

**NEGOTIATED AGREEMENT** STATE EMPLOYMENT  
RELATIONS BOARD  
**BETWEEN THE**

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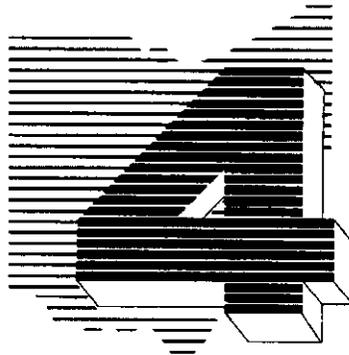
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**OHIO ASSOCIATION OF PUBLIC SCHOOL  
EMPLOYEES/AFSCME/AFL-CIO  
AND ITS LOCAL #642**

**AND THE**

**RIPLEY UNION LEWIS HUNTINGTON  
SCHOOL DISTRICT  
BOARD OF EDUCATION**



**OAPSE/AFSCME Local 4/AFL-CIO**

July 1, 2013 through June 30, 2016

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## **ARTICLE 1 - RECOGNITION**

The Ripley Union Lewis Huntington Board of Education, hereinafter referred to as the Board, hereby recognizes the Ohio Association of Public School Employees, Local #642, AFSCME/AFL-CIO, hereinafter referred to as the Association, as the sole and exclusive bargaining representative for all classified employees now employed or to be employed under a regular contract employed by the Board.

The following positions will be recognized as classified positions:

Building & Maintenance	Bus Drivers
Custodians	Teacher Assistants
Full Time Cooks	Secretaries
Classroom Facilitator	

## **ARTICLE 2 - ASSOCIATION RIGHTS**

- A. Payroll deduction of Association, State and Local dues shall be authorized by completing a written authorization and submitting it to the Treasurer by October 15. Such authorization shall remain in effect unless revoked in writing and copy served to the Treasurer of the Board, and Treasurer of Local #642, and the State Association. Such revocation can only be during the ten- (10) days prior to October 15<sup>th</sup> of the year in which the contract expires.
- B. Deductions shall be in twenty-six (26) equal installments. The Treasurer shall transmit all dues, along with a list of member deductions made, to the State Association. The Association and its members will hold harmless the Board, its members, and employees from any and all claims which might arise from the implementation of this section.
- C. The Association may have access to school equipment and facilities at reasonable times and when facilities and equipment are not being used by the school and when granted permission by building principal. If denied, reasons must be given.
- D. Bulletin board space(s) not less than eighteen- (18) inches by twelve (12) inches shall be provided and designated for Association use in each school.
- E. Copies of Board meeting minutes, agendas, and public documents will be provided to the Association upon request and within a reasonable amount of time from said request. Association must bear any and all reasonable expense of said materials.
- F. The Association shall be allowed to use staff mailboxes.
- G. Upon request, the Association shall be allowed to speak on issues during Board meetings, provided such request was made to the Superintendent the Thursday before a regular Board meeting in order to be placed on the agenda.

- H. Duly authorized representative of the Union and its affiliates may transact Union business on district property at any time before, after or during the regular work day; provided, however, that no such business shall be transacted on district time, nor shall such Union business in any way interfere with the administration of the district or other school functions or activities. All visitors, including Union representatives, must report to the building office during work hours before transacting such business. No general meetings will be conducted in the building during school hours.
- I. In accordance with the provisions of Section 4117.09 of the Ohio Revised Code, and as a condition of employment, effective July 1, 2008 each bargaining unit member who is not a member of the Association shall have equal payroll deductions of a "fair share fee". The Association shall provide the Treasurer with a list of the names of those bargaining unit members who are not members of the Association and the total amount of the "fair share fee" to be deducted for each. The deduction of fair share fee from earnings of the employees shall be automatic and does not require written authorization for payroll deductions.
- J. The Association agrees to hold the Board harmless in any suit, claim, or administrative proceeding arising out of or connected with the imposition, determination, or collection of "fair share fees" and to indemnify the Board for any liability imposed on it as a result of any such suit, claim or administrative proceeding. The Association shall extend to the Board the right to designate its own counsel to assist in the defense in addition to allowing the Board to waive indemnification by the Association at any time and provide its own defense.

### **ARTICLE 3 - ASSOCIATION MEETINGS**

Duly elected Association president and delegate or alternate to the Annual Delegate Conference of the Association, or duly elected State Executive Board members who are in the bargaining unit, not to exceed two (2) delegates, shall be granted time off with pay for the purpose of participating in such conventions and scheduled Executive Board Meetings, but such time off shall not exceed three (3) working days for each person. Verification of attendance is required.

### **ARTICLE 4 - GRIEVANCE PROCEDURE**

- A. It is the position of the Ripley Union Lewis Huntington Board of Education:
  - 1. To ensure that employees receive fair and equitable treatment;
  - 2. To provide employees with an easily accessible procedure for expressing dissatisfaction; and,
  - 3. To foster sound employee supervisor relations through communication and ultimate reconciliation of work related problems at the lowest level by the administrator having authority to settle it.

The employee grievance procedure described herein has been established as a primary means of meeting these objectives. This procedure will be available with assurance that no reprisals of any kind will be taken against any bargaining unit member initiating or participating in the grievance procedure. Any reprisals would be subject to the grievance procedure.

B. Definition:

Grievance - An expression of dissatisfaction in relation to wages, hours of work, and the administration of personnel policies, perceived unfair or inequitable treatment of discipline, or other conditions of employment, or the interpretation of the negotiated agreement.

C. Guidelines:

1. All time limits specified herein are calendar days. In the interest of the prompt resolution of the employee complaints, the action of each step of the grievance procedure should be taken as rapidly as possible, but not later than the prescribed time limit. In the event of extenuating circumstances, a time limit may be extended by mutual agreement of the parties at that step.
2. Grievance hearings will be scheduled at mutually satisfactory times.
3. A written summary of the complaint and facts and information accumulated should be made by the representative at each step and forwarded to the Superintendent together with copies of grievance appeals and responses.
4. Grievance information or testimony must be treated in a most discreet and confidential manner by all persons involved.

D. Procedures:

1. Informal Step: Every reasonable effort should be made by the Superintendent, Principal, Supervisor and employees to informally resolve any questions, problems, and misunderstandings that have arisen. Accordingly, employees should first discuss any complaints or questions they may have with immediate supervisors, and are urged to initiate such discussions at the time the dissatisfaction of questions arises. Principals, in turn, should take positive steps to address complaints presented to them.
2. Step One: If any employee's problem has not been resolved after presenting it to his/her immediate supervisor a formal grievance may be initiated with the Superintendent to be accepted for consideration, the date when the employee first had knowledge of the incident that gave rise to the grievance must be shown. The Superintendent shall arrange a meeting with the employees to discuss

complaint, develop all the available facts and information relative to the grievance, and issues a decision within ten (10) days after receiving the grievance. (In cases where an oral response has been given the employee, a memorandum summarizing the response should be prepared and forwarded to the principal and employee.

3. Step Two: If a satisfactory resolution of the grievance is not reached, the employee may request that the grievance be referred to the Board of Education at its next regular meeting. The employee may request Association representation before the Board. The Board shall issue a written decision within ten (10) days after hearing the grievance.
4. Step Three: In the event that the grievance is not satisfactorily resolved at step two, the grievant may submit the grievance to arbitration (STEP THREE). The request for arbitration shall be made within ten (10) days of the Board's response at step two. The Board's representative and the Association representative shall within thirty (30) days mutually request a list of Arbitrators from the American Arbitration Association and an arbitrator shall be determined in accordance with their rules. The arbitrator shall have the authority to hold hearings and to confer with any person deemed advisable in arriving at his/her decision on the grievance. The arbitrator shall not have the power to add to, subtract from, or modify this contract and shall only have the authority to interpret the provisions of this contract as they relate to the specific grievance appealed to arbitration. The arbitrator shall report his/her issue a decision to the grievant, the Union, and the Board in accordance with the rules and regulations of the American Arbitration Association. It is agreed by the parties that the decision of the arbitrator shall be final and binding. Each party shall pay one-half (1/2) of the cost of the arbitration.

E. Group Grievances:

If the grievance involves employees with different immediate supervisors, the grievance may be filed directly with the Superintendent as a group grievance.

F. Time Specification:

If the grievant fails to file a grievance within the time specified herein, the grievance will be deemed to have been waived and shall be null and void. If the grievant fails to appeal a decision from one level to the next within the time specified herein, the grievance shall be deemed to have been decided and binding on the employee at the level from which the appeal was not timely filed.

If the Administration fails to respond within the time provided, the grievant(s) is automatically entitled to proceed to the next step.

Time limits in any grievance may be extended upon the mutual consent of the parties.

## **ARTICLE 5 - NO DISCRIMINATION**

- A. No employee in the bargaining unit shall be appointed, reduced, removed or in any way favored or discriminated against because of his/her political opinions or affiliations, or because of race, national origin, religion, or marital status and to the extent prohibited by law. No person shall be discriminated against because of race, sex, age, on the basis of color, religion, military status, national origin, disability, ancestry of any person, or any other classification provided by law.

## **ARTICLE 6 - LAYOFF-RECALL**

- A. All bargaining unit classifications and positions shall be filled by employees of the Board.
- B. If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds, or lack of work, the following procedure shall govern such layoff:
  - 1. The number of people affected by a reduction in the force will be kept to a minimum by not employing replacements insofar as employees who resign, retire, or otherwise vacate a position.
  - 2. Whenever it becomes necessary to layoff employees by reasons stated above, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board of Education computed from the latest date of hire. Date of hire is determined per official minutes of the Board of Education. In the event identical seniority prevails, the date of the most recent application on file will be used to determine seniority with the most recent date being the least senior. Unless the employee was first hired as a substitute, employment shall be used.
  - 3. The following classifications shall be used for the purpose of defining classification seniority in the event of a layoff: Building Maintenance Custodians; Full Time Cooks, Classroom Facilitator, Bus Drivers, Teacher Assistants, Secretaries.
  - 4. The Board shall determine in which classifications the layoff should occur and the number of employees to be laid off. In the classifications of layoff, employees on probation shall be laid off before any employee in that classification employed under a continuing status is laid off.
  - 5. Twenty (20) days prior to the effective date of layoff, the Board shall prepare and post for inspection in a conspicuous place, a list containing the names, seniority dates, classification, and indicate which employees are to be laid off. Each employee to be laid off shall be given advance written notice of the layoff. Each notice of layoff shall state the following:

- A. Reasons for the layoff or reduction;
  - B. The effective date of layoff;
  - C. A statement advising the employee of his/her rights of reinstatement from the layoff.
6. For the classification in which the layoff occurs, the Board shall prepare a reinstatement list. All employees in which contracts have been suspended shall be placed on the reinstatement list in the reverse order of layoff. The name of all employees employed in continuing status shall be placed on a separate reinstatement list in reverse order of layoff. Reinstatement shall be made from the continuing status list before any new employees are hired in that classification or any employee is reinstated from the probationary list.
  7. Vacancies, which occur in the classification of layoff, shall be considered or declined in writing by the employee standing highest on the layoff list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement list.
  8. The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority.
  9. If the employee(s) affected by the reduction in force has worked in another classification, he/she shall be given the opportunity to bump a less senior employee within that classification provided he/she is qualified and has more seniority than a less senior employee within that classification.
  10. The notice of reinstatement shall be made by certified mail.

#### **ARTICLE 7 - PERSONAL DAYS**

- A. Upon request, employees shall be granted a maximum of three (3) unrestricted personal days per year. Such days are not to be deducted from sick leave.
- B. Approval for the use of personal business days shall be requested from the employee's immediate supervisor. Except in emergency situations, request for the projected use of a personal business day shall be directed to the supervisor at least seventy-two (72) hours prior to the designated day(s).
- C. The immediate supervisor shall forward the employee's request to the Superintendent's Office immediately upon receipt.
- D. An employee may not take a personal business day before or after a holiday, before or after his/her vacation, or on the first or last day of the school year except in emergency situations as approved by the Superintendent or his designee.

- E. Bargaining unit employees shall be permitted to rollover one (1) personal day each year. Use of this personal day will not prevent employees from receiving the perfect attendance bonus. Employees can maintain a balance of no more than four (4) personal days at any time.

### **ARTICLE 8 - WORKERS' COMPENSATION**

- A. All employees covered under this agreement are protected under the State Worker's Compensation Act of Ohio in case of injury, death, or occupational diseases contracted in the course of/or arising out of their employment, provided the same were not intentionally self inflicted.
- B. An injury incurred while performing assigned responsibilities must be reported in writing to the injured employee's supervisor or other designated representative and an application on such injury may be filed with the Bureau of Workers' Compensation. The initiation of such claim is the responsibility of the employee.
- C. An employee must file a claim with Workers' Compensation within seventy-two (72) hours by law. If the employee does file, the validity of a claim shall be determined by the rules and regulations of the Bureau of Workers' Compensation.

### **ARTICLE 9 - JOB GUIDELINES**

- A. The Union and each employee shall be furnished with a copy of the job guidelines of each classification covered under this agreement. The Union will be furnished with a copy of a job description for each employee in the bargaining unit as they are developed or revised.

Prior to the Board making a change in any job description for any classification and/or employee covered by this agreement, the Board will notify the Union President and provide him/her an opportunity for input with respect to such change(s).

- B. In the event the Board designates particular employees to administer drugs prescribed by the Physicians to students pursuant to Section 3313.713 of the Ohio Revised Code, or requires employees to perform first aid, the Board agrees to provide such employees with adequate training.

### **ARTICLE 10 - PAID HOLIDAYS**

- A. All classified bargaining unit employees shall receive the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. Custodial staff will be required to work on Good Friday if school is in session.

Holiday pay shall consist of the number of regularly scheduled hours the employee would have worked on the holiday if work had been scheduled.

- B. Holidays, as defined in this article, which fall on Sunday, shall be celebrated on the following Monday, and those falling on Saturday shall be celebrated on the preceding Friday. Holidays falling on all other days of the week shall be celebrated on the day the holiday falls. In order to be eligible for holiday pay, an employee must be on the active payroll and must work either the entire scheduled work day immediately preceding or immediately following the holiday or day celebrated as the holiday, except if excused by the Superintendent or his/her designee as a day of approved sick leave, vacation, personal leave day, or association leave day.

A holiday falling during an employee's approved vacation week will extend the vacation period.

Custodians shall have the option of taking the day before Thanksgiving and New Year's Eve off without pay, provided there is no school in session.

#### **ARTICLE 11 - VACATION SCHEDULE**

- A. The following vacation schedule shall be adopted for all twelve (12) month classified employees of the Ripley Union Lewis Huntington Board of Education:

1 Year – 9 Years	2 Weeks
10 Years – 18 Years	3 Weeks
19 Years or more	4 Weeks

- B. Twelve months classified employees who have twenty (20) years or more of service by June 30, 2011 shall have one (1) additional week of vacation. This additional week shall not be calculated into unused vacation accrual for retirement payout purposes.
- C. Vacation days are earned on a yearly basis. If an employee dies, the Board will pay any vacation pay not yet received by the employee, for which he/she is eligible under the provisions of this section, to the employee's estate.

Prior employment service earned by an employee under Ohio Public Employment will be used in computing years of employment for vacation purposes.

- D. Vacation days are to be approved by the Superintendent or ~~Assistant Superintendent~~ or his/her designee. A rotation of employees desiring to use summer vacation will be made yearly. Vacation rotation will be approved based on ~~building needs~~, seniority, and pre-approval. Only one custodian per building may use vacation days concurrently, absent Superintendent's approval.
- E. Vacations must be taken at a time approved in advance by the Superintendent or his/her designee. Advance approval shall normally consist of a least ten (10) calendar days. The ten calendar day advance approval limitation may be reduced to three (3) calendar days

under extenuating circumstances. Advance approval of vacation days may be waived where emergency conditions make advance approval impossible. Vacation days must be taken in full day or half (2) day segments.

- F. In the event that vacation schedules must be modified to provide adequate coverage within the district, the employee whose request was received and approved first by the Superintendent or his/her designee shall be given first consideration.

#### **ARTICLE 12 - CALAMITY DAYS**

- A. Any employee who is required to work on a calamity days shall be compensated at a rate of one and one-half (1 ½ ) times their regular rate of pay. At the employee's request he/she shall be granted compensatory time for all hours at a rate of one and one half (1 ½) times hours actually worked.
- B. In the event a bargaining unit employee is on approved leave (sick leave, personal day, vacation or unpaid leave) when a calamity day is declared, he/she shall not be charged for the approved leave.

#### **ARTICLE 13 - FIELD TRIPS EXTRACURRICULAR TRIPS**

- A. Drivers wishing to drive these trips shall sign a list for field trip/extracurricular trips expressing their desire to drive said trips by September 30th each year. New bus drivers hired after September 16th wishing to drive these trips will be given fourteen (14) days to express their desire to drive said trips.
- B. Drivers shall drive their regular route before being eligible for a same day extra trip. A substitute driver may be arranged, if necessary, for a driver to take an overnight or athletic tournament trip. If OHSAA pays for tournament transportation by charter, regular drivers shall not be utilized. A driver cannot exceed 5 hours overtime in any pay period without permission of superintendent/designee. If there are no available drivers that fall within the above criteria, then a substitute bus driver could be assigned the trip(s).
- C. Substitutes may be offered field trips/extra curricular if there are no bargaining unit members eligible to drive the field trip or extracurricular trip.
- D. Drivers will be listed by seniority and trips shall be offered on rotating basis.
- E. When possible, trips shall be handed out a least two (2) weeks, but not less than five (5) days in advance in the order the trips occur.

Trip meetings shall normally be held on Monday mornings. If a driver wants to take extra trips, he/she must attend trip meetings unless he/she has a statement from a Doctor, Lawyer or hospital or if the driver is on an extra trip or working in another capacity for the Board. Written notification of the absence must be given to the Superintendent Office prior to the trip meeting. In the event a driver is unable to attend trip meeting for reasons other than those listed above, he/she shall be skipped in rotation.

- F. When a driver refuses the opportunity, he/she shall be moved to the bottom of the list. If a driver turns back an assigned trip for any reason, he/she shall lose that trip. In addition, he/she shall be passed on the rotation list. There shall be no trading of trips. Once a trip is assigned, if the trip is canceled, the driver will be paid one (1) hour at his/her regular rate of pay.
- G. Drivers may be removed from the list by submitting their request in writing to the Transportation Coordinator.
- H. Seniority, in this section, refers to job classification seniority.
- I. Field trips/extra, extra-curricular trips shall be paid at the driver's regular rate of pay. Drivers will be paid for a minimum of one (1) hour driving time while sitting time will be paid at \$12.00 per hour. Drivers must remain on duty at the assigned location/destination for the duration of the trip. It is understood if the location does not provide dining or bathroom facilities, the driver(s) shall be permitted to leave the location. The driver(s) must notify the trip sponsor before leaving. Drivers shall be allowed to leave the location long enough to take a meal break if there are not facilities available at the location.
- J. All drivers working over 40 hours per week shall receive time and one half (1-1/2) for hours worked over 40 hours.
- K. The District may not utilize vehicles other than school vans driven by a certified driver, including non-bargaining unit members to transport groups of 7 or less students to activities or events. The District shall not splinter a group to accomplish a group size of 7 or less students.
- L. Drivers shall be provided a minimum of eight (8) hours off-duty time with a private or shared sleep room facility during overnight trips.
- M. Drivers shall be paid for attending any required meetings.
- N. Any driver required to take a drug test shall be paid for three (3) hours pay at the driver's regular rate of pay. Any extra trip or extra curricular trip missed because of drug test, the driver missing said trip shall be given the next trip on the rotating list.
- O. In the event of an emergency need for a driver, the Superintendent retains the right to call whoever is available for emergency service. Each driver shall be paid for all time spent on their bus including dead head, breakdown and maintenance time. Drivers who are called for emergency service shall not be passed on rotation as a result of taking the trip.
- P. All staff members who are required by the administration to participate in a field trip/extra curricular trip shall have the cost of the event entry as well as parking fees paid for by either the group sponsoring the trip or the Board.

- Q. At least one staff member for each group of students shall ride on a bus for an extracurricular field trip.

#### **ARTICLE 14 - SUBSTITUTES**

- A. When a classified employee is absent from his/her job due to sickness, personal day, or for any other reason, the supervisor of that particular department or the principal of that building is hereby authorized to call a substitute for the day or days the said employee is absent from his/her job. The building secretary shall not be required to receive calls or contact substitutes unless it is during his/her regular work hours. Said substitute employed is to be chosen from a list of substitutes approved by the Board of Education. Said list is to be made available to each department. This would especially apply to cooks, custodians, secretaries, and bus drivers.

#### **ARTICLE 15 - SICK LEAVE - RETIREMENT (SEVERANCE PAY)**

- A. Sick leave accumulated for all classified employees shall be a maximum of 240 days with a maximum of 60 days severance pay or  $\frac{1}{4}$  accumulated sick leave days.
- B. Sick leave shall accumulate at the rate of  $1 \frac{1}{4}$  days for each month of employment for all employees.
- C. Twelve month employees will be given 18 days sick leave per year to a total accumulation of 240 days.
- D. Sick leave will be granted for personal illness, injury, and death in the employee's immediate family for the following reasons:
  - 1. Personal illness, personal pregnancy, personal injury or personal exposure to contagious disease.
  - 2. Illness or death of employee's immediate family.
  - 3. For the purpose of this article, Immediate Family shall be defined as : spouse, mother, father, child, stepchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent and grandchild. Only one grandparent may use sick leave for sick grandchild if more than one grandparent is employed by the district. However, both grandparents may use sick leave for critical illness or death of a grandchild.
  - 4. A bargaining unit member who has used no personal leave and no sick leave days during the period of July 1 through December 31 shall be paid a perfect attendance bonus of \$400.00, payable in the second paycheck in January, unless unforeseen circumstances arise in which case it will be paid no later than February 15. A bargaining unit member who has used no personal leave and no sick leave days

during the period of January 1 through June 30 shall be paid a perfect attendance bonus of \$400.00, payable in the second paycheck in July, unless unforeseen circumstances arise in which case it will be paid no later than August 15.

Bargaining unit members eligible for the bonus shall submit a signed form to the immediate supervisor no later than December 31 and June 30 in order to be eligible for payment of the bonus. Bargaining unit members eligible for this perfect attendance bonus shall not be eligible for the personal leave bonus.

5. The personal leave bonus that is paid to bargaining unit members will be increased to \$100 or the eligible bargaining unit member's per diem rate of pay, whichever is higher, for each unused personal day per year. Bargaining unit members eligible for perfect attendance bonus shall not be eligible for the personal leave bonus.
- E. Any employee absent more than four (4) consecutive work days, at the request of the Superintendent, shall be required to provide a physician's statement validating the employee's legitimate use of sick leave.
- F. Falsification of any request for the use of sick leave or use of sick leave for any reason other than those specified above herein shall result in discipline, including and up to termination, in accordance with the provisions of the Ohio Revised Code.

#### **ARTICLE 16 - HOURS OF WORK/OVERTIME**

- A. Hours worked in excess of forty (40) hours in one week shall be paid at one and one-half (1 ½) times the employee's regular straight time hourly rate of pay. Employees must have their supervisor's express approval before working more than forty (40) hours in one week.
- B. Hours worked on a Saturday, Sunday, or holiday shall be paid at the rate of one and one half (1 ½) times the employee's regular straight time hourly rate of pay, with the exception of bus drivers who shall receive one and one half (1 ½) times only for time worked during holidays and pay earned under Article 13 (J).
- C. A holiday will be considered as hours worked for the purpose of computing overtime for that week as long as the holiday is a holiday recognized in this agreement, and the employee would have otherwise been scheduled to work.
- D. Every work day of seven (7) hours or more shall include, at the minimum a thirty (30) minute unpaid, uninterrupted lunch break, approximately midway through the work day during which time the employee is not on duty or call. The lunch break shall be at a time approved by the Superintendent or designee.
- E. Before a teacher assistant is required to cover a regular classroom in the absence of a teacher, the Principal will first make every attempt to find a substitute teacher for the regular classroom teacher. If a substitute teacher is not available, the principal will then attempt to find a teacher who is using a planning period to cover for the regular classroom

teacher. Teacher assistants shall be paid their regular rate of pay for attending IEP meetings that are scheduled after regular working hours, unless overtime provisions apply.

- F. Additional work hours for food service employees working special events will be scheduled by the immediate supervisor. Additional hours will be paid at the employees regular rate of pay, except for hours worked that meet the criteria for overtime pay.
- G. When school facilities are used by a “for profit entity,” a custodian or cook should be present if a special event requires the use of a building and/or kitchen. Full-time custodians and cooks should be asked to cover the event beginning with the most senior. After the work has been offered to all full-time custodians and/or cooks, the Board may offer the work to substitute employees.

### **ARTICLE 17 - VACANCIES - POSTINGS**

- A. All buildings owned and operated by the Ripley Board of Education and staffed by school employees shall be posted with Bid Notice and Procedures in an open area accessible to all employees covered in the bargaining unit. During the summer months, Bid Notice and Procedures shall be mailed to all nine month employees who request to be notified.
- B. All vacant positions shall be posted within ten (10) days of the position becoming vacant and filled within thirty (30) workdays after the posting, unless the position is eliminated by Board action. Each bid shall contain the following:
  - a.. Location
  - b. Salary
  - c. Hours
  - d. Supervision (To whom the person shall be responsible)
  - e. Qualifications
  - f. Bid Procedure
  - g. Job description - duties

The posting will be maintained for a minimum of ten (10) calendar days. Employees desiring the position shall submit their bids to the Administration announcing the bid within ten (10) calendar days of the beginning date of the posting period.

- C. Seniority, as used herein, is defined as continuous years of service within a job classification, which entitles them to a certain consideration and preference when bidding for vacancies within their job classification and other classifications.
- D. The Association shall be provided the current seniority list of all employees in the bargaining unit.
- E. Employees shall have the right to advance to higher paying positions and new positions when vacancies occur in their position or classifications in the order of seniority.

- F. If a vacancy occurs within a classification, such vacancy shall be awarded to the employee with the greatest seniority in that classification bidding for the vacant position. Should he/she decline to accept the position, it shall be awarded to the next most senior individual in the classification who has bid on said vacancy. The procedure will be followed until all bidders within the classification have been offered the position and if all have refused it then candidates for the position who are presently employees of the Board in another classification or are bidding on a newly created classification and are qualified for and can perform the duties and responsibilities of the vacancy will be offered said position with the district seniority. In the event the position has not been filled after completing the above, the position shall be opened to non-employees of the Board.
- G. The following classification shall be used for the purpose of defining classification seniority for the purpose of bid procedure.
 

Building and Maintenance	Bus Drivers
Custodians	Teacher Assistants
Full Time Cooks	Secretaries
Classroom Facilitator	
- H. The employer agrees to notify the Association when vacancies occur, by providing the President with a copy of all positions posted. The Superintendent will determine when a vacancy occurs but vacancy will generally occur when an employee resigns, retires, is terminated, or a new position is created.
- I. Each month the Board will inform OAPSE (President of Association or Local) personnel changes, which affect the seniority list.
- J. The Board will inform OAPSE (President, Association or Local) of each position posted, bid received, and awards rendered.
- K. Bid Procedure forms will be the standard for bid position or classification.
- L. When any employee substitutes or otherwise performs work or works in a position for a period of thirty (30) days, then that position shall be posted and bid, except in special situations where the Board of Education may create a temporary job for up to ninety (90) days.

**ARTICLE 18 - PROGRESSIVE DISCIPLINE**

- A. No bargaining unit employee shall be disciplined without just cause. Only the Board shall have the authority to discharge.
- B. Disciplinary action shall consist of a course designed to improve the quality of the employee. Except in cases where the presence of the employee on the job or at their work location shall pose a threat to the health and safety of himself/herself or others, or cases of theft or dishonesty, the measures of discipline shall follow in the order listed below:

- |    |                |                      |
|----|----------------|----------------------|
| 1. | First Offense  | Oral Warning         |
| 2. | Second Offense | Written Warning      |
| 3. | Third Offense  | Possible Suspension  |
| 4. | Fourth Offense | Possible Termination |

C. In cases that may lead to suspension and/or discharge, an employee shall be given due process in accordance with the following procedures:

- a. A written notice setting forth the allegations which, if substantiated could result in disciplinary action, shall be given to the employee.
- b. The Superintendent shall meet with the employee and provide the employee the opportunity to present his/her side of the matter. This meeting shall be scheduled no sooner than five (5) work days nor later than ten (10) work days following receipt of the written notice of the allegations.
- c. All disciplinary actions shall be subject to the grievance procedure.
- d. An employee being disciplined may request a Union representative be present during any hearing.

#### **ARTICLE 19 - LEAVE OF ABSENCE**

- A. Upon a written request, the Board may grant a leave of absence with out educational, illness, or other disability reasons requested. Employees granted such leave shall not accrue seniority during the period of the leave but shall not lose previously accrued seniority. The leave of absence shall be for no longer than two (2) years.
- B. The employee shall provide a written notice of intent to return on/or before July 1 in which the leave is taken, except in the case of medical leave.
- C. If, after the return of the employee from leave the person employed for the purpose of replacing an employee on leave is continued in employment as a regular employee, or if he/she is hired by the Board as a regular employee within a year after the employment as a replacement, he/she shall receive credit for the length of service with the Board during the replacement period.
- D. Jury Duty and Court Appearances - An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The Board shall pay the employee the difference, if any, between the amount received for jury duty and the employee's regular rate of pay. Any employee in the bargaining unit whose regular assigned shift commences at 4:00 p.m. or after and who is required to serve all or any part of the day on jury duty shall be relieved from work with pay. In addition, any employee who is not suing the school district and receives a subpoena to appear in court in their capacity as an employee of the Ripley Union Lewis Huntington School District shall be

excused from work with pay for the period of time necessary for the court appearance and appropriate travel time.

- E. Military Leave - All members of the Ohio National Guard or members of other reserve components of the Armed Forces of the United States shall be entitled to a leave of absence from their respective duties in order to enter field training or active duty not to exceed thirty-one (31) days in any one calendar year. The Board will pay the difference of wages earned at the school district from wages earned with the Ohio National Guard or the Reserve component of the Armed Forces of the United States if less than current wages. Such time shall be construed as continued service in the school district.
- F. Maternity Leave - If an employee/spouse becomes pregnant and desires to remain a member of the staff, s/he must make formal applications to the Superintendent for a leave of absence. Such an employee may remain in his/her position as long as s/he has written approval of his/her doctor and agreement from the building principal or her immediate supervisor. Such an employee may return to his/her position or a similar position after the birth of his/her child and with the written approval of her doctor.
- G. Assault Leave - An employee who is absent due to physical disability resulting from a clearly unprovoked attack upon said employee, which assault occurs on Board premises or while in attendance at an official school function and the course of said employee's employment shall subject to the approval of the Superintendent, be granted up to ten (10) working days of assault leave. During such assault leave, said employee shall be maintained on full pay status. Assault leave will not be granted under this policy unless said employee: (1) has signed a written statement justifying the granting and use of assault leave; (2) Provides a certificate from a licensed physician stating the nature and duration of the disability and the necessity of absence from regular employment; (3) Agrees to work with the Board to file criminal charges against the person or persons involved. The employee and the Board shall provide all information requested by law enforcement officials and the prosecutor's office. Falsification of these statements shall be grounds for suspension or termination of employment.
- H. Family and Medical Leave Act - Employees are eligible for unpaid leave under the Family and Medical Leave Act, (Board Policy 1.51). Employees must follow the Board policy and procedures regarding eligibility and usage of the Family and Medical Leave Act.
- I. All leaves must be approved in writing by the Superintendent or his/her designee. Advance notice may be waived in cases of extreme emergency. All requests for leave under this Article must be in writing and specify the details, which make the leave necessary.
- J. Professional Leave - An employee may request to attend a professional conference or workshop or similar professional improvement opportunity. Whenever possible, the request shall be submitted to their immediate supervisor ten (10) days in advance of leave. The immediate supervisor shall be responsible for forwarding the request to the Superintendent for approval. Approval shall be based on the availability of substitutes and

cost involved. The Board will reimburse the employee for reasonable and necessary expenses per Board policy.

#### **ARTICLE 20 - PERSONNEL FILES**

- A. The Board agrees to comply with the provisions of Section 1347.01, Revised Code, through Section 1347.10, Revised Code, with regard to personnel files.
- B. Derogatory material placed in an employees personnel file shall require a just cause hearing with the employee's immediate supervisor. The employee, upon request, may have a Local Union representative present. Employees shall have the opportunity to reply to such material in a written statement to be attached to the file copy. Material that cannot be substantiated by direct, relevant, and material evidence shall not become a part of the employee's personnel file.
- C. At the employee's request, all records of disciplinary actions shall cease to have force and effect for purposes of progressive corrective action: twenty-four (24) months for oral and written reprimands and thirty-six (36) months for suspensions after their effective date, provided that the offense for which the material was issued is not repeated.
- D. Each employee shall have the right, upon request to review the contents of his/her personnel file with the exception of confidential pre-employment data. This review shall be in the presence of an administrative officer, supervisor, or a designated employee of the personnel department.

#### **ARTICLE 21 - HOSPITALIZATION**

- A. All classified employees shall be provided health insurance for single or family plan.
- B. The Board shall offer each bargaining unit member hospitalization and major medical coverage through the Brown County Health Insurance Consortium or other carrier and shall maintain the current schedule of benefits offered by the Consortium The Board agrees to assume and pay ninety percent (90%) of insurance premiums for the duration of this contract. Bargaining unit members shall pay ten percent (10%) of insurance premiums for the duration of this contract.
- C. In the event that the certified employees' health insurance are granted at a higher maximum rate, Board paid, the classified employee will receive the same rate increase so that all employees will have same board premiums (Excluding substitutes).

#### **ARTICLE 22 - LIFE INSURANCE**

Life insurance coverage shall be \$50,000 for all classified employees, with premiums fully paid by the Board. This is term insurance with reductions when a person reaches 70 years of age and again at 75 years of age.

#### **ARTICLE 23 - SERS RETIREMENT**

Retirement contributions shall be treated as an annuity for all employees in the bargaining unit.

#### **ARTICLE 24 - PAY PERIOD**

All classified employees shall receive his/her wages in twenty-six (26) equal installments, with gross pay and all deductions shown on each payroll check. Payroll shall be dispersed for all classified staff via direct deposit.

#### **ARTICLE 25 - PHYSICALS, ABSTRACTS, C. D. L.'S**

- A. The cost for required physicals for regular and substitute bus drivers less that amount paid by the Brown County Board of Education will be reimbursed to the driver through the normal requisitions/purchase order process upon presentation by the driver of a physician's bill up to \$50.00.
- B. The total cost of certification, re-certification and renewal of C.D.L's for regular and substitute bus drivers will be reimbursed to the driver through the normal requisition/purchase order process upon presentation by the driver of an invoice or paid receipt. Such reimbursement shall be awarded after the employee has driven for the Ripley Union Lewis Huntington School District for one (1) year.
- C. Bus Drivers shall be paid their regular hourly rate of pay when assigned to be an On Board Instructor to orient new bus drivers and for re-certification, or certification training as required by the State of Ohio and approved by the Superintendent.
- E. In the event the Board requires cooks to wear uniforms, the Board agrees to provide five (5) uniforms each year for all cooks employed by the Board.

#### **ARTICLE 26 - LABOR/MANAGEMENT COMMITTEE**

A meeting between the Association Leadership, Board President, Superintendent, or Assistant Superintendent can be called at any time.

#### **ARTICLE 27 - SAFETY**

All school owned vehicles, including buses and all equipment, shall be properly maintained at all times for the safety of all students and employees. Route changes may be made to prevent over crowding of buses.

#### **ARTICLE 28 - BUS CLEANING**

All bus drivers shall be given the facilities, equipment, and chemicals to keep their bus clean.

## **ARTICLE 29 - CUSTODIAL PERSONNEL**

- A. Any custodian required to perform work under the maintenance job description shall be paid the designated maintenance rate of pay.
- B. The Superintendent shall have the authority to modify work schedules and work locations during the summer months when school is not in session for the purposes of cleaning the buildings.
- C. Groups utilizing the school shall be responsible for cleaning up after their activities. Clean up includes immediately reporting any damages to the proper administrator, returning all tools, props and equipment to its appropriate location in a neat and orderly manner. Should the group fail to properly clean up after the activity, the custodian shall notify the Principal. The Principal shall notify the individual(s) responsible for the activity informing them of their need to clean the area.

## **ARTICLE 30 - TOOL ALLOWANCE AND VEHICLE FEE**

Tools will be provided by school district. A van is available for transportation of the maintenance personnel.

## **ARTICLE 31 - WAGES AND SALARY SCHEDULE**

- A. Effective July 1, 2013, all bargaining unit employees shall receive a 1.25% wage increase. Bargaining unit employees shall receive a one time signing bonus of \$250.00. Effective July 1, 2014, all bargaining unit employees shall receive a 1% wage increase. Effective July 1, 2015, all bargaining unit employee shall receive a 1% wage increase.

The Board agrees if any other bargaining unit recognized by the Board (the RUHLEA) receives a greater wage increase, the bargaining unit employees shall receive the same wage increase.

- A. Salary schedules for each classification are included.
- B. Bargaining unit employees will be paid a minimum of two (2) hour call-in pay.
- D. Employees routinely scheduled to work between the hours of 2 PM and 10:30 PM shall receive an additional fifteen cent (\$.15) per hour shift differential.

## **ARTICLE 32 - GENERAL RELIEF WORKERS**

The Board agrees that General Relief Workers shall not perform bargaining unit work and that any Federal or State work programs or student work programs established by the Board shall not infringe on the rights of the bargaining unit.

## **ARTICLE 33 - IN-SERVICE DAYS**

There shall not be more than five (5) in-service days per year for any bargaining unit employees. Required in service meetings shall be paid for the time required to attend said meeting at the employee's regular rate of pay.

#### **ARTICLE 34 - SICK LEAVE POOL**

The sick leave pool is a voluntary plan allowing classified employees to donate up to ten (10) sick leave days for a pool to be used by classified employees who experience catastrophic illness or need as determined by a joint committee of four members, two from the OAPSE, the President and designee, and two from the Ripley Union Lewis Huntington Administration, the Superintendent/Assistant Superintendent and designee. The designee shall not come from the same building as the member who is requesting days from the pool with the exception of the Union President. The committee meetings shall be in executive session and all information discussed shall be considered confidential. Decisions require a majority vote of the committee; results are given to the employee jointly, and are final. Any member is limited to no more than 10 days in any given year and efforts will be made to assist the employee to apply for disability under SERS guidelines if more time off required. For special circumstances, the committee may extend the amount of days given. Payment from the pool will begin only after the member has used all of his/her accumulated sick days, available sick day advances and personal days.

#### **ARTICLE 35 - SECONDARY CLASSIFIED POSITIONS**

Any employee whose regular scheduled position is less than an eight-(8) hour day position may be eligible for a secondary position in another classification.

##### **Guidelines:**

1. The combined hours of the primary and secondary positions may not be regularly scheduled for more than forty (40) hours per week.
2. To keep his/her Board paid benefits, an employee who is here for a secondary position must retain his/her primary contract position with the Board.
3. A bargaining unit employee holding a supplemental position shall not be permitted to work additional jobs or extra trips while performing supplemental duties.
4. An employee hired for a secondary position will have sick leave deducted on an hourly basis if absent from work.

##### **Positions:**

A cleaning person classification is established to provide for unskilled entry level position in the custodial/Maintenance area.

Assignment to this position will be awarded on overall district seniority of those bidding for the position. Positions such as custodians, aides, cooks, etc., will be based on the education and/or skill levels that these positions require and those that employees bidding possess. The administration reserves the right to determine the qualification level of bidders. All part-time secondary positions will be offered to current qualified employees first before they are offered to non-employees.

Bargaining unit employees bidding on secondary positions shall start at step I on the salary schedule for the secondary position. Bargaining unit employees shall not have a reduction in hours now being worked to avoid the payment of insurance by Board.

Secondary Positions:

Shall not replace any eight (8) or less hour position.

### **ARTICLE 36 - TRAINING REIMBURSEMENT FUND**

- A. The Ripley Union Lewis Huntington Board of Education agrees to budget funds to aid bargaining unit employees in obtaining additional training. The amount to be budgeted shall be five thousand dollars (\$5000).
1. APPROVAL: The training taken shall be approved by the Superintendent prior to the start of the training in order to be eligible for reimbursement. Training taken must be an approved program appropriate to the employee's position.
  2. PAYMENT REQUIREMENTS: Proof of completion of training dated February 1 through August 31 must be in the hands of the Superintendent by September 30 of the same calendar year to receive payment through the Treasurer's office in November. Proof of completion of training dated September 1 through January 31 must be in the hands of the Superintendent by March 1 of the same school year to receive payment through the Treasurer's office in May. The employee must be under contract with the Ripley Union Lewis Huntington Local Schools at the time reimbursement is to be made.
  3. REIMBURSEMENT SCHEDULE: Reimbursement from the fund is on a first-come first-served basis according to the date on which the Superintendent receives proof of completion. In no event shall reimbursement exceed the actual cost of the approved training.

### **ARTICLE 37 - NEGOTIATION PROCEDURES**

- A. Negotiable Items

Matters pertaining to wages, hours, or terms and conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement are the items considered negotiable.

B. Initiation of Negotiations

Negotiations shall be initiated not later than sixty (60) days nor more than ninety (90) days prior to the ending of the terms of the previous contract by written notification of one party to another requesting to enter into negotiations. Requests in writing for negotiation meetings from the Union will be made directly to the Superintendent and the School Board. Requests from the School Board will be made in writing to the President of the Union.

C. Negotiation Meetings

Upon receipt of a written request for a meeting, either party will have ten (10) working days to reply to the request. A meeting date and place shall be agreed to within fifteen (15) days of such request. All days referred to in this Section shall be work days.

D. Negotiators

The total membership of each negotiation team shall not exceed seven (7). The Union team may include one member from each classification. While no final agreement shall be executed without the ratification by the Union and the adoption by the Board, the negotiating teams will have the authority to make proposals, consider proposals, and determine items acceptable to both parties involved in negotiations.

Each team shall designate one chief spokesperson who shall make verbal response for his/her team members and be responsible for initialing any tentatively agreed items.

E. Exchange of Information

During the period of negotiations, or impasse provision, the Board and the Union agree to provide each other, upon request, all regularly and routinely prepared information concerning the issue(s) under consideration.

F. Submission of Proposals

A list of all proposals shall be submitted by both parties at the first meeting. No additional proposals shall be submitted by either party following the second meeting, unless agreed by both parties.

G. Meeting Places and Times

The parties shall meet at places and times agreed upon at the prior meeting. Length of meetings, as well as times and places of the following meetings shall be agreed upon at the beginning of each session. Meetings will last no more than 3 hours at a time unless both sides mutually agree to extend the meeting. All meetings shall be held in private and shall not be open to the public or others who are not members of either party's bargaining committee.

H. Caucus

Upon request of either party, the negotiations shall be recessed to permit the requesting party a period of time to caucus.

I. Item Agreement

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

J. Agreement

If tentative agreements are reached on the matters being negotiated, the understanding of the parties shall be reduced to writing and submitted to the membership of the Union for ratification within ten (10) days. If ratified by the Union, it will then be submitted to the Board for consideration at its next regularly scheduled meeting at least ten (10) days after Union ratification. If approved by the affirmative vote of a majority of the full membership of the Board, the agreement shall be signed by both parties and shall become a part of the official minutes of the Board.

The resulting agreement shall be binding on both parties. Should either party fail to ratify the contract then the parties shall proceed with the settlement of dispute procedures.

K. Disagreement

In the event an agreement is not reached by negotiations after full consideration of the proposals and counterproposal, either of the parties shall have the option of declaring impasse.

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 the parties have become intransigent pertaining to unresolved negotiation issues.

If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all issues where tentative agreement has not been reached by the parties.

The parties shall jointly request a mediator and direct such request to the Federal Mediation and Conciliation Service.

The assigned mediator, if any, shall have the authority to call meeting for the purpose of promoting an agreement between the parties.

The mediator has no authority to recommend or bind either part to any agreement.

**ARTICLE 38 - PEOPLE DEDUCTION**

The Board agrees to deduct from the wages of those employees a PEOPLE deduction as provided for in written authorization from each of the interested employees. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the employer and the Association. The employer agrees to remit any deduction made pursuant to this provision promptly to the Association together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during each period covered by the remittance.

**ARTICLE 39 - DURATION OF AGREEMENT**

The parties to this agreement shall bargain collectively in good faith and respect to any and all changes and conditions of employment.

This agreement between the Board and the Association shall take effect and shall remain in effect on the date the agreement is signed by both parties July 1, 2013 through June 30, 2016. The provisions of this agreement supersede any prior practice not specifically incorporated herein.

**FOR THE BOARD**

**FOR THE ASSOCIATION**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**FOR THE BOARD**

**FOR THE ASSOCIATION**

Jeff T. Clark 9-17-13  
Date

Gregory Chapman 9-16-13  
Date

Bonny Jones 9-17-13  
Date

Karen Bailey 9-16-13  
Date

Glenn Huff 9-17-13  
Date

Cheyl Roberts 9-16-13  
Date

Robert Clark 9-17-13  
Date

Heidi Chapman 9-16-13  
Date

John = 6/16 9-17-13

Mary L. Caudell 9-16-13

RULH School District  
 Bus Driver Hired After 7/1/03 Salary 189 days  
 7/1/13 - 1.25% Base increase

Hours	5
Total Hours	851
Days	189
Base	\$ 10,729.70
Hourly Base	\$ 12.62

Step	Index	Salary	Hourly
0	1.000	\$ 10,729.70	\$ 12.46
1	1.027	\$ 11,022.48	\$ 12.80
2	1.054	\$ 11,306.66	\$ 13.13
3	1.081	\$ 11,599.44	\$ 13.47
4	1.108	\$ 11,883.62	\$ 13.80
5	1.135	\$ 12,176.40	\$ 14.14
6	1.162	\$ 12,469.19	\$ 14.48
7	1.189	\$ 12,753.36	\$ 14.81
8	1.216	\$ 13,046.15	\$ 15.15
9	1.243	\$ 13,338.93	\$ 15.49
10	1.270	\$ 13,623.10	\$ 15.82
11	1.296	\$ 13,907.28	\$ 16.15
12	1.324	\$ 14,208.67	\$ 16.50
15	1.351	\$ 14,492.85	\$ 16.83
18	1.377	\$ 14,777.02	\$ 17.16
21	1.405	\$ 15,078.42	\$ 17.51
24	1.432	\$ 15,362.59	\$ 17.84
27	1.458	\$ 15,646.76	\$ 18.17

RJLH School District  
 Bus Driver Hired After 7/1/03 Salary 189 days  
 7/1/14 - 1% Base Increase

Hours	5
Total Hours	851
Days	189
Base	\$ 10,837.00
Hourly Base	\$ 12.74

Step	Index	Salary	Hourly
0	1.000	\$ 10,837.00	\$ 12.46
1	1.027	\$ 11,132.71	\$ 12.80
2	1.054	\$ 11,419.73	\$ 13.13
3	1.081	\$ 11,715.44	\$ 13.47
4	1.108	\$ 12,002.46	\$ 13.80
5	1.135	\$ 12,298.17	\$ 14.14
6	1.162	\$ 12,593.88	\$ 14.48
7	1.189	\$ 12,880.90	\$ 14.81
8	1.216	\$ 13,176.61	\$ 15.15
9	1.243	\$ 13,472.32	\$ 15.49
10	1.270	\$ 13,759.34	\$ 15.82
11	1.296	\$ 14,046.36	\$ 16.15
12	1.324	\$ 14,350.76	\$ 16.50
15	1.351	\$ 14,637.78	\$ 16.83
18	1.377	\$ 14,924.79	\$ 17.16
21	1.405	\$ 15,229.21	\$ 17.51
24	1.432	\$ 15,516.22	\$ 17.84
27	1.458	\$ 15,803.23	\$ 18.17

RULH School District  
 Bus Driver Hired After 7/1/03 Salary 189 days  
 7/1/15 - 1% Base Increase

Hours	5
Total Hours	851
Days	189
Base	\$ 10,945.37
Hourly Base	\$ 12.87

Step	Index	Salary	Hourly
0	1.000	\$ 10,945.37	\$ 12.46
1	1.027	\$ 11,244.04	\$ 12.80
2	1.054	\$ 11,533.93	\$ 13.13
3	1.081	\$ 11,832.59	\$ 13.47
4	1.108	\$ 12,122.48	\$ 13.80
5	1.135	\$ 12,421.15	\$ 14.14
6	1.162	\$ 12,719.82	\$ 14.48
7	1.189	\$ 13,009.71	\$ 14.81
8	1.216	\$ 13,308.38	\$ 15.15
9	1.243	\$ 13,607.05	\$ 15.49
10	1.270	\$ 13,896.93	\$ 15.82
11	1.296	\$ 14,186.82	\$ 16.15
12	1.324	\$ 14,494.27	\$ 16.50
15	1.351	\$ 14,784.16	\$ 16.83
18	1.377	\$ 15,074.04	\$ 17.16
21	1.405	\$ 15,381.50	\$ 17.51
24	1.432	\$ 15,671.38	\$ 17.84
27	1.458	\$ 15,961.26	\$ 18.17

RULH School District  
 Bus Driver Hired Before 7/1/03 Salary 189 days  
 7/1/13 - 1.25% Base Increase

Hours	5
Total Hours	851
Days	189
Base	\$ 11,048.32
Hourly Base	\$ 12.99

Step	Index	Salary	Hourly
0	1.000	\$ 11,048.32	\$ 12.99
1	1.035	\$ 11,435.82	\$ 13.45
2	1.076	\$ 11,883.61	\$ 13.97
3	1.115	\$ 12,322.79	\$ 14.49
4	1.125	\$ 12,426.13	\$ 14.61
5	1.166	\$ 12,882.52	\$ 15.15
6	1.175	\$ 12,985.86	\$ 15.27
7	1.183	\$ 13,071.97	\$ 15.37
8	1.200	\$ 13,252.82	\$ 15.58
9	1.210	\$ 13,373.37	\$ 15.72
10	1.222	\$ 13,502.54	\$ 15.88
11	1.320	\$ 14,578.96	\$ 17.14
12	1.390	\$ 15,362.58	\$ 18.06
15	1.465	\$ 16,180.66	\$ 19.02
18	1.535	\$ 16,955.68	\$ 19.94
21	1.606	\$ 17,747.92	\$ 20.87
24	1.649	\$ 18,221.54	\$ 21.42
27	1.694	\$ 18,712.39	\$ 22.00

RULH School District  
Bus Driver Hired Before 7/1/03 Salary 189 days  
7/1/14 - 1% Base Increase

Hours	5
Total Hours	851
Days	189
Base	\$ 11,158.80
Hourly Base	\$ 13.12

Step	Index	Salary	Hourly
0	1.000	\$ 11,158.80	\$ 13.12
1	1.035	\$ 11,550.18	\$ 13.58
2	1.076	\$ 12,002.45	\$ 14.11
3	1.115	\$ 12,446.02	\$ 14.63
4	1.125	\$ 12,550.39	\$ 14.76
5	1.166	\$ 13,011.35	\$ 15.30
6	1.175	\$ 13,115.72	\$ 15.42
7	1.183	\$ 13,202.69	\$ 15.52
8	1.200	\$ 13,385.34	\$ 15.74
9	1.210	\$ 13,507.10	\$ 15.88
10	1.222	\$ 13,637.56	\$ 16.03
11	1.320	\$ 14,724.74	\$ 17.31
12	1.390	\$ 15,516.20	\$ 18.24
15	1.465	\$ 16,342.46	\$ 19.22
18	1.535	\$ 17,125.23	\$ 20.14
21	1.606	\$ 17,925.40	\$ 21.08
24	1.649	\$ 18,403.75	\$ 21.64
27	1.694	\$ 18,899.51	\$ 22.22

RULH School District  
 Bus Driver Hired Before 7/1/03 Salary 189 days  
 7/1/15 - 1% Base Increase

Hours	5
Total Hours	851
Days	189
Base	\$ 11,270.39
Hourly Base	\$ 13.25

Step	Index	Salary	Hourly
0	1.000	\$ 11,270.39	\$ 13.25
1	1.035	\$ 11,665.68	\$ 13.72
2	1.076	\$ 12,122.47	\$ 14.25
3	1.115	\$ 12,570.48	\$ 14.78
4	1.125	\$ 12,675.89	\$ 14.90
5	1.166	\$ 13,141.46	\$ 15.45
6	1.175	\$ 13,246.87	\$ 15.58
7	1.183	\$ 13,334.72	\$ 15.68
8	1.200	\$ 13,519.20	\$ 15.90
9	1.210	\$ 13,642.18	\$ 16.04
10	1.222	\$ 13,773.94	\$ 16.20
11	1.320	\$ 14,871.99	\$ 17.49
12	1.390	\$ 15,671.36	\$ 18.43
15	1.465	\$ 16,505.89	\$ 19.41
18	1.535	\$ 17,296.49	\$ 20.34
21	1.606	\$ 18,104.65	\$ 21.29
24	1.649	\$ 18,587.79	\$ 21.86
27	1.694	\$ 19,088.51	\$ 22.44

RULH School District  
 Cafeteria Salary 189 days  
 7/1/13 - 1.25% Base Increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 14,761.70
Hourly Base	\$ 11.16

Step	Index	Salary	Hourly
0	1.000	\$ 14,761.70	\$ 11.16
1	1.027	\$ 15,163.56	\$ 11.46
2	1.054	\$ 15,565.42	\$ 11.77
3	1.081	\$ 15,953.89	\$ 12.06
4	1.108	\$ 16,355.75	\$ 12.36
5	1.135	\$ 16,757.61	\$ 12.67
6	1.162	\$ 17,159.47	\$ 12.97
7	1.189	\$ 17,547.94	\$ 13.26
8	1.217	\$ 17,963.19	\$ 13.58
9	1.243	\$ 18,351.66	\$ 13.87
10	1.270	\$ 18,753.52	\$ 14.17
11	1.297	\$ 19,141.99	\$ 14.47
12	1.324	\$ 19,543.85	\$ 14.77
15	1.351	\$ 19,945.71	\$ 15.08
18	1.377	\$ 20,334.18	\$ 15.37
21	1.406	\$ 20,749.43	\$ 15.68
24	1.432	\$ 21,137.90	\$ 15.98
27	1.459	\$ 21,539.76	\$ 16.28

RULH School District  
 Cafeteria Salary 189 days  
 7/1/14 - 1% Base increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 14,909.32
Hourly Base	\$ 11.27

Step	Index	Salary	Hourly
0	1.000	\$ 14,909.32	\$ 11.27
1	1.027	\$ 15,315.20	\$ 11.58
2	1.054	\$ 15,721.08	\$ 11.88
3	1.081	\$ 16,113.43	\$ 12.18
4	1.108	\$ 16,519.31	\$ 12.49
5	1.135	\$ 16,925.19	\$ 12.79
6	1.162	\$ 17,331.07	\$ 13.10
7	1.189	\$ 17,723.42	\$ 13.40
8	1.217	\$ 18,142.82	\$ 13.71
9	1.243	\$ 18,535.18	\$ 14.01
10	1.270	\$ 18,941.06	\$ 14.32
11	1.297	\$ 19,333.41	\$ 14.61
12	1.324	\$ 19,739.29	\$ 14.92
15	1.351	\$ 20,145.17	\$ 15.23
18	1.377	\$ 20,537.52	\$ 15.52
21	1.406	\$ 20,956.93	\$ 15.84
24	1.432	\$ 21,349.28	\$ 16.14
27	1.459	\$ 21,755.16	\$ 16.44

RULH School District  
 Cafeteria Salary 189 days  
 7/1/15 - 1% Base Increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 15,058.41
Hourly Base	\$ 11.38

Step	Index	Salary	Hourly
0	1.000	\$ 15,058.41	\$ 11.38
1	1.027	\$ 15,468.35	\$ 11.69
2	1.054	\$ 15,878.29	\$ 12.00
3	1.081	\$ 16,274.56	\$ 12.30
4	1.108	\$ 16,684.50	\$ 12.61
5	1.135	\$ 17,094.44	\$ 12.92
6	1.162	\$ 17,504.38	\$ 13.23
7	1.189	\$ 17,900.65	\$ 13.53
8	1.217	\$ 18,324.25	\$ 13.85
9	1.243	\$ 18,720.53	\$ 14.15
10	1.270	\$ 19,130.47	\$ 14.46
11	1.297	\$ 19,526.74	\$ 14.76
12	1.324	\$ 19,936.68	\$ 15.07
15	1.351	\$ 20,346.62	\$ 15.38
18	1.377	\$ 20,742.89	\$ 15.68
21	1.406	\$ 21,166.50	\$ 16.00
24	1.432	\$ 21,562.77	\$ 16.30
27	1.459	\$ 21,972.71	\$ 16.61

RULH School District  
 Teacher Assistant Salary 189 days  
 7/1/13 - 1.25% Base Increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 15,083.19
Hourly Base	\$ 11.40

Step	Index	Salary	Hourly
0	1.000	\$ 15,083.19	\$ 11.26
1	1.027	\$ 15,485.05	\$ 11.56
2	1.053	\$ 15,886.91	\$ 11.86
3	1.080	\$ 16,288.78	\$ 12.16
4	1.107	\$ 16,704.03	\$ 12.47
5	1.134	\$ 17,105.89	\$ 12.77
6	1.161	\$ 17,507.76	\$ 13.07
7	1.188	\$ 17,923.01	\$ 13.38
8	1.215	\$ 18,324.87	\$ 13.68
9	1.242	\$ 18,726.73	\$ 13.98
10	1.269	\$ 19,141.99	\$ 14.29
11	1.297	\$ 19,557.25	\$ 14.60
12	1.323	\$ 19,959.11	\$ 14.90
15	1.350	\$ 20,360.97	\$ 15.20
18	1.377	\$ 20,776.23	\$ 15.51
21	1.404	\$ 21,178.09	\$ 15.81
24	1.431	\$ 21,579.95	\$ 16.11
27	1.458	\$ 21,995.21	\$ 16.42
		\$ 21,995.21	

RULH School District  
 Teacher Assistant Salary 189 days  
 7/1/14 - 1% Base Increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 15,234.02
Hourly Base	\$ 11.51

Step	Index	Salary	Hourly
0	1.000	\$ 15,234.02	\$ 11.26
1	1.027	\$ 15,639.90	\$ 11.56
2	1.053	\$ 16,045.78	\$ 11.86
3	1.080	\$ 16,451.66	\$ 12.16
4	1.107	\$ 16,871.07	\$ 12.47
5	1.134	\$ 17,276.95	\$ 12.77
6	1.161	\$ 17,682.83	\$ 13.07
7	1.188	\$ 18,102.24	\$ 13.38
8	1.215	\$ 18,508.12	\$ 13.68
9	1.242	\$ 18,914.00	\$ 13.98
10	1.269	\$ 19,333.41	\$ 14.29
11	1.297	\$ 19,752.81	\$ 14.60
12	1.323	\$ 20,158.70	\$ 14.90
15	1.350	\$ 20,564.58	\$ 15.20
18	1.377	\$ 20,983.98	\$ 15.51
21	1.404	\$ 21,389.86	\$ 15.81
24	1.431	\$ 21,795.75	\$ 16.11
27	1.458	\$ 22,215.15	\$ 16.42

RULH School District  
 Teacher Assistant Salary 189 days  
 7/1/15 - 1% Base Increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 15,386.36
Hourly Base	\$ 11.63

Step	Index	Salary	Hourly
0	1.000	\$ 15,386.36	\$ 11.26
1	1.027	\$ 15,796.30	\$ 11.56
2	1.053	\$ 16,206.24	\$ 11.86
3	1.080	\$ 16,616.18	\$ 12.16
4	1.107	\$ 17,039.78	\$ 12.47
5	1.134	\$ 17,449.72	\$ 12.77
6	1.161	\$ 17,859.66	\$ 13.07
7	1.188	\$ 18,283.26	\$ 13.38
8	1.215	\$ 18,693.20	\$ 13.68
9	1.242	\$ 19,103.14	\$ 13.98
10	1.269	\$ 19,526.74	\$ 14.29
11	1.297	\$ 19,950.34	\$ 14.60
12	1.323	\$ 20,360.29	\$ 14.90
15	1.350	\$ 20,770.23	\$ 15.20
18	1.377	\$ 21,193.82	\$ 15.51
21	1.404	\$ 21,603.76	\$ 15.81
24	1.431	\$ 22,013.71	\$ 16.11
27	1.458	\$ 22,437.30	\$ 16.42

RULH School District  
 Custodian Salary 260 days  
 7/1/13 - 1.25% Base Increase

Hours	8
Total Hours	2080
Days	260
Base	\$ 25,882.74
Hourly Base	\$ 12.44

Step	Index	Salary	Hourly
0	1.000	\$ 25,882.74	\$ 12.44
1	1.027	\$ 26,577.72	\$ 12.78
2	1.054	\$ 27,272.70	\$ 13.11
3	1.081	\$ 27,967.68	\$ 13.45
4	1.107	\$ 28,662.66	\$ 13.78
5	1.134	\$ 29,357.64	\$ 14.11
6	1.162	\$ 30,073.68	\$ 14.46
7	1.189	\$ 30,768.66	\$ 14.79
8	1.216	\$ 31,463.64	\$ 15.13
9	1.242	\$ 32,158.62	\$ 15.46
10	1.269	\$ 32,853.60	\$ 15.79
11	1.296	\$ 33,548.58	\$ 16.13
12	1.324	\$ 34,264.62	\$ 16.47
15	1.351	\$ 34,959.60	\$ 16.81
18	1.378	\$ 35,654.58	\$ 17.14
21	1.404	\$ 36,328.50	\$ 17.47
24	1.431	\$ 37,044.54	\$ 17.81
27	1.458	\$ 37,739.52	\$ 18.14

RULH School District  
 Custodian Salary 260 days  
 7/1/14 - 1% Base Increase

Hours	8
Total Hours	2080
Days	260
Base	\$ 26,141.57
Hourly Base	\$ 12.57

Step	Index	Salary	Hourly
0	1.000	\$ 26,141.57	\$ 12.57
1	1.027	\$ 26,843.50	\$ 12.91
2	1.054	\$ 27,545.43	\$ 13.24
3	1.081	\$ 28,247.36	\$ 13.58
4	1.107	\$ 28,949.29	\$ 13.92
5	1.134	\$ 29,651.22	\$ 14.26
6	1.162	\$ 30,374.42	\$ 14.60
7	1.189	\$ 31,076.35	\$ 14.94
8	1.216	\$ 31,778.28	\$ 15.28
9	1.242	\$ 32,480.21	\$ 15.62
10	1.269	\$ 33,182.14	\$ 15.95
11	1.296	\$ 33,884.07	\$ 16.29
12	1.324	\$ 34,607.27	\$ 16.64
15	1.351	\$ 35,309.20	\$ 16.98
18	1.378	\$ 36,011.13	\$ 17.31
21	1.404	\$ 36,691.79	\$ 17.64
24	1.431	\$ 37,414.99	\$ 17.99
27	1.458	\$ 38,116.92	\$ 18.33

RULH School District  
 Custodian Salary 260 days  
 7/1/15 - 1% Base increase

Hours	8
Total Hours	2080
Days	260
Base	\$ 26,402.99
Hourly Base	\$ 12.69

Step	Index	Salary	Hourly
0	1.000	\$ 26,402.99	\$ 12.69
1	1.027	\$ 27,111.94	\$ 13.03
2	1.054	\$ 27,820.89	\$ 13.38
3	1.081	\$ 28,529.84	\$ 13.72
4	1.107	\$ 29,238.79	\$ 14.06
5	1.134	\$ 29,947.74	\$ 14.40
6	1.162	\$ 30,678.17	\$ 14.75
7	1.189	\$ 31,387.12	\$ 15.09
8	1.216	\$ 32,096.07	\$ 15.43
9	1.242	\$ 32,805.02	\$ 15.77
10	1.269	\$ 33,513.97	\$ 16.11
11	1.296	\$ 34,222.91	\$ 16.45
12	1.324	\$ 34,953.35	\$ 16.80
15	1.351	\$ 35,662.29	\$ 17.15
18	1.378	\$ 36,371.24	\$ 17.49
21	1.404	\$ 37,058.70	\$ 17.82
24	1.431	\$ 37,789.14	\$ 18.17
27	1.458	\$ 38,498.09	\$ 18.51

RULH School District  
 Classroom Facilitator Salary 189 days  
 7/1/13 - 1.25% Base increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 16,529.89
Hourly Base	\$ 12.49

Step	Index	Salary	Hourly
0	1.000	\$ 16,529.89	\$ 12.49
1	1.027	\$ 16,971.94	\$ 12.83
2	1.053	\$ 17,413.98	\$ 13.16
3	1.081	\$ 17,869.43	\$ 13.51
4	1.108	\$ 18,311.47	\$ 13.84
5	1.135	\$ 18,753.52	\$ 14.17
6	1.162	\$ 19,208.96	\$ 14.52
7	1.189	\$ 19,651.01	\$ 14.85
8	1.216	\$ 20,093.06	\$ 15.19
9	1.243	\$ 20,548.50	\$ 15.53
10	1.270	\$ 20,990.55	\$ 15.87
11	1.297	\$ 21,432.60	\$ 16.20
12	1.324	\$ 21,888.04	\$ 16.54
15	1.351	\$ 22,330.09	\$ 16.88
18	1.378	\$ 22,772.13	\$ 17.21
21	1.405	\$ 23,227.58	\$ 17.56
24	1.432	\$ 23,669.62	\$ 17.89
27	1.458	\$ 24,098.28	\$ 18.21

RULH School District  
 Classroom Facilitator Salary 189 days  
 7/1/14 - 1% Base Increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 16,695.19
Hourly Base	\$ 12.62

Step	Index	Salary	Hourly
0	1.000	\$ 16,695.19	\$ 12.62
1	1.027	\$ 17,141.66	\$ 12.96
2	1.053	\$ 17,588.12	\$ 13.29
3	1.081	\$ 18,048.12	\$ 13.64
4	1.108	\$ 18,494.59	\$ 13.98
5	1.135	\$ 18,941.06	\$ 14.32
6	1.162	\$ 19,401.05	\$ 14.66
7	1.189	\$ 19,847.52	\$ 15.00
8	1.216	\$ 20,293.99	\$ 15.34
9	1.243	\$ 20,753.99	\$ 15.69
10	1.270	\$ 21,200.46	\$ 16.02
11	1.297	\$ 21,646.92	\$ 16.36
12	1.324	\$ 22,106.92	\$ 16.71
15	1.351	\$ 22,553.39	\$ 17.05
18	1.378	\$ 22,999.85	\$ 17.38
21	1.405	\$ 23,459.85	\$ 17.73
24	1.432	\$ 23,906.32	\$ 18.07
27	1.458	\$ 24,339.26	\$ 18.40

RULH School District  
 Classroom Facilitator Salary 189 days  
 7/1/15 - 1% Base Increase

Hours	7
Total Hours	1323
Days	189
Base	\$ 16,862.14
Hourly Base	\$ 12.75

Step	Index	Salary	Hourly
0	1.000	\$ 16,862.14	\$ 12.75
1	1.027	\$ 17,313.07	\$ 13.09
2	1.053	\$ 17,764.00	\$ 13.43
3	1.081	\$ 18,228.60	\$ 13.78
4	1.108	\$ 18,679.53	\$ 14.12
5	1.135	\$ 19,130.47	\$ 14.46
6	1.162	\$ 19,595.06	\$ 14.81
7	1.189	\$ 20,046.00	\$ 15.15
8	1.216	\$ 20,496.93	\$ 15.49
9	1.243	\$ 20,961.53	\$ 15.84
10	1.270	\$ 21,412.47	\$ 16.18
11	1.297	\$ 21,863.39	\$ 16.53
12	1.324	\$ 22,327.99	\$ 16.88
15	1.351	\$ 22,778.92	\$ 17.22
18	1.378	\$ 23,229.85	\$ 17.56
21	1.405	\$ 23,694.45	\$ 17.91
24	1.432	\$ 24,145.38	\$ 18.25
27	1.458	\$ 24,582.65	\$ 18.58

RULH School District  
 Building Maintenance Salary 260 days  
 7/1/13 - 1.25% Base Increase

Hours	8
Total Hours	2080
Days	260
Base	\$ 28,725.84
Hourly Base	\$ 13.81

Step	Index	Salary	Hourly
0	1.000	\$ 28,725.84	\$ 13.81
1	1.026	\$ 29,484.00	\$ 14.18
2	1.054	\$ 30,284.28	\$ 14.56
3	1.081	\$ 31,042.44	\$ 14.92
4	1.108	\$ 31,821.66	\$ 15.30
5	1.135	\$ 32,600.88	\$ 15.67
6	1.162	\$ 33,380.10	\$ 16.05
7	1.188	\$ 34,138.26	\$ 16.41
8	1.216	\$ 34,938.54	\$ 16.80
9	1.243	\$ 35,696.70	\$ 17.16
10	1.271	\$ 36,496.98	\$ 17.55
11	1.297	\$ 37,255.14	\$ 17.91
12	1.323	\$ 38,013.30	\$ 18.28
15	1.351	\$ 38,813.58	\$ 18.66
18	1.378	\$ 39,571.74	\$ 19.02
21	1.405	\$ 40,350.96	\$ 19.40
24	1.432	\$ 41,130.18	\$ 19.77
27	1.459	\$ 41,909.40	\$ 20.15

RULH School District  
 Building Maintenance Salary 260 days  
 7/1/14 - 1% Base Increase

Hours	8
Total Hours	2080
Days	260
Base	\$ 29,013.10
Hourly Base	\$ 13.95

Step	Index	Salary	Hourly
0	1.000	\$ 29,013.10	\$ 13.95
1	1.026	\$ 29,778.84	\$ 14.32
2	1.054	\$ 30,587.12	\$ 14.71
3	1.081	\$ 31,352.87	\$ 15.07
4	1.108	\$ 32,139.88	\$ 15.45
5	1.135	\$ 32,926.89	\$ 15.83
6	1.162	\$ 33,713.90	\$ 16.21
7	1.188	\$ 34,479.64	\$ 16.58
8	1.216	\$ 35,287.93	\$ 16.97
9	1.243	\$ 36,053.67	\$ 17.33
10	1.271	\$ 36,861.95	\$ 17.72
11	1.297	\$ 37,627.69	\$ 18.09
12	1.323	\$ 38,393.44	\$ 18.46
15	1.351	\$ 39,201.72	\$ 18.85
18	1.378	\$ 39,967.46	\$ 19.22
21	1.405	\$ 40,754.47	\$ 19.59
24	1.432	\$ 41,541.48	\$ 19.97
27	1.459	\$ 42,328.50	\$ 20.35

RULH School District  
 Building Maintenance Salary 260 days  
 7/1/15 - 1% Base Increase

Hours	8
Total Hours	2080
Days	260
Base	\$ 29,303.23
Hourly Base	\$ 14.09

Step	Index	Salary	Hourly
0	1.000	\$ 29,303.23	\$ 14.09
1	1.026	\$ 30,076.63	\$ 14.46
2	1.054	\$ 30,892.99	\$ 14.85
3	1.081	\$ 31,666.39	\$ 15.22
4	1.108	\$ 32,461.28	\$ 15.61
5	1.135	\$ 33,256.16	\$ 15.99
6	1.162	\$ 34,051.04	\$ 16.37
7	1.188	\$ 34,824.44	\$ 16.74
8	1.216	\$ 35,640.81	\$ 17.14
9	1.243	\$ 36,414.20	\$ 17.51
10	1.271	\$ 37,230.57	\$ 17.90
11	1.297	\$ 38,003.97	\$ 18.27
12	1.323	\$ 38,777.37	\$ 18.64
15	1.351	\$ 39,593.73	\$ 19.04
18	1.378	\$ 40,367.13	\$ 19.41
21	1.405	\$ 41,162.02	\$ 19.79
24	1.432	\$ 41,956.90	\$ 20.17
27	1.459	\$ 42,751.79	\$ 20.55

RULH School District  
 Secretary Salary 211 days  
 7/1/13 - 1.25% Base Increase

Hours	8
Total Hours	1688
Days	211
Base	\$ 19,808.47
Hourly Base	\$ 11.73

Step	Index	Salary	Hourly
0	1.000	\$ 19,808.47	\$ 11.73
1	1.027	\$ 20,338.29	\$ 12.05
2	1.053	\$ 20,868.11	\$ 12.36
3	1.081	\$ 21,415.02	\$ 12.69
4	1.108	\$ 21,944.85	\$ 13.00
5	1.135	\$ 22,474.67	\$ 13.31
6	1.162	\$ 23,021.58	\$ 13.64
7	1.189	\$ 23,551.40	\$ 13.95
8	1.216	\$ 24,081.22	\$ 14.27
9	1.243	\$ 24,628.13	\$ 14.59
10	1.270	\$ 25,157.95	\$ 14.90
11	1.297	\$ 25,687.77	\$ 15.22
12	1.324	\$ 26,234.69	\$ 15.54
15	1.351	\$ 26,764.51	\$ 15.86
18	1.378	\$ 27,294.33	\$ 16.17
21	1.406	\$ 27,841.24	\$ 16.49
24	1.432	\$ 28,371.06	\$ 16.81
27	1.458	\$ 28,883.79	\$ 17.11

RULH School District  
 Secretary Salary 211 days  
 7/1/14 - 1% Base Increase

Hours	8
Total Hours	1688
Days	211
Base	\$ 20,006.55
Hourly Base	\$ 11.85

Step	Index	Salary	Hourly
0	1.000	\$ 20,006.55	\$ 11.85
1	1.027	\$ 20,541.67	\$ 12.17
2	1.053	\$ 21,076.79	\$ 12.49
3	1.081	\$ 21,629.17	\$ 12.81
4	1.108	\$ 22,164.29	\$ 13.13
5	1.135	\$ 22,699.42	\$ 13.45
6	1.162	\$ 23,251.80	\$ 13.77
7	1.189	\$ 23,786.91	\$ 14.09
8	1.216	\$ 24,322.03	\$ 14.41
9	1.243	\$ 24,874.41	\$ 14.74
10	1.270	\$ 25,409.53	\$ 15.05
11	1.297	\$ 25,944.65	\$ 15.37
12	1.324	\$ 26,497.04	\$ 15.70
15	1.351	\$ 27,032.16	\$ 16.01
18	1.378	\$ 27,567.27	\$ 16.33
21	1.406	\$ 28,119.65	\$ 16.66
24	1.432	\$ 28,654.77	\$ 16.98
27	1.458	\$ 29,172.63	\$ 17.28

RULH School District  
 Secretary Salary 211 days  
 7/1/15 - 1% Base Increase

Hours	8
Total Hours	1688
Days	211
Base	\$ 20,206.62
Hourly Base	\$ 11.97

Step	Index	Salary	Hourly
0	1.000	\$ 20,206.62	\$ 11.97
1	1.027	\$ 20,747.09	\$ 12.29
2	1.053	\$ 21,287.56	\$ 12.61
3	1.081	\$ 21,845.46	\$ 12.94
4	1.108	\$ 22,385.93	\$ 13.26
5	1.135	\$ 22,926.41	\$ 13.58
6	1.162	\$ 23,484.32	\$ 13.91
7	1.189	\$ 24,024.78	\$ 14.23
8	1.216	\$ 24,565.25	\$ 14.55
9	1.243	\$ 25,123.15	\$ 14.88
10	1.270	\$ 25,663.63	\$ 15.20
11	1.297	\$ 26,204.10	\$ 15.52
12	1.324	\$ 26,762.01	\$ 15.85
15	1.351	\$ 27,302.48	\$ 16.17
18	1.378	\$ 27,842.94	\$ 16.49
21	1.406	\$ 28,400.85	\$ 16.83
24	1.432	\$ 28,941.32	\$ 17.15
27	1.458	\$ 29,464.36	\$ 17.46

RULH School District  
Secretary Salary 231 days  
7/1/13 - 1.25% Base increase

Hours	8
Total Hours	1848
Days	231
Base	\$ 21,686.05
Hourly Base	\$ 11.73

Step	Index	Salary	Hourly
0	1.000	\$ 21,686.05	\$ 11.73
1	1.027	\$ 22,266.09	\$ 12.05
2	1.053	\$ 22,846.13	\$ 12.36
3	1.081	\$ 23,444.88	\$ 12.69
4	1.108	\$ 24,024.93	\$ 13.00
5	1.135	\$ 24,604.97	\$ 13.31
6	1.162	\$ 25,203.72	\$ 13.64
7	1.189	\$ 25,783.76	\$ 13.95
8	1.216	\$ 26,363.80	\$ 14.27
9	1.243	\$ 26,962.55	\$ 14.59
10	1.270	\$ 27,542.59	\$ 14.90
11	1.297	\$ 28,122.63	\$ 15.22
12	1.324	\$ 28,721.39	\$ 15.54
15	1.351	\$ 29,301.43	\$ 15.86
18	1.378	\$ 29,881.47	\$ 16.17
21	1.406	\$ 30,480.22	\$ 16.49
24	1.432	\$ 31,060.26	\$ 16.81
27	1.458	\$ 31,621.59	\$ 17.11

RULH School District  
 Secretary Salary 231 days  
 7/1/14 - 1% Base increase

Hours	8
Total Hours	1848
Days	231
Base	\$ 21,902.91
Hourly Base	\$ 11.85

Step	Index	Salary	Hourly
0	1.000	\$ 21,902.91	\$ 11.85
1	1.027	\$ 22,488.75	\$ 12.17
2	1.053	\$ 23,074.59	\$ 12.49
3	1.081	\$ 23,679.33	\$ 12.81
4	1.108	\$ 24,265.18	\$ 13.13
5	1.135	\$ 24,851.02	\$ 13.45
6	1.162	\$ 25,455.76	\$ 13.77
7	1.189	\$ 26,041.60	\$ 14.09
8	1.216	\$ 26,627.44	\$ 14.41
9	1.243	\$ 27,232.18	\$ 14.74
10	1.270	\$ 27,818.02	\$ 15.05
11	1.297	\$ 28,403.86	\$ 15.37
12	1.324	\$ 29,008.60	\$ 15.70
15	1.351	\$ 29,594.44	\$ 16.01
18	1.378	\$ 30,180.28	\$ 16.33
21	1.406	\$ 30,785.02	\$ 16.66
24	1.432	\$ 31,370.86	\$ 16.98
27	1.458	\$ 31,937.81	\$ 17.28

RULH School District  
 Secretary Salary 231 days  
 7/1/15 - 1% Base Increase

Hours	8
Total Hours	1848
Days	231
Base	\$ 22,121.94
Hourly Base	\$ 11.97

Step	Index	Salary	Hourly
0	1.000	\$ 22,121.94	\$ 11.97
1	1.027	\$ 22,713.64	\$ 12.29
2	1.053	\$ 23,305.34	\$ 12.61
3	1.081	\$ 23,916.13	\$ 12.94
4	1.108	\$ 24,507.83	\$ 13.26
5	1.135	\$ 25,099.53	\$ 13.58
6	1.162	\$ 25,710.32	\$ 13.91
7	1.189	\$ 26,302.01	\$ 14.23
8	1.216	\$ 26,893.71	\$ 14.55
9	1.243	\$ 27,504.50	\$ 14.88
10	1.270	\$ 28,096.20	\$ 15.20
11	1.297	\$ 28,687.90	\$ 15.52
12	1.324	\$ 29,298.69	\$ 15.85
15	1.351	\$ 29,890.39	\$ 16.17
18	1.378	\$ 30,482.09	\$ 16.49
21	1.406	\$ 31,092.87	\$ 16.83
24	1.432	\$ 31,684.57	\$ 17.15
27	1.458	\$ 32,257.19	\$ 17.46

RULH School District  
 Secretary Salary 251 days  
 7/1/13 - 1.25% Base Increase

Hours	8
Total Hours	2008
Days	251
Base	\$ 23,563.63
Hourly Base	\$ 11.73

Step	Index	Salary	Hourly
0	1.000	\$ 23,563.63	\$ 11.73
1	1.027	\$ 24,193.89	\$ 12.05
2	1.053	\$ 24,824.15	\$ 12.36
3	1.081	\$ 25,474.74	\$ 12.69
4	1.108	\$ 26,105.01	\$ 13.00
5	1.135	\$ 26,735.27	\$ 13.31
6	1.162	\$ 27,385.86	\$ 13.64
7	1.189	\$ 28,016.12	\$ 13.95
8	1.216	\$ 28,646.38	\$ 14.27
9	1.243	\$ 29,296.97	\$ 14.59
10	1.270	\$ 29,927.23	\$ 14.90
11	1.297	\$ 30,557.49	\$ 15.22
12	1.324	\$ 31,208.09	\$ 15.54
15	1.351	\$ 31,838.35	\$ 15.86
18	1.378	\$ 32,468.61	\$ 16.17
21	1.406	\$ 33,119.20	\$ 16.49
24	1.432	\$ 33,749.46	\$ 16.81
27	1.458	\$ 34,359.39	\$ 17.11

RULH School District  
 Secretary Salary 251 days  
 7/1/14 - 1% Base Increase

Hours	8
Total Hours	2008
Days	251
Base	\$ 23,799.27
Hourly Base	\$ 11.85

Step	Index	Salary	Hourly
0	1.000	\$ 23,799.27	\$ 11.85
1	1.027	\$ 24,435.83	\$ 12.17
2	1.053	\$ 25,072.39	\$ 12.49
3	1.081	\$ 25,729.49	\$ 12.81
4	1.108	\$ 26,366.06	\$ 13.13
5	1.135	\$ 27,002.62	\$ 13.45
6	1.162	\$ 27,659.72	\$ 13.77
7	1.189	\$ 28,296.28	\$ 14.09
8	1.216	\$ 28,932.84	\$ 14.41
9	1.243	\$ 29,589.94	\$ 14.74
10	1.270	\$ 30,226.50	\$ 15.05
11	1.297	\$ 30,863.06	\$ 15.37
12	1.324	\$ 31,520.17	\$ 15.70
15	1.351	\$ 32,156.73	\$ 16.01
18	1.378	\$ 32,793.30	\$ 16.33
21	1.406	\$ 33,450.39	\$ 16.66
24	1.432	\$ 34,086.95	\$ 16.98
27	1.458	\$ 34,702.98	\$ 17.28

RULH School District  
 Secretary Salary 251 days  
 7/1/15 - 1% Base Increase

Hours	8
Total Hours	2008
Days	251
Base	\$ 24,037.26
Hourly Base	\$ 11.97

Step	Index	Salary	Hourly
0	1.000	\$ 24,037.26	\$ 11.97
1	1.027	\$ 24,680.19	\$ 12.29
2	1.053	\$ 25,323.11	\$ 12.61
3	1.081	\$ 25,986.78	\$ 12.94
4	1.108	\$ 26,629.72	\$ 13.26
5	1.135	\$ 27,272.65	\$ 13.58
6	1.162	\$ 27,936.32	\$ 13.91
7	1.189	\$ 28,579.24	\$ 14.23
8	1.216	\$ 29,222.17	\$ 14.55
9	1.243	\$ 29,885.84	\$ 14.88
10	1.270	\$ 30,528.77	\$ 15.20
11	1.297	\$ 31,171.69	\$ 15.52
12	1.324	\$ 31,835.37	\$ 15.85
15	1.351	\$ 32,478.30	\$ 16.17
18	1.378	\$ 33,121.23	\$ 16.49
21	1.406	\$ 33,784.89	\$ 16.83
24	1.432	\$ 34,427.82	\$ 17.15
27	1.458	\$ 35,050.01	\$ 17.46