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STATE EMPLOYMENT  
RELATIONS BOARD

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**AGREEMENT**

**BETWEEN**

**PREBLE-SHAWNEE LOCAL SCHOOL DISTRICT**

**BOARD OF EDUCATION**

**AND**

**OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES  
AFSME, AFL-CIO**

**AND ITS LOCAL CHAPTER #678**

**EFFECTIVE**

**SEPTEMBER 1, 2013**

**THROUGH**

**June 30, 2016**

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## ARTICLE I - PREAMBLE

The Preble Shawnee Local School District Board of Education (hereinafter referred to as the "Board") and the Ohio Association of Public School Employees and its Chapter Number 678 (hereinafter referred to as the "Association"), agree that negotiations are an effective and efficient method for discussion and agreement on items pertaining to the terms and conditions of employment in the Preble Shawnee Local Schools.

The parties of this Agreement agree that there has been a full and complete effort to present and discuss proposals, and there are no other understandings than those contained in the negotiated Agreement. The negotiated Agreement supersedes any and all agreements of all negotiated items that are in effect throughout the term of said Agreement.

## ARTICLE II - BOARD RIGHTS

The Board, by mutual agreement with the Association, commits itself to such Association recognition and other conditions of employment as incorporated in the Agreement; and the Board, on behalf of the electors of the district, retains and reserves unto itself, the ultimate responsibilities for proper management of the school district conferred upon and vested in it by the Revised Code of Ohio and Constitution of the State of Ohio and the United States, including the responsibility for the right:

- A. To maintain executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees, and, subject to the provision of law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion; and to promote and transfer all such employees.
- C. To delegate authority through recognized administrative channels according to current Board policy.
- D. To determine job schedules, the hours of employment, and the duties, responsibilities and assignments of employees with respect thereto, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of the Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Ohio and the Constitution and laws of the United States.

## ARTICLE III - RECOGNITION

### A. Recognition

The Ohio Association of Public School Employees, Chapter #678, is hereby recognized as the sole and exclusive bargaining agent for the bargaining unit herein defined.

### B. Unit Defined

The bargaining unit shall consist of employees assigned to the classifications listed below:

- Aide/Head Cook/Cashier
- Bus Driver
- Custodian
- Food Service Worker
- Groundskeeper-Maintenance
- Maintenance Workers
- Mechanic
- Para-professional interpreter

- Secretary, exclusive of Superintendent's Secretary, Assistant Superintendent's Secretary, Treasurer's Secretary, Payroll Clerk, and EMIS Coordinator

### C. Exclusions

The following are excluded from the bargaining unit:

1. All employees whose classification is not listed under Section B above shall be excluded from the bargaining unit.
2. Those classifications which, on the effective date of this Agreement, are represented by other established bargaining units.
3. Temporary, seasonal and part-time employees other than regular part-time employees. For the purpose of this section, a part-time worker is defined as an employee who is scheduled to work less than one hundred twenty (120) days.
4. Management and supervisory employees.

D. Maintenance of Dues

Members shall either make payment directly to the Association or by dues deduction made pursuant to a properly executed payroll deduction authorization form certified and delivered by the Association President to the school Treasurer not later than September 15<sup>th</sup> of each year. No employees may be added after that date. Members who choose not to authorize payroll education shall pay the dues to the Association in a lump sum payment as follows:

Existing employees shall make the lump sum payment to the Association on or before September 30 of each year.

Payroll deductions shall be continuous and remain in effect until revoked in writing by the employee provided said revocation dated between August 21 and August 31 and said revocation is received by the treasurer of Board between August 21 and August 31. If dues deduction is not revoked as provided herein, dues deductions shall be continuous for the year. The payroll office shall notify the local chapter Association Treasurer, in writing, of any revocation of payroll deduction of dues in accordance with this section.

Dues shall be collected in equal deductions over eighteen (18) pay periods beginning with the first pay in October and shall be submitted to the state treasurer monthly with a list of those employees from whom payment is made and the amounts deducted, with a copy of the list submitted to the local chapter treasurer.

The Association agrees to indemnify and save the Board harmless against any and all claims that may arise out of or by any reason of action taken by the Board in reliance upon any authorization submitted by the Association to the Board.

E. Progressive Discipline

1. Employer develop a positive approach to take corrective action.
2. Corrective action should be appropriate for the seriousness of the offense.
3. Corrective action should be applied uniformly.
4. Corrective action should be applied consistently.
5. The following is a guideline for a sequence of events in corrective action and meets the requirement of due process.
  - a. Oral warnings - there should always be an oral warning. Dates and records of verbal reprimands shall be noted.

- b. Written reprimand. The written reprimand shall include the employee, immediate supervisor, department head, and union representative.
- c. Pre-discipline conference - employees have the right to appeal any reduction in pay or position, suspension of more than three day or removal. Employee has the right to legal counsel and union representation.
- d. All discipline actions must be properly noted and dated. A sequence of events should be established in the employee's file so that a reprimand does not appear to be unsubstantiated or abrupt.
- e. Rules cannot be listed to cover every situation. Certain offenses are serious enough to warrant immediate removal without regard to previous reprimands or discipline. Such offenses include, but are necessarily limited to the following:
  - 1) Theft of or damage to property of the district.
  - 2) Theft of or damage to the property of fellow employees.
  - 3) Insubordination, or the uttering of abusive language toward management personnel, or other employees of the public.
  - 4) Intoxication, working under the influence of a controlled substance, or the sale, possession or use of any controlled substances.
  - 5) Falsification of any district records or employment records
  - 6) Fighting

F. Probationary Period

- 1. All new employees shall serve a probationary period of ninety (90) actual days of work before receiving seniority status. No hiring is complete until the employee satisfactorily completes his/her probationary period. The Board may terminate a probationary employee at any time during the employee's probationary period for any reason in the sole and exclusive discretion of the Board. If such employee is terminated, neither the employee nor the Association shall have the right to challenge the termination under the grievance and arbitration procedure of this Agreement. If the employee satisfactorily completes the probation period and is hired, the regular classified school employee, including regular hourly rate and per diem employees, shall enter into a written contract with the Board for their employment, which shall be for a period of not more than one year, ending on June 30. At the conclusion of the initial contract, the Board will determine if such employee's employment will be renewed. If such employment is renewed, the subsequent contract shall be for a period of two years.

2. At the conclusion of the two year contract, the Board will determine if the employee's employment will be renewed. If the contract of a classified employee is renewed, the employee shall receive a continuing contract of employment.

## ARTICLE IV - NEGOTIATIONS

### A. Negotiation Meetings

The Superintendent or his designated representative shall meet at reasonable times with the representative of the recognized non-teaching employees organization for the purpose of effecting a free exchange of facts, opinions, proposals and counter proposals in a sincere effort to reach mutual understanding and agreement on all matters submitted for negotiation. All parties are obligated to deal openly and fairly with each other on all matters and to conduct such negotiations in good faith, but such obligations does not compel either party to agree to a proposal or required the making of a concession. Such meetings shall not be conducted during the regular school day.

If the Board, or its designated representative, desires to set a negotiating meeting during working hours, all members of the negotiating team normally employed during those hours shall be paid for those hours at the regular rate.

### B. Progress Report

Periodic progress reports may be issued to the public during negotiations only if such release has the prior approval of both parties.

### C. Agreement

If consensus is reached on those matters being negotiated, the understanding of the parties shall be reduced to writing and submitted to the membership of the recognized organization for ratification. If ratified, said written memorandum of understanding between the parties shall then be submitted to the Board of education for its approval. If approved, in accordance with the provisions of this section, the Agreement shall be signed by both parties.

If either party desires to negotiate items, it shall notify the other, in writing, between April 15 and May 15 of any re-opener year, or the year in which this Agreement terminates. Notification in writing from the Association shall be addressed to the Superintendent and from the Board shall be addressed to the president of the Association.

The party giving notice of its desire to negotiate shall present its issues, in writing, ten (10) days before the initial meeting. The other party shall present its

issues, in writing, at the meeting immediately following the initial meeting. Thereafter, no items shall be submitted by either party unless the other party consents thereto.

Negotiations shall be concluded within sixty (60) days from the date of the initial meeting, unless extended by mutual agreement.

#### ARTICLE V - NEGOTIATIONS MEETINGS

The time, place and date of the negotiations' meetings shall be mutually agreed upon at the beginning of each session. Caucus may be called by either team.

In the event that there is a necessary change of time, place, or date, such notice shall be given as promptly as possible, and a new time, place or date shall be agreed to.

#### ARTICLE VI - REPRESENTATION

The Board or its designated representative(s) shall meet with the designated representative(s) of the Association for the purpose of negotiating in good faith to reach satisfactory agreements. At no time shall a team consist of more than seven (7) members from either side. Consultants may be used by either side.

#### ARTICLE VII - DISAGREEMENT OF THE PARTIES

If, by mutual agreement, an impasse is reached during negotiations, the points of disagreement will be clearly identified and outlined by both teams prior to requesting Federal Mediation.

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

The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties. The mediator shall have no authority to bind either party to any agreement.

In the event that resolution is not reached through Federation Mediation , the two teams shall meet to discuss other means of resolving the impasse.

ARTICLE VIII - DEFINITIONS

"Days" shall mean calendar days unless otherwise indicated. The term "employees", when used in this Agreement, shall refer to all classified employees represented by the Association in this Agreement.

"Overtime" shall be defined as all assigned hours worked in excess of forty (40) in any one work week. Payment for such hours worked shall be at one and one-half (1.5) times the employee's regular hourly rate of pay, except for bus drivers who work more than forty hours as a result of field trips. The rate of pay for such overtime shall be the weighted average of the actual hours driven at the driver's regular hourly rate and the hours for field trips at the field trip rate, times one and one-half (1.5).

If any employee is directed by the Board to work the Board declared holidays listed in this Agreement, they will be paid one and one-half (1.5) times their regular hourly rate, providing they work the day before and the day after the holiday.

Employees interested in overtime opportunities shall sign-up with the Superintendent each school year. Any and all overtime must have prior approval of the Superintendent.

ARTICLE IX - SAVINGS CLAUSE

- A. This Agreement shall be subjected to any applicable present and future federal, state and local laws, and the validity of any provision(s) of this Agreement, by reason of any such applicable existing or future law, shall not affect the validity of the surviving provisions.
  
- B. If the determination by a court of final and competent jurisdiction (whether in a proceeding between the parties or in one not between the parties, but controlling by reason of the facts), renders any portion of this Agreement invalid or unenforceable, such decision shall not affect the validity of the surviving portions of this Agreement, which shall remain in full force and effect.

ARTICLE X - VACATION

Full-time employees (11 or 12 month employees) will be granted vacations as follows:

1 - 8 Years .....	2 weeks
9 - 18 Years .....	3 weeks
19 - 24 Years .....	4 weeks
25 Years or Over .....	5 weeks

All vacation schedules will be subjected to approval of the Superintendent.

## ARTICLE XI - TRANSFER, VACANCY AND REDUCTION IN FORCE PROCEDURES

A "vacancy" means an open position within a job classification resulting from Board action to terminate an employee, to accept the resignation of an employee, or to create a new position or job classification.

All buildings owned and operated by the Board of education and/or staffed by classified school employees shall be posted with bid notice procedure in the principal's office and bus garage, in a conspicuous place accessible to the classified employees. All jobs to be filled and vacated by retirement, resignation, termination, transfer, or death, shall be posted within fifteen (15) days. All bids shall be posted a minimum of five (5) school days. The employee desiring the position shall submit a bid in writing to the administrator announcing the opening. These positions shall be filled within thirty (30) school days after application deadline.

Employees may have the right to advance to higher paid positions and newly created positions or similar positions in other locations when vacancies occur. Where the qualifications and experience between two (2) or more applicants are equal, seniority in the opening classification shall be the determining factor in filling the vacancy.

In the event said employee is moving to a higher paying position/classification, they shall be placed in the new position at a pay rate closest to, but not less than, their current rate of pay.

The employee so awarded the position shall maintain the option of accepting or declining the position and shall lose no rights in his/her present position as a result of declining the position. Should an employee decline to accept the position within the classification, it shall be awarded to the best qualified individual. Senior employees who are not awarded a position will be told in writing why the position was not awarded.

A person new to the school system, or an employee with similar experience in that job classification, shall be placed on the proper step of the pay scale.

A retired or rehired employee's initial placement on the salary schedule will be determined on the previous work experience in that classification up to ten (10) years.

Permanent job postings during the months of June, July and August will be effective ten (10) work days. The Association President shall receive a copy of job postings. They will be in the mailbox so provided in the Board office.

When transferred, the employee will receive the rate of pay of the job transferred to. If the transfer is to a position in the same job classification, the employee will be placed on the salary step which will compensate the employee at the same rate per hour that they are currently making. If the employee has prior experience which would qualify them for

a higher placement as determined by the Superintendent; then they would be placed on that step.

The Superintendent may make transfers for the convenience and necessity of the school district after consideration of voluntary transfer requests. A written notice of an involuntary transfer will be given to employees affected as soon as practicable, and the reason for the involuntary transfer shall be stated in the notice. The employee may request a discussion of reason with the Superintendent prior to such transfer.

### REDUCTION IN FORCE (RIF)

When the Board determines to make a reduction in force due to abolishment of positions, lack of funds or lack of work,

The number of people affected by the reduction in force will be kept to a minimum by not employing replacements insofar as practical of employees who resign, retire or otherwise vacate a position.

Whenever it becomes necessary to lay off employees by reasons stated above, effected employees shall be laid off according to seniority within the classification effected by the layoff, with the least senior employee in the classification laid off first. Seniority shall be defined as uninterrupted length of continuous service with the Board in a particular job classification. Authorized leaves of absence with pay constitute a year of service for seniority purposes. Unpaid leaves do not count as service time for seniority purposes.

The following classifications shall be used for the purpose of defining classification in the event of layoff:

- Aide
- Bus Drivers
- Cafeteria Workers
- Custodians
- Maintenance
- Mechanic
- Secretary (exclusive of Superintendent's Secretary)
- Assistant Superintendent's Secretary
- Treasurer's Secretary
- Payroll Clerk
- EMIS Coordinator

The Board shall determine in which classification layoff shall occur and the number of employees to be laid off. In the classification of layoff, employees on limited contract shall be laid off before any employee in that classification employed under a continuing contract is laid off.

For the classification in which layoff occurs, the Board shall prepare a reinstatement list and the names of all employees whose contracts have been suspended shall be placed

on a reinstatement list in reverse order of layoff. The name of all employees employed on continuing status shall be placed on a separate reinstatement list in reverse order of layoff. Reinstatement shall be made from the continuing contract list before any new employees are hired in that classification or any employees reinstated from the limited contract list.

Vacancies which occur in the classification of layoff shall be offered to and accepted within seven (7) days of receipt of notice by the employee standing highest on the layoff list. Any employee who declines reinstatement or fails to respond within seven (7) days of receipt of the notice of recall shall be removed from the reinstatement list.

The notice of recall shall be made by certified mail to the last address on file with the Superintendent. If the notice is refused, unclaimed or not deliverable, the employee will be deemed to have declined reinstatement seven (7) days after postal delivery by certified mail was attempted.

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 employees shall retain all previously accumulated seniority.

Nothing herein prevents the Board from non-renewing a limited contract in accordance with Ohio law.

## ARTICLE XII - RETIREMENT SEVERANCE

Upon receipt of written notice of retirement from School Employees Retirement System of Ohio, or upon qualification for retirement benefits from one of the state retirement systems and proof of account withdrawal from the system, a copy of the final statement of account withdrawal and copy of withdrawal check or direct rollover to a qualified plan or upon the death of an active employee, receipt by treasurer of death certificate, the severance will be paid to the employee's estate, the district shall grant a retirement severance pay determined by multiplying the hourly rate by the daily contract hours to establish a day rate, and then multiplying the rate by thirty percent (30%) of the accumulated sick leave days. The employee must be an employee of the district and apply within one hundred twenty (120) days following retirement. Payment will be in a lump sum and will eliminate all accumulated sick leave.

Classified employees with twenty (20) years of employment with the Preble Shawnee Board of Education will be eligible for longevity severance as follows:

One-half (0.5) day for each year of employment from the twenty-first (21<sup>st</sup>) to twenty-fifth (25<sup>th</sup>) year. (Two and one-half (2.5) days maximum)

One (1) day for each year of employment from twenty-sixth (26<sup>th</sup>) to thirtieth (30<sup>th</sup>) year. (Five (5) days maximum.)

A total of Seven and one-half (7.5) days longevity severance can be accumulated, in addition to severance as stated in the first paragraph.

No credit will be given toward longevity severance for any service outside the Preble Shawnee Local School District; only actual years of employment with the Preble Shawnee Local Board of Education will be counted.

A classified employee, to be eligible for severance pay, must be an employee of the Preble Shawnee Local School Board of Education at the time of filing for retirement.

### ARTICLE XIII - GRIEVANCE PROCEDURE

- A. A "grievance" is defined as any question or controversy between any employee with the Board involving the interpretation or application of the provisions of the agreement; provided, however:

The specific administrative agency relief of a quasi-judicial nature is provided for by the statutes of the State of Ohio or the United States for review or redress of a specific matter (such as Workers' Compensation, Unemployment Compensation, E.E.O.C., Civil Rights Commission), such matter may not be made the subject of a grievance and may not be processed as such.

Any action by the Board or any recommendation of the Superintendent to terminate or not renew the employment of any employee with the Board may not be made the subject of a grievance and may not be processed as such.

- B. Time Limits

"Days" shall mean working school days. In the event a grievance is filed at such time that it cannot be resolved by the close of a calendar school term, the grievance shall continue on time limits based on working days (excluding weekends) until resolution of such grievance. The parties may mutually agree to extend any or all steps to a time certain. In the event a grievance cannot be resolved because of the beginning of Christmas or spring recess, further attempts at resolution shall be postponed until the return to school following five (5) days, unless the parties to the grievance otherwise agree. The grievant or representative and the party at that level shall so agree where irreparable injury would result from postponement.

- C. Procedure of Grievance

Level 1 - Within ten (10) working days after occurrence which constitutes the basis for the grievance, the employee may submit his/her grievance, one copy to his/her building principal or immediate supervisor, in writing, and one copy to the Superintendent's office, as appropriate, on a form to be provided by the

administration and available in the office of the principal of any school in the Preble Shawnee School District. The grievant may confer with the building principal or immediate supervisor regarding his/her grievance. The grievant may elect to be accompanied by his/her representative. The principal or immediate supervisor will give an answer, in writing, within seven (7) working days after the grievance is submitted.

Level 2 - If an agreeable settlement is not reached at Level 1, the grievant may file a notice of Level 2 appeal with the Superintendent within seven (7) working days after the grievant's receipt of the Level 1 response. Thereafter, a conference between the grievant, the Association representative, the Superintendent, and other individuals deemed necessary by the Superintendent will be held. The Superintendent shall give his answer, in writing, to the grievant within seven (7) working days after the conference.

Level 3 - Arbitration must be requested by the Association, in writing, to the Board within ten (10) days after the Level 2 answer was or should have been given; otherwise, the matter shall be considered resolved on the basis of the last answer given. The Superintendent and Association representative shall jointly request the American Arbitration Association to provide the parties with a list of seven (7) arbitrators from which the parties using the voluntary rules of the American Arbitration Association, can select an arbitrator.

In the event it is claimed by the administration that any matter filed as a grievance is not a grievance as defined above, such dispute may be appealed to the advisory arbitration with the arbitrator having the authority only to make a recommendations on the arbitrability of the dispute prior to convening a hearing on the merits of the dispute.

The Board and the Association shall equally share the fees and expenses of the arbitrator and any expenses incidental to the arbitration proceeding. Each, however, shall be responsible for any additional expense incurred including fees and expenses of its representatives.

The arbitrator will have authority to hold hearings and to confer with any parties deemed advisable.

Neither party will be permitted to assert in any arbitration proceeding any ground or to rely on any evidence not previously fully disclosed to the other party.

The arbitrator shall have no authority to add to, subtract from, modify or amend any provisions of this Agreement. The findings of the arbitrator shall be binding on all parties concerned.

D. Miscellaneous

A group grievance may be filed on behalf of a number of employees affected by a contractual dispute which arises out of the same situation and which adversely affects each employee. Such group grievance may be processed as a single grievance throughout the grievance procedure and be signed by all members of the group.

Failure at Level 2, of the Superintendent to communicate a decision within the specific time limit or the extended time limit agreed to, shall entitle the grievant to the relief requested. All correspondence of the parties will be sent registered/certified mail and the time limits start the day after receipt.

The right to process a grievance shall be forfeited if the grievance is not presented or appealed at any level of this procedure within the specified time limits. If the grievance is not presented or appealed to a higher level of this procedure, it shall be deemed settled on the basis of the last answer.

The appointed representative of the grievant and/or administrator shall be permitted to attend any formal grievance hearing.

ARTICLE XIV - LABOR- MANAGEMENT MEETING

Once each semester, the president of the OAPSE chapter may submit, in writing, to the Superintendent, a request for a labor-management meeting. The chapter may be represented by five (5) persons designated by the chapter president. The Superintendent shall designate the number and membership of the Board's representatives. The meeting shall take place within fifteen (15) days of the receipt of the request at a time mutually agreed to by the Superintendent and OAPSE president. An agenda will be developed with the understanding that discussion will not be limited to those items.

ARTICLE XV - NO STRIKE CLAUSE

If the Association, or any officer or agent of the Association, engages in, advocates, or supports an unlawful strike or any concerted activity whose purpose is to disrupt the activities of the school district, or if the majority of the members of the bargaining unit actually engage in such a strike or concerted activity, such actions are contrary to law and shall render all terms and provisions of this Agreement null and void. The Board may consider participation in a strike or action to disrupt the education of children, grounds for dismissal.

## No Strike/Lockout

It is agreed that during the term of this Agreement, there shall be no lockout on the part of the Board nor any strike, stoppage or slowdown by the employees or the Association.

The Association agrees that it will not encourage, sanction or approve any strike, stoppage or slowdown during the term of this Agreement.

Any strike, stoppage, slowdown or refusal to work in violation of Section 1 and 2 above, during the life of this Agreement, shall constitute cause for discharge or other disciplinary measures of the employee or employees who participate therein or who are responsible therefore.

## ARTICLE XVI - TRANSPORTATION

- A. Bus Driver/Aide Work Schedule - Bus driver and bus aide wages will be calculated on a one hundred seventy eight day (178) work year, except for MVCTC and Montgomery County driver/aide to be paid one hundred eighty day (180) work year. Adjustments made necessary by cancellation of or loss of scheduled parent teacher conferences days will be made on the basis of such hours worked. Nothing contained herein will be considered to be a guaranteed work year. Drivers will not be paid for conference days if they don't drive those days. Drivers who are required to drive on those days will be paid their actual driving time.
- B. Extra Trips (Field Trips, Sports, Band Seasonal Trips) - All extra trips for bus drivers shall be rotated by seniority among those drivers desiring such trips, starting the annual rotation with the most senior driver.

The availability and details of each trip will be communicated in advance by the transportation coordinator. Drivers will communicate their intent to the transportation coordinator within twenty four (24) hours of receipt of the trip notice. In the event of an emergency situation (short notice, emergency employee illness, unable to contact next senior driver, etc.), the transportation coordinator may go to the next senior driver and then return to the driver who could not be contacted for the next trip. If all regular drivers who have signed up to take field trips turn a trip down; then the transportation coordinator will ask kindergarten drivers and any other regular contract drivers before the trip would be offered to a sub bus driver. If the transportation coordinator, after making three attempts in a twenty-four (24) hour period, is unable to contact a regular driver signed up to take trips; who is absent due to sick or other approved leave, then the transportation coordinator will go on the next person on the list as if the driver up for the trip had declined it.

Effective after the complete execution of this Agreement, if a bus driver takes an extra trip, they shall receive their regular rate of pay for the time that would have occurred during their regular route.

- C. Seasonal athletic trips will be posted for fall, winter and spring sports. Drivers will be awarded these trips for the entire season. Drivers will communicate their intent to drive these trip(s) by completing the form as provided by the transportation coordinator, listing the sport(s) they want to cover. Trips will be awarded by seniority on a rotating basis. Each trip's first rotation shall be to the most senior driver requesting such trip. If the driver's first choice is already taken, the requested second choice is given to that driver, or third choice, etc., down the line. If there are trips left after the first rotation; then the rotation will go back to the top senior driver and start over in the same manner. Only drivers who sign-up will be considered. Drivers accepting athletic trips by season will assume the responsibility for securing a substitute driver for themselves, should one become necessary: such drivers must advise the transportation coordinator prior to the trip who the substitute will be. Drivers accepting an extra trip as a substitute are responsible to decline the trip should it cause them to go into overtime unless approval is granted prior to the trip by the transportation coordinator.

When trips are combined (varsity, junior varsity, reserve, etc.) and one of the combined trips is a less senior driver's first choice and one of the combined trips is a more senior driver's second, third, etc., choice, the trip will go the driver with one of the combined trips as first choice, even though that driver has less seniority. If combined trips are both driver's first choice, than the trips will go to the most senior driver.

If a driver has an athletic trip on the same day/time as field trips (field trip would conflict with athletic trip) then they will be passed over and the field trip will be given to the next senior driver.

Drivers will be paid for actual driving time. Actual driving time begins as follows: A.M. routes begin when the driver leaves the compound and end when they return to the compound; P.M. routes begin fifteen (15) minutes prior to the high school/ middle school dismissal time with the driver in their bus and in their assigned parking space at least five (5) minutes prior to dismissal.

- D. Kindergarten routes will be considered a driver's regular route and when added to a single route - equals a double route. All kindergarten routes will be paid at a minimum of two hours.
- E. All regular bus drivers will be paid for thirty (30) minutes beyond actual driving time for each day driven. Maximum of ninety (90) hours per year, except drivers who drive only one (1) a.m. or one (1) p.m. route, will be paid for fifteen (15) minutes. Extra time will be paid on each pay of the contract year.

The extra time is to compensate drivers for local driver's meetings and in service; gassing-up buses, pre-operation inspection, paperwork, cleaning out buses and other assigned duties. Driver meetings will not exceed five (5) in a contract year, except in the case of emergencies.

All drivers shall attend all meetings, and if they are absent, they shall be deducted the actual time of the meeting.

- F. When a double route bus driver will be on sick leave for ten (10) or more working days; then the most senior single route driver so requesting will be placed on the double route.
- G. All re-calculations will be done on forms provided by the administration, and the driver will retain a copy of the final recalculation.
- H. Bus drivers will be paid for all time required for drug testing, including transportation time to/from testing/re-testing.
- I. Bus drivers will be paid regular rate of pay for a required four hour in-service if the driver attends the in-service being held within the school district.

## ARTICLE XVII - SICK LEAVE

### A. Sick Leave Accumulation and Advancement

Each regular classified employee of the Board shall be entitled, for each completed month of service, to sick leave of one and one-fourth work (1.25) days with pay.

The unused portion of sick leave may be accumulated up to 220 days.

Classified employees without accumulated sick leave shall be advanced five days and may be advanced an additional ten (10) days of the maximum accumulation possible for the remainder of the current contract year, with the provision that such advanced sick leave may be recovered from final settlement with any employee who departs or terminates prior to the completion of the current year.

A regular classified employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in service of this district and accumulates sick leave credit while absent on approved sick leave.

Classified employees shall qualify for sick leave absences with full pay during any school year for one or all the following reasons:

Personal Illness

Pregnancy\*

Injury

Exposure to contagious disease which could be communicated to others.

Absence due to illness, injury or death in the employee's immediate family.

Pregnancy does not refer to the state of, but refers only to pregnancy-related disability, including pre and post-delivery periods of inability to adequately perform the job.

The immediate family is defined as husband, wife, children, mother, father, grandchildren, sister, brother, parents-in-law, son-in-law, daughter-in-law, grandparents or any member of the same household.

Such absence shall be approved by the Superintendent or his designated representative. Reasonable advance notice shall be given to the building principal indicating the date and reason for absence.

Upon return from sick leave, each employee of the Board shall furnish a satisfactory signed statement indicating that the employee was absent for just cause and shall give the name and address of an attending physician if medical attention was required. If an employee is absent more than three (3) days in a row or more than ten (10) days per year, a physician's statement will be required for those days by the Superintendent.

Employees who have frequent and/or excessive absence shall be advised by the administration that a pattern of frequent or excessive absence will be cause for disciplinary action up to and including termination of their contract should frequent or excessive absence continue. An employee who has excessive or frequent absence will receive progressive discipline to correct the attendance problem beginning with a written reprimand, three (3) day suspension without pay, ten (10) day suspension without pay, and then termination.

B. Family and Medical Leave

The Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993. The parties agree that all benefits mandated by this Act will be provided to employees (eligible) covered by this agreement.

1. Eligibility

Employee must have been employed for a least twelve (12) months and worked 1,250 hours or more during the twelve (12) month period prior to the date leave begins. The employee must currently be working at least 1,250 hours per year.

An employee who worked 180 days must work 34 hours and 43 minutes per week to be eligible.

## 2. Leave Provisions

Eligible employee is entitled to take up to a combined total of twelve (12) weeks of unpaid leave per year in the following four situations:

The birth and first year care of a child  
The adoption or foster placement of a child  
The illness of an employee's spouse, parent or child  
The employee's own illness

This covers paternity leave for fathers, adoption and foster placement as well as to maternity leave for mothers. In all of these situations, the entitlement for a child care ends after the child reaches age one or twelve (12) months after the date of adoption or foster placement. The child care entitlement applies to step-parents and persons acting "loco parent" as well as biological parents.

Intermittent leave is taken over an uninterrupted time of at least one week but less than twelve (12) weeks. Reduced leave is defined as a leave schedule that reduces the number of hours worked each week. Both of these leaves are permitted for birth/adoption if the employer and employee can agree on a schedule. Intermittent and reduced leave will be approved only when medically necessary. If not medically necessary, intermittent and reduced leave will be approved only if a mutually agreeable schedule can be determined by both parties.

Spouses employed by the same employer are limited to a combined total of twelve (12) weeks except in the case of personal illness.

The eligible employee will receive a continuation of health benefits paid by the employer during the period of leave. Employees do not accrue seniority or benefits other than health benefits, during the time they are on leave.

## 3. Obligations of Employee

If births, adoptions or foster placements are foreseeable, employees must provide thirty (30) days notice to the employer of the date when leave is to begin. With respect to family or employee, illnesses that are foreseeable, the employee must make a reasonable effort to schedule treatment at a time that does not disrupt the operations of the employer. This requirement is subject to the approval of the employee or family member's health care provider.

Timely certification from the employee's health care provider or health care provider of a family member regarding:

The date that the condition began;  
How long it lasted;  
The necessity of leave; and  
Employee's ability to perform job functions

If doubt exists about this certification, a second opinion at the Board's expense and/or a third health care provider opinion to provide certificates will be required. All records concerning this leave will be classified as health records and will not be subject to public inspection.

In the case of personal illness, the employee must provide certification from his/her health care provider that they are able to resume work.

If an employee fails to return to work after the leave period has expired, the Board may recover the cost of health care premiums paid during the leave period. This right to recovery does not apply in cases of personal or family illness or in other circumstances beyond the control of the employee.

4. Return from Leave

If an employee takes leave under this article which is to terminate with the last three (3) weeks before the end of a school term, and the leave is of more than five (5) weeks duration, the Board may require the employee to remain on leave for the remainder of the term, under the same conditions as are required by this article, even if all twelve (12) weeks required by law have been used.

Employees wherever possible, will be restored to the same position they held prior to the leave or if not possible an equivalent positions with equivalent conditions of employment.

ARTICLE XVIII - PERSONAL LEAVE

Up to three (3) paid days may be approved in any one school year for "personal leave". Three (3) days can be unrestricted "personal business" as long as the reason(s) meet the guidelines of the personal leave policy. Leave must be taken in one-half (1/2) day or whole day increments. Requests for approval for such leave shall be made in writing on appropriate forms, to the building principal/immediate supervisor and Superintendent, seventy-two (72) hours prior to the date of intended absence, unless the request is an emergency. Personal leave shall be non-accumulative.

Staff members requesting personal leave shall state the purpose, in writing, on appropriate forms.

Violation and/or misuse of the intent and purpose for "personal leave" may result in the employee's loss of personal leave privileges and/or constitute grounds for dismissal.

Personal leave must be approved in advance and shall be used only for such purposes or in connection with activities which cannot be accomplished during the non-working hours.

Personal leave may not be used immediately before or after any school vacation period or in connection with any employee's regular vacation. Personal leave may not be used for recreational or vocational (other income) pursuits, social activities, shopping trips, or seeking employment elsewhere.

Personal leave shall be interpreted to include, but not be limited to, funerals not covered in sick leave policy, mandatory court appearance, necessary legal or business matters that cannot be attended to after school hours, on Saturday, or during vacation periods, national religious holidays and urgent or unusual family obligations. The immediate family is defined as husband, wife, children, mother, father, grandparents, grandchildren, sister, brother, parents-in-law, or any member of the same household.

Under normal circumstances, not more than five (5) employees may be absent for personal leave on the same day in the district.

One duly authorized OAPSE delegate and the president of OAPSE (or designee) shall be granted three (3) days per year each to attend the annual OAPSE Delegate Conference without being charged sick leave, personal leave or salary deduct. (Total leave = 6 days)

## ARTICLE XIX - JOB DESCRIPTIONS

### A. Written Job Description

There shall be written job descriptions for all classifications of employees covered hereunder. Before any changes are made in said job description, notice of intended change shall be given to the Association. The Association may designate a representative of the affected classification to provide assistance and input into the development of the new written job descriptions. A copy of appropriate job description shall be given to each classified employee at the beginning of each school year.

### B. Evaluation

Evaluations shall be done in accordance with Board policy and established procedures. The employee has the right to discuss the evaluation, make

comments and have a rebuttal, if necessary. The employee has the right to request union representation, if necessary, to any evaluative conference that could lead to discipline.

ARTICLE XX - BOARD POLICY MANUAL.

The Association shall be provided with two (2) copies of an up-to-date Board policy manual. Revisions to said manual shall be provided within thirty (30) days of adoption by the Board.

ARTICLE XXI - HOSPITALIZATION/MAJOR MEDICAL

The Preble Shawnee Board of Education will offer and purchase for those employees who have completed a proper form and been accepted by the carrier licensed by the State of Ohio, basic hospital-surgical insurance coverage for each classified employee now or hereinafter employed, and his/her family. Effective September 1, 1993, new hires must be scheduled to work thirty (30) hours per week or double bus route to receive health, dental and life insurance benefits. Employees with less than twenty (20) hours per week hired after December 21, 1991, receive no benefits. Hours must be regular contracted hours.

When more than one member of a family is employed by the Preble Shawnee Local School District, the Board will provide only one policy per family at the rates contained herein.

The Board contribution toward basic hospital surgical insurance will be:

Single Plan .....80%                      Family Plan ..... 80%

The policy from the carrier shall be incorporated into this Agreement as Addendum B.

Dental Insurance Coverage

Upon completion of an enrollment card, the Board will pay a maximum of \$33.00 per month of dental premium for each classified employee for the following coverage:

Maximum benefit each calendar year for  
Class I, II, and III Services ..... \$1,500

Lifetime maximum for orthodontic  
Service per person ..... \$1,500

Individual Deductible ..... \$ 25

Family Deductible ..... \$ 50

Percentage of payment of reasonable and customary charges for covered dental expenses:

Class I .....	100%	Class III .....	60%
Class III .....	80%	Class IV .....	60%

When more than one member of a family is employed by the Preble Shawnee Local School District, the Board will provide only one policy per family at the rates contained herein.

ARTICLE XXII - SECTION 125 BENEFITS PLAN

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to all employees of the bargaining unit. An amount not to exceed thirty percent (30%) of salary may be set aside by the employee for the selection of benefits under Section 125 of the Internal Revenue Code, which includes the non-taxable benefits of all eligible insurance's, disability, life insurance, non-reimbursed medical and dependent care.

The employee or the employer shall incur on fees for the setup, enrollment, and administrative services provided.

A change in the provider for the above, shall require the Board to give sixty (60) days' notice to the president of the Association.

ARTICLE XXIII - TERM LIFE INSURANCE

Upon completion of an enrollment card, the Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance of \$60,000 for each classified "active" employee, regardless of the number of hours worked per week, plus an equal amount of accidental death and dismemberment coverage. The full cost of this program and any increases thereof shall be paid by the Board.

The Board shall allow individual employees to purchase additional amounts of coverage through payroll deduction, provided the number of employees electing to take advantage of this opportunity is adequate to take advantage of the provision, said employee must notify the treasurer's office prior to October 1 of each school year.

Upon termination of employment for disability retirement, a premium waiver form must be completed and filed by the employee between seven (7) and twelve (12) months after the approval date of the disability retirement. If the employee fails to complete and file this form with the treasurer, then the employee is dropped from the life insurance coverage.

## ARTICLE XXIV - HOLIDAYS

All employees will receive the following paid holidays; the employee will be paid for the number of contracted hours that they would normally work on the day that the holiday falls (Monday, Tuesday, etc.) overtime excluded.

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Christmas Eve
*Memorial Day	Christmas Day
*Independence Day	New Year's Eve

In order to qualify for holiday pay, as provided for in this section, an employee must work the day immediately preceding and succeeding the holiday to be paid for the holiday.

\*11 and 12 month employees only

President's Day - if a make-up day is needed because of calamity day, President's Day will be used with no additional pay.

## ARTICLE XXV - DIRECT DEPOSIT

All classified members will be a part of direct deposit for the Board of education payroll department.

## ARTICLE XXVI - DISPENSING MEDICATION

An employee will be required to administer prescription medication only if the employee has been properly trained and approved, according to Board policy and Ohio law.

## ARTICLE XXVII - EXTRA WORK HOURS

When an employee is on sick leave or leave of absence, those hours may be offered to those qualified short-hour employees in the same general classification who do not work a full shift in the same classification. An employee who assumes the work of the employee on leave shall be paid the extra time on the substitute rate or the employee's regular rate when working extra hours in their own classification. When a school facility/building is rented to an outside non-school group, a school official or designee (site manager) will be available to oversee building use and set-up.

Seniority of employees by classification who signed up for extra work will be a factor of consideration when extra hours are available. If no employee within the classification desires the extra hours, those hours may be offered to employees who have expressed

a desire for extra hours outside their classification. The employee must be qualified for the work outside the classification. Employees may be required to work in excess of forty hours in one week, and paid at the rate required by law for hours past forty hours, if the administration determines it necessary.

If the need exists for additional mechanic help over the summer, the Board will hire a person with proper training, and will pay the employee at the proper classification.

If there are supplemental contracts not taken by the teaching staff at the School District, then members of the Association will be given consideration. All supplemental contract vacancies shall be posted for viewing.

#### ARTICLE XXVIII - JURY DUTY

After an absence for jury duty, the employee shall receive full payment of his/her regular salary from the Board for the day or days excused for this purpose.

#### ARTICLE XXIX - SCHOOL EMPLOYEE RETIREMENT SYSTEM(SERS) SERS PICK UP UTILIZING THE SALARY REDUCTION METHOD

Beginning July 1, 1989, the Board shall designate each employee's mandatory contributions to the School Employees Retirement System of Ohio as "picked up" by the Board as contemplated by Internal Revenue Service, Revenue Rulings 77464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's gross income reduced by the then current percentage amount of the employee's mandatory school employees retirement contribution which has been designated as "picked up" by the Board and that the amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the School Employees Retirement System increased thereby.

The pickup percentage shall apply uniformly to all members of the bargaining unit as a condition of employment. The pickup shall apply to all compensation including supplemental earnings thereafter.

The parties agree that should the rules and regulations of the IRS, or retirement system change making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/employer contributions.

Payment for sick leave, personal leave, severance and supplemental(s), including unemployment and workman's compensation, shall be based on the employee's daily gross pay prior to reductions basis (e.g., gross pay divided by the number of days in the employee's contract).

It is understood that it is the responsibility of each individual employee to make necessary adjustment(s) in any other tax sheltered annuities he/she has in order to be in compliance with IRS laws and regulations.

The Board is not liable nor will it be held responsible for any related legal, IRS, SERS, or other agencies' penalties or decisions concerning this plan now or in the future.

The Association agrees to indemnify and save the Board harmless against any and all claims that shall arise out of or by reason of any action taken by the Board in compliance with provisions of this article.

ARTICLE XXX - CRIMINAL BACKGROUND CHECK

The Board will reimburse the costs of the F.B.I. criminal background checks and Bureau of Criminal Identifications and Investigation (B.C.I.I.) checks, up to the amount the Preble County E.S.C. charges for the background checks, provided the report determines the person is employable.

ARTICLE XXXI - DURATION OF AGREEMENT

Except as otherwise provided herein, this Agreement shall be effective September 1, 2013 and shall remain in effect until June 30, 2016 at which time it shall expire. In the event the Board and the Association fail to secure a successor agreement prior to the expiration date of this Agreement, the parties may mutually agree in writing to extend this Agreement for any period of time.

OHIO ASSOCIATION OF PUBLIC  
EMPLOYEES LOCAL # 678

Kathy Chamberlain  
Local President

Bini G. Stanley  
Local Vice President

J. Tackett  
Field Representative

12-7-13  
Date

PREBLE SHAWNEE LOCAL  
BOARD OF EDUCATION

[Signature]  
Board of Education President

David Ulrich  
Superintendent

Melvin L. Harrel  
Board of Education Treasurer

11/21/13  
Date

Preble Shawnee Local School District

Effective : 7/1/2014

1.02

Increase: 0.02

Aide/Head Cook/ Cashier		Bus Driver		Custodian		Food Service Worker		Mechanic		Secretary		Maintenance Worker		Groundskeeper/ Maintenance		Para-Professional/ Translator		Parapro Hourly	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
0	11.32	0	15.14	0	13.64	0	10.92	0	19.36	0	13.50	0	14.06	0	13.86	0	22,811.29		16.62
1	11.45	1	15.30	1	13.79	1	11.07	1	19.51	1	13.65	1	14.23	1	14.00	1	23,267.52		16.95
2	11.64	2	15.46	2	13.94	2	11.23	2	19.68	2	13.82	2	14.37	2	14.16	2	23,732.86		17.29
3	11.78	3	15.60	3	14.10	3	11.37	3	19.83	3	13.95	3	14.56	3	14.33	3	24,207.51		17.64
4	11.92	4	15.75	4	14.25	4	11.52	4	19.98	4	14.12	4	14.68	4	14.47	4	24,691.65		17.99
5	12.10	5	15.91	5	14.39	5	11.68	5	20.15	5	14.26	5	14.87	5	14.64	5	25,185.48		18.35
6	12.10	6	15.91	6	14.39	6	11.68	6	20.15	6	14.26	6	14.87	6	14.64	6	25,689.19		18.72
7	12.56	7	16.39	7	14.89	7	12.12	7	20.62	7	14.71	7	15.32	7	15.12	7	26,202.99		19.09
8	12.56	8	16.39	8	14.89	8	12.12	8	20.62	8	14.71	8	15.32	8	15.12	8	26,727.06		19.47
9	12.56	9	16.39	9	14.89	9	12.12	9	20.62	9	14.71	9	15.32	9	15.12	9	27,261.60		19.86
10	13.02	10	16.85	10	15.35	10	12.57	10	21.10	10	15.20	10	15.76	10	15.57	10	27,806.82		20.26
11	13.02	11	16.85	11	15.35	11	12.57	11	21.10	11	15.20	11	15.76	11	15.57	11	27,806.82		20.26
12	13.02	12	16.85	12	15.35	12	12.57	12	21.10	12	15.20	12	15.76	12	15.57	12	27,806.82		20.26
13	13.02	13	16.85	13	15.35	13	12.57	13	21.10	13	15.20	13	15.76	13	15.57	13	27,806.82		20.26
14	13.02	14	16.85	14	15.35	14	12.57	14	21.10	14	15.20	14	15.76	14	15.57	14	27,806.82		20.26
15	13.52	15	17.33	15	15.82	15	13.05	15	21.57	15	15.69	15	16.24	15	16.04	15	27,806.82		20.26
16	13.52	16	17.33	16	15.82	16	13.05	16	21.57	16	15.69	16	16.24	16	16.04	16	27,806.82		20.26
17	13.52	17	17.33	17	15.82	17	13.05	17	21.57	17	15.69	17	16.24	17	16.04	17	27,806.82		20.26
18	13.52	18	17.33	18	15.82	18	13.05	18	21.57	18	15.69	18	16.24	18	16.04	18	27,806.82		20.26
19	13.52	19	17.33	19	15.82	19	13.05	19	21.57	19	15.69	19	16.24	19	16.04	19	27,806.82		20.26
20	13.95	20	17.78	20	16.26	20	13.52	20	22.02	20	16.14	20	16.70	20	16.48	20	27,806.82		20.26
21	13.95	21	17.78	21	16.26	21	13.52	21	22.02	21	16.14	21	16.70	21	16.48	21	27,806.82		20.26
22	13.95	22	17.78	22	16.26	22	13.52	22	22.02	22	16.14	22	16.70	22	16.48	22	27,806.82		20.26
23	13.95	23	17.78	23	16.26	23	13.52	23	22.02	23	16.14	23	16.70	23	16.48	23	27,806.82		20.26
24	13.95	24	17.78	24	16.26	24	13.52	24	22.02	24	16.14	24	16.70	24	16.48	24	27,806.82		20.26
25	14.39	25	18.25	25	16.69	25	13.99	25	22.46	25	16.62	25	17.18	25	16.94	25	27,806.82		20.26
26	14.39	26	18.25	26	16.69	26	13.99	26	22.46	26	16.62	26	17.18	26	16.94	26	27,806.82		20.26
27	14.39	27	18.25	27	16.69	27	13.99	27	22.46	27	16.62	27	17.18	27	16.94	27	27,806.82		20.26
28	14.39	28	18.25	28	16.69	28	13.99	28	22.46	28	16.62	28	17.18	28	16.94	28	27,806.82		20.26
29	14.39	29	18.25	29	16.69	29	13.99	29	22.46	29	16.62	29	17.18	29	16.94	29	27,806.82		20.26
30	14.39	30	18.25	30	16.69	30	13.99	30	22.46	30	16.62	30	17.18	30	16.94	30	27,806.82		20.26

Field Trip Rate, effective September 1, 1990, is eighty-five percent (85.0%) of the Bus Driver's Step 0 rate, or 12.87

A. Library Aides will receive an increment of \$0.05 per hour for nine (9) semester hours of Library Science classes, and \$0.10 per hour for eighteen (18) semester hours of Library Science, with prior approval of the Superintendent for only training completed after July 1, 1985.

B. Secretaries will receive an increment of \$0.05 per hour for nine (9) semester hours of Business Technology classes, and \$0.10 per hour for eighteen (18) semester hours of Business Technology, with prior approval of the Superintendent for only training completed after July 1, 1985.

C. Mechanic will receive a stipend of \$2,364.31 per contract year for "On the Road" responsibilities for after hours bus breakdowns, accidents, and other transportation emergencies in lieu of overtime for these items. This stipend shall be added to the yearly contract amount and paid over twenty-six (26) pays.

Parapro annual salary divided by 183 divided by 7.5 hours for hourly salary

Preble Shawnee Local School District

Effective : 7/1/2013

1.02

Increase: 0.02

Aide/Head Cook/ Cashier		Bus Driver		Custodian		Food Service Worker		Mechanic		Secretary		Maintenance Worker		Groundskeeper/ Maintenance		Para-Professional/ Translator		Parapro Hourly	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
0	11.10	0	14.84	0	13.37	0	10.71	0	18.98	0	13.24	0	13.78	0	13.59	0	22,364.01		16.29
1	11.23	1	15.00	1	13.52	1	10.85	1	19.13	1	13.38	1	13.95	1	13.73	1	22,811.29		16.62
2	11.41	2	15.16	2	13.67	2	11.01	2	19.29	2	13.55	2	14.09	2	13.88	2	23,267.51		16.95
3	11.55	3	15.29	3	13.82	3	11.15	3	19.44	3	13.68	3	14.27	3	14.05	3	23,732.85		17.29
4	11.69	4	15.44	4	13.97	4	11.29	4	19.59	4	13.84	4	14.39	4	14.19	4	24,207.50		17.64
5	11.86	5	15.60	5	14.11	5	11.45	5	19.75	5	13.98	5	14.58	5	14.35	5	24,691.65		17.99
6	11.86	6	15.60	6	14.11	6	11.45	6	19.75	6	13.98	6	14.58	6	14.35	6	25,185.48		18.35
7	12.31	7	16.07	7	14.60	7	11.88	7	20.22	7	14.42	7	15.02	7	14.82	7	25,689.21		18.72
8	12.31	8	16.07	8	14.60	8	11.88	8	20.22	8	14.42	8	15.02	8	14.82	8	26,203.00		19.09
9	12.31	9	16.07	9	14.60	9	11.88	9	20.22	9	14.42	9	15.02	9	14.82	9	26,727.06		19.47
10	12.76	10	16.52	10	15.05	10	12.32	10	20.69	10	14.90	10	15.45	10	15.26	10	27,261.59		19.86
11	12.76	11	16.52	11	15.05	11	12.32	11	20.69	11	14.90	11	15.45	11	15.26	11	27,261.59		19.86
12	12.76	12	16.52	12	15.05	12	12.32	12	20.69	12	14.90	12	15.45	12	15.26	12	27,261.59		19.86
13	12.76	13	16.52	13	15.05	13	12.32	13	20.69	13	14.90	13	15.45	13	15.26	13	27,261.59		19.86
14	12.76	14	16.52	14	15.05	14	12.32	14	20.69	14	14.90	14	15.45	14	15.26	14	27,261.59		19.86
15	13.25	15	16.99	15	15.51	15	12.79	15	21.15	15	15.38	15	15.92	15	15.73	15	27,261.59		19.86
16	13.25	16	16.99	16	15.51	16	12.79	16	21.15	16	15.38	16	15.92	16	15.73	16	27,261.59		19.86
17	13.25	17	16.99	17	15.51	17	12.79	17	21.15	17	15.38	17	15.92	17	15.73	17	27,261.59		19.86
18	13.25	18	16.99	18	15.51	18	12.79	18	21.15	18	15.38	18	15.92	18	15.73	18	27,261.59		19.86
19	13.25	19	16.99	19	15.51	19	12.79	19	21.15	19	15.38	19	15.92	19	15.73	19	27,261.59		19.86
20	13.68	20	17.43	20	15.94	20	13.25	20	21.59	20	15.82	20	16.37	20	16.16	20	27,261.59		19.86
21	13.68	21	17.43	21	15.94	21	13.25	21	21.59	21	15.82	21	16.37	21	16.16	21	27,261.59		19.86
22	13.68	22	17.43	22	15.94	22	13.25	22	21.59	22	15.82	22	16.37	22	16.16	22	27,261.59		19.86
23	13.68	23	17.43	23	15.94	23	13.25	23	21.59	23	15.82	23	16.37	23	16.16	23	27,261.59		19.86
24	13.68	24	17.43	24	15.94	24	13.25	24	21.59	24	15.82	24	16.37	24	16.16	24	27,261.59		19.86
25	14.11	25	17.89	25	16.36	25	13.72	25	22.02	25	16.29	25	16.84	25	16.61	25	27,261.59		19.86
26	14.11	26	17.89	26	16.36	26	13.72	26	22.02	26	16.29	26	16.84	26	16.61	26	27,261.59		19.86
27	14.11	27	17.89	27	16.36	27	13.72	27	22.02	27	16.29	27	16.84	27	16.61	27	27,261.59		19.86
28	14.11	28	17.89	28	16.36	28	13.72	28	22.02	28	16.29	28	16.84	28	16.61	28	27,261.59		19.86
29	14.11	29	17.89	29	16.36	29	13.72	29	22.02	29	16.29	29	16.84	29	16.61	29	27,261.59		19.86
30	14.11	30	17.89	30	16.36	30	13.72	30	22.02	30	16.29	30	16.84	30	16.61	30	27,261.59		19.86

Field Trip Rate, effective September 1, 1990, is eighty-five percent (85.0%) of the Bus Driver's Step 0 rate, or . 12.61

A. Library Aides will receive an increment of \$0.05 per hour for nine (9) semester hours of Library Science classes, and \$0.10 per hour for eighteen (18) semester hours of Library Science, with prior approval of the Superintendent for only training completed after July 1, 1985.

B. Secretaries will receive an increment of \$0.05 per hour for nine (9) semester hours of Business Technology classes, and \$0.10 per hour for eighteen (18) semester hours of Business Technology, with prior approval of the Superintendent for only training completed after July 1, 1985.

C. Mechanic will receive a stipend of \$2,317.95 per contract year for "On the Road" responsibilities for after hours bus breakdowns, accidents, and other transportation emergencies in lieu of overtime for these items. This stipend shall be added to the yearly contract amount and paid over twenty-six (26) pays.

Parapro annual salary divided by 183 divided by 7.5 hours for hourly salary

Preble Shawnee Local School District  
 Effective: 7/1/2015  
 Increase: 0.02

1.02

Aide/Head Cook/ Cashier		Bus Driver		Custodian		Food Service Worker		Mechanic		Secretary		Maintenance Worker		Groundskeeper/ Maintenance		Para-Professional/ Translator		Parapro Hourly	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
0	11.55	0	15.44	0	13.91	0	11.14	0	19.75	0	13.77	0	14.34	0	14.14	0	23,267.52		16.95
1	11.68	1	15.61	1	14.07	1	11.29	1	19.90	1	13.92	1	14.51	1	14.28	1	23,732.87		17.29
2	11.87	2	15.77	2	14.22	2	11.45	2	20.07	2	14.10	2	14.66	2	14.44	2	24,207.52		17.64
3	12.02	3	15.91	3	14.38	3	11.60	3	20.23	3	14.23	3	14.85	3	14.62	3	24,691.66		17.99
4	12.16	4	16.07	4	14.54	4	11.75	4	20.38	4	14.40	4	14.97	4	14.76	4	25,185.48		18.35
5	12.34	5	16.23	5	14.68	5	11.91	5	20.55	5	14.55	5	15.17	5	14.93	5	25,689.19		18.72
6	12.34	6	16.23	6	14.68	6	11.91	6	20.55	6	14.55	6	15.17	6	14.93	6	26,202.97		19.09
7	12.81	7	16.72	7	15.19	7	12.36	7	21.03	7	15.00	7	15.00	7	15.63	7	26,727.05		19.47
8	12.81	8	16.72	8	15.19	8	12.36	8	21.03	8	15.00	8	15.63	8	15.42	8	27,261.60		19.86
9	12.81	9	16.72	9	15.19	9	12.36	9	21.03	9	15.00	9	15.63	9	15.42	9	27,806.83		20.26
10	13.28	10	17.19	10	15.66	10	12.82	10	21.52	10	15.50	10	16.08	10	15.88	10	28,362.96		20.67
11	13.28	11	17.19	11	15.66	11	12.82	11	21.52	11	15.50	11	16.08	11	15.88	11	28,362.96		20.67
12	13.28	12	17.19	12	15.66	12	12.82	12	21.52	12	15.50	12	16.08	12	15.88	12	28,362.96		20.67
13	13.28	13	17.19	13	15.66	13	12.82	13	21.52	13	15.50	13	16.08	13	15.88	13	28,362.96		20.67
14	13.28	14	17.19	14	15.66	14	12.82	14	21.52	14	15.50	14	16.08	14	15.88	14	28,362.96		20.67
15	13.79	15	17.68	15	16.14	15	13.31	15	22.00	15	16.00	15	16.56	15	16.36	15	28,362.96		20.67
16	13.79	16	17.68	16	16.14	16	13.31	16	22.00	16	16.00	16	16.56	16	16.36	16	28,362.96		20.67
17	13.79	17	17.68	17	16.14	17	13.31	17	22.00	17	16.00	17	16.56	17	16.36	17	28,362.96		20.67
18	13.79	18	17.68	18	16.14	18	13.31	18	22.00	18	16.00	18	16.56	18	16.36	18	28,362.96		20.67
19	13.79	19	17.68	19	16.14	19	13.31	19	22.00	19	16.00	19	16.56	19	16.36	19	28,362.96		20.67
20	14.23	20	18.14	20	16.59	20	13.79	20	22.46	20	16.46	20	17.03	20	16.81	20	28,362.96		20.67
21	14.23	21	18.14	21	16.59	21	13.79	21	22.46	21	16.46	21	17.03	21	16.81	21	28,362.96		20.67
22	14.23	22	18.14	22	16.59	22	13.79	22	22.46	22	16.46	22	17.03	22	16.81	22	28,362.96		20.67
23	14.23	23	18.14	23	16.59	23	13.79	23	22.46	23	16.46	23	17.03	23	16.81	23	28,362.96		20.67
24	14.23	24	18.14	24	16.59	24	13.79	24	22.46	24	16.46	24	17.03	24	16.81	24	28,362.96		20.67
25	14.68	25	18.62	25	17.02	25	14.27	25	22.91	25	16.95	25	17.52	25	17.28	25	28,362.96		20.67
26	14.68	26	18.62	26	17.02	26	14.27	26	22.91	26	16.95	26	17.52	26	17.28	26	28,362.96		20.67
27	14.68	27	18.62	27	17.02	27	14.27	27	22.91	27	16.95	27	17.52	27	17.28	27	28,362.96		20.67
28	14.68	28	18.62	28	17.02	28	14.27	28	22.91	28	16.95	28	17.52	28	17.28	28	28,362.96		20.67
29	14.68	29	18.62	29	17.02	29	14.27	29	22.91	29	16.95	29	17.52	29	17.28	29	28,362.96		20.67
30	14.68	30	18.62	30	17.02	30	14.27	30	22.91	30	16.95	30	17.52	30	17.28	30	28,362.96		20.67

Field Trip Rate, effective September 1, 1990, is eighty-five percent (85.0%) of the Bus Driver's Step 0 rate, or 13.12

- A. Library Aides will receive an increment of \$0.05 per hour for nine (9) semester hours of Library Science classes, and \$0.10 per hour for eighteen (18) semester hours of Library Science, with prior approval of the Superintendent for only training completed after July 1, 1985.
- B. Secretaries will receive an increment of \$0.05 per hour for nine (9) semester hours of Business Technology classes, and \$0.10 per hour for eighteen (18) semester hours of Business Technology, with prior approval of the Superintendent for only training completed after July 1, 1985.
- C. Mechanic will receive a stipend of \$2,411.60 per contract year for "On the Road" responsibilities for after hours bus breakdowns, accidents, and other transportation emergencies in lieu of overtime for these items. This stipend shall be added to the yearly contract amount and paid over twenty-six (26) pays.

Parapro annual salary divided by 183 divided by 7.5 hours for hourly salary