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STATE GOVERNMENT
FLEXIBLE PRINTING

AGREEMENT BETWEEN

WOODRIDGE LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

AND

**OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES,
AFSCME AFL-CIO,
OAPSE LOCAL # 544**

Effective

July 1, 2013, through June 30, 2016

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RELATIONS BOARD

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Attachment:

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ARTICLE I -- PRINCIPLES

A. Recognition

1. The Woodridge Local School District Board of Education, hereinafter the Board, hereby recognizes OAPSE Local #544 of the Woodridge Local School District, and the Ohio Association of Public School Employees AFSCME-AFL-CIO, jointly, hereinafter the Union, as the sole and exclusive bargaining representative for all regular nonteaching employees in the following described bargaining unit:
 - a. Maintenance and Custodial (except students)
 - b. Food Service
 - c. Secretarial and Clerical
 - d. Aides and Monitors
 - e. Bus Mechanics and Bus Drivers
 - f. Instructional Assistants and Student Attendants
 - g. Transportation Attendants
 - h. Courier
 - i. Technology Support Specialist
 - j. EMIS Assistant
 - k. Assistant to the Maintenance Supervisor
 - l. Transportation Office Assistant

2. Excluded from the bargaining unit are the following positions:
 - a. Executive Secretary - Superintendent
 - b. Assistant Treasurer
 - c. Supervisor of Building, and Grounds
 - d. Supervisor of Transportation
 - e. Secretary to the Treasurer
 - f. Cafeteria Supervisor
 - g. Coordinator of Information Services
 - h. At Risk Coordinator

3. The local Union President shall provide the Board with the following by November 1 in the school year immediately preceding the expiration of this Agreement.
 - a. The name and address of each regional, state, and national organization with which the local union is affiliated, if different from the contractual listing.
 - b. The name, title, and home address of each officer in the local union.

- c. The name of the chairman and the members of the negotiations team will be provided by February 10. If changes are made, the Board will be notified by the local union president.
4. The Board shall provide the local Union with the name of the chairman and members of the Board's negotiations team. If changes are made, the local Union will be notified through the President.
5. All newly created job classifications within any department included within the bargaining unit, which are similar to existing job classifications within the bargaining unit, shall become a part of the bargaining unit and covered by and subject to the terms and provisions of this Agreement. The Board shall notify the Union in writing, when a new classification is created or when the job responsibilities of an existing classification are substantially changed. Within ten (10) days of such notice the Union may request bargaining concerning wages, hours, terms, and conditions of employment for the classification. The Board retains the right to implement a proposed rate pending such negotiations.

B. Individual Rights

Any provision in this Agreement will not deny any bargaining unit member his/her individual right to be heard through accepted administrative channels.

C. Negotiable Items

1. The Board recognizes that the bargaining unit members as well as the Board have genuine interest in the welfare of the children and in the effective and efficient operation of the school system. It further recognizes that the bargaining unit members have specialized qualifications and knowledge which can assist the Board in establishing policy, but the Board realizes its responsibility and authority to establish policy in all matters relative to the conduct of the public schools within its jurisdiction.
2. The Board and Administration will continue to seek the assistance of bargaining unit members and all other interest groups to develop and maintain the best possible programs that relate to the total educational picture.
3. The Board and the local Union shall negotiate in good faith on wages, fringe benefits, working conditions, and other mutually agreed to items of an emergency nature.

D. Negotiation Teams

The Board's negotiating team and the Union's negotiating team will be limited to four (4) members each. Not more than one (1) member of each team may be a non-employee or non-member of the Board. The Board or the Union may also call upon consultants they may wish to utilize. Consultants will be restricted to one at a time and any charge shall be the responsibility of the requesting party.

ARTICLE II -- PROCEDURES FOR CONDUCTING NEGOTIATIONS

A. Request For Meeting

Upon receipt of a written request for a meeting from the Union or the Superintendent, either party will have ten (10) working days to reply to the request. The meeting date shall be agreed to within fifteen (15) working days of such a request. Such request shall not be made prior to March 1 of the year in which this Agreement expires unless otherwise agreeable to both parties.

B. Meetings

1. The parties shall meet at places and times agreed upon at the prior meeting. All meetings shall be held in executive session.
2. At the initial meeting of the negotiation teams, the initial proposals of each team will be exchanged. The proposals and each counterproposal shall be in the language that the proposing party intends to insert in the successor collective bargaining agreement, if there is mutual agreement to the proposal/counterproposal.
3. All issues proposed for negotiation shall be submitted by the parties at the first meeting. No new issues shall be submitted thereafter except by mutual agreement.
4. Members of the Union's negotiating team who miss work in order to attend a jointly scheduled negotiations session shall not sustain a loss of pay.

C. Press Releases

Press releases may be issued by either party only with the prior approval of the other party. This provision does not apply if the parties are at an impasse in excess of thirty (30) days.

D. Agreement

1. When agreement is reached by the negotiating teams, it shall be reduced to writing and considered by the Union. If approved, written notice shall be submitted to the Board, and the Board will consider the agreement at its next session. When approved, it shall become part of the official minutes of the Board meeting at which approval occurred. Upon approval of both parties, it shall be signed by the designated representatives.
2. The Board agrees to reproduce a draft copy of the agreement within ten (10) calendar days of the tentative agreement for ratification. All changes or additions shall be highlighted or underlined. Each member of the recognized bargaining unit shall be provided a copy of the final agreement within thirty (30) calendar days of the filing of the final agreement with SERB.

E. Dispute Resolution Procedure

1. In the event an agreement is not reached, either of the parties shall have the option of declaring impasse.
2. Impasse is whenever the parties have stopped talking to each other at the negotiating table or after many bargaining sessions have been held and the position of the parties has solidified and it becomes apparent that no agreement is likely.
3. If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all the issues where agreement has not been reached by the parties.
4. Either party may prepare a request for a mediator from the Federal Mediation and Conciliation Service (FMCS). The party preparing such a request shall provide a timely copy of the request to the other party.
5. The FMCS mediator shall determine the date, time, and place of all negotiation meetings conducted under the terms and provisions of this Section of the Agreement. Both parties agree the use of FMCS is the exclusive step for dispute resolution.
6. The mediator has no authority to recommend or to bind either party to any final agreement.

7. This procedure represents the mutually agreed dispute resolution procedure of the parties and supersedes the dispute resolution procedure contained in ORC Section 4117.14.

ARTICLE III -- INTENT OF AGREEMENT

The Board shall retain all rights, powers, duties and authority granted by law and shall adopt, rescind or modify such policies, rules and regulation as it deems appropriate in accordance with those laws, except as restricted by this Agreement.

Any matters or subjects not herein covered have been satisfactorily adjusted, compromised, or waived by the parties for the life of this Agreement.

ARTICLE IV -- ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties, and it supersedes all prior and contemporaneous understandings (written or oral) not specifically incorporated herein. No change in a specific term of this Agreement shall be made during the life of this Agreement except by mutual agreement, and neither party shall have a duty to negotiate with respect to any matter during such period.

The Board is not required to bargain on subjects reserved to the management and direction of the Board as listed in ORC Section 4117.08. The Board is required to bargain on subjects affecting wages, hours, terms, and conditions of employment, and the continuation, modification, or deletion of an existing provision of this Agreement.

ARTICLE V -- CONTRARY TO LAW

If any provision of this Agreement or any application of this Agreement shall be found to be contrary to law or SERB decision, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law or the expressed intent of the parties in this Agreement, but all other provisions or applications shall continue in full force and effect. Either party has the right to request a meeting within thirty (30) workdays of such adjudication to attempt to resolve the provision.

ARTICLE VI -- GRIEVANCE PROCEDURE

The Board and the Union recognize that in the interest of effective personnel management, a procedure is necessary whereby bargaining unit members can be assured of a prompt,

impartial, and fair hearing on their grievances. Such procedure shall be available to all personnel, and no reprisals of any kind shall be taken against any person initiating or participating in the grievance procedure.

A. Definitions

1. A "grievance" is an alleged violation of the application, meaning, or interpretation of the terms of this Agreement.
2. An "aggrieved person" is a person or group of persons making the claim. The lodging of any grievance shall be the exclusive privilege of the employee or group of employees.
3. A "party in interest" is the person making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. If an employee or group of employees do not initiate a written grievance pursuant to Level II of the grievance procedure within thirty (30) working days after the grievance occurs, then the grievance shall be considered as waived.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these procedures shall be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed on or after June 1, which if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, every reasonable effort shall be made to reduce by mutual agreement the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

3. The grievant may appear on his/her own behalf and may be accompanied at any step in the procedure by a Union representative or a fellow employee. At no time will an employee receive more relief than this Agreement provides.

- 4 Any grievance not processed by the grievant through any of the successive levels within the specified time limits and in the absence of an agreed upon time extension described above, shall be considered waived and the alleged grievance shall no longer exist. If the Board or the designated administrator fails to process a grievance within the specified time limits and in the absence of an agreed upon time extension, the grievance will automatically move to the next level in the procedure.

Informal Level

Any bargaining unit member having a grievance shall first discuss it with his/her immediate supervisor. An employee may request Union representation for this level of the grievance procedure.

Level I

If the grievance is not resolved to the grievant's satisfaction at the informal level, the grievant may, within five (5) working days after the Informal Level discussion with the supervisor, file a written grievance to the immediate supervisor. Within five (5) working days of the filing of the formal written grievance, the immediate supervisor shall meet with the grievant to further discuss the matter and shall give a written disposition of the grievance within five (5) working days after the meeting.

Level II

1. If the aggrieved is not satisfied with the disposition of his/her grievance at Level I or if no decision has been rendered within five (5) working days after presentation of the grievance, the grievant may file the grievance in writing with the Superintendent within five (5) working days after the decision at Level I or ten (10) working days after the Level I meeting if no decision is rendered.

2. Within five (5) working days after receipt of the written grievance by the Superintendent, the Superintendent shall meet with the aggrieved person and the appropriate supervisor. Within five (5) working days of this meeting, the Superintendent shall give his/her written response by sending a copy to the grievant and Union President.

Level III

If the aggrieved is not satisfied with the disposition of his/her grievance at Level II, or if no decision has been rendered within five (5) working days after he has first met with the Superintendent, the grievant may advance the grievance to FMCS Grievance Mediation within ten (10) working days after a decision by the Superintendent, or ten (10) working days after he has first met with the Superintendent, whichever is sooner.

Level IV

1. If the grievance is not satisfactorily resolved at Level III, the grievant or the Union may request a hearing by arbitration by written notice to the Superintendent. The arbitrator will be selected by mutual agreement of the parties, and if no agreement can be reached within five (5) working days of receipt of the request for arbitration, the parties jointly will petition the Federal Mediation and Conciliation Service (FMCS) for a list of seven (7) arbitrators within fifteen (15) working days after the conclusion of the Level III – Grievance Mediation. Either party may request a second list. The decision of the arbitrator shall be binding on the parties.
2. The arbitrator shall be chosen from a list of seven (7) arbitrators provided by the FMCS. Selection and hearing shall be the alternate strike method whereby each party shall alternately strike a name from the list until a final name remains who shall be the arbitrator. The party striking first shall be determined by the toss of a coin.
3. The arbitrator shall hold the necessary hearing promptly and issue the decision within such time as may be agreed upon. The decision shall be in writing, and a copy shall be sent to all parties present at the hearing.
4. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall not have the authority to add to, delete from or go beyond the express terms of this Agreement. The arbitrator shall in no way interfere with management prerogatives involving Board discretion, nor limit or interfere in any way with the powers, duties, and rules and regulations having the full force and effect of law.

5. The costs for arbitration shall be borne by the loser. In cases where there is no clear loser, the costs shall be shared equally.

D. Rights of Staff to Representation

1. Any grievant may be represented at all stages of the grievance procedure. Bargaining unit members may represent themselves at the grievance hearings. The Union requires employees to use designated Union officials when representation is requested. The Union shall have the right to be present and to state its view at all levels beginning with Level I.
2. The Union shall have the opportunity to be present at the grievance adjustment, and no adjustment shall be inconsistent with the terms of the Agreement.

E. Miscellaneous

1. Decisions rendered at Level II and III of the grievance procedure shall be in writing setting forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest.
2. Forms for grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared and given appropriate distribution by the Superintendent so as to facilitate operation of the grievance procedure. Grievance forms will not be used until Level II.
3. Nothing contained herein will be construed as limiting the right of any bargaining unit member having a complaint or problem to discuss the matter informally with any appropriate member of the Administration and having the complaint adjusted providing the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE VII -- ABSENCE FROM WORK PROCEDURE

A. Sick Leave

1. Each employee in the unit will earn in each year under contract fifteen (15) days of sick leave credit at the rate of one and one quarter (1 1/4) days per month. Sick leave for part-time employees will continue to be earned and credited in accordance with the parties' past practice; this provision supersedes the formula appearing in ORC Section 3319.141 as to part-time

employees that would apply in the absence of this provision. A day of sick leave when used shall be calculated as the number of hours regularly scheduled to be worked by the employee at that time. Each new employee with no transferable sick leave credit earned elsewhere in Ohio shall have five (5) days of the first year's fifteen (15) days available when he begins his/her employment. For all employees, a month shall be a "calendar month."

2. Unused sick leave shall be cumulative without limitation.
3. Employees may use sick leave upon approval of the local Superintendent or building principal for absence due to illness under the following:
 - a. Personal illness or injury.
 - b. Illness in employee's immediate family (husband, wife, child, step-child, father, mother, step-parent, father-in-law, mother-in-law, or other dependent who resides under the same roof).
 - c. Death in the family (includes immediate family as interpreted above plus grandparent, grandparent-in-law, grandchild, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, and nephew.)
 - d. Any other legitimate reason relative to illness approved by the local Superintendent or by the building principal.
4. After giving birth to a child, an employee may use sick leave during the immediately succeeding six (6) calendar weeks for a regular delivery or eight (8) calendar weeks for a Caesarian delivery without certification of a pregnancy-related disability. The use of sick leave for this purpose after such 6-week or 8-week period, whichever is applicable, requires submission of a doctor's certification, dated within the pregnancy leave period, that the disability exists and precludes the employee from working.
5. Individual members of the bargaining unit shall receive a bonus equivalent to two (2) days pay provided the member has completed one full year of employment and (s)he is not absent from work for either sick leave or personal leave during the school year. For each day of absence, an amount equivalent to one-half (1/2) day's pay will be deducted from the bonus. This bonus will be payable in the last pay in August and shall be calculated at the member's pay rate during the school year for which the bonus is applicable.

6. Deduct Days

Employees may request in advance and may be granted days off without pay with the written advance approval of the Superintendent.

7. Advancement

- a. Any new employee shall be advanced five (5) days of sick leave at the start of the new school year.
- b. If any other employee exhausts his/her sick leave during a school year and is not able to withdraw from the Sick Leave Bank, the employee shall be advanced up to five (5) days of sick leave. The advancement amount shall be limited to the amount that the employee can repay through sick leave accumulation during the balance of the school year.

8. Sick Leave Bank

A Sick Leave Bank Committee and Bank has been established.

The purpose of the Sick Leave Bank is to provide paid leave for serious personal illness or family illness to contributors to the Bank who have exhausted their accumulated sick leave and who are experiencing prolonged personal or family illness. Allotments will be limited to participating employees for use only in cases of illness, injury or non-elective surgery occurring under unusual, severe or emergency conditions as determined by the Sick Leave Bank Committee (SBC).

Members may enroll in the Sick Leave Bank during enrollment periods, which shall be during the month of the September of each school year. New bargaining unit members hired after the school year has commenced will have four (4) weeks to enroll.

Upon enrollment, a member shall contribute one (1) or two (2) of his/her accumulated sick days to the Sick Leave Bank. Days contributed to the Sick Leave Bank are non-returnable.

The contributed days will be placed in the sick leave bank as a dollar value as of the date of contribution based upon the contributor's daily wage rate. The daily wage rate is determined by multiplying the contributor's regularly assigned hours per day by the contributor's hourly rate of pay.

Enrollment in the Sick Leave Bank shall be continuous from year to year until a member withdraws. Withdrawals are accepted only during an enrollment period and only upon written notice by the member to the Sick Leave Bank Committee (SBC) of his/her intent to withdraw.

1. The SBC shall be composed as follows:

- a. The Superintendent or his/her designee.
- b. Three (3) members appointed by the local Union President.

The SBC shall review and approve or deny all applications to the Sick Leave Bank. The SBC shall also determine the necessity for additional contributions to the Bank and shall notify Bank members of the need for such contributions.

The SBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer.

Decisions of the SBC are final.

The SBC shall review the operation of the Sick Leave Bank annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the Union and the Board.

The SBC shall operate in conformity with the law.

2. General Procedures

- a. An application for an allotment from the Sick Leave Bank will be accepted only from those individuals who have contributed to the Bank.
- b. Allotments will be limited to use from personal illness and serious illness in the immediate family. A doctor's statement is required with the application in order for the request to be considered.
- c. An application will be considered only after a member has used all of his/her accumulated sick leave, compensatory time, all vacation, and available sick leave advances.
- d. Leave allotted from the Sick Leave Bank will be paid at 100% of the member's daily rate of pay.
- e. Once qualified to receive an allotment from the Bank, the maximum amount of leave a member may receive from the Sick Leave Bank shall not exceed the annual number of regularly assigned hours of work. Allotments from the Sick Leave Bank shall commence on the fourth consecutive day of absence for which a member has no accumulated sick days, and shall be reviewed thereafter by the SBC at the request of any member of the SBC.

- f. Allotments from the Sick Leave Bank will be made only for absences under a member's normal bargaining unit employment contract(s).
- g. Leave may not be received from the Bank for absences due to childbirth (natural or cesarean section). Utilization of the Sick Leave Bank for complications arising from pregnancy of childbirth may be authorized by the SBC.
- h. Leave may not be received from the Bank for absences due to disabilities which qualify the member for Workers Compensation personal benefits, unless the member has exhausted all such benefits and his/her own accumulated sick days.
- i. Whenever the amount number of available leave in the Sick Leave Bank falls below \$1,800, the SBC shall request the Sick Leave Bank enrollees to donate one (1) or two (2) additional days of their accumulated sick days to the Sick Leave Bank.
- j. Contributions to the Sick Leave Bank shall not count against a member's attendance record for the purposes of the attendance bonus set forth in Article VII, Section A4.

B. Family and Medical Leave

1. In accordance with this provision, each bargaining unit member is entitled to up to twelve (12) weeks of leave in any 12-month period. A bargaining unit member is permitted to take this leave for the following reasons:
 - (a) The birth of a child or the placement of a child with the bargaining unit member by way of adoption or foster care;
 - (b) Care for a newborn, adopted child or foster child within one year of the child's arrival;
 - (c) Care for a seriously ill child, parent or spouse;
 - (d) Bargaining unit member's medical condition prevents him/her from doing his/her job; and
 - (e) The military-related (exigent circumstances or injured service member) leave provisions of the FMLA.
2. For purposes of these provisions, the 12-month period will be from September 1 of one calendar year through August 31 of the ensuing calendar year.
3. Serious Health Condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital,

hospice, or residential medical facility, or continuing treatment by a health care provider.

4. Only bargaining unit members who have worked at least one (1) year for the District and at least 1100 hours for the employer over the last 12-month period are eligible for family and medical leave.

5. Intermittent Leave:

(a) Leave for either of the reasons in 1(a) or 1(b) may not be taken intermittently or on a reduced leave schedule, unless the bargaining unit member and the Board agree otherwise.

(b) Leave for either of the reasons in 1(c) or 1(d) may be taken intermittently or on a reduced leave schedule when medically necessary.

(c) The Board may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, when the employee needs intermittent leave or leave on a reduced schedule as follows:

(1) For a foreseeable medical treatment for the employee or a family member, including during a period of recovery from a serious health condition, or

(2) For the birth of a child or placement of a child for adoption or foster care.

Any employee temporarily transferred under this provision shall not lose pay or any other benefit of employment.

(d) The term "intermittent leave or reduced leave schedule" is defined as a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of a bargaining unit member.

6. Bargaining unit member's Duties:

(a) Notice

If leave is taken for either of the reasons in 1(a) or 1(b) and the leave is foreseeable based on the expected birth or placement, the bargaining unit member must provide the Superintendent with not less than 30

days' notice, before the date the leave is to begin, unless the date of the birth or placement requires leave to begin in less than 30 days, in which case the bargaining unit member must provide such notice as is practicable.

If leave is taken for either of the reasons in 1(c) or 1(d) and the leave is foreseeable based on planned medical treatment, the bargaining unit member must:

- (1) Make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Board; and
- (2) Provide the Board with not less than 30 days' notice, before the date the leave is to begin, unless the date of the treatment requires leave to begin in less than 30 days in which case the bargaining unit member must provide such notice as is practicable.

(b) Certification

The bargaining unit member must provide, in a timely manner, certification issued by the health care provider of the eligible bargaining unit member or of the son, daughter, spouse, or parent of the bargaining unit member, as appropriate.

This certificate must state:

- (1) The approximate date on which the serious health condition commenced;
- (2) The probable duration of the condition;
- (3) The appropriate medical facts within the knowledge of the health care provider regarding the condition;
- (4) For leave under reason 1(c), a statement that the bargaining unit member is needed to care for the son, daughter, spouse or parent;
- (5) For leave under reason 1(d), a statement that the bargaining unit member is unable to perform the functions of his/her position; and
- (6) In the case of certification for intermittent leave for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment.

If the Board doubts the validity of the certification provided for leave under either of the reasons in 1(c) or 1(d), the Board may require, at its expense that the bargaining unit member obtain a second opinion from a health care provider designated or approved by the Board.

If the second opinion differs from the opinion in the original certification, the Board may require, at its expense, that the bargaining unit member obtain the opinion of a third health care provider designated or approved jointly by the Board and the bargaining unit member. The opinion of the third health care provider shall be final and binding on the Board and the bargaining unit member.

(c) Subsequent Recertification

An eligible bargaining unit member must obtain subsequent recertification on a reasonable basis as determined by U.S. Department of Labor Regulations.

(d) If a bargaining unit member takes leave for the reason in 1(d), the bargaining unit member must present to the Board, prior to resuming work, certification from the bargaining unit member's health care provider stating that the bargaining unit member is able to resume his/her duties.

(e) During his/her leave, a bargaining unit member is required to report periodically to the Board his/her status and when he/she intends to return to work.

(f) If the bargaining unit member fails to return from leave (for reasons other than continuation, recurrence or onset of a serious health condition or other circumstances beyond the control of the bargaining unit member) -- the Board is entitled to recover from the bargaining unit member any premiums that it paid for maintaining health coverage for the bargaining unit member during the period of unpaid leave.

7. Board's Duties:

(a) Maintenance of health benefits: The Board will maintain the bargaining unit member's coverage under its "group plan" during the duration of the leave at the level and under the conditions coverage would have been provided if the bargaining unit member had continued in employment continuously for the duration of such leave.

(b) Restoration of Position -- On return from leave, the Board will:

(1) Restore the bargaining unit member to the position (s)he held when the leave commenced; or

- (2) Restore the bargaining unit member to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.
 - (3) Determination of appropriate assignment will be made on the basis of established Board policies and this Agreement.
- (c) No loss of benefits: The bargaining unit member will not lose any employment benefits accrued prior to the date on which the leave commenced. The term "employment benefits" includes all benefits provided or made available to the bargaining unit member by the Board, including group life insurance, health insurance, and sick leave.
 - (d) A bargaining unit member is not entitled to the accrual of any seniority or sick leave during any period of unpaid leave.
 - (e) If both spouses are working for the Board, their total leave in any 12-month period will be limited to 12 weeks, if the leave is taken:
 - (1) For either of the reasons in 1(a) or 1(b); or
 - (2) For the care of a sick parent under reason 1(c).

8. Substitution of Paid Leave:

- (a) A bargaining unit member must substitute any of his/her accrued paid personal leave, or family leave for leave provided for either of the reasons in 1(a) or 1(b) for any part of the 12-week period of such leave.
- (b) A bargaining unit member must substitute any of his/her accrued personal leave or sick leave for leave provided for either of the reasons in 1(c) or 1(d) for any part of the 12-week period of such leave.
- (c) If the bargaining unit member has not accrued adequate paid leave to encompass the entire 12-week period of leave taken under this Section, the additional weeks of leave necessary to attain the 12 workweeks of leave will be taken without compensation.

C. Appearance in Court

In case of absence from duty in response to a subpoena in a case in court or in an administrative hearing in which the employee is not a party, there shall be deducted from the salary of the employee the amount of any witness fee or other compensation exclusive of any reimbursement paid specifically for expenses incurred by reason of such subpoena. A certificate signed by the employee and stating the amount of such fee or other compensation, if any, must be submitted by the employee, or the full salary for the period of absence shall be deducted.

D. Jury Duty

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:

1. Employee must immediately report to his/her immediate supervisor the receipt of notice to appear for jury duty.
2. The employee will work any part of the day during which it is practical.
3. While on jury duty, the Board shall pay the employee-juror his/her hourly wage rate for the number of hours normally scheduled for that employee-juror to provide service to the District. The employee shall retain any compensation received from the municipal, county, state or federal court for jury duty.
4. A certificate will be required from the employee, properly signed by the court, indicating such periods served on jury duty.

E. Unpaid Leaves of Absence

1. Leaves of absence without pay may be authorized only by the Board upon the recommendation of the Superintendent. Unauthorized absence from duty following the expiration of a leave of absence without pay, or a renewal thereof, or failure to comply with the provisions of the leave, shall constitute grounds which may be considered by the Board as the sole reason for suspension or termination of employment.
2. The application for a leave of absence without pay, or an extension or renewal thereof, must be made in writing to the Superintendent stating the purpose of the leave, and the period of the leave, and must be accompanied by supporting statements concerning the need for or desirability of such leave.
3. Employees of the Board shall be entitled to a leave of absence without pay for a maximum of two (2) consecutive years for personal illness or other disability. Employees may be granted a leave of absence without pay for a maximum of two (2) consecutive years for educational, professional, or other purposes.
4. Employees may request in advance and may be granted days off without pay with the approval of the Superintendent.

5. Employees shall not be granted unpaid leave for employment outside of the District.

F. Personal Leave

1. Three (3) days of unrestricted personal leave will be granted each school year. Such leave shall be non-cumulative.
2. Personal Leave shall not be used on the first or last five (5) days of school, before or after or to extend a vacation or holiday, for gainful employment, on consecutive workdays, or on a day when one (1) or more employees per building are on personal leave. It is further understood that eleven- (11) and twelve- (12) month employees may take Good Friday as a personal leave day in accordance with the terms of this Article without a cap on the number of such employees who take this day.
3. For purposes of this Article the following are considered holidays periods: Labor Day, Thanksgiving Day, Christmas Day/New Years Day, Martin Luther King Day, Presidents Day, Good Friday/Easter Monday, Memorial Day, and Independence Day. Vacation periods include Spring Break, Winter Break, or an eligible employee's vacation under Article XV.
4. No personal leave shall be taken without prior approval. The Superintendent or his/her designee may authorize additional absences for justifiable reasons. The reasons shall be stated in writing.

G. Assault Leave

1. The Board will provide up to a maximum of ten (10) paid work days of assault leave to a bargaining unit member who is absent due to physical disability resulting from an assault which occurs in the course of a bargaining unit member's Board employment. The bargaining unit member will be maintained on full pay status during the period of such absence under the following provisions:
 - a. The bargaining unit member who has been assaulted must furnish a written signed statement on forms provided by the Board to justify use of assault leave.

- b. Medical attention is required, and a certificate from a licensed physician stating the nature of the disability and its duration shall be provided before assault leave can be approved for payment.
2. Falsification of either a written signed statement or a physician's certificate shall be grounds for suspension or termination of employment.
3. Assault leave granted under this provision shall not be charged as sick leave or other leave.
4. If the bargaining unit member is physically disabled by the assault for longer than ten (10) school days, the Superintendent may approve an extension of assault leave and may require a second medical opinion to substantiate such leave extension.
5. If a bargaining unit member's absence resulting from assault is covered by Worker's Compensation, the Board shall provide the additional compensation that will provide the bargaining unit member with the same income he/she was receiving at the time of his/her assault. In the event a delayed award by Worker's Compensation results in total combined payment to the employee which results in an amount equal to or more than the bargaining unit member's normal per diem rate, the excess payment will be returned to the Board.
6. The employee may be required to file charges against the assailant(s), and shall furnish a written statement on forms provided by the Board.
7. Physical disability shall mean actual physical injury and not emotional disability.

ARTICLE VIII -- EMPLOYEE RIGHTS

A. Probationary Period

1. For all new employees the initial probationary period shall be 120 workdays.
2. If the service of a probationary employee is unsatisfactory, the employee may be removed at any time during the probationary period.
3. At the end of the initial probationary period, the Board may take one of the following actions:

- a. grant an additional probationary period of 120 work days based upon specific concerns about the employee's performance during the initial probationary period; or
 - b. grant a limited contract of up to one year in duration ending on June 30; or
 - c. dismiss the employee by written notice.
4. If the employee is granted a second probationary period, the Board may, at the end of that period;
 - a. grant a limited contract of up to one year in duration ending June 30; or
 - b. dismiss the employee with written notice.
5. If the employee is granted a limited contract with a duration of up to one year, the Board may, at the end of the term of that contract:
 - a. nonrenew the limited contract by giving written notice of nonrenewal on or before May 31 of the year in which it expires; or
 - b. grant a continuing contract of employment.
6. During a limited contract, an employee shall be evaluated at least twice by his/her immediate supervisor and shall be given a written evaluation following each evaluation which specifies strengths as well as deficiencies.
7. During a probationary period, an employee shall have no seniority rights or expectation of continued employment. Any discipline, layoff, or other employment decision shall be subject to the discretion of the Board. Dismissal during a probationary period shall not be subject to the grievance procedure. However, after 60 days the bargaining unit member will be treated as an internal candidate for job postings unless their Superintendent can demonstrate performance deficiencies.
8. Employees retained beyond the probationary periods shall have their system seniority computed as of the date of hire; their job classification seniority computed as of their latest date of entry into the job classification. All new employees shall be evaluated in writing at least two (2) times during a probationary period.
9. The parties agree that these provisions shall supersede the provisions of ORC Section 3319.081 as they relate to the employment of bargaining unit members and nonrenewal of their contracts.

B. Evaluation Procedure

1. Employees other than probationary employees shall be evaluated in writing a minimum of one (1) time annually by their immediate supervisor. The employee shall have a reasonable time to correct deficiencies before disciplinary action is taken against the employee.
2. The employee has the right to attach a written rebuttal to the evaluation if he/she does not agree with some portion of the evaluation content before it becomes part of his/her personnel file. The employee shall receive a copy of all evaluations placed in his/her personnel file. The employee, as well as the evaluator, shall sign all evaluations, which only designates receipt and not necessarily acceptance of the statements.
3. If deficiencies are noted, a written improvement plan will be provided and additional evaluations may be conducted until the deficiencies are satisfactorily corrected or other action is taken as deemed appropriate.
4. Upon the request of the employee, a meeting shall be scheduled with the Superintendent and the evaluator at a mutually acceptable time to discuss the employee's evaluation. An employee whose evaluation identifies deficiencies shall be provided a reasonable opportunity to correct the noted deficiencies before adverse employment action is taken

C. Discipline Procedure

1. An employee shall be subject to discipline for a violation of written rules and regulations, insubordination, dishonesty, discourteous treatment of the public, or other just cause.
2. Progressive discipline shall usually be followed; however, offenses of a serious nature may result in a significant discipline, without regard to previous forms of discipline. The following levels of discipline, other than those of a serious nature, shall be followed:
 - a. First Offense – Oral warning
 - b. Second Offense – Written warning
 - c. Third Offense – Written reprimand
 - d. Subsequent Offense – demotion, suspension without pay, termination or a lesser penalty as deemed appropriate by the Administration.

3. Letters of reprimand, suspension, disciplinary action, and derogatory material shall remain in the employee's personnel file but shall not be considered against the employee after a twenty-four (24) month period of time from the date of entry into the personnel file unless related to ongoing documented misconduct of the same or similar nature.
4. When, in the opinion of the Administration, an employee's presence on the job represents a clear and present danger to the work force, the public, the student body, and/or Board property, the Superintendent may suspend the employee with pay until a disciplinary hearing can be held.
5. Prior to the imposition of any level of discipline beyond a written warning, a meeting will be held, at the request of the employee, between the employee, his/her representative and the supervisor proposing the discipline.
6. Bargaining unit members shall be entitled to Union representation at any disciplinary meeting with a supervisor or administrator.
7. A disciplinary hearing shall be afforded to an employee with his/her Union representative or designee prior to the imposition of a demotion, suspension, and/or termination. Prior notice of the hearing shall be given to the employee and the Union President.
8. Any employee who has been disciplined shall be given a copy of any written warning, reprimand, or other disciplinary action that is entered on his/her personnel record within five (5) working days.
9. Any employee who has been disciplined beyond an oral warning or discharged shall be given a written statement describing the basis for the discipline.
10. In the case of a suspension, the employee will be advised as to the duration of the suspension and when it will take effect. Any suspension shall be for a specific number of consecutive days on which the employee would regularly work. Holidays that occur during the period of suspension shall be counted as work days for the purposes of the suspension only. An employee whose last day of suspension immediately precedes a holiday shall not lose holiday pay.
11. Disciplinary actions shall be reviewed through the grievance procedure beginning at Level Two. Grievances pertaining to suspensions, demotions, or termination shall be initiated at the Grievance Mediation Level.

D. Trial Assignment

1. Employees who secure a new assignment in his/her current classification or secure a new classification after fulfilling his/her initial probation shall have a trial period of thirty (30) workdays.
2. At any time during the trial period, the employee may be returned to his/her previous assignment or classification by written directive of the Superintendent or by employee initiative and shall retain his/her previous status.

E. Bulletin Boards

The Board shall provide the local Union with adequate bulletin board space in every school building. Local Union representatives shall have access to such bulletin board space and the right to post and remove notices of Union activities and matters of concern in such space. One above mentioned bulletin board will be located in the area where the bus drivers congregate before their runs and all field-trip notices and job openings shall be posted on this bulletin board.

F. Use of Mailboxes

Local Union representatives shall have the right to use the District's mailing system in transmitting materials; however, the elected official of the Union shall be responsible for all the materials as to quantity and content.

ARTICLE IX -- INSURANCE PLANS

A. Health/Dental Insurance

1. The Board shall provide health and dental insurance for eligible bargaining unit members. As to those members eligible under Paragraph 2 of this Section below, the employee will contribute (by payroll deduction) toward the monthly cost of such insurance benefits in accordance with the following provisions:

	<u>Single</u>	<u>Two-Party:</u>	<u>Family:</u>
Coverage beginning Oct. 2013	8.5%	8.5%	8.5%
Coverage beginning Sept. 2014	9.5%	9.5%	9.5%
Coverage beginning Sept. 2015	10.5%	10.5%	10.5%

2. Health and dental insurance coverage will be provided to all bargaining unit members who regularly work thirty (30) hours or more per week. For multiple positions, the number of hours required for insurance eligibility is thirty-three (33).
3. The Board shall contribute toward the monthly cost of health and dental insurance for any bargaining unit member who regularly works less than thirty (30) hours per week (33 hours per week for multiple job assignments) in accordance with the following schedule:

<u>Hours Regularly Worked Per Week</u>	<u>Board Contribution</u>
25-29.99 (32.99 for multiple job assignments)	60%
10-24.99	50%
0-9.99	0%

4. The Board will offer employees an Employee Assistance Program, the cost of which will be paid by the Board.

B. Life Insurance

1. Life insurance and accidental death and dismemberment for employees who regularly work thirty (30) hours or more per week (33) hours or more for multiple job assignments) will be \$50,000.00.
2. The Board shall contribute toward the premium for any bargaining unit member who regularly works less than thirty (30) hours per week (33 hours per week for multiple job assignments) in accordance with the following schedule:

<u>Hours Regularly Worked Per Week</u>	<u>Board Contribution</u>
25-29.99 (32.99 for multiple job assignments)	60%
10-24.99	50%
0-9.99	0%

3. Each bargaining unit member who is eligible to receive this benefit shall have the option to purchase a like amount of straight Term Life Insurance entirely at his/her cost. It is understood that, after the first thirty (30) calendar days of employment, the employee must meet the insurer's insurability standards.

C. Schedule Of Comprehensive Major Medical Expense Benefits

PRESCRIPTION DRUG BENEFITS 85% OF REASONABLE CHARGE

COINSURANCE REQUIRED	15% OF REASONABLE CHARGE
MAIL ORDER DRUG BENEFIT	85% OF REASONABLE CHARGE
COINSURANCE REQUIRED	15% OF REASONABLE CHARGE

Each bargaining unit member will be issued a prescription drug card (85%-15% benefit at point of service) and will be able to order maintenance prescriptions through a mail order option. Effective January 2014, there will be a \$750 annual cap on the employee's exposure for prescription drugs.

CALENDAR YEAR DEDUCTIBLE

IN-NETWORK (PPO PROVIDERS)

Individual	\$100.00
Family	\$300.00

OUT-OF-NETWORK (NON-PPO PROVIDERS) (eff. 1/1/14)

Individual	\$250.00
Family	\$500.00

MAXIMUM OUT-OF-POCKET

(PPO & NON-PPO PROVIDERS ARE NOT COMBINED)

IN-NETWORK (PPO PROVIDERS)		\$750.00
Individual Benefit Percentage		
First \$4,333.33 of medical expenses	85%	
Excess during calendar year		100%
Per Family Benefit Percentage		
First \$3,000 of medical expenses	85%	
Excess during calendar year		100%
NON-PPO PROVIDERS		\$1,250
Individual Benefit Percentage		
First \$4,000 of medical expenses	75%	
Excess during calendar year		100%
Per Family Benefit Percentage		
First \$3,000 of medical expenses	75%	
Excess during calendar year		100%

CO-PAYMENT

15%; None after out-of-pocket limit
This includes all emergencies

DEPENDENT AGE:

26 unless the dependent is eligible to receive benefits under an employer sponsored health plan other than a group health plan sponsored by the employer of either parent; and at the bargaining unit member's cost and consistent with Ohio law, to age 28 if the child is:

- 1) a natural, stepchild or adopted child of the employee and unmarried;
- 2) a resident of Ohio or a full time student at an accredited public or private higher education institution;
- 3) not employed by an employer that offers any health benefit plan under which the child is eligible; and
- 4) not eligible for Medicaid or Medicare. (Should the above criteria conflict with Ohio law on this subject, as such law may be amended from time to time, it is understood that Ohio law will prevail.)

MATERNITY

All Covered Persons

BENEFIT PERIOD

Calendar Year

PRE-EXISTING PERIOD

No waiting period

**SUPPLEMENTAL ACCIDENT EXPENSE BENEFIT 100% REASONABLE CHARGES WITHIN 90 DAYS
MAX. BENEFIT \$500**

OUTPATIENT SURGERY BENEFITS

If a surgical operation is performed for a covered person on an Outpatient basis benefits for the surgical operation and for charges incurred in connection with the surgery will be payable at 100% of the Reasonable charges, not subject to the deductible. This benefit includes charges for elective sterilization.

WELLNESS BENEFITS

Benefits payable at 100% of Reasonable Charges:

- One (1) routine or medically necessary pap test per year per person;
- One (1) routine or medically necessary mammogram per calendar year per person.

Additional features of the plan include, but are not limited to the following:

1. Charges for routine well baby care and immunizations for children under one year of age.
2. Charges for care rendered in an Alcoholism Treatment Facility (payable as if charges were incurred in a Hospital)
3. Charges for a Hospital Outpatient department cardiac rehabilitation program, limited to a maximum benefit of \$1,000 per calendar year (with qualifiers outlined in the insurance booklet).
4. Charges for professional ambulance service when used in emergency situations to transport a covered person from the place of accidental injury or acute medical episode to the nearest Hospital where required treatment is given. Ambulance charges incurred to transport a covered person from one hospital to another Hospital will be covered only if the first hospital is not equipped to treat the covered person's medical condition. Ambulance charges will only be covered if the attending Physician certifies that such transportation is medically necessary. No other charges for transportation or travel will be covered.
5. It is mutually understood and agreed that the Board-provided health insurance plan must at all times conform with the requirements of federal and Ohio law and that any change in coverages or benefits mandated by law will automatically be incorporated into the plan.

D. Insurance Enrollment Period and Opt-Out

The annual "enrollment period", during which a bargaining unit member may elect to enroll in or opt out of health and dental insurance coverage, is the month of August. An employee's election will be binding until the next window period except in the event of a change in marital status, disqualification or substantial change in a spouse's health insurance benefits, or loss of dependent status as to a spouse's health insurance benefits.

A bargaining unit member may elect to participate in an opt-out of the medical insurance program. The Board shall pay one hundred dollars (\$100.00) per month to each bargaining unit member who is eligible for full benefits and opts-out of the program provided that he/she certifies that they have other health insurance.

A bargaining unit member shall have the right to re-enter the District's insurance program during the annual enrollment period or in the event of the loss of dependent status, change of marital status, termination of spouse's employment, and disqualification or change in spouse's medical benefits. This benefit depends on the existence of a Section 125 Plan.

E. Dental Insurance

The specifics of the plan for dental insurance shall be not less than the level of the coverage that existed during the previous collective bargaining agreement.

1. Level of Benefit

Benefits for covered services shall be the dentist's charge or the UCR allowance, whichever is lower. Dependents for dental insurance purposes has the same meaning as dependents for health care insurance purposes.

2. Plan Maximum

Two Thousand Five Hundred Dollars (\$2,500.00) per benefit year (January 1 through December 31) per covered person except for orthodontia.

3. Deductible per Benefit Year

Twenty Five Dollars (\$25.00) individual; Fifty Dollars (\$50.00) family. Preventive dental care is not subject to the deductible amounts.

4. Preventive Dental Care at 100%

Preventive dental care is not subject to the deductible. This care includes the following:

- a. Routine cleaning and/or examining teeth, supplementary bitewing x-rays, and topical fluoride treatments but not more often than twice for each service in any twelve (12) consecutive months;
- b. Emergency treatment;
- c. Space maintainers that replace prematurely lost teeth for covered children under nineteen (19) years of age.

5. Services Covered at 80%

- a. X-ray examinations including full mouth (once each thirty-six (36) consecutive months).
- b. Simple extractions.
- c. Fillings to restore diseased or accidentally broken teeth. Fillings may be of amalgam, silicate, acrylic, synthetic porcelain, or composite materials.
- d. Endodontics, including root canal treatment, pulp capping, and pulpotomy.
- e. Apicoectomy (surgical removal of the tip of the tooth root).
- f. Management of acute infections and oral lesions.
- g. Oral surgery.
- h. Repair or recementing of crowns, inlays, onlays, bridgework and dentures.
- i. Relining or rebasing dentures at least six (6) months after their installation (once each thirty-six (36) consecutive months).
- j. Inlays, onlays, or crown restorations for diseased or broken teeth (only if regular fillings would not restore teeth adequately).
- k. Periodontal examination and other periodontal treatments, including gingival curettage, gingivectomy, gingivoplasty and osseous surgery (includes flap entry and cleaning).
- l. General anesthesia or the extraction of teeth in connection with other services covered at eighty percent (80%).

6. Services Covered at 50%

- a. Initial installation of bridgework or partial or full removable dentures.
- b. Replacements for dentures or bridgework, or addition of new false teeth to them. This benefit is payable only if: five (5) years have passed since covered bridgework or denture was installed, and covered denture is temporary which must be replaced with a permanent denture within one (1) year.
- c. General anesthesia or the extraction of teeth in connection with other services covered at fifty percent (50%).

7. Services for Orthodontia

Payment for orthodontia services will be made over the course of the treatment and prorated. When oral exams, x-rays, surgery, extractions, and other covered services are rendered in connection with a course of orthodontia treatment, those services are considered to be part of that

course of treatment and are paid at fifty percent (50%) of the dentist's charge, or UCR allowance, and counted toward the lifetime maximum.

Orthodontia is a covered expense for the eligible bargaining unit member, the spouse, and dependent children who have not reached the end of the year of his/her 24th birthday. The lifetime maximum for orthodontia services for each covered person is One Thousand Five Hundred Dollars (\$1,500.00).

8. Predetermination

If a course of treatment can reasonably be expected to involve charges of One Hundred Dollars (\$100.00) or more, a description of the procedures to be performed, which includes x-rays and other diagnostic aids, and an estimate of the dentist's charges should be sent to carrier before treatment begins. When there is a choice of treatments which meet accepted standards of dental practice, carrier will approve the treatment which is less expensive. The carrier will notify bargaining unit member and the dentist of the benefits or treatments certified as payable based upon the course of treatment.

Predetermination does not apply to courses of treatment under One Hundred Dollars (\$100.00) or to emergency treatment, routine oral examinations, x-rays, prophylaxis, and fluoride treatments.

F. Vision Insurance

Effective September 2013, the Board shall offer employees a vision plan with a \$10 exam/\$25 hardware (glass, etc.) deductible.

1. The Board will pay one hundred percent (100%) of the monthly cost for an employee who regularly works thirty (30) hours or more per week. For multiple positions, the number of hours required for such insurance eligibility is thirty-three (33).
2. The Board will contribute toward the monthly cost of such insurance for an employee who regularly works less than thirty (30) hours per week (33 hours per week for multiple job assignments) in accordance with the following schedule:

<u>Hours Regularly Worked Per Week</u>	<u>Board Contribution</u>
25-29.99 (32.99 for multiple job assignments)	60%

10-24.99	50%
0-9.99	0%

G. Benefits While on Unpaid Leave

Except as otherwise provided in Article VII(B) Family and Medical Leave, while a bargaining unit member is on an unpaid leave of absence, insurance benefits may be continued at group rates if the bargaining unit member pays the entire premium in the manner required by the Treasurer, if there is no additional cost to the Board and if the Board's insurance carrier permits this coverage.

H. Maintenance of Coverage

All insurance benefits received by an employee shall be maintained to the end of the month in which the employee resigns, retires, or otherwise separates from the employment of the Board.

I. Enrollment Forms

A new employee and all current employees must annually complete and return insurance enrollment forms before claims can be processed. A new employee must complete an insurance application form before his/her initial coverage will be in effect.

J. Selection of Carrier

The Board shall have the right to select the insurance carrier or to participate in self-insurance plan or consortium without negotiating the carrier with the local Union. Written notice of such a change shall be given to the local Union President.

K. Joint Committee

A joint committee of an equal number of representatives of the Union, the WEA, and the Board shall be established for the purpose of evaluating the health benefits plan, explore alternative plans, and recommend changes to the plan. It is understood that any action on the recommendation of this committee affecting insurance benefits/coverage shall only occur pursuant to bargaining and agreement between the Union and the Board.

L. Section 125 Flexible Spending Plan Account

1. The Board shall establish a Section 125 Plan under the following conditions:

- a. At least 25 employees submit forms to participate and at least 25 employees maintain participation in the Plan.
 - b. The Board will provide a plan which includes insurance premium, flexible spending account, and dependent care.
 - c. The Board will pay the initial "start up" fee and each employee participating in the Plan shall pay the monthly administration fee up to \$2.00 per month.
- 2. In addition to these provisions, the Insurance Opt-out shall run through the Section 125 Plan.
 - 3. If the participation falls below 25, the Plan shall be discontinued.

M. Section 125 Insurance Premiums

If the Section 125 Flexible Spending Account Plan identified in the immediately preceding Section is discontinued, the Board will still maintain a Section 125 Plan restricted to the payment of monthly insurance premiums with pre-tax dollars. Employee participation insofar as insurance premiums are concerned is mandatory under either the Section 125 Plan established under this Section or the Section 125 Plan established under the immediately preceding Section.

ARTICLE X -- SEVERANCE-RETIREMENT PAY

- A. When an employee applies for retirement through SERS and leaves the District, the employee will receive severance pay for a portion of his/her accumulated unused sick leave.
- B. A maximum of eighty (80) days shall be paid. The number of days of severance pay shall be determined by taking one-fourth (1/4) of the days of accumulated sick leave.

Example: 300 days of accumulated sick leave

$$1/4 \times 300 = 75 \text{ days}$$

- C. The rate of pay shall be based on the employee's regular daily rate of pay at the time of retirement.
- D. Payment for sick leave on this basis shall eliminate all sick leave credit accrued by the employee. Such payment shall be made only once to any employee.

- E. The employee must present satisfactory evidence to the Treasurer that the employee's retirement under SERS is in effect. After presentation of this evidence, the Treasurer will cause a lump sum severance paycheck to be issued to the retiree within a period of thirty (30) calendar days.

ARTICLE XI -- PAYROLL - ASSOCIATION DUES/FEE DEDUCTION

- A. The Union and the Board agree that any bargaining unit member hired who is not a member of the Union shall pay a fair share fee not to exceed the dues paid by members of the Union. The fair share fee shall go towards the cost of administering this Agreement by OAPSE and for representation of the bargaining unit.
- B. All employees who are eligible to hold membership in the Union shall become either:
 - 1. A member of the Union and execute an authorization for dues deduction form provided by OAPSE.
 - 2. In the alternative, the Board Treasurer shall deduct from the salaries of the employees, not applying for membership, a fair share fee in the amount set forth in the written notification by the Union Treasurer, such notice to be provided no later than August 1st of each year.
 - 3. Any employee who is a member of and adheres to established traditional tenets or teachings of a bona fide religion or religious body which has historically held conscientious objections to joining or financially supporting an employee organization and which is exempt from taxation under the provisions of the Internal Revenue Code shall not be required to pay such fair share fee as a condition of employment. Upon the submission of proper proof of religious conviction to the State Employment Relations Board (SERB), the Board shall declare the employee exempt from becoming a member of or financially supporting the Union. The employee shall be required, in lieu of the fair share fee, to pay an amount of money equal to such fair share fee to a non-religious charitable fund exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code mutually agreed upon by the employee and the OAPSE State Treasurer. Such employee shall furnish to the OAPSE State Treasurer written receipts evidencing such payments, and failure to make such payments or furnish such receipts shall subject the employee to the same sanctions as would non-payment of Union dues under the Agreement.
 - 4. In no case shall the monthly fair share fee be in excess of the regular

OAPSE membership dues. Such deductions shall be made in twenty-four (24) equal installments.

- C. An employee may withdraw membership during a ten (10) day period from August 22nd through August 31st. Members electing to withdraw from the Union must submit a written request within the ten (10) day withdrawal period to the OAPSE State Office at 6805 Oak Creek Drive, Columbus, Ohio 43229, Attn: Membership Department. Should a member withdraw during the withdrawal period, the Board shall then deduct fair share fees from the employee's pay.
- D. Should a member withdrawal during this withdrawal period, the Board Treasurer shall then deduct according to the fair share fee provision. The Board Treasurer shall forward to the OAPSE State Treasurer the amount of the state and local dues/fees, along with a complete description by name and amount, for each employee. A copy of this description shall be forwarded to the Union Treasurer. This shall be done within ten (10) working days following each deduction.
- E. Upon submission by the employee to the Treasurer of written authorization, the Board agrees to make P.E.O.P.L.E. deductions and to submit such deductions to the OAPSE/AFSCME State Office on the same schedule as dues deductions are submitted. Should the employee revoke such authorization in writing, the Treasurer will cease such deductions and the employee will be ineligible to again authorize such deductions for a period of twelve (12) calendar months.
- F. All employees shall receive twenty-four (24) equal pays. All bargaining unit members shall receive their net pay by means of direct deposit. Each bargaining unit member shall complete the necessary paper work before his/her pay will be deposited.
- G. To qualify for moving vertically to the next step on the employee's wage schedule, the employee must have at least 120 paid days during the immediately preceding school year (July 1 through June 30).

ARTICLE XII -- BUS ROUTES

- A. The Transportation Supervisor shall hold a general meeting approximately two (2) weeks prior to school opening. Bus routes, route changes, and problems pertaining to them will be discussed.
- B. All drivers are expected to attend this meeting and one other general safety meeting as part of their contractual obligations.
- C. Drivers, based upon seniority, may bid upon any open run.

- D. Bus routes assigned to bus drivers will be established for a school year by the October regular meeting of the Board, except when unusual circumstances arise such as an unexpected increase in passengers, road closures. In the event bus routes assigned to bus drivers are to be changed after the first day of classes of a school year, the Superintendent shall notify the Union President of any intended changes in a reasonable manner and afford the Union President the opportunity to provide input from the Union prior to Board action or route changes.
- E. If, under normal circumstances, a route continues to routinely run over, the route shall be studied by the Administration at the request of the driver affected and, if deemed appropriate, the minimum time for the route will be adjusted. If that route routinely runs 30 minutes over for at least 30 days and cannot be adjusted, the route will be put up for bid and offered to drivers on the basis of seniority within the classification series at the semester break.
- F. Mid-day runs are subject to separate bidding using the same seniority list as applies in bidding a.m. and p.m. runs.
- G. In covering a mid-day run where the regular driver is absent, the Transportation Supervisor will assign a substitute and it is understood that a bargaining unit driver with a contracted position whose hours conflict in whole or in part with such mid-day run is obligated to fulfill his/her contracted position and thus ineligible; however, if the regular driver is absent for more than ten (10) consecutive work days, the mid-day run will then be offered to available drivers on the basis of seniority within the classification series and, for this purpose, drivers with a conflicting contracted position will be deemed available.

ARTICLE XIII -- FIELD TRIP PROCEDURES

- A. Field trips are defined as any extra school-related activity for which transportation is needed.
- B. The posting of field trips will generally occur on the Wednesday preceding the week of the trip.

NOTE: It should be understood that occasionally circumstances will necessitate a late posting of a trip.

- C. After posting, drivers should sign up for those trips they are interested in and available to drive, provided completion of the trip will not preclude the driver from completing a regular Mid-day bus run, a regular A.M. bus run, or a regular P.M. bus run. Each driver who signs up for a trip must do so personally.
- D. Field trips are open to all qualified bus drivers of the District. Regular drivers shall have the first opportunity for all field trips. It is agreed that regular drivers may vacate their regular routes to take a field trip of 4½ hours or longer. It is further agreed that a regular driver whose normal job responsibilities include non-driving mid-day duties is not eligible to take a field trip that would interfere with the performance of such mid-day duties unless the trip involves an overnight stay approved in accordance with Section L of this Article.
- E. If there is some reason a driver would like special consideration for a trip, indicate this when signing or consult with the Transportation Supervisor.
- F. A driver must sign up not later than 9:00 a.m. two (2) full work days prior to the day of the trip. The Transportation Supervisor (or designee) shall assign the trip no later than 9:45 a.m. two (2) work days prior to the trip unless precluded from doing so by emergency or unforeseen circumstances
- G. If more drivers sign for a trip than are needed, the trip shall be given to the driver with the least amount of field trip hours during the current school year. If multiple drivers are tied for the least amount of field trip hours, the trip will be offered to the senior driver within the group that requested the trip. The Transportation Supervisor will make the assignment.
- H. It is not ethical or prudent to be awarded a trip and then give it to another bus driver unless a real emergency occurs. If this should happen, the Transportation Supervisor or designee must be notified prior to the trip. If he cannot be reached, it will be the responsibility of the assigned driver to see that someone takes the trip. Any driver that accepts an assignment to a field trip and then cancels out shall be charged for the number of hours of the field trip on the field trip roster.
- I. If any employee reports for work and the trip is canceled, the employee shall receive the minimum of two (2) hours' pay.
- J. Field trip posting sheet shall begin the first day of school and continue three hundred sixty-four (364) days.
- K. Any regular bus driver hired after the commencement of a school year shall assume the average hours among all regular drivers in the District or the number of hours of field trips they have already taken as substitutes, whichever is greater.

- L. Upon prior approval of the Superintendent, a driver who is required to stay overnight on a field trip shall be provided lodging and meal(s) at the Board-approved rates.

ARTICLE XIV -- JOB POSTING

A. Job Posting

1. Whenever a vacancy occurs while school is in session, notice of the vacancy shall be conspicuously posted at least five (5) working days before the Board-approved date of termination. Notice will also be sent to the local Union President. In lieu of this posting and notice procedure, written electronic notice of vacancies that occur while school is not in session will be sent to all bargaining unit members using the email address provided to the District. During summer months defined as the period extending from the last student day of a school year to the first student day of the following school year), job postings shall run for a period of ten (10) weekdays. As to any new instructional assistant position, it is understood that the Administration may use a substitute in the position for up to forty-five (45) work days in order to assess and determine whether a need for a new regular position truly exists; at the conclusion of such period, the position will be posted under Paragraph 2 below as a vacancy if it is determined that such a new position is needed.
2. The job shall be posted for a period of five (5) working days. Posting shall list job location, hours, pay grade, and job description for all positions except instructional assistants. For instructional assistants, the posting shall list hours, pay grade, and job description. Unless otherwise mutually agreed case-by-case, it is understood that an instructional assistant currently assigned to a single student may apply for a posted instructional assistant vacancy only if the applicant has served the student for at least two (2) full school years and that an instructional assistant currently assigned to a group of students may apply for a posted instructional assistant vacancy only if the applicant has served the group of students for at least one (1) full school year; it is further understood that a trial assignment in accordance with the provisions of Article VIII, Section D of this Agreement applies to any new assignment as an instructional assistant.
3. The Board will make every reasonable effort to fill openings within a reasonable length of time. In the case of a job posting during summer months, the opening will be filled within twenty (20) weekdays after expiration of the posting.

4. It is mutually understood that the Board may withdraw a job posting if it is determined for any reason that the position is not needed.

B. Vacancies

All entry-level positions shall be tested in accordance with the provisions in paragraph 7(a) below.

1. All class levels beyond the entry level for all departments shall be tested and considered promotional. Testing shall be supervised by the Superintendent or his/her designee. All tests shall be job related and fair in their makeup.
2. The Superintendent or his/her designee shall develop all tests. Union officials will be afforded the opportunity to provide input on the content of the tests. After developing test questions, the Superintendent or his/her designee shall provide a list of necessary source material to the Board, to the local Union, and to employees upon request.
3. Whenever a test is scheduled, notice shall be sent to all employee-applicants at least five (5) working days before the test date. The notice shall indicate the date, time and place of the test.
4. Administration of the test shall be the responsibility of the Superintendent or his/her designee. An employee's test score is valid for one (1) year unless an employee chooses to retest for a position. Thereafter, an employee is required to retake the test for a position that has a testing obligation.
5. The minimum acceptable score shall be at least seventy percent (70%). If none of the applicants earns a score of seventy percent then a re-test shall be scheduled. An employee who earns a score of at least seventy percent (70%) shall be eligible for bonus points as specified in XIV B.6.
6. One (1) point per year shall be awarded for service in the District to a maximum of three (3) points on competitive examinations given to fill bargaining unit positions.
7. Vacancies shall be filled in the following sequence:
 - a. Lateral Movement - which is a job change within a particular class. The vacancy shall be offered to the interested senior employee in the department. No test or probationary period shall be required.
 - b. Downward Movement - which is a job change to a lower paying job

within the employee's present department. The vacancy shall be offered to the interested senior employee in the department. No test or probationary period shall be required.

- c. Promotional Movement - which is a job change to a different classification higher than entry level in any department. The vacancy shall require a test and trial period as specified in Article VIII, Section D of this Agreement, and shall be offered in the following sequence.
- (1) The employee within a department who receives the highest passing score in the promotional test shall be offered the position. In the event that two or more employees have the same score the seniority and the annual performance evaluations shall be used to determine the employee who shall be promoted
 - (2) If no employee within the department takes the test, or receives a passing score: the position shall first be offered to the employee in another department who receives the highest passing score. In the event that two (2) or more employees have the same score, the seniority and the annual performance evaluations shall be used to determine the employee who shall be promoted.
 - (3) Notwithstanding the above provisions, it is recognized and agreed that, because of its unique skill requirements and responsibilities, a vacancy in the District Maintenance classification will be offered to the applicant who, in the judgment of the Building and Grounds Supervisor and Superintendent, is best qualified for the position.
- d. Movement to Entry Level Position- this occurs when an existing bargaining unit member expresses interest in an entry-level position in another department. The individual may want to change positions or have multiple positions. The vacancy shall require a test and a trail assignment, as specified in Article VIII, Section D of this Agreement, and shall be offered to the bargaining unit member who earns a passing grade on the test and has the most seniority. In the event that two (2) or more employees who pass the test have the same seniority, the one with the higher score will be given the position. In the event that two (2) or more employees who pass the test have the same seniority and earn the same score on the test,

their annual performance evaluations shall be used to determine the employee who shall be given the position.

8. a. The parties agree the Board will not hire outside of the bargaining unit unless there are no internal applicants deemed qualified by the Board or Administration.
- b. Bargaining unit members hired prior to September 1, 2013 may hold multiple positions and may not be disqualified solely because of benefit eligibility when applying for multiple positions. However, for the purposes of multiple positions in different classifications, full insurance benefits shall not occur unless the employee works at least 33 hours per week. Employees hired on or after September 1, 2013 may not hold multiple positions.
- c. The Board shall not be required to award a vacancy to an employee that conflicts with their current working hours or that would require the regular payment of overtime unless the employee is willing to give up their current position for the vacancy.

C. Available Summer Work

Employees who are interested in available summer work shall notify the Superintendent or his/her designee in writing before May 1 of each year. Bargaining unit members who meet the qualifications for a position shall have the first opportunity for available summer work in that position by virtue of system seniority with the District.

D. Short-Hour Positions

1. Incumbent applicants in a department as listed in Article I shall have first opportunity for additional work hours (anything one and one-half (1 1/2) hours or less) at their school facility as long as they are not scheduled to work during those hours.
2. The additional work hours (one and one-half (1 1/2) hours or less) shall then be made available to interested, qualified and eligible bargaining unit members in the facility, followed by other bargaining unit members in the District who are interested, qualified and eligible.
3. Selection will be made by seniority if candidates are determined to be substantially qualified.

4. Applicants for short-hour jobs (one and one-half (1 1/2) hours or less) can be rejected if it would give them over eight (8) hours of work per day.
5. Assignments to two (2) jobs will be kept separate in all respects except for fringe benefits and sick leave credit.
6. Transportation employees shall be offered any extra hours that may be available for washing the outside of busses that is not performed by the Assistant Mechanic. Those choosing to be offered such hours should notify the Transportation Supervisor and an equalization of hours will be maintained. Pay for this purpose will be \$12.80 per hour, no more than two (2) hours per bus.

Each transportation employee is responsible for maintaining the cleanliness of the inside of his/her assigned bus during the school year. Summer bus washing (i.e., the end-of-the-year scrub-down) shall be paid at the rate of Sixty Dollars (\$60.00) per bus.

E. Activity Run

The activity run shall be treated separate from field trips (hours not counted), shall be run on an as needed basis, paid at the driver's regular rate of pay, and rotated among regular drivers that volunteer and shall not interfere with a regular run.

F. Internal Substitute Work

1. Occasionally there are temporary vacancies due to absence which the Board deems necessary to fill.
2. The following procedure is to be utilized when filling temporary vacancies:
 - a. Qualified classification series employees working the same shift in the effected building will be offered the opportunity to move to a temporary vacancy if the vacancy pays more than their current position. (The Board is not obligated to move an employee into a position that would place them in an overtime situation.)
 - b. If not filled by (A) the vacancy will be offered to other classification series employees from the other buildings working the same shift if the vacancy pays more than their current position.
3. Pay for qualified classification series employees filling temporary vacancies shall be their current rate of pay for the position they hold for all

hours worked. After ten (10) consecutive work days in the temporary vacancy, the employee shall be paid the rate for the position in which he/she substitutes. Employees substituting in one classification for a duration of more than sixty (60) consecutive work days shall be eligible for benefits.

4. The position they vacate may be filled by substitute employees at the Board's rate. The substitute rate will be paid to any employee filling a vacancy outside of their classification series.
5. The hours worked as an internal substitute shall not be counted for the purpose of insurance eligibility, except as provided in Paragraph 3 above.

G. Secretary Replacement

If it is known in advance that a Secretary-Principal or Secretary-Regular will be absent or a Secretary-Principal or Secretary-Regular position will be vacant for more than three (3) consecutive workdays, a replacement will be obtained for that position for the duration of the absence.

ARTICLE XV -- VACATIONS

- A. For those categories that earn vacation time, the following schedule will apply:

Upon initial employment, vacation days will accrue on a monthly basis at a rate of .8333 days per month (ten [10] days per year).

Upon completion of five (5) years of service, vacation days will accrue on a monthly basis at a rate of 1.25 days per month (fifteen [15] days per year).

Upon completion of ten (10) years of service, vacation days will accrue on a monthly basis at a rate of 1.666 days per month (twenty [20] days per year).

- B. Vacations may be scheduled by eligible employees whenever they choose, provided the employee gives at least ten (10) working days written notice (vacation request form) before taking any vacation (except in an emergency situation or special circumstance approved by the Superintendent or designee). Confirmation of the approved vacation will be provided within five (5) work days of the request.
- C. One day vacations will be permitted by giving at least two (2) working days written notice to the employee's supervisor. Confirmation of the approved vacation will be provided by telephone prior to the requested vacation day.

- D. The parties further agree the Board policy will permit an employee to carry over up to twenty (20) accrued vacation days from one year to the next (June 30 to July 1).

ARTICLE XVI -- HOLIDAY PAY

- A. All nine- (9) and ten- (10) month employees shall receive the following holidays:

Labor Day	New Years Day
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving	Presidents Day
Christmas Day	Memorial Day

- B. All eleven- (11) and twelve- (12) month employees shall receive the following holidays:

Labor Day	New Years Eve Day
Thanksgiving Day	New Years Day
Day after Thanksgiving	Martin Luther King Day
Christmas Eve Day	Presidents Day
Christmas Day	Memorial Day
	Independence Day

- C. The amount of holiday pay for an employee will be based upon the average number of daily hours worked during the preceding month or the contracted number of hours, whichever is greater.

ARTICLE XVII -- PERSONNEL FILE REVIEW

- A. An employee shall have the right, upon reasonable notice, to view the materials in his/her personnel file with the Superintendent or his/her designee present, exclusive of confidential letters of recommendation or references. If an unfavorable statement or notation is in the file, the staff member shall be given an opportunity to place a statement of rebuttal or explanation in his/her file.
- B. All documents included in an employee file shall be dated and identified as to source.
- C. The employee shall be notified when unfavorable material is to be placed in the file and the employee will receive a copy.

ARTICLE XVIII -- LONGEVITY

- A. A longevity payment will be made by adding an annual increment in each classification after eight (8), eleven (11), fourteen (14), seventeen (17), twenty (20), twenty-three (23), twenty-six (26), twenty-nine (29), thirty-two (32), thirty-five (35), thirty-eight (38), and forty-one (41) years of service in the Woodridge District.
- B. For those classifications with no increment, the longevity payment eight (8), eleven (11), fourteen (14), seventeen (17), twenty (20), twenty-three (23), and twenty-six (26), twenty-nine (29), thirty-two (32), thirty-five (35), thirty-eight (38), and forty-one (41) years of service in the Woodridge District shall be \$.185:

Custodial Aide	Transportation Aide
Instructional Assistant	Truck Driver
Part-time Hourly	Courier
Monitor	

ARTICLE XIX -- RELEASE TIME

The local Union President, and/or his/her designee(s), subject to the approval of the Superintendent and building principal, may be excused for a maximum of seven (7) workdays, without loss of pay, either to attend the annual Union convention or to conduct business related to the local Union. No other expenses shall be borne by the Board. The seven (7) days per year may be assigned in one-half (1/2) day increments. In addition to the foregoing and subject to approval of the Superintendent and building principal, there shall be an additional three (3) workdays available for the purpose of collective bargaining with the Board in a contract renewal year.

ARTICLE XX -- OVERTIME

- A. All employees shall be paid one and one-half (1 1/2) times their regular hourly wage rate for all approved hours worked after being in pay status in each classification forty (40) hours in one (1) week.
- B. Any employee called back to work after leaving the work site shall be paid a minimum of two (2) hours at time and one-half (1 1/2). If the "call-back" occurs after midnight, the pay shall be a minimum of two (2) hours at time and one-half (1 1/2).

- C. Reasonable efforts shall be made to distribute overtime in an equitable manner. It is understood that sudden or unforeseen circumstances or the need for certain qualifications may affect the distribution of overtime.
- D. Each employee shall be paid time and one-half (1½) for all hours worked in excess of forty (40) hours per week. Holiday pay shall be double time whenever requested to report for duty. Holiday hours are counted as hours worked in the week the holiday is observed.
- E. Because of the call out, the employee's regular scheduled day shall not be shortened, except upon the request of the supervisor and agreed to by the employee.

ARTICLE XXI -- LAY-OFF AND RECALL

Definitions for the purpose of this Article:

System Seniority- Determined by the employee's most recent date of hire with the Board into a District bargaining unit position.

Classification Seniority Determined by the employee's most recent date of hire with the Board into the particular classification.

In both cases, Board-approved leaves of absence shall not constitute an interruption of seniority; however, an employee shall not accrue seniority credit while on an unpaid leave (exceptions: FMLA leave and worker's compensation). If two (2) or more employees have the same date of hire (defined as the employee's actual starting work date or the date upon which his/her employment was Board-approved, whichever comes first), the employee's recommendation-to-hire date shall determine who is most senior. If there is still a tie in seniority, seniority shall be determined by utilizing the last four (4) digits of an employee's social security number, with the highest number being the senior employee and then graduating down to the lowest number.

- A. If it becomes necessary to reduce nonteaching staff due to lack of funds or lack of work, the Superintendent and the Union shall meet to discuss the reduction prior to the Board instituting such reduction.
- B. When it has been determined that a reduction is necessary, employees in an initial probationary status shall be laid off first. Additional reductions shall begin with the layoff of the least senior (using classification seniority) employee in any affected classification, continuing in order of seniority until the reduction is complete.

If the position being eliminated within the classification is not the position currently held by the least senior employee, it is understood that, in reassigning the remaining positions within the classification, the person who held the position being eliminated may elect to displace the least senior person in the classification whose regular hours are equal or closest to (but not above) the regular hours of the position being eliminated. An employee thus displaced may, in turn, elect to displace the least senior person in the classification whose regular hours are equal or closest to (but not above) the regular hours of such displaced person. An employee whose regular hours are reduced by operation of this provision will not for that reason be adversely affected as to insurance fringe benefits for a period of up to twenty-four (24) months from the effective date of the reduction in hours if, during this period, the employee pursues any job opening that involves comparable skills and pay and that would, if awarded and accepted, return the employee to regular hours comparable to those enjoyed before any operation of this provision.

- C. An employee laid off under Section B above shall be granted bumping rights in accordance with this Section. Specifically, bumping shall be exercised on the basis of seniority using the classification seniority within the classification series. The affected employee may displace the least senior employee within the same classification series progression whose regular hours are equal or closest to (but not above) the regular hours of the employee who is bumping. An employee thus bumped may, in turn, bump the least senior person in the classification series progression whose regular hours are equal or closest to (but not above) the regular hours of the bumped employee.

If bumping into a lesser classification, in the series, does not allow the employee to attain like hours or days, and the employee has the proper licensing or certification necessary, the employee may bump the least senior (using system seniority) employee in the classification, if any, he/she has previously held.

For the purpose of determining bumping rights, there shall be established eleven (11) classification series as follows with the classifications listed in order of bumping progression.

CLASSIFICATIONS:

- | | |
|-----------------------|-----------------------------|
| 1. Transportation | 2. Transportation |
| A. Bus Mechanic | A. Bus Drivers |
| B. Asst. Bus Mechanic | B. Transportation Attendant |

- | | |
|---|--|
| <p>3. Cafeteria
 A. Food Service Manager
 B. Food Service Helper</p> | <p>4. Custodians
 A. Assistant to the Maintenance Supervisor
 B. District Maintenance/Head Custodian (H/S, M/S, I/M, Primary)
 C. Assistant Custodian
 D. Custodial Aide</p> |
| <p>5. Secretaries
 A. Secretary - Principal
 B. Secretary - Regular
 C. Secretary - Clerk</p> | |
| <p>6. Instructional Assistant</p> | <p>7. Monitors</p> |
| <p>8. Truck Driver</p> | <p>9. Part-Time Hourly</p> |
| <p>10. Courier</p> | <p>11. Technology Support Specialist</p> |
| <p>12. EMIS Assistant</p> | <p>13. Transportation Office Assistant</p> |

D. Employees who retrogress under the provisions of this procedure to a lower pay range shall not be reduced in pay, but shall retain their current rate of pay and remain frozen until such times as they return to their original or equivalent position or until the salary of the new position surpasses that which the employee was earning prior to the retrogression.

E. Thirty (30) days prior to the effective date of any layoff the Board shall prepare and post for inspection, in a conspicuous place, a list of names of employees with, their seniority dates and currently held job classifications and indicate which employees are to be laid off. Each employee to be laid off shall be given advance written notice of the layoff, with a statement advising the employee of his/her bumping and reinstatement rights. The Union President shall receive a copy prior to the posting.

G. Laid-off employees shall receive all job vacancy postings and be eligible to bid under procedures set forth in this Agreement. Vacancies, which remain following this procedure, shall be offered to the most senior employee on the recall list in that classification. Employees shall be notified of such vacancy by registered or certified mail addressed to the employee's last known address. The employee shall have seven (7) working days from the date the notice was mailed to accept the offer. If the employee does not accept the recall offer within the timeline set forth

above, the vacancy shall be offered to the next most senior employee on the recall list in that classification. A copy shall be sent to the Union President.

- H. Any employee reduced in pay range or laid off shall retain recall rights for a period of twenty-four (24) months from the effective date of his/her lay-off. The Board shall not hire any new employee in any classification in which and employee in that specific classification is still on lay-off status until all employees reduced or laid-off in that classification have been offered an opportunity to be reinstated. Reinstatement from the recall list shall be to the same or equivalent position and hours as previously held prior to layoff. If reinstated during this period, the employee shall retain all previous accumulated seniority and all rights related to salary and fringe benefits.

ARTICLE XXII -- SHIFT/DIFFERENTIAL

Regular custodial personnel, whose shift begins at or after noon, shall receive a stipend of twenty-nine cents (29¢) per hour over and above their regular salary schedule.

ARTICLE XXIII -- CALAMITY DAYS

- A. All employees shall be paid their regular daily rates of pay for all time lost when schools are closed or a delayed start is implemented due to an epidemic or other public calamity, and such lost time is waived for make-up.
- B. Employees will not be charged for a personal day, vacation day, or sick day if the day falls on a declared calamity day.
- C. When, due to adverse weather conditions or otherwise, the Board is required to schedule make-up days in order to complete a legal school year for all students, bargaining unit members shall be eligible for compensation for working on make-up days if they already received pay for canceled school days beyond the five (5) days built into the school year calendar.

Full time employees required to work on such calamity days shall be paid at time and one-half (1½) for hours worked outside of the regular scheduled hours. Employees shall be paid their regular rate of pay for calamity hours or days worked in addition to Calamity Day pay.

Calamity days, if not worked, shall be counted as days worked for the purpose of determining accumulation of hours for overtime payment. If worked, actual; hours worked plus calamity hours will be used in such a manner.

ARTICLE XXIV -- NOTICE OF HOURLY WAGE RATE

Hourly wage rate notices shall be mailed to bargaining unit employees during July of each year. The notice shall contain the hourly wage rate, the number of days the employee is expected to be available for work, and the expected annual rate.

ARTICLE XXV -- SERS PICK-UP

- A. The Board Treasurer shall contribute to the School Employees Retirement System (SERS), in addition to the Board's required employer contribution, an amount equal to each employee's contribution in lieu of payment to such employee. The amount contributed by the Board on behalf of the employee shall be treated as a mandatory wage reduction from the hourly wage otherwise payable to such nonteaching employees.
- B. The total annual wage for each employee shall be the wage otherwise payable under his/her contracts. The total hourly wage shall be payable by the Board in two (2) parts: (1) deferred wage; and (2) cash wage. An employee's deferred wage shall be equal to that percentage of the employee's total annual wage which is required by SERS to be paid as an employee contribution by the employee and shall be paid by the Board to SERS on behalf of the employee as a "pick-up" of the SERS employee contribution otherwise payable by the employee. An employee's cash wage shall be equal to the employee's total annual wage less the amount of the "pick-up" for the employee and shall be payable, subject to applicable payroll deductions, to the employee.
- C. The Board's total combined expenditures for employee's total annual wages otherwise payable under their contracts (including "pick-up" amounts) and its employer contributions to SERS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.
- D. The Board shall compute and remit its employer contributions to SERS based upon the total annual wage, including the "pick-up." The Board shall report for federal and Ohio income tax purposes as an employee's gross income the employee's total annual wage less the amount of the "pick-up." The Board shall report for municipal income tax purposes as an employee's gross income the employee's total annual wage, including the amount of the "pick-up." The Board shall compute income tax withholding based upon gross income as reported to the respective tax authorities.
- E. The "pick-up" shall be included in the employee's total annual wage for the purpose of determining salary adjustments to be made due to absence, or for any other similar purposes.

- F. The "pick-up" shall be a uniform percent for all nonteaching employees, and it shall apply to all payroll payments made after the effective date of this provision and shall not be at the individual employee's option.
- G. The current taxation or deferred taxation of the "pick-up" is determined solely by the Internal Revenue Service (IRS), and compliance with this Section does not guarantee that the tax on the "pick-up" will be deferred. If the IRS or other governmental entity declares the "pick-up" not to be tax deferred, this Section shall be null and void and the SERS contribution procedure in place prior to the effective date of this provision shall be in effect.

ARTICLE XXVI -- COMMUNICATIONS FORUM

- A. Regular meetings between the Board and the Union shall be scheduled and convened to discuss matters of mutual concern. Specific grievances shall not be discussed, nor shall the meetings be considered bargaining sessions. Moreover, matters pertaining to or affecting the wages, hours, or terms and conditions of employment of bargaining unit members, and matters pertaining to the terms of this Agreement, shall not be addressed in these meetings. Meetings shall be scheduled on a mutually convenient date and time, but will be conducted not less than quarterly. Committee meetings are not intended to replace informal communications between the Board and the Union and/or their representatives.
- B. A committee consisting of six (6) representatives shall constitute the Board Committee. A committee consisting of six (6) members of the bargaining unit shall constitute the Union Committee.
- C. The Board shall arrange for training of all committee members in collaborative problem solving. Bargaining unit members will be released from their regular duties for this training but will not receive additional compensation for the additional personal time required for these sessions.

ARTICLE XXVII - OCCUPATIONAL SAFETY AND HEALTH

- A. Report Internally First

The parties desire to first deal with safety and health complaints internally to attempt to correct any health or safety allegations. Accordingly, neither the Union nor a bargaining unit member may file a complaint with the Ohio Department of Industrial Relations until after the Board and Administration have been notified of the

complaint and have had at least a five (5) business day opportunity to resolve the complaint.

B. Right to Reassign

Before exercising his/her right to refuse to work under ORC Section 4167.06 because of a condition which the bargaining unit member acting in good faith reasonably believes presents an imminent danger of death or serious harm to the bargaining unit member, the bargaining unit member will immediately notify his/her supervisor of the condition. The bargaining unit member may be temporarily reassigned while the condition is being investigated and/or corrected.

C. Discrimination to be Grieved

A bargaining unit member who wishes to assert a claim of discrimination as defined in ORC Chapter 4167 may use the grievance procedure in this Agreement as the means for asserting such a claim.

ARTICLE XXVIII -- TOBACCO/ALCOHOL FREE ENVIRONMENT

- A. All buildings, vehicles, and property owned and/or operated by the Board shall be tobacco free environments.
- B. The use of tobacco and/or alcohol products (e.g. cigarettes, chewing tobacco, etc.) shall be prohibited.
- C. For the purposes of this provision, the prohibitions of this Article apply inside of Board property (e.g. building, bus, etc.) and outside (e.g. parking lot, campus area, etc.).
- D. In addition, any current bargaining unit member may enter a Board-approved smoke cessation program at Board expense during the term of this Agreement.

ARTICLE XXIX -- TRAVEL ALLOWANCE

When a bargaining unit member is required to use his/her personal vehicle during the work day in the performance of his/her job duties, mileage reimbursement will be at the rate per mile established by the Internal Revenue Service. Travel must be required or approved prior to the travel by the Administration.

ARTICLE XXX -- DISTRIBUTION OF MEDICATION/FIRST AID

- A. Employees who may be required to administer drugs or to perform first aid shall be provided proper training. The Board shall indemnify and hold harmless an employee against a claim arising out of the administration of medication or performance of first aid by an employee in the scope of his/her employment.
- B. In the event particular bargaining unit members are required to administer drugs prescribed by physicians to students pursuant to ORC Section 3313.713, or are required to perform first aid, the Board agrees to:
 - 1. Provide such employees with adequate training;
 - 2. Indemnify and save harmless the employees from all claims, demands, damages, liabilities, costs, expenses, or judgments for or arising out of actions connected with the administration of drugs or performing first aid whether caused by the negligence of the employees or otherwise;
 - 3. Provide a defense for the employees in the event that the employees are sued for any actions arising out of the administration of drugs or performing first aid; and
 - 4. Employees shall not lose compensation when required to be absent due to the aforementioned.
- C. If ORC Section 3313.713 is repealed, the parties agree to meet to renegotiate this provision.
- D. The Board shall provide rubber gloves for use by employees at each work site where drugs are to be administered or first aid performed.

ARTICLE XXXI -- OPEN ENROLLMENT FOR BARGAINING UNIT MEMBERS CHILDREN

- A. All bargaining unit members' children may attend District schools through open enrollment with the following restrictions:
 - 1. No student shall be admitted to Kindergarten through grade 2 if the class average in the grade level where the student would be enrolled exceeds 20 to 1.
 - 2. No student shall be admitted to grade 3 through grade 5 if the class average in the grade level where the student would be enrolled exceeds 23 to 1.

3. From the sixth grade through the twelfth grade, the Superintendent shall determine if the additional student(s) will be a hardship on the bargaining unit member and/or the total school enrollment.
4. Once a student is enrolled that student may continue to attend District schools as long as attendance is in consecutive years. If a student is withdrawn, readmittance may occur under the same restrictions that applied with regard to the initial application for admission.
5. A written request may be initiated at any time; however, student will only be admitted at the beginning of a new school year.
6. An open enrollment written request for admission to the District schools must be made to the Superintendent through the principal's office prior to registration.
7. A written decision shall be returned to the bargaining unit member no later than seven (7) days prior to the first day for students.
8. The Superintendent's decision is final regarding all open enrollment requests.
9. Transportation is a parent's responsibility.

ARTICLE XXXII --- UNION RIGHTS

The Union shall have the following rights contained in any other portion of this Agreement:

- A. The right of access at reasonable times to areas in which the employees work.
- B. The right to use, without charge, Board bulletin boards, mailboxes, and other means of communication for the posting or transmission of information or notices concerning Union matters between District buildings.
- C. The right to the reasonable use without charge of institutional equipment, facilities, and buildings at reasonable times with prior approval of the Administration.
- D. The right to review employee's files and any other records dealing with employees in accordance with ORC Section 149.43.

- E. The right to review at reasonable times any other material in the possession of or produced by the District necessary for the Union to fulfill its role as the exclusive bargaining representative.
- F. The right to receive upon request one (1) copy of any budget or financial material submitted at any time to the Board.
- G. A copy of the negotiated agreement, including the salary and the fringe benefits package will be provided to bargaining unit members .
- H. The Union President shall be provided with copies of the Board agenda and all relevant reports at the same time these documents are available to the Board.
- I. The Board agrees to furnish the Union with an up-to-date copy of Board Policy and all revisions as they are approved by the Board.
- J. No later than October 1st each year, the Board shall provide the Union President with names, home address and phone numbers, building assignments, classification(s) of all current employees. Hours will not be reduced unless the Union President is notified by the Administration. Such information shall be also provided for all newly hired or transferred employees, no later than ten (10) working days following Board action.

ARTICLE XXXIII--DURATION

This Agreement is effective July 1, 2013 and expires at 11:59 p.m., June 30, 2016.

IN WITNESS WHEREOF, the following have hereunto set their hands at Cuyahoga Falls, Ohio, this 24th day of September 2013.

WOODRIDGE LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION:

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

Clarry Heffernan
President

[Signature]
Union Field Representative

Walter [Signature]
Superintendent

[Signature]
President Local 544

Alexander [Signature]
Treasurer

WAGE SCHEDULES EFF. 7/1/13-6/30/16

The regular wage schedules for bargaining unit job classifications during the 2013-14, 2014-15, and 2015-16 contract years appear on the following pages (it is mutually understood that a contract year runs from June 1 through June 30). Independent of such wage schedules, bargaining unit employees will, in each contract year, receive a one-time cash incentive payment (less required payroll withholdings) based on the employee's annualized wages for regularly contracted hours of work. Payment will be made on the last regular payday of November in accordance with the following schedule:

<u>Contract Year</u>	<u>Percent of Annual Wages for Contracted Hours</u>
2013-14	1.25%;
2014-15	1%;
2015-16	1%.

O.A.P.S.E. WAGE SCHEDULE

Position: **Bus Driver A.M., Mid-Day and/or P.M.**
 Contract Term: **188**
 Hours/Day: **2**
 Longevity Years: **8,11,14,17,20,23,26,29,32,35,38,41**

This schedule is driven by the base hourly rate. Annual increments through the first four (4) years are \$.17 each. Longevity increments begin at year 8 and are \$.17 each. Two hour minimum per run; additional \$.10 if advanced driving course is successfully completed. Field trip rates: \$17.81 FY 14, \$17.99 FY 15 \$18.17 FY 16 (2 hr Min)

YEARS COMPLETED

	2013-2014	2014-2015	2015-2016
	1%	1%	1%
0	20.27	20.47	20.68
1	20.44	20.64	20.85
2	20.61	20.81	21.02
3	20.78	20.98	21.19
4	20.95	21.15	21.36
5	20.95	21.15	21.36
6	20.95	21.15	21.36
7	20.95	21.15	21.36
8	21.12	21.32	21.53
9	21.12	21.32	21.53
10	21.12	21.32	21.53
11	21.29	21.49	21.70
12	21.29	21.49	21.70
13	21.29	21.49	21.70
14	21.46	21.66	21.87
15	21.46	21.66	21.87
16	21.46	21.66	21.87
17	21.63	21.83	22.04
18	21.63	21.83	22.04
19	21.63	21.83	22.04
20	21.80	22.00	22.21
21	21.80	22.00	22.21
22	21.80	22.00	22.21
23	21.97	22.17	22.38
24	21.97	22.17	22.38
25	21.97	22.17	22.38
26	22.14	22.34	22.55
27	22.14	22.34	22.55
28	22.14	22.34	22.55
29	22.31	22.51	22.72
30	22.31	22.51	22.72
31	22.31	22.51	22.72
32	22.48	22.68	22.89
33	22.48	22.68	22.89
34	22.48	22.68	22.89
35	22.65	22.85	23.06
36	22.65	22.85	23.06
37	22.65	22.85	23.06
38	22.82	23.02	23.23
39	22.82	23.02	23.23
40	22.82	23.02	23.23
41	22.99	23.19	23.40

O.A.P.S.E. WAGE SCHEDULE

Position: **Bus Mechanic**
 Contract Term: 261
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first seven (7) years are \$.17 each. Longevity increments begin at year 8 and are \$.17 each.

YEARS <u>COMPLETED</u>	<u>HOURLY RATES</u>		
	2013-2014	2014-2015	2015-2016
0	23.17	23.40	23.63
1	23.34	23.57	23.80
2	23.51	23.74	23.97
3	23.68	23.91	24.14
4	23.85	24.08	24.31
5	24.02	24.25	24.48
6	24.19	24.42	24.65
7	24.36	24.59	24.82
8	24.53	24.76	24.99
9	24.53	24.76	24.99
10	24.53	24.76	24.99
11	24.70	24.93	25.16
12	24.70	24.93	25.16
13	24.70	24.93	25.16
14	24.87	25.10	25.33
15	24.87	25.10	25.33
16	24.87	25.10	25.33
17	25.04	25.27	25.50
18	25.04	25.27	25.50
19	25.04	25.27	25.50
20	25.21	25.44	25.67
21	25.21	25.44	25.67
22	25.21	25.44	25.67
23	25.38	25.61	25.84
24	25.38	25.61	25.84
25	25.38	25.61	25.84
26	25.55	25.78	26.01
27	25.55	25.78	26.01
28	25.55	25.78	26.01
29	25.72	25.95	26.18
30	25.72	25.95	26.18
31	25.72	25.95	26.18
32	25.89	26.12	26.35
33	25.89	26.12	26.35
34	25.89	26.12	26.35
35	26.06	26.29	26.52
36	26.06	26.29	26.52
37	26.06	26.29	26.52
38	26.23	26.46	26.69
39	26.23	26.46	26.69
40	26.23	26.46	26.69
41	26.40	26.63	26.86

O.A.P.S.E. WAGE SCHEDULE

Position: **Asst. Bus Mechanic**
 Contract Term: 261
 Hours/Day: 8
 Longevity Years: 8, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38, 41

This schedule is driven by the base hourly rate. Annual increments through the first five (5) years are \$.16 each. Longevity increments begin at year 8 and are \$.16 each.

YEARS COMPLETED 2013-2014 2014-2015 2015-2016

	1%	1%	1%
0	15.36	15.52	15.67
1	15.52	15.68	15.83
2	15.68	15.84	15.99
3	15.84	16.00	16.15
4	16.00	16.16	16.31
5	16.16	16.32	16.47
6	16.16	16.32	16.47
7	16.16	16.32	16.47
8	16.32	16.48	16.63
9	16.32	16.48	16.63
10	16.32	16.48	16.63
11	16.48	16.64	16.79
12	16.48	16.64	16.79
13	16.48	16.64	16.79
14	16.64	16.80	16.95
15	16.64	16.80	16.95
16	16.64	16.80	16.95
17	16.80	16.96	17.11
18	16.80	16.96	17.11
19	16.80	16.96	17.11
20	16.96	17.12	17.27
21	16.96	17.12	17.27
22	16.96	17.12	17.27
23	17.12	17.28	17.43
24	17.12	17.28	17.43
25	17.12	17.28	17.43
26	17.28	17.44	17.59
27	17.28	17.44	17.59
28	17.28	17.44	17.59
29	17.44	17.60	17.75
30	17.44	17.60	17.75
31	17.44	17.60	17.75
32	17.60	17.76	17.91
33	17.60	17.76	17.91
34	17.60	17.76	17.91
35	17.76	17.92	18.07
36	17.76	17.92	18.07
37	17.76	17.92	18.07
38	17.92	18.08	18.23
39	17.92	18.08	18.23
40	17.92	18.08	18.23
41	18.08	18.24	18.39

O.A.P.S.E. WAGE SCHEDULE

Position: **Courier**
 Contract Term: **as needed**
 Hours/Day:
 Longevity Years: **8,11,14,17,20,23,26,29,32,35,38,41**

Longevity at years 8, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38, 41 will be \$.185 per hour for service in the Woodridge School System

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	<u>1%</u>	<u>1%</u>	<u>1%</u>
0	15.37	15.53	15.68
1	15.37	15.53	15.68
2	15.37	15.53	15.68
3	15.37	15.53	15.68
4	15.37	15.53	15.68
5	15.37	15.53	15.68
6	15.37	15.53	15.68
7	15.37	15.53	15.68
8	15.56	15.71	15.87
9	15.56	15.71	15.87
10	15.56	15.71	15.87
11	15.75	15.90	16.06
12	15.75	15.90	16.06
13	15.75	15.90	16.06
14	15.93	16.08	16.24
15	15.93	16.08	16.24
16	15.93	16.08	16.24
17	16.12	16.27	16.43
18	16.12	16.27	16.43
19	16.12	16.27	16.43
20	16.30	16.45	16.61
21	16.30	16.45	16.61
22	16.30	16.45	16.61
23	16.49	16.64	16.80
24	16.49	16.64	16.80
25	16.49	16.64	16.80
26	16.67	16.82	16.98
27	16.67	16.82	16.98
28	16.67	16.82	16.98
29	16.86	17.01	17.17
30	16.86	17.01	17.17
31	16.86	17.01	17.17
32	17.04	17.19	17.35
33	17.04	17.19	17.35
34	17.04	17.19	17.35
35	17.23	17.38	17.54
36	17.23	17.38	17.54
37	17.23	17.38	17.54
38	17.41	17.56	17.72
39	17.41	17.56	17.72
40	17.41	17.56	17.72
41	17.60	17.75	17.91

O.A.P.S.E. WAGE SCHEDULE

Position: **Head Custodian**
 Contract Term: 261
 Hours/Day: 8
 Longevity Years: 8, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38, 41

This schedule is driven by the base hourly rate. Annual increments through the first six (6) years are \$.17 each. Longevity increments begin at year 8 and are \$.17 each.

HOURLY RATES

YEARS COMPLETED 2013-2014 2014-2015 2015-2016

	1.00%	1.00%	1.00%
0	19.40	19.60	19.79
1	19.57	19.77	19.96
2	19.74	19.94	20.13
3	19.91	20.11	20.30
4	20.08	20.28	20.47
5	20.25	20.45	20.64
6	20.42	20.62	20.81
7	20.42	20.62	20.81
8	20.59	20.79	20.98
9	20.59	20.79	20.98
10	20.59	20.79	20.98
11	20.76	20.96	21.15
12	20.76	20.96	21.15
13	20.76	20.96	21.15
14	20.93	21.13	21.32
15	20.93	21.13	21.32
16	20.93	21.13	21.32
17	21.10	21.30	21.49
18	21.10	21.30	21.49
19	21.10	21.30	21.49
20	21.27	21.47	21.66
21	21.27	21.47	21.66
22	21.27	21.47	21.66
23	21.44	21.64	21.83
24	21.44	21.64	21.83
25	21.44	21.64	21.83
26	21.61	21.81	22.00
27	21.61	21.81	22.00
28	21.61	21.81	22.00
29	21.78	21.98	22.17
30	21.78	21.98	22.17
31	21.78	21.98	22.17
32	21.95	22.15	22.34
33	21.95	22.15	22.34
34	21.95	22.15	22.34
35	22.12	22.32	22.51
36	22.12	22.32	22.51
37	22.12	22.32	22.51
38	22.29	22.49	22.68
39	22.29	22.49	22.68
40	22.29	22.49	22.68
41	22.46	22.66	22.85

O.A.P.S.E. WAGE SCHEDULE

Position: **Assistant Custodian**
 Contract Term: 261
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first six (6) years are \$.16 each. Longevity increments begin at year 8 and are \$.16 each.

<u>YEARS COMPLETED</u>	<u>HOURLY RATES</u>		
	2013-2014	2014-2015	2015-2016
0	18.04	18.22	18.40
1	18.20	18.38	18.56
2	18.36	18.54	18.72
3	18.52	18.70	18.88
4	18.68	18.86	19.04
5	18.84	19.02	19.20
6	19.00	19.18	19.36
7	19.00	19.18	19.36
8	19.16	19.34	19.52
9	19.16	19.34	19.52
10	19.16	19.34	19.52
11	19.32	19.50	19.68
12	19.32	19.50	19.68
13	19.32	19.50	19.68
14	19.48	19.66	19.84
15	19.48	19.66	19.84
16	19.48	19.66	19.84
17	19.64	19.82	20.00
18	19.64	19.82	20.00
19	19.64	19.82	20.00
20	19.80	19.98	20.16
21	19.80	19.98	20.16
22	19.80	19.98	20.16
23	19.96	20.14	20.32
24	19.96	20.14	20.32
25	19.96	20.14	20.32
26	20.12	20.30	20.48
27	20.12	20.30	20.48
28	20.12	20.30	20.48
29	20.28	20.46	20.64
30	20.28	20.46	20.64
31	20.28	20.46	20.64
32	20.44	20.62	20.80
33	20.44	20.62	20.80
34	20.44	20.62	20.80
35	20.60	20.78	20.96
36	20.60	20.78	20.96
37	20.60	20.78	20.96
38	20.76	20.94	21.12
39	20.76	20.94	21.12
40	20.76	20.94	21.12
41	20.92	21.10	21.28

O.A.P.S.E. WAGE SCHEDULE

Position: **Custodial Aide**
 Contract Term: 188
 Hours/Day: varies
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

Longevity at year 8, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38 and 41 will be .185 per hour for service in the Woodridge Local School District

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	1.00%	1.00%	1.00%
0	15.28	15.43	15.59
1	15.28	15.43	15.59
2	15.28	15.43	15.59
3	15.28	15.43	15.59
4	15.28	15.43	15.59
5	15.28	15.43	15.59
6	15.28	15.43	15.59
7	15.28	15.43	15.59
8	15.47	15.62	15.77
9	15.47	15.62	15.77
10	15.47	15.62	15.77
11	15.66	15.81	15.96
12	15.66	15.81	15.96
13	15.66	15.81	15.96
14	15.84	15.99	16.14
15	15.84	15.99	16.14
16	15.84	15.99	16.14
17	16.03	16.18	16.33
18	16.03	16.18	16.33
19	16.03	16.18	16.33
20	16.21	16.36	16.51
21	16.21	16.36	16.51
22	16.21	16.36	16.51
23	16.40	16.55	16.70
24	16.40	16.55	16.70
25	16.40	16.55	16.70
26	16.58	16.73	16.88
27	16.58	16.73	16.88
28	16.58	16.73	16.88
29	16.77	16.92	17.07
30	16.77	16.92	17.07
31	16.77	16.92	17.07
32	16.95	17.10	17.25
33	16.95	17.10	17.25
34	16.95	17.10	17.25
35	17.14	17.29	17.44
36	17.14	17.29	17.44
37	17.14	17.29	17.44
38	17.32	17.47	17.62
39	17.32	17.47	17.62
40	17.32	17.47	17.62
41	17.51	17.66	17.81

O.A.P.S.E. WAGE SCHEDULE

Position: **Food Service Manager**
 Contract Term: 190
 Hours/Day: 7
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first three (3) years are \$.17 each. Longevity increments begin at year 8 and are \$.17 each.

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	1.00%	1.00%	1.00%
0	16.36	16.53	16.69
1	16.53	16.70	16.86
2	16.70	16.87	17.03
3	16.87	17.04	17.20
4	16.87	17.04	17.20
5	16.87	17.04	17.20
6	16.87	17.04	17.20
7	16.87	17.04	17.20
8	17.04	17.21	17.37
9	17.04	17.21	17.37
10	17.04	17.21	17.37
11	17.21	17.38	17.54
12	17.21	17.38	17.54
13	17.21	17.38	17.54
14	17.38	17.55	17.71
15	17.38	17.55	17.71
16	17.38	17.55	17.71
17	17.55	17.72	17.88
18	17.55	17.72	17.88
19	17.55	17.72	17.88
20	17.72	17.89	18.05
21	17.72	17.89	18.05
22	17.72	17.89	18.05
23	17.89	18.06	18.22
24	17.89	18.06	18.22
25	17.89	18.06	18.22
26	18.06	18.23	18.39
27	18.06	18.23	18.39
28	18.06	18.23	18.39
29	18.23	18.40	18.56
30	18.23	18.40	18.56
31	18.23	18.40	18.56
32	18.40	18.57	18.73
33	18.40	18.57	18.73
34	18.40	18.57	18.73
35	18.57	18.74	18.90
36	18.57	18.74	18.90
37	18.57	18.74	18.90
38	18.74	18.91	19.07
39	18.74	18.91	19.07
40	18.74	18.91	19.07
41	18.91	19.08	19.24

O.A.P.S.E. WAGE SCHEDULE

Position: **Food Service Helper**
 Contract Term: 190
 Hours/Day: 7
 Longevity Years: 8, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38, 41

This schedule is driven by the base hourly rate. Annual increments through the first three (3) years are \$.16 each. Longevity increments begin at year 8 and are \$.16 each.

<u>YEARS COMPLETED</u>	<u>HOURLY RATES</u>		
	<u>2013-2014</u> 1.00%	<u>2014-2015</u> 1.00%	<u>2015-2016</u> 1.00%
0	14.19	14.33	14.47
1	14.35	14.49	14.63
2	14.51	14.65	14.79
3	14.67	14.81	14.95
4	14.67	14.81	14.95
5	14.67	14.81	14.95
6	14.67	14.81	14.95
7	14.67	14.81	14.95
8	14.83	14.97	15.11
9	14.83	14.97	15.11
10	14.83	14.97	15.11
11	14.99	15.13	15.27
12	14.99	15.13	15.27
13	14.99	15.13	15.27
14	15.15	15.29	15.43
15	15.15	15.29	15.43
16	15.15	15.29	15.43
17	15.31	15.45	15.59
18	15.31	15.45	15.59
19	15.31	15.45	15.59
20	15.47	15.61	15.75
21	15.47	15.61	15.75
22	15.47	15.61	15.75
23	15.63	15.77	15.91
24	15.63	15.77	15.91
25	15.63	15.77	15.91
26	15.79	15.93	16.07
27	15.79	15.93	16.07
28	15.79	15.93	16.07
29	15.95	16.09	16.23
30	15.95	16.09	16.23
31	15.95	16.09	16.23
32	16.11	16.25	16.39
33	16.11	16.25	16.39
34	16.11	16.25	16.39
35	16.27	16.41	16.55
36	16.27	16.41	16.55
37	16.27	16.41	16.55
38	16.43	16.57	16.71
39	16.43	16.57	16.71
40	16.43	16.57	16.71
41	16.59	16.73	16.87

O.A.P.S.E. WAGE SCHEDULE

Position: **Instructional Assistant/Attendant**
 Contract Term: 188
 Hours/Day: as needed
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

Longevity at year 8, 11, 14, 17, 20, 23, 26, 29, 32, 35,38, and 41 will be .185 per hour for service in the Woodridge Local School District

<u>YEARS COMPLETED</u>	<u>HOURLY RATES</u>		
	2013-2014	2014-2015	2015-2016
0	17.44	17.62	17.79
1	17.44	17.62	17.79
2	17.44	17.62	17.79
3	17.44	17.62	17.79
4	17.44	17.62	17.79
5	17.44	17.62	17.79
6	17.44	17.62	17.79
7	17.44	17.62	17.79
8	17.63	17.80	17.98
9	17.63	17.80	17.98
10	17.63	17.80	17.98
11	17.81	17.99	18.16
12	17.81	17.99	18.16
13	17.81	17.99	18.16
14	18.00	18.17	18.35
15	18.00	18.17	18.35
16	18.00	18.17	18.35
17	18.18	18.36	18.53
18	18.18	18.36	18.53
19	18.18	18.36	18.53
20	18.37	18.54	18.72
21	18.37	18.54	18.72
22	18.37	18.54	18.72
23	18.55	18.73	18.90
24	18.55	18.73	18.90
25	18.55	18.73	18.90
26	18.74	18.91	19.09
27	18.74	18.91	19.09
28	18.74	18.91	19.09
29	18.92	19.10	19.27
30	18.92	19.10	19.27
31	18.92	19.10	19.27
32	19.11	19.28	19.46
33	19.11	19.28	19.46
34	19.11	19.28	19.46
35	19.29	19.47	19.64
36	19.29	19.47	19.64
37	19.29	19.47	19.64
38	19.48	19.65	19.83
39	19.48	19.65	19.83
40	19.48	19.65	19.83
41	19.66	19.84	20.01

O.A.P.S.E. WAGE SCHEDULE

Position: **Monitor**
 Contract Term: 188
 Hours/Day: as needed
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

Longevity at year 8, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38, and 41 will be \$.185 per hour for service in the Woodridge Local School District

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u> 1.00%	<u>2014-2015</u> 1.00%	<u>2015-2016</u> 1.00%
0	15.86	16.02	16.18
1	15.86	16.02	16.18
2	15.86	16.02	16.18
3	15.86	16.02	16.18
4	15.86	16.02	16.18
5	15.86	16.02	16.18
6	15.86	16.02	16.18
7	15.86	16.02	16.18
8	16.05	16.21	16.37
9	16.05	16.21	16.37
10	16.05	16.21	16.37
11	16.23	16.39	16.55
12	16.23	16.39	16.55
13	16.23	16.39	16.55
14	16.42	16.58	16.74
15	16.42	16.58	16.74
16	16.42	16.58	16.74
17	16.60	16.76	16.92
18	16.60	16.76	16.92
19	16.60	16.76	16.92
20	16.79	16.95	17.11
21	16.79	16.95	17.11
22	16.79	16.95	17.11
23	16.97	17.13	17.29
24	16.97	17.13	17.29
25	16.97	17.13	17.29
26	17.16	17.32	17.48
27	17.16	17.32	17.48
28	17.16	17.32	17.48
29	17.34	17.50	17.66
30	17.34	17.50	17.66
31	17.34	17.50	17.66
32	17.53	17.69	17.85
33	17.53	17.69	17.85
34	17.53	17.69	17.85
35	17.71	17.87	18.03
36	17.71	17.87	18.03
37	17.71	17.87	18.03
38	17.90	18.06	18.22
39	17.90	18.06	18.22
40	17.90	18.06	18.22
41	18.08	18.24	18.40

O.A.P.S.E. WAGE SCHEDULE

Position: **Secretary- Principal**
 Contract Term: 261, 251,228, or 218
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first five (5) years are \$.18 each. Longevity increments begin at year 8 and are \$.18 each.

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	1.00%	1.00%	1.00%
0	16.11	16.27	16.43
1	16.29	16.45	16.61
2	16.47	16.63	16.79
3	16.65	16.81	16.97
4	16.83	16.99	17.15
5	17.01	17.17	17.33
6	17.01	17.17	17.33
7	17.01	17.17	17.33
8	17.19	17.35	17.51
9	17.19	17.35	17.51
10	17.19	17.35	17.51
11	17.37	17.53	17.69
12	17.37	17.53	17.69
13	17.37	17.53	17.69
14	17.55	17.71	17.87
15	17.55	17.71	17.87
16	17.55	17.71	17.87
17	17.73	17.89	18.05
18	17.73	17.89	18.05
19	17.73	17.89	18.05
20	17.91	18.07	18.23
21	17.91	18.07	18.23
22	17.91	18.07	18.23
23	18.09	18.25	18.41
24	18.09	18.25	18.41
25	18.09	18.25	18.41
26	18.27	18.43	18.59
27	18.27	18.43	18.59
28	18.27	18.43	18.59
29	18.45	18.61	18.77
30	18.45	18.61	18.77
31	18.45	18.61	18.77
32	18.63	18.79	18.95
33	18.63	18.79	18.95
34	18.63	18.79	18.95
35	18.81	18.97	19.13
36	18.81	18.97	19.13
37	18.81	18.97	19.13
38	18.99	19.15	19.31
39	18.99	19.15	19.31
40	18.99	19.15	19.31
41	19.17	19.33	19.49

O.A.P.S.E. WAGE SCHEDULE

Position: **Secretary- Regular**
 Contract Term: 261 or 212
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first five (5) years are \$.18 each. Longevity increments begin at year 8 and are \$.18 each.

<u>YEARS COMPLETED</u>	<u>HOURLY RATE</u>		
	<u>2013-2014</u> 1.00%	<u>2014-2015</u> 1.00%	<u>2015-2016</u> 1.00%
0	15.96	16.12	16.29
1	16.14	16.30	16.47
2	16.32	16.48	16.65
3	16.50	16.66	16.83
4	16.68	16.84	17.01
5	16.86	17.02	17.19
6	16.86	17.02	17.19
7	16.86	17.02	17.19
8	17.04	17.20	17.37
9	17.04	17.20	17.37
10	17.04	17.20	17.37
11	17.22	17.38	17.55
12	17.22	17.38	17.55
13	17.22	17.38	17.55
14	17.40	17.56	17.73
15	17.40	17.56	17.73
16	17.40	17.56	17.73
17	17.58	17.74	17.91
18	17.58	17.74	17.91
19	17.58	17.74	17.91
20	17.76	17.92	18.09
21	17.76	17.92	18.09
22	17.76	17.92	18.09
23	17.94	18.10	18.27
24	17.94	18.10	18.27
25	17.94	18.10	18.27
26	18.12	18.28	18.45
27	18.12	18.28	18.45
28	18.12	18.28	18.45
29	18.30	18.46	18.63
30	18.30	18.46	18.63
31	18.30	18.46	18.63
32	18.48	18.64	18.81
33	18.48	18.64	18.81
34	18.48	18.64	18.81
35	18.66	18.82	18.99
36	18.66	18.82	18.99
37	18.66	18.82	18.99
38	18.84	19.00	19.17
39	18.84	19.00	19.17
40	18.84	19.00	19.17
41	19.02	19.18	19.35

O.A.P.S.E. WAGE SCHEDULE

Position: **Secretary- Clerk**
 Contract Term: 202
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first five (5) years are \$.18 each. Longevity increments begin at year 8 and are \$.18 each.

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	<u>1%</u>	<u>1%</u>	<u>1%</u>
0	15.81	15.97	16.13
1	15.99	16.15	16.31
2	16.17	16.33	16.49
3	16.35	16.51	16.67
4	16.53	16.69	16.85
5	16.71	16.87	17.03
6	16.71	16.87	17.03
7	16.71	16.87	17.03
8	16.89	17.05	17.21
9	16.89	17.05	17.21
10	16.89	17.05	17.21
11	17.07	17.23	17.39
12	17.07	17.23	17.39
13	17.07	17.23	17.39
14	17.25	17.41	17.57
15	17.25	17.41	17.57
16	17.25	17.41	17.57
17	17.43	17.59	17.75
18	17.43	17.59	17.75
19	17.43	17.59	17.75
20	17.61	17.77	17.93
21	17.61	17.77	17.93
22	17.61	17.77	17.93
23	17.79	17.95	18.11
24	17.79	17.95	18.11
25	17.79	17.95	18.11
26	17.97	18.13	18.29
27	17.97	18.13	18.29
28	17.97	18.13	18.29
29	18.15	18.31	18.47
30	18.15	18.31	18.47
31	18.15	18.31	18.47
32	18.33	18.49	18.65
33	18.33	18.49	18.65
34	18.33	18.49	18.65
35	18.51	18.67	18.83
36	18.51	18.67	18.83
37	18.51	18.67	18.83
38	18.69	18.85	19.01
39	18.69	18.85	19.01
40	18.69	18.85	19.01
41	18.87	19.03	19.19

O.A.P.S.E. WAGE SCHEDULE

Position: **Transportation Attendant**
 Contract Term: 188
 Hours/Day: 6
 Longevity Years: 8, 11, 14, 17, 20, 23, 26, 29, 32, 35

This schedule is driven by the base hourly rate. Annual increments through the first four (4) years are \$.16 each. Longevity increments begin at year 8 and are \$.16 each.

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u> 1%	<u>2014-2015</u> 1%	<u>2015-2016</u> 1%
0	12.03	12.15	12.27
1	12.19	12.31	12.43
2	12.35	12.47	12.59
3	12.51	12.63	12.75
4	12.67	12.79	12.91
5	12.67	12.79	12.91
6	12.67	12.79	12.91
7	12.67	12.79	12.91
8	12.83	12.95	13.07
9	12.83	12.95	13.07
10	12.83	12.95	13.07
11	12.99	13.11	13.23
12	12.99	13.11	13.23
13	12.99	13.11	13.23
14	13.15	13.27	13.39
15	13.15	13.27	13.39
16	13.15	13.27	13.39
17	13.31	13.43	13.55
18	13.31	13.43	13.55
19	13.31	13.43	13.55
20	13.47	13.59	13.71
21	13.47	13.59	13.71
22	13.47	13.59	13.71
23	13.63	13.75	13.87
24	13.63	13.75	13.87
25	13.63	13.75	13.87
26	13.79	13.91	14.03
27	13.79	13.91	14.03
28	13.79	13.91	14.03
29	13.95	14.07	14.19
30	13.95	14.07	14.19
31	13.95	14.07	14.19
32	14.11	14.23	14.35
33	14.11	14.23	14.35
34	14.11	14.23	14.35
35	14.27	14.39	14.51
36	14.27	14.39	14.51
37	14.27	14.39	14.51
38	14.43	14.55	14.67
39	14.43	14.55	14.67
40	14.43	14.55	14.67
41	14.59	14.71	14.83

O.A.P.S.E. WAGE SCHEDULE

Position: **Assistant Maintenance Supv.**
 Contract Term: 261
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first six (6) years are \$.17 each. Longevity increments begin at year 8 and are \$.17 each.

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	1.00%	1.00%	1.00%
0	20.93	21.14	21.35
1	21.10	21.31	21.52
2	21.27	21.48	21.69
3	21.44	21.65	21.86
4	21.61	21.82	22.03
5	21.78	21.99	22.20
6	21.95	22.16	22.37
7	21.95	22.16	22.37
8	22.12	22.33	22.54
9	22.12	22.33	22.54
10	22.12	22.33	22.54
11	22.29	22.50	22.71
12	22.29	22.50	22.71
13	22.29	22.50	22.71
14	22.46	22.67	22.88
15	22.46	22.67	22.88
16	22.46	22.67	22.88
17	22.63	22.84	23.05
18	22.63	22.84	23.05
19	22.63	22.84	23.05
20	22.80	23.01	23.22
21	22.80	23.01	23.22
22	22.80	23.01	23.22
23	22.97	23.18	23.39
24	22.97	23.18	23.39
25	22.97	23.18	23.39
26	23.14	23.35	23.56
27	23.14	23.35	23.56
28	23.14	23.35	23.56
29	23.31	23.52	23.73
30	23.31	23.52	23.73
31	23.31	23.52	23.73
32	23.48	23.69	23.90
33	23.48	23.69	23.90
34	23.48	23.69	23.90
35	23.65	23.86	24.07
36	23.65	23.86	24.07
37	23.65	23.86	24.07
38	23.82	24.03	24.24
39	23.82	24.03	24.24
40	23.82	24.03	24.24
41	23.99	24.20	24.41

O.A.P.S.E. WAGE SCHEDULE

Position: EMIS Assistant
 Contract Term: 261
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first five (5) years are \$.18 each. Longevity increments begin at year 8 and are \$.18 each.

HOURLY RATES

YEARS COMPLETED 2013-2014 2014-2015 2015-2016

	1%	1%	1%
0	16.44	16.61	16.77
1	16.62	16.79	16.95
2	16.80	16.97	17.13
3	16.98	17.15	17.31
4	17.16	17.33	17.49
5	17.34	17.51	17.67
6	17.34	17.51	17.67
7	17.34	17.51	17.67
8	17.52	17.69	17.85
9	17.52	17.69	17.85
10	17.52	17.69	17.85
11	17.70	17.87	18.03
12	17.70	17.87	18.03
13	17.70	17.87	18.03
14	17.88	18.05	18.21
15	17.88	18.05	18.21
16	17.88	18.05	18.21
17	18.06	18.23	18.39
18	18.06	18.23	18.39
19	18.06	18.23	18.39
20	18.24	18.41	18.57
21	18.24	18.41	18.57
22	18.24	18.41	18.57
23	18.42	18.59	18.75
24	18.42	18.59	18.75
25	18.42	18.59	18.75
26	18.60	18.77	18.93
27	18.60	18.77	18.93
28	18.60	18.77	18.93
29	18.78	18.95	19.11
30	18.78	18.95	19.11
31	18.78	18.95	19.11
32	18.96	19.13	19.29
33	18.96	19.13	19.29
34	18.96	19.13	19.29
35	19.14	19.31	19.47
36	19.14	19.31	19.47
37	19.14	19.31	19.47
38	19.32	19.49	19.65
39	19.32	19.49	19.65
40	19.32	19.49	19.65
41	19.50	19.67	19.83

O.A.P.S.E. WAGE SCHEDULE

Position: **Technology Support Specialist**
 Contract Term: 261
 Hours/Day: 8
 Longevity Years: 8,11,14,17,20,23,26,29,32,35,38,41

This schedule is driven by the base hourly rate. Annual increments through the first five (5) years are \$.18 each. Longevity increments begin at year 8 and are \$.18 each.

HOURLY RATES

<u>YEARS COMPLETED</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
	1%	1%	1%
0	19.77	19.97	20.17
1	19.95	20.15	20.35
2	20.13	20.33	20.53
3	20.31	20.51	20.71
4	20.49	20.69	20.89
5	20.67	20.87	21.07
6	20.67	20.87	21.07
7	20.67	20.87	21.07
8	20.85	21.05	21.25
9	20.85	21.05	21.25
10	20.85	21.05	21.25
11	21.03	21.23	21.43
12	21.03	21.23	21.43
13	21.03	21.23	21.43
14	21.21	21.41	21.61
15	21.21	21.41	21.61
16	21.21	21.41	21.61
17	21.39	21.59	21.79
18	21.39	21.59	21.79
19	21.39	21.59	21.79
20	21.57	21.77	21.97
21	21.57	21.77	21.97
22	21.57	21.77	21.97
23	21.75	21.95	22.15
24	21.75	21.95	22.15
25	21.75	21.95	22.15
26	21.93	22.13	22.33
27	21.93	22.13	22.33
28	21.93	22.13	22.33
29	22.11	22.31	22.51
30	22.11	22.31	22.51
31	22.11	22.31	22.51
32	22.29	22.49	22.69
33	22.29	22.49	22.69
34	22.29	22.49	22.69
35	22.47	22.67	22.87
36	22.47	22.67	22.87
37	22.47	22.67	22.87
38	22.65	22.85	23.05
39	22.65	22.85	23.05
40	22.65	22.85	23.05
41	22.83	23.03	23.23