- Compulsory Leave (Attach substantiation)
- Assault Leave
- Association Leave
- Association Participation Leave _____

- Specify
- Maternity/Parental Leave of Absence (Attach physician's verification)
 - Sabbatical Leave of Absence (Attach synopsis of program)
 - Study Leave of Absence (Attach plan)

2. Substitute Required: Yes No Approved Denied

Employee Signature	Principal/Supervisor Signature	Superintendent Signature
Date _____	Date _____	Date _____

White - Board Office Yellow - Sub Caller Pink - Employee

**STREETSBORO CITY SCHOOLS
GRIEVANCE FORM (LEVEL I)**

Name _____ Building _____

STATEMENT OF GRIEVANCE (include the pertinent provisions of Contract) _____

REMEDY REQUESTED _____

Signature of Aggrieved

Date

DISPOSITION RENDERED _____

Signature of Person Rendering Disposition

Date

(Attach additional pages if needed for completion of any Section.)

GRIEVANCE FORM (LEVEL II)

_____ Advanced to Level II (Superintendent)
Date

DISPOSITION RENDERED _____

Superintendent's Signature

Date

(Attach copy of the grievance)

GRIEVANCE FORM (LEVEL III)

_____ Advanced to Level III (Board of Education)
Date

DISPOSITION RENDERED _____

Board President's Signature

Date

(Attach copy of the grievance)

**STREETSBORO CITY SCHOOL DISTRICT
PARENTAL CONCERN FORM**

Building _____ Date _____

Student _____ Parent _____

Address _____ Phone _____

Informal Procedure:

___ Communication between student and employee.

___ Parent met with employee. Date _____

___ Parent met with employee and Principal/Supervisor Date _____

Description of Concern:

Parent Signature Date

Resolution of Concern:

Immediate Supervisor/Principal Signature Date

White Copy - Principal/Supervisor Yellow Copy - Parent Pink Copy - Employee

**STREETSBORO CITY SCHOOL DISTRICT
PARENTAL CONCERN FORM**

SUPERINTENDENT'S LEVEL

Date Forwarded to Superintendent _____

Parent Signature

Date

Resolution of Concern:

Superintendent Signature

Date

White Copy - Superintendent

Yellow Copy - Parent

Pink Copy - Employee

**STREETSBORO CITY SCHOOL DISTRICT
PARENTAL CONCERN FORM**

BOARD OF EDUCATION LEVEL

Date Forwarded to Board _____

Parent Signature

Date

Resolution of Concern:

Board of Education President Signature

Date

White Copy - Superintendent

Yellow Copy - Parent

Pink Copy - Employee

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

APPENDIX D 1 of 3

Name _____ Department _____ Job Title _____

Check the appropriate choice:

1. Quality of Work (accuracy, neatness, Thoroughness) Unsatisfactory Satisfactory Needs Improvement
Not Applicable Not Observed

Specific Comment _____

2. Quantity of Work (volume, amount, speed) Unsatisfactory Satisfactory Needs Improvement
Not Applicable Not Observed

Specific Comments _____

3. Knowledge of Work _____ Unsatisfactory Satisfactory Needs Improvement
Not Applicable Not Observed

Specific Comments _____

4. Adaptability (adjustment to change, ability to learn) Unsatisfactory Satisfactory Needs Improvement,
Not Applicable Not Observed

Specific Comments _____

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

APPENDIX D 3 of 3

9. People Skills (tact, appearance,
public relations)

Unsatisfactory Satisfactory Needs Improvement
Not Applicable Not Observed

Specific Comments _____

General Comments:

Evaluator _____ Date _____

Comments by Employee:

I have received a copy of this evaluation report and have had the opportunity to read it.

Employee _____ Date _____

SCHEDULE OF BENEFITS

Medical Benefits/Plan Provisions	Network Providers	Non-Network Providers
Maximum Daily Service Charge (semi-private room)	90%	80%
Special Care Units (ICU & CCU)	90%	80%
Ancillary Services Maximum	90%	80%
In-Hospital Physician Visits	90%	80%
Diagnostic, X-Ray & Lab/In and Outpatient	90%	80%
Surgical Services	90%	80%
Durable Medical Equipment	90%	80%
Anesthesia	90%	80%
Therapy Services	90%	80%
Occupational Therapy	90%	80%
Home Health Care Services (100 visits per calendar year)	90%	80%
Hospice Care	90%	80%
Skilled Nursing/Rehab Facility – 365 days	90%	80%
Pregnancy Services	90%	80%
Routine Nursery Care	90%	80%
Newborn Exam – 1 st inpatient visit only	90%	80%
Pre-Admission Testing	90% after deductible	80% after deductible
Voluntary 2 nd or 3 rd Surgical Opinion	90% after deductible	80% after deductible
Ambulance	90%	80%
Emergency Room Treatment Accident	100% (deductible waived) with \$50 copay	100% (deductible waived) with \$50 copay
Emergency Room Treatment Illness	90% after deductible with \$150 copay	0% after deductible
Physician Office Visits – Primary Care	100% (deductible waived) with \$10 copay	80%
Physician Office Visits – Specialist	100% (deductible waived) with \$20 copay	80%
Mental, Nervous Disorders & Substance Abuse – Inpatient	90%	80%
Mental, Nervous Disorders & Substance Abuse – Outpatient	90% calendar year maximum \$5,000	80% calendar year maximum \$5,000
Gyn Exam, Pam Smear, Prostate Test (no deductible) – Preventative Adult Visits	100% with \$10 copay up to \$500 per year	80% up to \$500 per year
Routine Colonoscopy Screening	80%	80%
Well Baby Care	100% deductible waived with \$10 copay	80%
Well Child Care (ages 1 to 9)	100% deductible waived with \$10 copay up to \$150 per year	80% after deductible up to \$150 per year
Temporomandibular Joint Disorder	80%	80%
Chiropractic	90%	80%
General Major Medical	90%	80%
Infertility	90%	80%
Physical Therapy	90%	80%
Preventative – Child Immunizations	90%	80%
Allergy Testing & Injections	90%	80%
Routine Mammogram	100%	100%
Urgent Care Facility	100% (deductible waived) with \$30 copay	80%
Organ Transplant	90%	80%
Smoking Cessation	0	0
Individual Deductible	\$250	\$500
Family Deductible	\$500	\$1,000
Coinsurance (Plan Responsibility)	90%	80%
Individual Out of Pocket Maximum	\$500	\$900
Family Out of Pocket Maximum	\$900	\$1,800

STREETSBORO CITY SCHOOLS
SALARY NOTICE 20__/20__

Greetings,

You are hereby notified that your annualized salary for the 20__/20__ school year is _____.

Degree: _____
Step: _____
Hours per day: _____
Days per contract: _____
Daily/Hourly rate: _____
Pays per year: _____
Contract Amount: _____

The information used to update this Salary Notice is current as of January _____. Please contact the Board of Education Office if you have any questions or to provide updated information.

Regards,

Todd Puster
Treasurer

Original: Employee
Copy: Payroll File
Copy: Personnel File

Streetsboro City School District
Board of Education

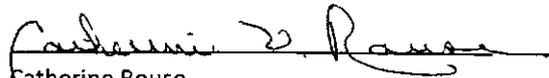
Certificate of Available Resources

July 1, 2013 – June 30, 2016

(Section 5705.412, et. al. Ohio Revised Code)

It is hereby certified that the Streetsboro City School District Board of Education has sufficient funds to meet the obligation, payment or expenditure for the above and have in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the District at the time of certification, are sufficient to provide operating revenues necessary to enable the District to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in the adopted school calendars for the current fiscal year and for the number of days in the succeeding fiscal year equal to the number of days of instruction was held or is scheduled for the current fiscal year. If the expenditure certified above is for a contract or agreement, this certification is for the term of the contract or for the current fiscal year plus the two immediately succeeding fiscal years, whichever period is greater.

October 15, 2013 – SSSPA Negotiated Contract



Catherine Rouse
Treasurer/CFO



Mike Daulbaugh
Superintendent



Denise Baba
Board President

Purpose of Certification: SSSPA Negotiated Contract

WITH THE COMPLIMENTS

OF THE

**STREETSBORO SCHOOL SUPPORT PERSONNEL ASSOCIATION
OHIO EDUCATION ASSOCIATION
591 Boston Mills Road, Suite 100
Hudson, OH 44236
330-650-9200 – 800-654-4034**

Donna Dascenzo, SSSPA President

John Avouris, Labor Relations Consultant