



NEGOTIATED AGREEMENT

BETWEEN THE

13-MED-03-0308
2673-02
K30017
10/14/2013

**OTTAWA-GLANDORF
BOARD OF EDUCATION**

AND

O.A.P.S.E. CHAPTER 508

AUGUST 1, 2013

through

JULY 31, 2016

TABLE OF CONTENTS

ARTICLE	<u>Page</u>
I. RECOGNITION	1
A. Bargaining Unit	1
B. Principles	1
C. Dues Deduction	1
II. MANAGEMENT RIGHTS	2
III. NEGOTIATIONS PROCEDURE	3
A. Opening Negotiations	3
B. Submission of Issues	3
C. Negotiations Meeting	3
D. Negotiating Teams	4
E. Caucus	4
F. Confidentiality	4
G. Agreement	4
H. Printing and Distribution	4
I. Impasse	5
IV. GRIEVANCE PROCEDURE	5
A. Definitions	5
B. Grievance Procedure	5
C. Grievance Forms	6
D. Time Limits	7
V. DISCIPLINE AND SUSPENSION	7
A. Reasons for Discipline	7
B. Pre-Disciplinary Due Process Hearing	7
C. Emergency Suspension	8
D. Appeal of Discipline Action	8
VI. LEAVE PROVISIONS	8
A. Vacations	8
B. Sick Leave	9
C. Personal Leave	12
D. Military Leave	13
E. Jury Duty	13
F. OAPSE Business Leave	13
G. Family Leave Act	13
H. Deduct Days	14
I. Summer/Break Work	14
J. Assault Leave	14
K. Professional Leave	15

VII.	LAYOFF PROCEDURE	15
A.	Seniority	15
B.	Layoff Procedure	15
VIII.	VACANCIES	17
A.	Job Postings	17
B.	Job Bidding	17
C.	Filling Vacancies	18
D.	Lateral Transfers	18
E.	Transfer of Seniority	18
F.	Pay Rate Upon Promotion	18
G.	Exclusions	19
IX.	GENERAL SALARY PROVISIONS	19
A.	Holiday Leave Policy	19
B.	Holidays	19
C.	Overtime	20
D.	Report Pay	20
E.	Work Schedules	20
F.	Severance Pay	20
G.	Direct Deposit	21
H.	Advancement to Next Step	21
I.	Calamity Day Comp. Time	21
X.	HEALTH INSURANCE	22
XI.	SECTION 125 PLAN	24
XII.	TERM LIFE INSURANCE	24
XIII.	BUS DRIVER EXTRA TRIPS	25
XIV.	BUS DRIVER TRAINER	26
XV.	REIMBURSEMENTS	27
XVI.	INITIAL EMPLOYMENT	28
XVII.	EMPLOYEE RESPONSIBILITY	28
XVIII.	WAIVER OF NEGOTIATIONS	28
XIX.	ENTIRE AGREEMENT	28
XX.	DURATION	28

APPENDIX A SALARY SCHEDULES

Administrative Assistants	30
Media Specialists/Teacher Assistants	31
Maintenance	32
Custodians	33
Cleaners	34
Bus Drivers	35
Lunchroom - Building Heads	36
Lunchroom - Regular	37
Lunchroom - Part-Time	38
Lunchroom - Building Heads NEW HIRES	39
Lunchroom - Regular NEW HIRES	40
Lunchroom - Part-Time NEW HIRES	41
MEMORANDUM OF UNDERSTANDING	42

I. RECOGNITION

The Board of Education and the Ottawa-Glandorf Local Schools, hereinafter referred to as the Board, recognizes the Ohio Association of Public School Employees, Chapter 508, hereinafter referred to as the Association, as the sole and exclusive bargaining representative for all employees now employed or to be employed in the following unit.

A. Bargaining Unit

During the term of this Agreement, the bargaining unit includes regular full-time and part-time non-teaching employees of the school district in the following classifications:

Custodians	Bus Drivers
Food Service Employees	Administrative Assistants
Maintenance Employees	Aides-Monitors
Media Specialists	

Excluded from the bargaining unit are supervisors, managerial employees, confidential employees, and professional employees as defined in Chapter 4117 of the Revised Code, and all seasonal and casual employees as determined by the State Employee Relations Board.

Without limiting the generality of the above, the following positions are expressly excluded from the bargaining unit:

Treasurer
Treasurer's Assistant
Superintendent's Secretary
Preschool Employees

B. Principles

Full-time or regular short-term non-teaching personnel have the right to join in, participate in, and assist the Association and the right to refrain from such; but membership shall not be a pre-requisite for employment or continuation of employment of any employee.

C. Dues Deduction

The Board agrees to deduct Association dues for bargaining unit members who authorize the Board to do so in writing, and to remit the dues to the Local Association Treasurer monthly together with a list showing the names of the employees and the amount deducted.

Enrollment for dues deductions shall be made upon submission of a signed authorization form to the Local School Treasurer. Dues deduction authorization may be revoked by an employee during the 10-day period ending August 31. Dues deduction authorization not revoked during the 10-day period shall continue for a successive period of one (1) year. Written notice of revocation shall be served upon the Union State Association Treasurer. In order to be effective, such written withdrawal of the dues deduction authorization shall be sent to the Union State Treasurer, at the Union State Office, 6805 Oak Creek Drive, Columbus, Ohio, 43229, so that the withdrawal arrives during the 10 calendar day period specified herein. Any withdrawal which does not arrive at the office of the Union State Treasurer in Columbus, Ohio during the specified 10 calendar day period shall not be effective and any previously executed membership application shall remain effective and may not be withdrawn until the next ten day period. Upon timely receipt of the withdrawal, the State Association Treasurer shall notify the Employer's Treasurer of proper receipt of the withdrawal and due deduction shall then cease.

Deductions shall be in nine (9) consecutive months or less (October through May).

The Association will indemnify and hold the Board, its agents, members, and employees harmless from any loss, cost, or damage arising out of the provisions of this Article. The Board agrees not to honor any dues deduction authorization executed in favor of any other labor organizations by members of the bargaining unit.

II. MANAGEMENT RIGHTS

The Board has the responsibility and shall exercise at all times its exclusive authority to manage and direct in behalf of the public all of the operations and activities of the school district to the full extent authorized by law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such policies, regulations, and rules as it may deem necessary shall be limited only by the specific and express terms of the Agreement. These rights include, the right to:

1. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the Board, standards of services, its overall budget, utilization of technology, and organizational structure;
2. Direct, supervise, evaluate, or hire employees;
3. Maintain and improve the efficiency and effectiveness of the Board's operations;

4. Determine the overall methods, process, means, or personnel by which the school district's operations are to be conducted;
5. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
6. Determine the adequacy of the work force;
7. Determine the overall mission of the school district;
8. Effectively manage the work force;
9. Take actions to carry out the mission of the school district.

The management rights set forth above shall not be subject to the grievance procedure or impairment by the grievance procedure or otherwise, except to the extent that they are limited by specific provisions of this Agreement. Failure to exercise any right reserved to management under this Article shall not be deemed a waiver of any management right.

III. NEGOTIATIONS PROCEDURE

A. Opening Negotiations

A request for the opening of negotiations shall be submitted in writing by the Association to the Superintendent of the Ottawa-Glandorf School District or by the Superintendent to the president of the Association on or before 120 days prior to the expiration of the current contract. A mutually convenient meeting date shall be set no later than 110 days prior to the expiration of the current contract, unless both parties agree to a later date. All negotiations meetings shall be held at times other than a regular work day for bargaining unit members unless otherwise agreed.

B. Submission of Issues

All issues for negotiations by the Association shall be submitted in writing at the first meeting, and the Board shall submit in writing to the Association all of its issues for negotiations no later than the second meeting unless agreed to by both parties.

C. Negotiations Meetings

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

All meetings shall be held in executive session. Unless otherwise agreed, negotiations meetings will not be scheduled for more than two (2) hours.

D. Negotiating Teams

The Board and Association will be represented at negotiations meetings by teams consisting of not more than five (5) persons, one of whom will be designated as spokesperson for his or her team.

E. Caucus

Upon request of either team, the negotiation meeting shall be recessed to permit the requesting team a period of time within which to caucus in privacy.

F. Confidentiality

During the period of negotiations and until such time as impasse has been declared by either party, no press releases or other public disclosure of the content of specific negotiations proposals will be made by either party.

G. Agreement

1. When tentative agreement has been reached on any item proposed for negotiation, that agreement will be reduced to writing and initialed by the chairperson of each team.
2. When all items proposed for negotiation have been tentatively agreed upon, the tentative contract will be submitted for ratification, first to the Association and, if ratified by the Association, then to the Board. The Association will vote on ratification of the tentative agreement within five (5) working days after submission to the Association. If ratified by the Association, the tentative agreement will be voted on by the Board at the next regularly scheduled Board meeting after ratification by the Association.
3. If either party fails to ratify a tentative agreement submitted for ratification, all items may be deemed rejected and may be subject to further negotiation. The ratified agreement shall be signed by representatives of the Association and the Board.

H. Printing and Distribution

After ratification, the agreement will be printed and distributed to each member of the bargaining unit, each administrator, and each member of the Board. The Board and the Association will share the cost of printing and distribution equally.

I. Impasse

After all items proposed for negotiations have been thoroughly discussed, either party may declare the negotiations at impasse. Upon declaration of impasse by either party, the Board and Association will jointly request the appointment of a mediator by the Federal Mediation and Conciliation Service. The parties will cooperate with the mediator in an effort to resolve the remaining issues, but shall not be bound by the recommendation of the mediator.

The parties intend for these impasse procedures to supersede the statutory impasse procedures contained in O.R.C. Section 4117.

IV. GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is defined as a complaint involving an alleged violation, misinterpretation, or misapplication of a specific article or section of this Agreement. If such grievance arises, there shall be no stoppage or suspension of work or concerted activity because of such grievance; but such grievance shall be submitted to the following grievance procedure.
2. A grievant shall mean a person or group alleging that some violations, misinterpretation, or misapplication of the above has actually occurred. A grievance alleged to be a "group" grievance shall have arisen out of identical circumstances affecting each member of said group. All individuals who are part of a group grievance shall sign the grievance form.

B. Grievance Procedure

Step 1:

Within five (5) working days of the time a grievance arises or is known or reasonably should be known, the grievant or the local Association will present the grievance in writing to the appropriate supervisor. Within five (5) working days after presentation of the grievance, the supervisor or designee shall give an answer in writing to the employee.

Step 2:

If the grievance is not resolved at Step 1, the grievant may, within ten (10) working days of receipt of the supervisor's answer, submit to the Superintendent or his designated representative the answer at Step 1 with the original grievance statement. The Superintendent or his designated representative shall give the

employee or the local Association representative an answer in writing no later than ten (10) working days after receipt of the written grievance.

Step 3:

If the grievance is not resolved at Step 2, the grievant may appeal the grievance to the Board by submitting the grievance statement and all prior written dispositions to the Treasurer not less than ten (10) working days after receipt of the Superintendent's written grievance response. The matter will be considered by the Board in executive session at the next regularly scheduled Board meeting.

Step 4:

If the Union is not satisfied with the disposition of the grievance by the Board, either party may submit a request that the grievance be referred to grievance mediation under the director of the Federal Mediation and Conciliation Service. If unresolved through mediation the grievance may be referred to Step 5.

Step 5:

If the grievance is not resolved by Step 4, the grievant may request submission of the grievance to binding arbitration by submitting such request in writing to the Treasurer not less than ten (10) working days after receipt of written notice of the disposition made at Step 4. The arbitrator will be selected from a panel provided by the Federal Mediation and Conciliation Service. The arbitrator will conduct such meetings as may be necessary and will issue a report and recommendation to the Association and Board. The arbitrator's report and recommendation will be binding.

C. Grievance Forms

1. Any grievance must be filed on the authorized grievance form provided by the Board.
2. Such forms must provide for naming of the specific article of the Agreement referring to the alleged violation and shall state the contention of the employee or the Association, and shall indicate the relief requested.
3. The agreed-to grievance form shall be made available to any employee requesting such either through his/her supervisor or the local Association representative.

D. Time Limits

1. Within the time limit in that step, any grievance not advanced to the next step by the grievant or the local Association representative shall be deemed resolved by the Administration's last answer.
2. Any grievance not answered by the Administration within the time limit in that step shall be automatically advanced to the next level.
3. Time limits may be extended by written agreement between the Administration and the local Association grievance officer; then the new date shall prevail.
4. The fees and expenses of the arbitrator shall be equally shared by the Board and the grievant/OAPSE. Any other expenses resulting from the grievance arbitration shall be borne by the party incurring them and neither party shall be responsible for the expenses of witnesses, except where it is agreed that such hearing is during a witness's regular hours of employment.
5. No reprisal shall be taken by either party against any participant involved in the processing of a grievance.

V. DISCIPLINE AND SUSPENSION

A. Reasons for Discipline

The employment of non-teaching staff members may be terminated or suspended for violation of written policies and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or for other good cause.

B. Pre-Disciplinary Due Process Hearing

Prior to the imposition of a disciplinary suspension or recommendation of termination, the Superintendent or his designee will provide written notice of intent to discipline to the employee. The notice will set forth the reasons for the intended discipline and the date and time of the pre-disciplinary hearing. Such hearing will be conducted by the Superintendent or his designee. The employee may be represented by an Association representative at such hearing and shall have the opportunity to present his/her side of the story concerning the proposed disciplinary action.

C. Emergency Suspension

Notwithstanding the provisions of paragraph B, above, where continuation of employment represents a potential threat to the health, safety, or welfare of the employee, other employees, students, teachers, or members of the general public, or to the safety of the school facilities or property, an employee may be suspended (pending the hearing of paragraph B above) immediately after receiving written or verbal notice of the reasons for the suspension.

D. Appeal of Discipline Action

Suspensions and terminations provided herein are subject to the grievance procedure provided that the filing of an appeal in the Common Pleas Court shall automatically terminate any pending grievance based on the same disciplinary action.

VI. LEAVE PROVISIONS

A. Vacations

Members of the bargaining unit employed for eleven or more months each year are entitled to vacation leave, with pay, as follows:

1. As used in this provision, "year" means the twelve month period beginning with the employee's most recent date of hire. Entitlement to vacation leave is based on the number of completed years of service as indicated in item 2.
2. All eligible employees shall be granted vacations with pay each year in accordance with the following schedule:

<u>Years of Service Completed</u>	<u>Weeks Vacation</u>
More than 1 but less than 11	2
11 or more but less than 20	3
20 or more	4

3. Members employed for less than an eleven-month work year are not entitled to paid vacation nor does service under such employment count for vacation leave credit.
4. The Superintendent or his designee may limit the number of employees permitted to be on vacation at any one time.
5. Application for vacations shall be submitted by April 1 of each year and granted by the Superintendent or his designee on a seniority basis.

Applications submitted late may be granted by the Superintendent or his designee in the order in which they are received.

6. No more than two (2) weeks vacation may be taken consecutively.
7. Except in the case of extraordinary circumstances, as determined by the Superintendent, all vacations will be taken at times when school is not in session. Except that members of the bargaining unit may take up to one-half of their accrued vacation during times when school is in session if each of the following conditions are met:
 - a. The employee requesting vacation gives at least thirty (30) days prior notice of the time for which vacation leave is requested.
 - b. Not more than one employee per classification per building may take vacation leave when school is in session. In the event of multiple requests for vacation leave at the same time, the employee with greatest seniority will be granted.
 - c. The time for which vacation leave is requested does not include the final thirty days of the school year for pupils, unless an emergency occurs during the final thirty days of the school year.
8. All vacations must start on a Monday and end on a Friday unless a paid holiday falls on one of those days.
9. The Superintendent or his designee may, in his sole discretion, waive the provisions of paragraphs 6, 7, and 8 above, upon request of an employee.
10. Vacation leaves begin September 1 and end on August 31 of the following school year. Any unused vacation leave, not used before August 31 for the preceding school year, will be forfeited. Vacation leave is not cumulative.

B. Sick Leave

1. Accrual

Regular full-time members of the bargaining unit will accrue sick leave at the rate of 1-1/4 days per month for each month of completed service. Members of the bargaining unit who render less than full-time service will accrue sick leave in proportion to the time actually worked.

2. Advancement

Newly hired members of the bargaining unit will be advanced up to five (5) days of sick leave during the initial year of employment. Advanced sick leave which is used will be credited against sick leave as earned.

3. Use of Sick Leave

Members of the bargaining unit may, subject to approval of the immediate supervisor, use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family. Sick leave will be paid based on the regularly scheduled work hours of the employee using sick leave. Immediate family is defined as spouse, child, father or mother, sister, brother, grandparent, grandchild, and in-laws bearing any of these relationships, or any other member of the family unit in the same household no matter what degree of relationship.

Bargaining unit members will be granted the use of sick leave to attend the funeral of any member of the immediate family. Use of sick leave in the event of death for an aunt, uncle, niece, or nephew will be permitted once all personal leave has been exhausted.

4. Verification of Illness

The responsible administrator may require each member of the bargaining unit requesting sick leave to furnish a written, signed statement on forms prescribed by such board to justify the use of sick leave. If medical attention is required, the employee's statement shall list the name and address of the attending physician and the dates when he was consulted. An employee absent from work for three (3) consecutive days or more due to personal illness may need to provide a statement from the attending physician verifying his or her illness.

5. Physical Examination

The Board may require members of the bargaining unit to submit to physical and/or mental examination for the purpose of ascertaining whether or not the employee is capable of satisfactorily performing the duties of employment. If requested by the Board, the Board will pay the cost of such examination.

6. Accumulation of Unused Sick Leave

Unused sick leave may be accumulated to a maximum of 220 days.

7. Perfect Attendance Incentive

Employees who have completed an entire year (July 1 through June 30) without the use of a sick leave day, personal leave day, or dock day will be compensated \$200.00 on the second pay of July for perfect attendance. Job-related accidents are exempt from this provision. Bereavement for the following family members is exempt: spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, and sister-in-law. The Superintendent will make determination of qualification. Application for this incentive must be made by the employee no later than the week following June 30 of that year.

8. Transfer of Sick Leave

- a. Members of the bargaining unit who have exhausted all available sick leave and advancement of sick leave may apply to the Board of Education for approval as a recipient of transferred sick leave under this provision. Upon Board approval of the application, members of the bargaining unit will be notified of the approved request for donated sick leave by notice posted in the same fashion as notice of vacant positions under this agreement. Members of the bargaining unit (donors) may submit to the Treasurer, on such forms as may be approved by the Treasurer, a request for transfer of sick leave to the approved donee. Such request will specify the number of donor sick leave days for which transfer is authorized and will include specific authorization for the deduction of accrued donor sick leave days up to the maximum number specified. Any one donor may donate no more than ten (10) sick leave days in any year.
- b. The treasurer will then transfer to the donee as additional sick leave, the days from the donor(s). For purposes of this article only, one donor day will equal one day for the donee regardless of where each falls on the salary schedule and regardless of hours worked.

General Procedures

1. Allotments will be limited for use for the employee's catastrophic illness only.
2. An application will be considered only after a member has used all of his/her accumulated sick leave days and available sick day advances. Allotments will be limited to use by the employee for his/her own illness, injury, or non-elective surgery occurring under unusual, severe, or emergency conditions as determined by the superintendent.
3. Once qualified to receive an allotment from the transfer program, the maximum number of days a member may receive from the Sick Leave Transfer Program shall not exceed twenty (20) days per a twelve (12) month period. Each bargaining unit member may donate up to five (5)

days to any one donee, subject to the annual maximum donation of ten (10) days. Sick leave will be transferred in whole day increments from the donor. However, the donee will receive the number of hours equal to the donor's or the donee's length of work day. (For example, if an eight (8) hour employee donates one day to a two (2) hour employee, the eight (8) hour employee will lose a full eight (8) hours of sick leave, while the two (2) hour employee will receive one 2-hour day of sick leave. If a two (2) hour employee donates one day of sick leave to an eight (8) hour employee, the two (2) hour employee will lose one full two (2) hour sick leave day, and the eight (8) hour employee will receive two (2) hours of sick leave.

4. Allotments from the Sick Leave Transfer Program will be made only for absences under a member's normal contract.
5. Days may not be received from the Sick Leave Transfer Program for absences due to childbirth (natural or cesarean section).
6. An applicant for donated sick leave may also be eligible to apply for temporary disability retirement with the appropriate retirement system at the time they initially apply for donated sick leave.

C. Personal Leave

1. Members of the bargaining unit may be granted a maximum of three (3) days personal leave per school year.

Personal leave may not be used the day before or the day after a scheduled holiday or vacation unless in case of bona fide emergency or scheduled event not connected with the holiday or vacation. Not more than a total of 10% of the employees in a classification may use personal leave on any given day. The leave will be granted on a first come, first serve, basis.

2. Personal leave is not cumulative.
3. All requests for personal leave must be submitted to the supervisor or other designated administrator not less than one week prior to the day for which the leave is requested. Leave requests submitted less than one week prior to the day for which leave is requested may be considered if the reason for the leave could not reasonably have been anticipated.
4. Members of the bargaining unit who do not use all of their personal leave shall be compensated for each and every personal leave day not used at the following rates:

Employees who are contracted to work:
4 to 4.99 hours per day = \$60.00
5 to 5.99 hours per day = \$70.00

6 to 6.99 hours per day = \$80.00
7 to 8 hours per day = \$90.00
Full-time bus drivers = \$40.00 unless qualifying for one
of the above categories.

With the exception of full time bus drivers, employees who work less than (four) 4 hours a day are not eligible for unused personal leave compensation.

D. Military Leave

Any regular employee who may enlist or be conscripted into the defense forces of the United States for service or training shall be granted military leave. He shall be reinstated in his position in this school system with full credit, including the annual increment(s) under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position (only at the end of semester). The application for reinstatement shall be made in a reasonable time after the discharge or release from military service and not later than 90 days from the date of said release or discharge.

E. Jury Duty

Members of the bargaining unit who are regular full-time employees who are called for jury duty will be paid the difference between their regular compensation and the amount received by reason of jury service. Members of the bargaining unit called for jury duty will notify their immediate supervisor immediately and will advise the supervisor as soon as excused from jury service.

F. OAPSE Business Leave

The Board agrees to permit two (2) elected delegates of OAPSE Chapter 508 leave of three (3) days each to attend the OAPSE Annual Conference. Each of the two delegates attending will receive continuity of salary for one (1) day of the leave with the remaining two days being leave without pay. The Board will not pay travel or related expenses connected with OAPSE leave. The OAPSE Chapter president will give thirty (30) days notice prior to the days for which leave is requested. Unless otherwise agreed, OAPSE business leave will be granted to employees from two different job classifications.

G. Family Leave Act

Notwithstanding any provision to the contrary in this Negotiated Agreement, the Board and all bargaining unit members shall each have all of their respective rights and obligations under the Family and Medical Leave Act of 1993. The provisions of the Act shall supersede and take the place of any conflicting provisions of this Negotiated Agreement.

H. Deduct Days

1. The superintendent may grant deduct days. All requests for deduct days must be submitted to the superintendent not less than one week prior to the day for which the deduct day(s) is requested. Deduct day(s) requests submitted less than one week prior to the day for which it is requested may be considered if the reason for the leave could not reasonably have been anticipated. All requests for deduct days must be made in writing stating the exact reason for the request including the rationale for the request. Deduct days will not be granted unless all personal leave has been exhausted. The use of unauthorized deduct days may be subject to discipline.
2. In order to receive holiday pay, bargaining unit members can not take a deduct day before or after the holiday.

I. Summer/Break Work

The Board may from time to time need to hire additional workers on a seasonal or temporary basis. When such need arises, these seasonal/temporary jobs will be posted utilizing the current posting procedures. Current employees may apply for these seasonal positions under the same conditions as other applicants. Eligible employees, if qualified, will be offered the opportunity for such work prior to hiring outside individuals. Current employees cannot accept a seasonal/temporary work assignment if to do so would result in working more than forty (40) hours in any given workweek.

All hiring decisions will be at the Board's discretion. The Board at its discretion will set the pay rate for the seasonal/temporary positions and is not subject to any pay increases from one year to the next. Current employees' seniority in their regular job with the Board will not be used for any purpose regarding the seasonal/temporary positions. Seniority in seasonal/temporary positions does not transfer from one year to the other.

J. Assault Leave

Any Bargaining Unit Member who is assaulted during employment by the Board of Education as a result of the performance of the unit member's employment responsibilities and who is disabled as a result of such an assault may be entitled to assault leave for up to three days and may be granted more days at the discretion of the Superintendent.

The Bargaining Unit Member must furnish the Superintendent with a signed statement, describing in detail all of the facts and circumstances surrounding the assault.

K. Professional Leave

Professional leave with pay may be granted by the Superintendent or his designee in accordance with the following provisions: For the purpose of authorizing attendance at professional meetings, the word "professional meetings" shall mean any gathering which in the determination of the superintendent or his/her designee, lends itself to increasing the knowledge of the participant in his/her job field in such a way as to make that individual more valuable to the school system, so as, but not limited to, related seminars, conferences, workshops, approved visitations to other schools and planned in-service programs. The employee shall submit a request for professional leave, including estimated costs and expenses to their building principal/immediate supervisor, no less than 20 work days prior to the leave. The building principal/immediate supervisor will determine, on a case by case basis, which expenses will be allowable for each professional leave. Allowable expenses may include: registration, mileage, meals and lodging. Daily per diem rates for allowable expenses will be as established by the Board and/or Superintendent. Mileage will be paid as per Federal Minimum Guidelines. Allowable expenses will be reimbursed according to the Internal Revenue Service, Taxable Fringe Benefit Guide.

VII. LAYOFF PROCEDURE

Whenever it becomes necessary to reduce the number of employees in a classification due to financial reasons, lack of work, job abolishment, the return of duty of a regular employee from an approved leave of absence, the suspension of schools, territorial changes affecting the District, decreased enrollment of pupils, or incident to reorganizations made in the interest of greater efficiency, layoffs shall be made in the inverse order of seniority under the following rules:

A. Seniority

Classification seniority means the total length of service within a specific classification as a non-teaching employee of the Ottawa-Glandorf School District. District seniority means the total length of service as a non-teaching employee of the Ottawa-Glandorf School District. Seniority is not interrupted by time spent on approved leaves of absence or layoff. Seniority rights are extinguished upon resignation.

B. Layoff Procedure

1. The Board will identify the classification where a position(s) is to be abolished/reduced and the employee with the lowest classification seniority within that classification will be laid off.

2. An employee laid off may bump an employee in another classification if the employee holds more district seniority than the person whom he/she seeks to displace. The employee seeking to bump into another classification must be qualified for the position into which he/she desires to bump and must have prior experience in the O-G School District in the classification. Notice of intent to exercise bumping rights must be given within five (5) WORKING DAYS AFTER NOTICE OF LAYOFF.
3. Employees who have been laid off have the right, upon payment of the full amount of the monthly premium to the Treasurer of the school district, in advance, to continue group health insurance coverage, subject to approval of the insurance carrier.
4. Recall lists shall be developed and maintained. Names of laid off employees shall remain on the list for a period of two (2) years from the effective date of layoff. Employees shall be recalled in reverse order of layoff (last employee laid off in a given classification shall be first recalled). Notification of recall shall be given by certified mail when a vacancy occurs in the classification from which the employee was laid off. The employee has ten (10) working days from the date of the mailing of the notice within which to respond to the Superintendent indicating his/her acceptance of the employment offer. If the employee does not respond within this ten-day period, he/she will be deemed to have declined the offer of recall and will be removed from the recall list. If an employee is offered a recall to a position and he/she declines the offer of recall, the employee will be removed from the recall list.
 - a. Available jobs will be filled from those employees who are qualified on the recall list before new employees are hired.
 - b. It shall be the employee's responsibility to maintain a current address with the Board.
5. Seniority Lists - Notice of Layoff
 - a. Not more than once per year, upon request by OAPSE, the Board will furnish OAPSE with a complete list of all employees in the bargaining unit. The Board will provide OAPSE with the names of employees who have been removed from the active roll and a general description of the reasons therefore (e.g. termination, voluntarily quit.)
 - b. Employees who are to be laid off for any reason shall be advised of the reasons thereof at least five (5) working days before such

layoff becomes effective. The OAPSE representative shall be so notified before the notice is given to the employee involved. Such employees will be given five (5) days work, or pay, if work is not provided.

- c. A copy of the list to be used by the Board for purpose of layoff shall be provided to OAPSE at least ten (10) working days prior to the effective day of any layoff. At least five (5) working days prior to the effective day of layoff, the employee shall receive notice of such layoff. The notice shall include the reasons for the layoff. A copy of the notice will be provided to the association president.

VIII. VACANCIES

A. Job Postings

When a vacancy in an existing bargaining unit position occurs, or is reasonably anticipated, notice of the vacancy will be posted. A copy of vacancy postings will also be mailed to the Union President. Notice of the vacancy will include the job classification, work location, and the range of the hours of work (no more than _____, no less than _____). A notice will be posted for a period of five (5) work days on an appropriate bulletin board in each school and the bus garages. Secondary vacancies which may arise from the award of a bid will be posted for a period of three (3) work days. Only one secondary vacancy is required to be posted.

The Board of Education agrees to post any regular route, which potentially will exceed one hour. Any transportation request/route less than one hour may be assigned to an existing route or driver.

Once vacated, routes and shuttles shall be posted and bid on separately, and then awarded by seniority. For the purpose of this Article, a shuttle is considered a run between education buildings.

During summer break period, vacancies will be posted at the following locations:

1. Superintendent bulletin board
2. Bulletin board outside of Glandorf Elementary office
3. Bulletin board outside of Ottawa Elementary office
4. Bulletin board at O-G road bus barn
5. Union President
6. School website

B. Job Bidding

Bargaining unit employees may bid on vacant positions by submitting written notification of their interest in the vacant positions to the Superintendent's office prior to the close of the posting period.

C. Filling Vacancies

Qualified employees who submit bids for vacant bargaining unit positions outside their current classification will be considered for those positions. If more than one member of the bargaining unit submits a bid for the vacant position, the bidder or bidders presently employed in the classification in which the vacancy arose will be considered first. If no such person is selected, then qualified bidders presently employed in other classifications will be considered. If no such bidder is selected, the position will be filled from outside the bargaining unit.

A vacant position shall mean a position that remains to be filled after all existing staff has been assigned.

D. Lateral Transfers

Except in the case of vacancies in the secretarial and maintenance classifications, qualified bidders who are presently employed in the classification in which the vacancy arose will be assigned the vacant position provided that:

1. The most senior qualified bidder will be selected; and,
2. The bidder must have a continuing contract with the Board of Education; and,
3. The position bid for is at the same or similar level as the position held by the bidder and the bid, if awarded, would not be a promotion. Promotion, for this purpose, means transfer to a department head or equivalent position.
4. Bus driver bids may be rejected based on documented safety violations or infractions.

E. Transfer of Seniority

Employees who change job classification as the result of a successful bid shall serve a sixty (60) day probationary period and may, during that period, be reassigned to their former position for any reason. If the employee is reassigned during that period, he will retain the seniority held in the previous position. The employee may also decide to return to his/her former position for any reason within the first ten (10) workdays without loss of their seniority. However, the employee must remain in the current position until a suitable, qualified replacement is found.

F. Pay Rate Upon Promotion

When an employee is promoted to a higher paying position within the same classification, he/she will be placed on the higher classification salary schedule at

the lowest step which will result in no reduction in hourly rate of pay. An employee who accepts a position in a new classification will be placed at Step 0 in the new classification unless both the Bargaining unit and Board agree to a higher step.

G. Exclusions

The provisions of this Article do not require the filling of any vacancy nor do they prohibit the Board from filling, on a temporary basis, any position either by employment of substitute personnel or by assignment of existing bargaining unit members to the vacant position pending the filling of the vacancy. Except as provided herein, this Article does not require the Board to fill any vacancy with an existing employee provided that posting and consideration requirements have been complied with.

IX. GENERAL SALARY PROVISIONS

A. Holiday Leave Policy

1. Employees shall be excused from duty on applicable holidays without loss of salary or wages. Employees shall receive the equivalent of their regular straight-time hourly rate for their normal daily hours of work for such holidays.
2. In order to be eligible for holiday pay, an employee must accrue earnings on his last scheduled workday prior to such holiday and his first scheduled workday following such holiday or on sick leave for which pay was granted.
3. In the event the school calendar is changed so that the pupils are in attendance on days presently specified as paid holidays for non-certificated personnel in this provision, the designated holidays herein may be changed, provided that the number of paid holidays for employees in each classification shall not be reduced in number.
4. Individuals who are required to work on days otherwise celebrated as holidays will be paid, in addition to their holiday pay, at the rate of one and one-half (1-1/2) times their regular hourly rate of pay for all hours worked during the holiday.

B. Holidays

1. Custodians (12 months)
Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, the last day preceding Christmas*, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, and the day preceding New Years Day*.

2. Less Than Twelve (12) Month Employees:
Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day and Memorial Day

*Provided that school is not scheduled to be open.

C. Overtime

The standard work week for any member of the bargaining unit will not exceed forty (40) hours in any workweek (Saturday 12:00 a.m. – Friday 11:59 p.m.). Any overtime must be approved by the responsible supervisor. Hours worked in excess of forty in any workweek will be paid at the rate of one and one-half (1-1/2) times the regular hourly rate.

D. Report Pay

When an employee, other than a bus driver, is required to report to work at a day and time other than the employee's regularly scheduled work day and time, by reason of extraordinary circumstances, the employee will be paid his or her regular rate of pay for a minimum of two hours.

E. Work Schedules

Work schedules for all members of the bargaining unit will be established and may be changed by the Superintendent and Board. Any member of the bargaining unit who will receive a lower percentage of board contributions to the employee's health insurance benefit plan as the result of an involuntary reduction of hours of work will be retained at the former level of benefits for a period of sixty days after the reduction.

F. Severance Pay

Any classified employee of the school district with a minimum of ten (10) or more years of accumulated service with the state, any political subdivision, or any combination thereof who elects to retire shall be paid 25% of his accumulated and unused sick leave. The maximum payment, which shall be made, is 25% of 208 days or 52 days for the 2010-2011 school year, 25% of 212 days or 53 days for the 2011-2012 school year, and 25% of 216 days or 54 days for the 2012-2013 school year.

The rate of pay for all such accumulated days shall be the per diem rate of the annual salary as determined by the salary schedule and any supplemental or other salary in effect at the time of last service. The per diem rate will be computed by dividing the annual salary as per the section above by the number of days or regular required duty.

As used in this section, retirement means disability or service retirement under any state or municipal retirement system in the State of Ohio. Nothing in this policy shall be construed to prevent an employee either sick or disabled from using the accumulated sick leave for the duration of the disability.

Unless the Board receives written notice within twenty (20) days from the employee electing not to pay severance pay, the Board shall forward such payment in one (1) installment not less than (30) days following retirement. Such payment shall be made only once to any employee and shall extinguish all accumulated sick leave to the credit of such employee.

Any employee who meets the service requirements of the above division and who dies while in the employment of the school district, shall on the day of death be deemed to have terminated employment by means other than retirement, and payment of all severance pay shall be made in the manner prescribed in 2113.04 ORC. Maximum which shall be paid is 25% of 200 days.

G. Direct Deposit

All members of the bargaining unit will participate in direct deposit. Direct deposit forms will be emailed to all employees on the Thursday morning prior to the paydays which fall on alternate Fridays throughout the year with a total of 26 bi-weekly payments. A list of employees who do not have access to an email account must notify the Treasurer's office by September 1st of each year.

H. Advancement to Next Step on Salary Schedule

For an employee to qualify to advance to the next higher salary step on the appropriate salary schedule on August 1st, he/she must have worked at least 120 days in the district during the immediately preceding school year. If the employee has not worked 120 days in the district as of July 31st he/she will not advance to the next higher salary step until the following August 1st, one calendar year later.

I. Calamity Day Comp. Time

If school is cancelled, all classified employees (with the exception of maintenance and custodial) are not required to report to work and will not experience any loss in pay provided they work on the scheduled make up days. If school is delayed, classified employees will work their regularly scheduled hours (with the exception of teacher aides, media specialists, and bus drivers). If school is delayed and then subsequently cancelled, cooks may leave once the food is properly stored and administrative assistants shall leave once the official cancellation announcement is made. Cooks and Administrative assistants will submit a timesheet for time worked on delay days.

- J. Each classification will receive a 2% salary increase in 2013-2014, 2014-2015, and 2015-2016. Steps will be frozen for 2013 – 2016. When the contract ends, normal step advancement will resume but there will be no make-up of any steps.

X. Insurance

The Board will pay up to the amounts set forth below for each health policy for each eligible employee:

Effective August 1, 2010 (January 2010 premium)

Plan Option 1

<u>Regularly Assigned Hours</u>	<u>FAMILY PLAN</u>		<u>SINGLE PLAN</u>	
	<u>Health</u>	<u>Dental</u>	<u>Health</u>	<u>Dental</u>
12 month, 8 hr. employees	90%	100%	95%	100%
7 to 8 hr. employees	80%	72%	90%	100%
6 to 6.99 hr. employees	77%	72%	80%	100%
Less than 6 hr., but at least 5 hr. (including fulltime bus drivers*)	70%	72%	70%	100%
Less than 5 hour employees	NOT eligible for BOARD PAID coverage			

Plan Option 2

<u>Regularly Assigned Hours</u>	<u>FAMILY PLAN</u>		<u>SINGLE PLAN</u>	
	<u>Health</u>	<u>Dental</u>	<u>Health</u>	<u>Dental</u>
12 month, 8 hr. employees	95%	100%	95%	100%
7 to 8 hr. employees	85%	72%	92%	100%
6 to 6.99 hr. employees	80%	72%	82%	100%
Less than 6 hr., but at least 5 hr. (including fulltime bus drivers*)	75%	72%	75%	100%
Less than 5 hour employees	NOT eligible for BOARD PAID coverage			

Plan Option 3

<u>Regularly Assigned Hours</u>	<u>FAMILY PLAN</u>		<u>SINGLE PLAN</u>	
	<u>Health</u>	<u>Dental</u>	<u>Health</u>	<u>Dental</u>
12 month, 8 hr. employees	98%	100%	98%	100%
7 to 8 hr. employees	90%	72%	95%	100%
6 to 6.99 hr. employees	85%	72%	85%	100%
Less than 6 hr., but at least 5 hr. (including fulltime bus drivers*)	80%	72%	80%	100%
Less than 5 hour employees	NOT eligible for BOARD PAID coverage			

The Board will contribute \$1,500.00 family plan and \$1,000.00 single plan to the employee's Health Savings Account in January of the first year they enroll in Plan Option 3. Each year thereafter, the Board will contribute \$62.50 per pay period for a family plan and \$40.00 per pay period for a single plan for a not to exceed total of \$1,500.00 for a family and \$1,000.00 for a single plan. Employees who choose this option are not eligible for the Section 125 plan.

*A fulltime bus driver is any driver who drives both an a.m. & p.m. route, an a.m. & noon route or a noon & p.m. route.

NOTE- The above are total amounts to be paid by the Board; the remainder of the premium is to be paid by the employee via payroll deduction or personal check.

- A. If both husband and wife are employed by the Board of Education and if both qualify for at least the single rate hospitalization, medical and major medical insurance coverage, the Board will pay the greater of (1) the combined single rate contributions for each employee, or (2) the family rate contribution available to either employee (but not both employees).
- B. If a unit member's regular hours are increased on a permanent basis and that increase is approved by the Board, then the member's insurance premiums will be adjusted accordingly.
- C. The Board expressly reserves the right to determine the insurance carrier and plan for all insurance benefits provided under this agreement provided that the level of insurance benefits will be equal to or better than present benefit levels.
- D. During the term of any agreement insurance coverage may need to be revised. Any revision in the coverage, whether program coverage and/or co-pay, will be discussed with the OAPSE president.

E. Opt-Out Provision

Bargaining unit members who work 25 or more hours per week, and therefore qualify for the Board-sponsored health insurance plan, and who are enrolled in the Board's health insurance plan as of June 1, 2013, who choose not to participate in the Board-sponsored health insurance shall be paid \$1,000.00 if the bargaining unit member is enrolled in, and disenrolls from, a single plan or \$1,500.00 if the bargaining unit member is enrolled in, and disenrolls from, a family plan. Such payment shall be made one time per year. This cash, in lieu of insurance coverage option, is not available to bargaining unit members that are receiving retirement benefits through SERS or any other state-sponsored retirement plan or those employees whose spouse is employed by the Board and is currently receiving health insurance coverage through a Board-sponsored plan or are not enrolled in the Board's health insurance plan as of June 1, 2013. If a unit member later enrolls or re-enrolls in the Board's health insurance plan he/she is not eligible for this benefit, unless the unit member's enrollment/reenrollment is due to a qualifying event.

XI. SECTION 125 PLAN

The Board has established and maintains a Section 125 Plan on behalf of the bargaining unit members, subject to the provisions of Section 125 of the Internal Revenue Code as amended there under. The Section 125 Plan is to permit the funding through pre-tax contributions of the bargaining unit member's liability for any allowable Section 125 expenses as provided by the Internal Revenue Service and the O-G Section 125 Plan Documents. The Board will contribute \$750.00 to each employee's Section 125 account, who participates in the District's group health plan. This \$750.00 will be available for allowable expenses of the Ottawa-Glandorf Section 125 Plan Documents which include medical, prescription drug, and dental deductibles, out-of-pocket expenses, and co-payments that arise under the group health plan. The \$750.00 contribution is available for use by the employee during the Plan Year of the Section 125 (January 1) that begins within the contract year. The employee has the option to contribute his or her funds to this account in accordance with provisions of the Section 125 Plan. The maximum annual combined (employee + Board) contribution to any one employee's Section 125 account shall not exceed \$2,400.00 for use during the Plan Year of the Section 125 that begins within the contract year.

XII. TERM LIFE INSURANCE

The Board will purchase group term life insurance for each member of the bargaining unit. The policy will provide death benefits in the amount of:

Regular Work Schedule	Insurance Amount
2.0 – 3.99 hours	\$20,000
4.0 – 4.99 hours	\$25,000

5.0 – 5.99 hours	\$30,000
6.0 – 6.99 hours	\$35,000
7.0 – 8.0 hours	\$40,000

XIII. BUS DRIVER EXTRA TRIPS

- A. Regular drivers will have priority for all extra trips requiring a bus or a van, provided that the trips do not interfere with regularly assigned driving routes.
- B. Extra athletic trips will be paid for the duration of the trip based on prior approval.
- C. Extra trips will be posted or printed at least five (5) days in advance or as soon as reasonably possible. The posting will include an estimated duration for each trip.
- D. A seniority list will be prepared and maintained. The most senior driver will have priority on each and every trip, provided that: (1) the extra trip does not interfere with that driver's regularly assigned route; and (2) the estimated duration of the extra trip will not give the driver over forty (40) hours of work for that particular week.
- E. In the event the driver is assigned to an extra trip and cannot take it, the driver MUST notify the transportation director as soon as possible. The transportation director will then assign the next most senior driver who bid on that extra trip. If that driver is unavailable, the transportation director may assign any qualified person to the trip. Kindergarten drivers will have priority for all their own kindergarten trips regardless of seniority.
- F. If no drivers have accepted an extra trip within a reasonable time, the trip may be assigned to the least senior driver on the extra trip list or to any other qualified person.
- G. In the case of an emergency, or shortage of substitute bus drivers, the transportation director may ask a regular route driver to trade their regular route for an extra trip. In this case, the regular route bus driver will be paid at their route pay for the amount of time equal to their route. The remaining time of the extra trip will be paid at trip pay. The regular bus driver must deduct the amount of time of their route from their trip. This deduction of time must appear on the trip sheet when submitted for pay.
- H. In the event a driver who cannot take an assigned extra trip does not contact the transportation director at least two working days prior to the beginning of the trip, the assigned driver will forfeit his/her next extra trip.
- I. Extra trips will be paid at the rate of \$11.05 per hour from August 1, 2013 through July 31, 2014, \$11.15 per hour from August 1, 2014 through July 31, 2015, and \$11.25 per hour from August 1, 2015 through July 31, 2016.

- J. Drivers may be required to remain with the buses.
- K. Drivers will receive \$11.25 per hour for all mandated in-service meetings. Attendance will be taken and drivers will be paid from the attendance sheet. Drivers must attend the entire meeting in order to be paid for any part of the in-service. Mandated meetings include countywide and local in-service.
- L. Compensatory time may be provided during Thanksgiving week for the completion of mandated paperwork, at the discretion of the Administration/Transportation Department.
- M. Mid-day route drivers will receive \$40 for establishing their mid-day route. This shall include all kindergarten/mid-day paperwork, phone calls to principals, transportation director, parents, etc., and all other work associated with kindergarten/mid-day routing.
- N. If a scheduled game/extra trip is cancelled, and subsequently rescheduled, the driver originally assigned to the trip will have first choice to take the rescheduled trip.
- O. If a game/extra trip is called/cancelled after the bus has left for the trip or after a game has started, and is subsequently rescheduled, the driver originally assigned to the trip will have first choice to take the rescheduled trip.
- P. Any extra trip consisting of seven (7) students or less does not have to be placed on the bid sheet and may be assigned to a certified van driver.
- Q. Any extra trip to a State Competition does not have to be placed on the bid sheet and may be assigned to a certified van driver or Charter Bus Company.
- R. If a driver(s) reports to work to drive his/her trip and for any reason that trip(s) is/are cancelled, the driver(s) will receive one and one half (1.5) hours trip pay for showing up.

XIV. BUS DRIVER TRAINER

When the current Certified On-Board Instructors position becomes vacant, the On Board Instructor(s) position will be bid on per vacancy article.

Certified On-Board Instructors shall receive \$14.00 an hour for all time spent with training/certifying employees or future employees.

XV. REIMBURSEMENTS

- A. The following fees will be paid for all District employed drivers. For new drivers, they will not be reimbursed the below monies until the new driver has driven at least one day for the Ottawa-Glandorf Schools and Ottawa-Glandorf Schools is their primary bus driving employer.

Basic Drivers Class <i>(Northwest Regional Pre-Service Instructor)</i>	100% of cost
C. D. L. License	\$45.00
C. D. L. Booklet and Test	100% of cost
Bus Driver Physical	\$20.00
* Skills Test	100% of cost

*This will be paid after the first day of driving for the Ottawa-Glandorf Schools, only if the driver has been trained by Ottawa-Glandorf Schools. If the driver does not pass the Skills Test the first time, the additional fee will not be reimbursed.

If a new bus driver leaves the employment of the Board within one (1) year of the Board having paid the foregoing fees, the bus driver will be required to reimburse the Board the full cost of all fees.

Drug Screening – The Board will pay to the extent required by law. Drivers will also receive a stipend equal to one hour at the extra trip pay. The transportation director will provide a list of names after each drug screening.

If any of these tests are required because a driver has six (6) or more points on their driver’s license, that fee will not be reimbursed. Six (6) or more points on a driver’s license may be cause for disciplinary action.

- B. Media Specialists/Teacher Assistants and Classroom Monitors will be reimbursed up to \$25.00 for recertification. Reimbursement is payable upon submission of documentation to the Treasurer’s office.
- C. Criminal Background Checks will be reimbursed by the Board for the cost of an employee’s BCI/FBI background check conducted by the Putnam County Educational Service. If a Bargaining Unit Member resigns from the District within twelve (12) months of the District paying the cost, the Bargaining Unit Member must reimburse the District the cost.

XVI. INITIAL EMPLOYMENT

At the Board's request, the OAPSE president will meet to provide input to the Superintendent, in a particular case, regarding the Board's desire to place a newly hired employee above the zero year experience step.

XVII. EMPLOYEE RESPONSIBILITY

Hazardous Condition/Activity Report

Each member of the bargaining unit will promptly report to his or her immediate supervisor any condition or activity which poses a threat to the health or safety of persons or the safety of property.

XVIII. WAIVER OF NEGOTIATIONS

The parties acknowledge that during the negotiations which resulted in this Agreement each had unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The Board and OAPSE each agree that neither shall be obligated to bargain about any issue, whether or not included in this Agreement, during the effective period of this Agreement.

XIX. ENTIRE AGREEMENT

This Agreement supersedes and cancels all previous Agreements, verbal or written, between the Ottawa-Glandorf Local Board of Education and the Ohio Association of Public School Employees, and constitutes the entire agreement between both parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

XX. DURATION

This Agreement shall be effective from August 1, 2013, through and including July 31, 2016. This Agreement may be modified in writing by mutual agreement of the parties. The representatives whose signatures appear below represent that this Agreement has been submitted to and ratified by each of the parties in accordance with the applicable constitution, bylaws or provisions of the Ohio Revised Code, as appropriate, and that they are duly authorized to enter into this Agreement on behalf of OAPSE Chapter 508 and the Ottawa-Glandorf Local School District Board of Education, respectively.

OAPSE Chapter 508

By: *Keith H. Hinson*
President

Date: 9-20-13

By: *Debra Selhorst*
Treasurer

Date: 9-20-13

OTTAWA-GLANDORF LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION

By: *Anna M. Lecker*
Board President

Date: 10/7/13

By: *Kevin Beinhman*
Superintendent

Date: 9-20-13

By: *Kathy Tinsley*
Board Treasurer

Date: 9/20/13

APPENDIX A

SALARY SCHEDULES

OTTAWA-GLANDORF LOCAL SCHOOLS

Administrative Assistants

Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	13.39	13.66	13.93
1	13.67	13.94	14.22
2	13.90	14.18	14.46
3	14.17	14.45	14.74
4	14.41	14.70	14.99
5	14.65	14.94	15.24
6	14.90	15.20	15.50
7	15.17	15.47	15.78
8	15.41	15.72	16.03
9	15.65	15.96	16.28
10	15.90	16.22	16.54
12	16.16	16.48	16.81
15	16.59	16.92	17.26
18	17.05	17.39	17.74
20	17.56	17.91	18.27

- (1) Administrative Assistants to the Building Principals may work up to 8 hours per day exclusive of lunch period for 180 days plus up to 15 days preceding the start of school and up to 15 days after the end of the school year. Hours per day and days worked before and after the school year will be set by the individual Principal and Superintendent based on the needs of that building.
- (2) Number of hours are subject to change at the discretion of the Superintendent.

OTTAWA-GLANDORF LOCAL SCHOOLS

Media Specialists

Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	13.50	13.77	14.05
1	13.69	13.96	14.24
2	13.85	14.13	14.41
3	14.00	14.28	14.57
4	14.18	14.46	14.75
5	14.34	14.63	14.92
6	14.51	14.80	15.10
7	14.67	14.96	15.26
8	14.85	15.15	15.45
9	15.02	15.32	15.63
10	15.18	15.48	15.79
12	15.30	15.61	15.92
15	15.51	15.82	16.14
18	16.01	16.33	16.66
20	16.50	16.83	17.17

Teacher Assistants & Classroom Monitors

Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	11.75	11.99	12.23
1	11.90	12.14	12.38
2	12.09	12.33	12.58
3	12.12	12.36	12.61
4	12.15	12.39	12.64
5	12.17	12.41	12.66
6	12.20	12.44	12.69
7	12.23	12.47	12.72
8	12.37	12.62	12.87
9	12.46	12.71	12.96
10	12.55	12.80	13.06
12	12.65	12.90	13.16

(1) Number of hours are subject to change at the discretion of the Superintendent.

OTTAWA-GLANDORF LOCAL SCHOOLS

Maintenance
Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	17.33	17.68	18.03
1	17.50	17.85	18.21
2	17.70	18.05	18.41
3	17.88	18.24	18.60
4	18.02	18.38	18.75
5	18.21	18.57	18.94
6	18.40	18.77	19.15
7	18.55	18.92	19.30
8	18.77	19.15	19.53
9	18.91	19.29	19.68
10	19.07	19.45	19.84
12	19.21	19.59	19.98
15	19.43	19.82	20.22
18	19.93	20.33	20.74
20	20.46	20.87	21.29

- (1) Maintenance personnel who are required to have, and who do have, an appropriate boiler operator's license, and who work the entire year (July 1 - June 30), will be paid an additional \$100.00 on the first pay after June 30 of each year.
- (2) Number of hours are subject to change at the discretion of the Superintendent.

OTTAWA-GLANDORF LOCAL SCHOOLS

Custodians
Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	16.05	16.37	16.70
1	16.20	16.52	16.85
2	16.40	16.73	17.06
3	16.58	16.91	17.25
4	16.71	17.04	17.38
5	16.87	17.21	17.55
6	17.04	17.38	17.73
7	17.22	17.56	17.91
8	17.38	17.73	18.08
9	17.52	17.87	18.23
10	17.68	18.03	18.39
12	17.81	18.17	18.53
15	18.00	18.36	18.73
18	18.47	18.84	19.22
20	18.94	19.32	19.71

(1) Number of hours are subject to change at the discretion of the Superintendent.

OTTAWA-GLANDORF LOCAL SCHOOLS

Cleaners
Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	11.10	11.32	11.55
1	11.25	11.48	11.71
2	11.41	11.64	11.87
3	11.59	11.82	12.06
4	11.76	12.00	12.24
5	11.91	12.15	12.39
6	12.11	12.35	12.60
7	12.25	12.50	12.75
8	12.43	12.68	12.93
9	12.60	12.85	13.11
10	12.76	13.02	13.28
12	13.09	13.35	13.62

(1) Number of hours are subject to change at the discretion of the Superintendent.

OTTAWA-GLANDORF LOCAL SCHOOLS

Bus Drivers
Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	20.04	20.44	20.85
1	20.21	20.61	21.02
2	20.40	20.81	21.23
3	20.55	20.96	21.38
4	20.71	21.12	21.54
5	20.87	21.29	21.72
6	20.93	21.35	21.78
7	20.99	21.41	21.84
8	21.06	21.48	21.91
9	21.21	21.63	22.06
10	21.38	21.81	22.25
12	21.55	21.98	22.42
15	21.85	22.29	22.74
18	22.29	22.74	23.19
20	22.78	23.24	23.70

- (1) Extra Shuttle Runs - regular bus driver rate per hour payable from time sheet.
Handicapped Shuttle - regular bus driver hourly rate.
- (2) Gas Pump Attendant - \$70 per month (\$630)
- (3) Number of hours are subject to change at the discretion of the Superintendent.
- (4) Minimum Bus Routes - morning and afternoon bus routes will be paid at a rate of not less than one hour each, regardless of actual length.
- (5) Maintenance of Routes - to the extent reasonably possible, bus routes will be scheduled in such a manner as to permit drivers to remain in the same general area from year to year, subject to the needs of the district.
- (6) Mandated practice runs directed by the Superintendent or the Transportation Director will be paid at a regular route rate.

OTTAWA-GLANDORF LOCAL SCHOOLS

Lunchroom - Building Head

Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	14.00	14.28	14.57
1	14.18	14.46	14.75
2	14.34	14.63	14.92
3	14.51	14.80	15.10
4	14.67	14.96	15.26
5	14.85	15.15	15.45
6	14.87	15.17	15.47
7	14.89	15.19	15.49
8	14.91	15.21	15.51
9	15.02	15.32	15.63
10	15.11	15.41	15.72
12	15.32	15.63	15.94
15	15.72	16.03	16.35
18	16.17	16.49	16.82
20	16.66	16.99	17.33

(1) Number of hours are subject to change at the discretion of the Superintendent.

OTTAWA-GLANDORF LOCAL SCHOOLS

Lunchroom - Regular

Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	13.39	13.66	13.93
1	13.61	13.88	14.16
2	13.75	14.03	14.31
3	13.90	14.18	14.46
4	14.07	14.35	14.64
5	14.27	14.56	14.85
6	14.29	14.58	14.87
7	14.31	14.60	14.89
8	14.33	14.62	14.91
9	14.41	14.70	14.99
10	14.48	14.77	15.07
12	14.71	15.00	15.30
15	15.12	15.42	15.73
18	15.58	15.89	16.21
20	16.03	16.35	16.68

(1) Number of hours are subject to change at the discretion of the Superintendent.

OTTAWA-GLANDORF LOCAL SCHOOLS

Lunchroom - Part-Time

Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	11.70	11.93	12.17
1	11.85	12.09	12.33
2	12.05	12.29	12.54
3	12.20	12.44	12.69
4	12.37	12.62	12.87
5	12.55	12.80	13.06
6	12.58	12.83	13.09
7	12.59	12.84	13.10
8	12.61	12.86	13.12
9	12.71	12.96	13.22
10	12.79	13.05	13.31
12	12.81	13.07	13.33
15	12.85	13.11	13.37

(1) Number of hours are subject to change at the discretion of the Superintendent.

NEW HIRES after
January 1, 1998

OTTAWA-GLANDORF LOCAL SCHOOLS

Lunchroom - Building Head
Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	11.88	12.12	12.36
1	12.04	12.28	12.53
2	12.18	12.42	12.67
3	12.31	12.56	12.81
4	12.46	12.71	12.96
5	12.61	12.86	13.12
6	12.66	12.91	13.17
7	12.72	12.97	13.23
8	12.78	13.04	13.30
9	12.91	13.17	13.43
10	13.06	13.32	13.59
12	13.20	13.46	13.73

(1) Number of hours are subject to change at the discretion of the Superintendent.

NEW HIRES after
January 1, 1998

OTTAWA-GLANDORF LOCAL SCHOOLS

Lunchroom - Regular
Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	11.31	11.54	11.77
1	11.49	11.72	11.95
2	11.62	11.85	12.09
3	11.76	12.00	12.24
4	11.89	12.13	12.37
5	12.05	12.29	12.54
6	12.10	12.34	12.59
7	12.14	12.38	12.63
8	12.19	12.43	12.68
9	12.33	12.58	12.83
10	12.47	12.72	12.97
12	12.62	12.87	13.13

(1) Number of hours are subject to change at the discretion of the Superintendent.

NEW HIRES after
January 1, 1998

OTTAWA-GLANDORF LOCAL SCHOOLS

Lunchroom - Part-Time
Hourly Rate

<u>Experience</u>	August 1, 2013- July 31, 2014	August 1, 2014- July 31, 2015	August 1, 2015- July 31, 2016
0	9.65	9.84	10.04
1	9.79	9.99	10.19
2	9.95	10.15	10.35
3	10.09	10.29	10.50
4	10.24	10.44	10.65
5	10.38	10.59	10.80
6	10.42	10.63	10.84
7	10.48	10.69	10.90
8	10.52	10.73	10.94
9	10.67	10.88	11.10
10	10.82	11.04	11.26
12	10.95	11.17	11.39

(1) Number of hours are subject to change at the discretion of the Superintendent.

MEMORANDUM OF UNDERSTANDING

Auxiliary Personnel - Contract Nonrenewal

Notwithstanding anything to the contrary in this contract or the Ohio Revised Code, auxiliary personnel are only eligible for one year contracts which will automatically be non-renewed at the end of each school year without further action by the Board of Education.