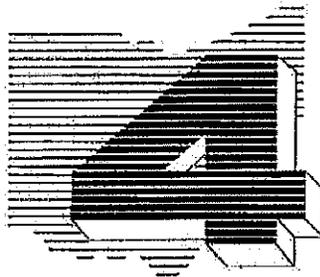




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AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF THE
WAVERLY CITY SCHOOL DISTRICT
AND
THE OHIO ASSOCIATION
OF PUBLIC SCHOOL EMPLOYEES
LOCAL NO. 421



OAPSE/AFSCME Local 4/AFL-CIO

July 1, 2013 through June 30, 2015

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This Agreement entered into at Waverly, Ohio this _____ day of July, 2013 between the Waverly City School District Board of Education (hereinafter referred to as the "Board"), and the Ohio Association of Public School Employees, Local No. 421 (hereinafter referred to as the "Association").

ARTICLE 1 - RECOGNITION

1.01 The Board recognizes the Association as the sole and exclusive representative for members of the bargaining unit, which shall consist of all full-time classified employees of the Board in the classifications of custodian, engineer, bus driver, secretary, cook and aide. All supervisors; the executive secretary, administrative assistant, secretary and secretary-bookkeeper in the central office; substitutes; and any other part-time, seasonal, student, confidential, supervisory or management level classified employee as defined in Section 4117.01 of the Ohio Revised Code are excluded from the bargaining unit and are not subject to the terms of this Agreement.

ARTICLE II - BOARD OF EDUCATION RIGHTS AND RESPONSIBILITIES

2.01 The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, including, but without limiting the generality of the foregoing, all of the rights identified in Section 4117.08 of the Ohio Revised Code. These include the right to:

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

- D. Determine the overall methods, process, means, or personnel by which school district operations are to be conducted.
- E. Suspend or terminate for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
- F. Determine the adequacy of the work force;
- G. Determine the overall mission of the school district including the establishment of curriculum, special programs, athletic, recreational and social events for students;
- H. Effectively manage the work force including the determination of building schedules, hours of operation, and the duties, responsibilities and assignments of staff members;
- I. Take actions to carry out the mission of the school district.

2.01 The exercise of the foregoing powers, rights, authority, duties and responsibilities, the adoption of policies, rules and regulations in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Contract and Ohio statutes; and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations and laws of the United States. The exercise of any of the foregoing management rights requires neither prior negotiation with nor agreement of the Association.

ARTICLE III - CONDUCT OF NEGOTIATIONS

3.01 Mutually Agreed Procedure

Pursuant to Sections 4117.14(C) and 4117.14(E) of the Ohio Revised Code, the parties have established the following mutually agreed upon negotiations and final dispute resolution procedures which supersede the procedures in Section 4117.14(C)(2)-(6) and any other procedures to the contrary.

3.02 Subjects of Negotiations

- A. During the negotiations period prescribed under this Article, all matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of this Agreement shall be subject to collective bargaining. The Board and Superintendent shall not be required to negotiate about the exercise of the management rights specified in Section 4117.08 of the Ohio Revised Code and reserved under Article II of this Agreement.

3.03 Requests for Negotiation

- A. If either of the parties desires to negotiate any subject covered by Article 3.02 of this Agreement, it shall notify the other party in writing no earlier than 90 days and no less than 60 days prior to the expiration date of the agreement. Notification in writing from the Union shall be served on the Superintendent, and notification from the Board shall be addressed to the President of the Union.
- B. Within thirty (30) days after the receipt of such notice, an initial meeting shall be held for the purpose of permitting the parties to submit in writing all of its proposals for negotiation. Thereafter, the parties shall not be permitted to submit additional items of negotiations unless such submission is agreed to by both parties.
- C. Each proposal submitted by either party shall specify in detail that to which agreement is sought in terms acceptable to the proponent so that without clarification or supplementation the proposal, if agreed to by the other party, would express the whole agreement between the parties with respect thereto. Topical listings of items proposed for negotiations ("laundry lists") shall constitute a clear failure of compliance with this requirement and may be disregarded.

3.04 Negotiation Meetings

- A. Negotiation meetings shall be scheduled at the request of the parties, and until negotiations are concluded, either party may require at each meeting a decision on the date, time and place of a subsequent meeting.
- B. Meetings shall be scheduled at reasonable intervals, places and times and to avoid, as nearly as is practicable, conflict and interference with school and employment schedules.
- C. Negotiation meetings shall be closed to the press and the public.
- D. During the course of a negotiation meeting either party may recess for caucuses of reasonable length at any time.
- E. Either party may keep minutes of the meeting in such form and detail as it may deem advisable.

3.05 Representation

Representation at negotiation meetings shall be limited to five representatives of the Board and five representatives of the Association. Only those so designated by the Board and the Association shall attend negotiation meetings and serve in the role of representative, i.e., there shall be no substitutes, unless the parties agree otherwise. In addition, each party may have up to two observers at each meeting.

3.06 Assistance and Study Committees

- A. Either party may call upon professional and lay persons to consider and make suggestions concerning matters under discussion.
- B. The parties may appoint joint committees, ad hoc or standing, to study and develop recommendations on matters under consideration. Committee findings shall be reported to both parties.

3.07 Information

The parties agree to furnish, upon written request and in a reasonable time, available information concerning the financial status of the district and such other available information as will assist the parties in the development and evaluation of proposals.

Access to available information in such forms as it may exist constitutes compliance with this provision; and neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute or otherwise develop data or information in other than its existing form.

3.08 Agreement

- A. As tentative agreement is reached on items which are the subject of negotiation, the agreement on those items shall be reduced to writing and initiated by the designated representatives of each party but such initialing shall not be construed as final agreement between the representatives until all items have been so initialed.
- B. If tentative agreement has been reached on all issues, the agreement shall be reduced in writing and submitted to the bargaining unit for approval with all members of the Association negotiating team urging and recommending approval. If ratified by the bargaining unit, the agreement shall be submitted within thirty days to the Board for approval. All of the Board's designated representatives shall recommend and urge approval. If approved by both parties, the agreement shall then be signed by a representative of each party and be adopted in resolution form as the policy of the Board.

3.09 Disagreement

- A. If agreement is not reached within forty-five (45) days after the initial meeting held pursuant to Article 3.03(B) or such greater length of time as the parties may mutually agree, either party may request that a Federal Mediator be selected.

- B. Within three (3) calendar days of such request, the parties shall mutually request the Federal Mediation and Conciliation Service to appoint a Mediator.
- C. The Mediator shall be permitted to offer suggestions, ideas, and concepts in order to help bring about a settlement, but the Mediator shall have no authority to make recommendations or bind either party to any agreements.
- D. If no agreement on a successor Agreement is reached by the expiration of the current Agreement, either party may request the assistance of a mediator appointed by the Federal Mediation and Conciliation Service. The mediator shall meet with the parties on at least one occasion but no more than three occasions, as scheduled by the mediator, to see if the impasse may be resolved. Such mediation session(s) must be held within the first thirty days after the expiration of the current Agreement. If at the end of those thirty days there is no successor agreement, then the Union may exercise its right to strike (upon appropriate note under O.R.C. §4117.14(D)(2), and/or the Board of Education may implement its last offer.

ARTICLE IV - GRIEVANCE PROCEDURE

4.01 Purpose

The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances as defined herein. Both parties agree that all proceedings shall be kept as confidential as possible.

This procedure shall be the sole and exclusive method for resolving disputes under this Agreement

4.02 Definitions

- A. A "grievance" shall mean a claim that there has been a violation, misinterpretation or misapplication of any provision or provisions of this Agreement.

- B. The "grievant" shall mean an employee or group of employees.
- C. The word "day" or "days" shall mean week days exclusive of Saturdays, Sundays, legal holidays and calamity days.

4.03

Time Limits

- A. The number of days indicated at each step in the procedure shall be the maximum. The time limitations may be extended, however, by written mutual agreement of the grievant and a representative of the Board.
- B. If a decision on a grievance is not appealed within the time limits specified in any step of the grievance procedure, the grievance will be deemed settled on the basis of the disposition in the prior step.
- C. Failure at any step of the grievance procedure to communicate the disposition of a grievance within the specified time limits shall permit the grievance to proceed to the next step.

4.04

Procedure

- A. Informal Procedure: A grievant shall first discuss his/her grievance with his/her principal or other immediate supervisor in an effort to resolve the matter informally.
- B. Formal Procedure:
 - Step 1. If a grievance is not resolved under the informal procedure, the grievance and relief sought shall be reduced to writing and filed with the principal or other immediate supervisor not later than five (5) days after the date on which the claimed violation, misinterpretation, or misapplication occurred. If the written grievance is not so filed within the foregoing time limit, the grievance shall be considered waived and further action barred. Within five (5) days of receipt of the written grievance, the principal or other immediate supervisor shall indicate his/her

disposition of the grievance in writing to the grievant. The written grievance must be signed by the employee and specify the act or condition which is claimed to be a violation of the contract, the specific Article and Section of the Agreement claimed to be violated, and the remedy sought.

Step 2. If the grievant is not satisfied with the disposition in Step 1, or if no disposition has been made within the above-stated time limitations, then within five (5) days from the date of the Step 1 disposition or five (5) days from the date such written disposition should have been given in Step 1, the grievant may appeal the grievance and relief sought to the Superintendent or Assistant Superintendent.

Within ten (10) days after receipt of the grievance, the Superintendent or Assistant Superintendent shall meet with the grievant in an effort to resolve the grievance. The Superintendent or Assistant Superintendent shall indicate in writing within five (5) days of the meeting to the grievant his/her disposition of the grievance.

Step 3. If the grievant is not satisfied with the disposition in Step 2 or if no disposition has been made within the above-stated time limitations, then within five (5) days from the date of the Step 2 disposition or five (5) days from the date such written disposition should have been given in Step 2, the grievant may appeal the grievance and relief sought to the Board. Not later than the date of the Board's next regularly scheduled meeting the Board shall meet with the grievant to review the grievance. After this meeting, the Board will indicate its disposition of the grievance in writing to the grievant no later than its next regular meeting.

Step 4. If the grievant is not satisfied with the disposition in Step 3, he/she may request a hearing before an arbitrator within ten (10) working days after disposition at Step 3. The grievant's request for arbitration shall be by

certified mail with return receipt requested to the Superintendent. Within fifteen (15) working days following receipt of the grievant's request for arbitration, the superintendent or his/her designated representative and the Union representative shall mutually petition the American Arbitration Association (AAA) to provide both parties with a list of seven (7) names. A second list of seven (7) names may be requested by either party before the parties begin selecting an arbitrator by the alternative strike method. An arbitrator shall be selected from the first or second list by the alternate strike method. Each party shall have three strikes. A toss of a coin shall determine who strikes first.

Once the arbitrator has been selected, he/she shall conduct a hearing on the grievance in accordance with the rules and regulations of the AAA.

The arbitrator shall hold the necessary hearing promptly and issue the decision within such times as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding on the Board, the Union and the grievant.

The arbitrator shall not have the authority to add to, subtract from, or modify any of the provisions of this collective bargaining contract, nor add to, detract from or modify the language therein in arriving at his/her decision concerning any issue presented that is proper within the limitations expressed herein. The arbitrator shall not have any authority to rule contrary to the law of the State of Ohio. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching his/her decision.

The arbitrator shall not interfere with management prerogatives involving the Board's discretion.

He/she shall not limit or interfere with the powers, duties and responsibilities of the Board under Article III of this Agreement, applicable law, and State and federal regulations having the force and effect of law.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, as well as the related cost of the American Arbitration services, shall be borne by the loser. The arbitrator shall designate in his/her award the prevailing party, or the predominately prevailing party. The expense of witnesses and other representatives shall be borne by the party they represent. A stenographic record of the arbitration proceedings may be made. Each party shall pay for its own copy of such record, if requested. The party requesting the stenographer shall pay for the stenographer, provided, however, that if the other party requests a copy of the record, the parties shall split the cost of the stenographer.

- 4.05 Nothing contained in this procedure shall be construed as limiting the individual rights of a member of the bargaining unit, having a complaint or problem, to discuss the matter informally with members of the administration through normal channels of communication.

ARTICLE V - SICK LEAVE

5.01 Annual Allowance

Each bargaining unit member (hereinafter referred to as "employee") shall be granted sick leave on the following basis: One and one-quarter (1-1/4) days for each completed month of service, or 15 days for each completed year of service.

5.02 Transfer

Any sick leave earned and unused in prior employment, with another school district or other agency of the state, upon presentation of a certified copy stating the number of sick leave days earned and unused from

such employees, shall be transferred to the employee's account at the time of employment in the manner prescribed by state law.

5.03 Accumulation

The maximum number of sick leave days accumulated shall be two hundred and twenty (220).

5.04 Approved Use of Sick Leave Days

- A. Employees, upon approval of the responsible administrative officer of the school district, may use sick leave for absence due to personal illness, pregnancy, injury, exposure to the contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.
- B. As used in this Article, "immediate family" means spouse, mother, father, sister, brother, children, grandchildren, grandparents, or other close relative who is a full-time resident of the employee's household. "Immediate family" shall include father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law, limited to five (5) days per occurrence of serious injury, serious illness, or death.

5.05 Procedure

Each employee shall complete and sign a statement on the Board-prescribed form to justify his or her use of sick leave. If medical attention is required, the employee shall list the name and address of the attending physician and the dates when he/she was consulted. Falsification of a statement is grounds for suspension or termination of employment.

5.06 Advance

Each employee of the Board who has exhausted his/her accumulated sick leave and each newly hired regular employee shall be entitled to an advance of five (5) days of sick leave each year, to be charged against sick leave he/she subsequently accumulates.

ARTICLE VI - PERSONAL LEAVE

- 6.01 Each employee shall be granted one (1) day of non-accumulative personal leave per school year upon filling out and signing prior to the day of requested leave the personal leave form provided by the Board. Each employee shall be granted three (3) days of non-accumulative personal leave per school year upon filling out, signing and submitting the request to the appropriate administrator at least three (3) school days prior to the day of requested leave on the personal leave form provided by the Board. In case of emergency, an employee shall verbally notify their immediate supervisor of the need for personal leave and submit the form on the day of his/her return. If personal days are unused, one day may be carried over to the next school year. Thus, the maximum number of personal days available in any one year would be four (4) days.
- 6.02 Personal leave may not be used for:
- A. Gainful employment or other income-producing activity;
 - B. Obtaining other employment;
 - C. Extending sick leave; or
 - D. Testifying against the Board of Education in legal proceeding except where subpoenaed to attend that legal proceeding.
- 6.03 Employees shall not take four (4) personal days consecutively.
- 6.04 If at the end of each school year an employee has any unused personal leave days, that employee may carry over one (1) day as described in paragraph 6.01 above or that employee may receive an additional stipend at the rate of \$50.00 per day not used. The Treasurer shall pay this stipend by the second pay in July to each eligible employee. An employee must inform the Treasurer in writing of his/her decision about what that employee wants to do with unused days by the last teacher work day at the end of the school year. If an employee fails to notify the Treasurer by that date,

the employee will receive a stipend for all unused days.

- 6.05 Employees may, upon the Superintendent's advance approval, use unpaid leave days (up to ten per school year) for circumstances not covered in personal leave, sick leave, or vacation leave. Such days may not be used to seek employment, for other employment, or other income producing activity.

ARTICLE VII - ASSOCIATION LEAVE

- 7.01 At the discretion of the Superintendent, employees who are authorized representatives of the Association may be granted up to three days of nonaccumulative association leave with pay per school year. This leave may be granted for attendance at meetings or conferences of Association affiliates. Each representative shall submit a certificate of attendance to the Superintendent upon his/her return.

ARTICLE VIII - JURY DUTY LEAVE

- 8.01 Any employee called to serve as a juror during the school year shall receive from the Board his/her regular daily amount of compensation minus any compensation received from the court for each school day the employee serves as a juror provided that written proof of jury duty service as certified by the court's bailiff is presented to the Superintendent. Time served for jury duty will not be charged to either sick leave or personal leave.

ARTICLE IX - EMPLOYEE RIGHTS

- 9.01 Personnel Files
- A. A personnel file for each employee shall be maintained at the Board's central office.
 - B. It shall be noted on each item in a personnel file both the date the item was prepared and the date the item was placed into the personnel file.
 - C. An employee, upon written request to the Superintendent, shall review the entire contents

of his/her personnel file. An employee may copy at his/her expense any material in his/her file.

- D. Before any derogatory material is placed into an employee's personnel file, the affected employee shall be afforded an opportunity to review it.
- E. Each employee shall have the right to place in his/her personnel file a written response to any item contained in his/her personnel file.
- F. Access to personnel files shall be governed by the applicable law.

9.02 Evaluation

- A. Every evaluation of an employee shall be discussed by the evaluator with the employee being evaluated prior to placing the evaluation in the employee's personnel file.
- B. A negative evaluation shall include specific recommendation(s) for improvement on the part of the employee being evaluated.

ARTICLE X - ORGANIZATION PRIVILEGES

10.01 Representation Visitation

Representatives of the Association may transact official Association business on school property as long as they do not do so during the employees' working hours. Association representatives must report to the central office before transacting such business.

10.02 Bulletin Boards - School Mail System

Subject to availability, the Association shall have the privilege of using without charge the internal school mail system and school bulletin boards for communications concerning Association matters. Requests for the use of the internal school mail system and school bulletin boards shall be directed to the appropriate building principal.

10.03 Building and Equipment Use

- A. Subject to availability, the Association may use for Association business school buildings and equipment. Requests for the use of school buildings and equipment shall be directed to the appropriate building principal.
- B. The charges to the Association for the use of school buildings and equipment shall be as follows:
 - 1. Cost of any special custodial or other employee services required as a result of Association use of school buildings and/or equipment;
 - 2. Cost of Board office supplies utilized by the Association;
 - 3. Cost of using copying and duplicating machines leased or owned by the Board which cost shall be the prevailing rate.

10.04 The Board shall not withdraw any of the foregoing privileges except in cases of abuse.

ARTICLE XI - OVERTIME

11.01 An employee shall be compensated at the rate of one and one-half (1-1/2) times his/her regular rate of pay for all hours worked in excess of forty (40) hours in any one work week.

11.02 An employee may elect to receive either compensatory time equal to one and one-half (1-1/2) times the overtime hours worked beyond forty (40), or pay at the rate of time and one-half (1-1/2) for all hours worked beyond forty (40) hours each week; however, compensatory time earned on Sundays or holidays shall be double the rate (two (2) times the hours worked). Each employee must notify his/her supervisor at the time the overtime hours are reported on the timecard of the employee's decision to take either overtime pay or compensatory time. An employee may accrue up to 120 hours of compensatory time for overtime hours worked. An employee who has requested the use of compensatory

time shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the District. Compensatory time shall be taken before vacation time. Compensatory time hours used will not count as hours worked during the applicable work period for purposes of determining overtime. Overtime hours and the use of compensatory time shall be subject to the prior approval of the Superintendent. Requests for such time shall be made on Board of Education approved forms. Compensatory time must be used by the end of the calendar year (January 1 - December 31) in which it was accrued. Any unused compensatory time shall be paid out at a rate of one and one half (1 ½) times the employee's rate of pay in the last pay period in January following the end of the fiscal year in which it was accrued.

- 11.03 For the purpose of determining overtime, sick leave, personal leave, holidays, vacation time and calamity days shall be included as time worked.
- 11.04 If an employee is required by his/her supervisor(s) to work over and above his/her normal work schedule, he/she shall be paid at his/her regular hourly rate of pay for all such time worked unless the provisions of Article 11.01 apply.
- 11.05 All overtime performed on Sundays and paid holidays shall be paid at the rate of two times the employee's regular rate of pay.
- 11.06 Except for the one person who is presently regularly employed in two jobs, all overtime shall first be offered to employees within the classification before a substitute is used. However, the Superintendent or designee shall have the option of using a substitute when use of an employee would result in payment at a premium or overtime rate.

ARTICLE XII - HOLIDAY

- 12.01 All regular classified employees employed on an eleven or twelve month basis or nine - or ten-month employees on extended time during the entire summer recess period are, subject to the limitations contained in Ohio

Revised Code Section 3319.087, entitled to the following paid Holidays:

- A. New Year's Day
- B. Martin Luther King Day
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day
- G. Christmas Day

12.02 All regular classified employees employed on a nine or ten month basis are, subject to the limitations contained in Ohio Revised Code Section 3319.087, entitled to the following paid Holidays:

- A. New Year's Day
- B. Martin Luther King Day
- C. Memorial Day
- D. Labor Day
- E. Thanksgiving Day
- F. Christmas Day

12.03 Any regular classified employee employed less than nine months is, subject to the limitations contained in Ohio Revised Code 3319.087, entitled to those paid holidays enumerated in Article 12.01 which fall during the employee's time of employment.

ARTICLE XIII - MEDICAL EXAMINATION

13.01 With respect to annual bus driver physical examinations or other routine physical examinations, the Board shall be responsible for paying only for the routine physical examinations and any further physical examination or testing beyond the routine physical examination shall

be the responsibility of the employee. This section does not preclude the Superintendent from directing an employee in an individual case to obtain an examination by a specialist, for which the Board of Education shall have the financial responsibility.

ARTICLE XIV - MILEAGE REIMBURSEMENT

- 14.01 The Board shall reimburse employees who are required or authorized by the administration to use their own vehicles for Board business at the current IRS rate per mile for each mile driven on behalf of the Board.
- 14.02 Any employee driving from one job site to another job site as required or authorized by the administration during a working day shall receive the same reimbursement as above.

ARTICLE XV - PAYROLL DEDUCTIONS

- 15.01 If requested in writing to the Treasurer by an employee, payroll deductions shall be made for the following purposes:
- A. Association dues,
 - B. Tax Sheltered Annuity, and
 - C. Board-sponsored health insurance coverage.
 - D. Payroll deductions will be made for PEOPLE contributions if there are a minimum of five (5) employees who sign payroll authorizations by October 1 each year of the contract. The PEOPLE deduction shall be made at the rate authorized by the employee before October 1 per pay beginning in October and continuing with each pay period for ten (10) months.
- 15.02 A. The Treasurer shall remit Association dues to the State Association Treasurer monthly together with a list showing the names of employees and the amount deducted. Deductions shall begin with the first pay period in October and continue with each pay period for ten (10) months. No other dues deduction authorizations, other than those for the

Association, shall be permitted for employees in the bargaining unit.

B. Upon the request of the Association President, the District Treasurer will provide the Association President a list of the names, addresses and the gross earnings from last year's W-2 wage statements of all bargaining unit employees by September 1 of each year.

15.03 Except for new hires, payroll deductions may be made in writing to the Treasurer between August 1 and September 25 each year. Payroll deductions may be revoked in writing to the State Treasurer and the Association Secretary at any time during the thirty (30) days prior to the expiration of this Agreement. Payroll deductions which are not revoked shall continue in effect.

15.04 Fair Share Fee

15.04.1 The Board agrees to deduct from the paychecks of such employees who have elected to not join the Association a fair share fee in accordance with the Ohio Revised Code and the below-listed procedure except an employee who is not a member of the Association as of September 30, 2008 shall be exempt from this Section for so long as that employee remains a nonmember of the Association.

15.04.2 Notice of the amount of the annual fair share fee shall be transmitted by the Association to the Treasurer of the Board on or before September 30 of each year for the purpose of determining amounts to be payroll-deducted, and the Board agrees to transmit all amounts deducted to the Association.

15.04.3 Payroll deduction of such annual fair share fee shall commence in the second pay in January.

15.04.4 The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and

notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.

- 15.04.5 The Association, on behalf of itself and OAPSE agrees to indemnify the Board, its individual members, the Treasurer, and any and all other officers and employees of the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision. In order to avoid any potential conflicts of interest, the Board and its employees retain the right to employ their own legal counsel to assist in any legal matters involving this provision.

ARTICLE XVI - SEVERANCE PAY

- 16.01 An employee may elect, at the time of acceptance for retirement by the School Employees Retirement System (SERS), to receive severance pay if his/her application for and date of retirement is within sixty (60) days of his/her last day of employment with the District. No employee who receives unemployment compensation benefits after his/her last date of District service shall be eligible for severance pay.
- 16.02 Each employee who qualifies shall receive forty percent (40%) of his/her accrued but unused sick leave not to exceed fifty-five (55) days. In addition, employees who accumulate more than seventy-five (75) days of sick leave shall be entitled to an amount equal to one-tenth of the days accumulated over seventy-five (75) to a maximum of 69.5 days in total severance. Payment shall be based on the daily rate of pay at the time of retirement. Payment under this provision shall eliminate all sick leave credit. No employee shall receive more than one payment.

ARTICLE XVII - SALARY AND FRINGE BENEFITS

- 17.01 Effective July 1, 2013, employees will receive their normal vertical years of experience and longevity as though paragraph 3 of the 2011-2013 Agreement had not been in effect. Effective July 1, 2013, the hourly rates indicated on the classified employees pay schedule shall be increased by 1.5%. Effective July 1, 2014, the hourly rates indicated on the classified employee pay schedule shall be increased 1.5%.

Completed years of Actual
Waverly Service Prior to
June 30

Dollar Amount

15 years	\$255.00
20 years	355.00
25 years	455.00
30 years	510.00

17.02 The Superintendent shall establish three, three and one-half or four hour and four and one-half hour bus routes and all bus drivers shall be paid on the basis of scheduled hours. The time shall be inclusive of thirty minutes non-driving time inclusive of pre-trip inspection, and cleaning of the bus. The establishment of such routes shall not be grievable or arbitrable.

17.03

A. The Board shall pay one hundred percent (100%) of the cost of single coverage for the comprehensive medical insurance plan less \$15 per month paid by the employee. The Board shall pay seventy-eight percent (78%) of the cost of family coverage and the employee shall pay twenty-two percent (22%) of the monthly family premium.

Spouses both employed by the Board will be eligible for one family plan or two single plans.

B. If the insurance consultant indicates the premiums will increase more than 10% in any year, then the Board shall determine what plan design changes to make to bring the premium funding increase in at 10% or below.

C. All bargaining unit employees who opt out of the health insurance program for one year from January 1 to January 1 shall receive a bonus to be paid in the first pay of February following the year in which the employee opted out based on the percentage of employees (rounded up to the nearest full-time equivalent) who have opted out effective that January 1 as follows:

<u>Percentage as of Jan. 1</u>	<u>Opt Out Payment</u>
9% or less	\$300
10% or more	\$600
15% or more	\$1200

- 17.04 For any employee who elects to receive dental insurance the Board agrees to pay the full cost per regular full-time employee for single or family dental insurance coverage less \$6 per month paid by the employee. For the purpose of this section, an employee is considered to be full-time if he or she is employed and is scheduled to work all of the total annual hours designated on the salary schedule for his or her position. Substitutes are not regular full-time employees. Spouses employed by the Board will be eligible for one family plan or two single plans.
- 17.05 Effective as soon as the carrier will permit after ratification of this agreement, the Board shall provide each regular employee group term life insurance in the amount of Thirty Thousand Dollars (\$30,000).
- 17.06 The Board shall pay Two Hundred Dollars (\$200.00) to each cook and to each custodian for the purchase of uniforms. Payment shall be made in a lump sum prior to September 30 each year. The Board may prescribe the uniform for cooks. On warm-weather days, cooks may wear knee-length shorts. The parties agree that the uniforms are not suitable for everyday wear.
- 17.07 Any regular employee who has an absentee rate for any reason, exclusive of release time or vacation, of fewer than four days absent per school year shall receive an additional stipend as follows:

	<u>8 hours/day</u>	More than 4-1/2 & fewer than <u>8 hours/day</u>	4-1/2 or Fewer <u>Hours</u>
3 days absent -	\$50.00 per year	50.00	40.00
2 days absent -	100.00 per year	90.00	80.00
1 day absent -	140.00 per year	130.00	105.00
0 days absent -	190.00 per year	165.00	140.00

The Treasurer shall pay the stipend within sixty (60) days of the conclusion of the school year (June 30) in a lump sum to each eligible employee. If at the end of each school year an employee has any unused personal leave days, the unused personal leave will be transferred to the employee's sick leave account up to the maximum accumulation allowed.

- 17.08 The secretaries to the principals in buildings serving students in grades kindergarten through eight shall work 10 extended days to be scheduled by the building principal after consultation with the secretary. These secretaries shall be paid on a per diem rate in accordance with the salary schedule.
- 17.09 Effective September 1, 2013 all employees will have their paychecks automatically deposited. Such employees will designate the account for direct deposit in writing to the Treasurer between September 1 and September 25 each year.
- 17.10 The Board shall comply with the Patient Protection and Affordable Care Act (PPACA), effective January 1, 2014. The parties acknowledge that those regulations have not been finalized, and the parties agree that the Board in its sole discretion may adjust its enrollment, administrative period, look-back period and similar rules/provisions in light of changes in the Treasury regulations and experience.

ARTICLE XVIII - VACATION

- 18.01 Employees may not take vacation leave during the first year of employment. Employees will earn 10 days of vacation leave after completing one year of service.

Full-time employees who have been employed with the Board for more than one year and less than ten complete years of service shall accumulate vacation leave at the rate of .83 days for each calendar month.

Full-time employees who have been employed with the Board for ten years or more but less than twenty complete years of service shall accumulate vacation leave at the rate of 1.25 days for each calendar month.

Full-time employees who have been employed with the Board for twenty years or more shall accumulate vacation leave at the rate of 1.67 days for each calendar month.

It is not retroactive, and there will be no recalculation of vacation time employees may have previously earned.

18.02 Full-time employees who have been employed with the Board for more than one year and less than ten complete years shall accrue vacation time up to thirty (30) days maximum. Full-time employees who have been employed by the board for ten years or more but less than twenty complete years of service shall accrue vacation time up to forty-five (45) days maximum. Full-time employees who have been employed with the Board for twenty years or more shall accrue vacation time up to sixty (60) days maximum. Upon separation from employment a classified employee shall be entitled to compensation at his/her current rate of pay for vacation leave accrued under this paragraph at the time of separation. In case of the death of a classified employee such payment shall be paid in accordance with Section 2113.04 of the Revised Code, or to his/her estate.

18.03 For the purposes of this Article, a full-time employee is a person who is in service for not less than eleven (11) months in each calendar year. For the purpose of determining the number of calendar weeks of vacation dues, a regular full-time (11 or 12 month) employee may count prior service as a nine (9), ten (10), eleven (11) or twelve (12) month employee. However, the employee must have had a minimum of one hundred twenty (120) working days each contract year as a nine (9), ten (10), eleven (11) or twelve (12) month employee to count that prior service as a year.

18.04 Vacation requests must be submitted in writing to the employee's immediate supervisor at least seven (7) workdays before the proposed vacation. Such advanced requests will not be necessary for absences caused by unusual and/or abnormal circumstances that in the judgment of the Superintendent justify the use of vacation leave. Vacation may only be taken if approved by the appropriate supervisor and by the Superintendent or his/her designee.

ARTICLE XIX - EMPLOYMENT PROCEDURES

19.01 Appointment

The procedures in this article shall supersede all provisions in Chapter 124 of the Ohio Revised Code, except as to the conduct and grading of civil service examinations, the rating of candidates, the

establishment of eligible lists from examinations and the original appointment from eligible lists as specified in Section 4117.08(B) of the Ohio Revised Code. If no municipal civil service provisions are in effect regarding appointment, the Board shall establish its own testing and hiring procedures.

19.02 Probationary Period

Each newly hired employee shall serve a probationary period of one hundred eighty-eight actual work days (inclusive of paid holidays) from the date of employment in a position in the bargaining unit. During the probationary period, an employee may be suspended or terminated and the procedures in Section 19.04 shall not apply. After completing his/her probationary period, an employee shall become a permanent employee.

19.03 Posting Procedure

- A. A notice indicating that a vacancy exists or is expected to exist (if known before the vacancy occurs) shall be posted in each building for a period of five (5) work days. During this posting period employees may indicate to the Superintendent their desire for the vacant position. The Superintendent shall consider qualifications, training, and seniority in filling any vacancy. The Superintendent shall have the sole discretion to determine when a vacancy exists, whether it shall be filled, and when it shall be filled.
- B. If a competitive test is given to fill a vacancy in classification, credit points will be given for length of continuous service in the District, as follows: for the highest one-third of those tested, an additional ten points shall be added to total score.
- C. The Union may make recommendations to the Superintendent concerning the contents and the administration of competitive examinations, but the administration and Board reserve the right to make the final determination after meeting and conferring with the Union about its

recommendations, as to the contents and administration of competitive examinations.

- D. Any bargaining unit employee bidding on another classification shall take their years of service to the new classification and be paid as per salary schedule for the new classification.

19.04 Disciplinary Procedures

- A. A permanent employee can be terminated, suspended, demoted or reduced in pay for incompetency, in efficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance. Prior to the termination, suspension, demotion or reduction of a permanent employee, the Superintendent shall give the employee written notice of the charges against him/her, an explanation of the evidence in support of the proposed discipline and an opportunity to present his/her side of the story. The employee may be accompanied in the conference with the Superintendent by a representative of the Association.
- B. If the Board terminates, suspends for more than three days, demotes or reduces a permanent employee in accordance with the Superintendent's recommendation, the Board, by adoption of a resolution, shall furnish the employee a written notice, signed by its Treasurer, of its action, specifying the grounds therefore. The employee may file a grievance concerning the disciplinary action (with the exception of a suspension of three days or less) in accordance with the terms of Section 4.04 Step 4, of this Agreement.

19.05 Lay-off and Recall Procedure

- A. If the Board, in its sole discretion, determines it is necessary to reduce the number of employees in a job classification because of abolishment of positions, lack of funds or lack of work, the following procedures shall govern such lay-off. Part-time, substitute, seasonal and casual

employees may be laid off for the reasons set forth above, but are not subject to the provisions of paragraphs B-H below.

- B. The number of employees affected by reduction in force will be kept to a minimum by not employing replacements in so far as practical for employees who resign, retire or otherwise vacate a position.
- C. Whenever it is necessary to lay off full-time employees for reasons set forth above, employees shall be laid off in the order of seniority in the affected classification with the least senior employee within the classification laid off first. Seniority shall be calculated from the most recent date of hire. Approved leaves of absence shall not be considered a break in service but shall not be counted toward seniority.
- D. The job classifications to be used in the event of a lay-off are those set forth in section 1.01 of this agreement. The Board shall determine in which classification any lay-off shall occur and the number of employees to be laid off. Probationary employees shall be laid off before permanent employees.
- E. An employee in one classification may not displace an employee in another classification.
- F. The Superintendent shall prepare a reinstatement list for any classification in which a lay-off occurs. Employees who are laid off pursuant to this Article shall be recalled in the order of seniority to positions within the classification in which they were employed when laid off. Permanent employees shall be reinstated before probationary employees.
- G. An employee who is laid off shall remain on the recall list for one (1) year unless he/she waives recall rights in writing, resigns, fails to accept recall to a position in his/her classification or fails to report to work within seven (7) calendar days after written notice of recall is sent by certified mail. The employee is responsible for notifying the Board of his/her current address. The Board has complied with this provision when it

sends notice of recall to that address. If recalled from lay-off, an employee shall retain all previously accumulated seniority, but time spent on lay-off shall not count as experience for pay purposes.

- H. The Board may deviate from seniority when necessary to meet the requirements of State or Federal laws or regulations which cannot be superseded by this Article or to retain critical job skills.

19.06 Payroll Certification

The Board and Treasurer shall not be required to comply with Section 124.55 of the Ohio Revised Code.

19.07 Contracting

The Board shall notify and meet with the Association prior to contracting out work normally performed by the bargaining unit.

ARTICLE XX - EXTRA TRIPS

- 20.01 Traditional drivers of extra trips, as determined by the Association President and Superintendent, shall have first choice of extra trips. All traditional drivers must drive eighty five percent (85%) of the extra trips in order to remain on the traditional extra trip list for the upcoming year unless the driver missed a trip or trips while on an approved leave of absence under Article V or VIII. A meeting shall be held at the beginning of school each year at which bus drivers shall be given the opportunity to express their desire to drive other extra trips or to be backups. Unknown trips and backup driving will be rotated equally among those who sign up. If there is no traditional or backup driver for an extra trip, substitutes will be used. Regular drivers shall have preference over substitute in the assignment of extra trips. Those drivers employed in two jobs shall not be assigned extra trips.

- 20.02 If an extra trip conflicts with a driver's regular route, the driver shall have the option of driving the regular route or the extra trip. If the driver elects

to drive the extra trip he/she shall obtain a substitute for his/her regular route.

- 20.03 Once a driver has committed to driving an extra trip, it shall be the responsibility of the driver to get his/her own substitute from the backup list on a rotating basis starting with the first driver on the backup list in the event he/she cannot take the trip for any reason. If the driver is unable to find a substitute, he/she shall promptly notify the administrator in charge of transportation.
- 20.04 The extra trip rate shall be \$12.50 per hour effective July 1, 2013. Effective July 1, 2014, the extra trip rate shall be \$13.00 per hour.
- 20.05 Any bargaining unit driver being tested for drugs shall be paid \$15.00 per test required to compensate the driver for time involved in testing.
- 20.06 When the Board decides to combine transportation for more than one athletic group meeting at the same location and at the same time resulting in the reduction of buses normally taken, the most senior traditional driver assigned to drive either athletic group shall be assigned to drive the combined group of students.

ARTICLE XXI - WORKERS' COMPENSATION

- 21.01 Employees must file accident reports on all work-related injuries and may file claims with Ohio's Workers' Compensation system. If an employee is absent from work because of a job-related injury, he/she must elect whether to take workers' compensation benefits for lost income or sick leave under this Agreement. Such election cannot be changed thereafter.

ARTICLE XXII - DRUG-FREE WORKPLACE

- 22.01 It is the policy of the Waverly City Board of Education to maintain a drug-free workplace in full compliance with all applicable federal, state, and local laws. All employees of the District shall receive a copy of this provision and a copy of the Board-adopted resolution regarding a drug-free workplace and a copy of the Board's Controlled Substance Testing Policy.

- 22.02 No employee of the Waverly City School District engaged in work, or while in the workplace, shall unlawfully manufacture, distribute, dispense, possess, or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any controlled substance as defined in federal and state law. Employees convicted of violating any federal, state, or local criminal drug statute, where the violation occurred during work hours or on Waverly City School premises, must report the conviction to the office of the Superintendent within five (5) working days of the conviction.
- 22.03 "Workplace" and "Controlled Substances" are defined in the Board's Controlled Substance Testing Policy.
- 22.04 Violations of this policy will result in severe disciplinary action, up to and including immediate termination and referral for prosecution, unless the employee requests the Rehabilitation Option described in 22.05 below. Any disciplinary action will be in accordance with terms of this negotiated agreement and the applicable law.
- 22.05 Where this policy has been violated, an employee may request to seek rehabilitation through an approved treatment program, provided the employee is otherwise eligible for continuing employment. A re-entry agreement, which will include an understanding that the employee will cooperate in all recommended treatment(s) and abstain from the use of any mind-altering substance, must be signed by any employee electing this rehabilitation option. Rehabilitation in lieu of discipline is available only one (1) time during any employee's tenure of employment. Rehabilitation, whether undertaken voluntarily, or in lieu of discipline, shall be entirely at the employee's expense, and without pay, except as may be covered by applicable group health plan terms, sick leave policies, and other leaves of absence policies.
- 22.06 Employees will be provided with information concerning alcohol and other drug abuse in the following ways:
- A. All employees will receive a copy of this policy;

- B. The Superintendent will, upon request, make available information on community resources and programs available to employees for assistance in dealing with chemical dependency problems;
- C. Annual educational opportunities addressing the physical, mental, and emotional dangers of alcohol and other drug abuse, as well as rehabilitation resources, will be made available to employees.
- D. Printed information concerning the dangers of substance abuse and the rehabilitation options will, from time to time, be distributed to employees.

22.07 Compliance with this policy is mandatory. Information provided to administrative personnel by employees as related to any problem related to alcohol or drug abuse or chemical dependency shall be considered part of the employee's confidential record. Except as required by law or this policy, no person may discuss or otherwise divulge any information concerning such matters.

ARTICLE XXIII - GENERAL

23.01 Non-Discrimination

The Board and the Association agree that there will be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Contract or any other rule, regulation, or policy relating to the terms and conditions of employment on the basis of race, creed, color, religion, national origin, gender, domicile, marital status or disability unless the employee is unable to complete the essential functions of the job. The Board and the Association also agree that any requirements of the Americans with Disabilities Act will supersede all conflicting provisions of this Agreement.

23.02 Entire Agreement Clause

This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices between the Board and the Association and constitutes the entire agreement between the parties.

Any amendments of agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

23.03 Conflict with Law

If any provision of this document, or any application of the provisions of this document, or any agreement reached under its terms, conflicts with any state or federal law, regulation, ruling or order, now or hereafter enacted or issued, such provisions, application or agreement shall be inoperative but the remaining provisions hereof shall remain in effect.

23.04 Waiver of Negotiations

It is agreed that during the negotiations leading to the execution of this Agreement, the Association and the Board have had full opportunity to submit all items appropriate to collective bargaining and that the Association expressly waives the right to submit any additional item for negotiation during the term of this Agreement, irrespective of whether the item was or was not discussed during the course of negotiations leading to the execution of this Agreement. The specific provisions of this Agreement are the sole source of any rights which the Association or any member of the bargaining unit may charge the Board has violated in filing a grievance or a charge with the State Employment Relations Board.

23.05 Dispensing of Medication

Persons designated by a Building Principal to be responsible for storing and dispensing medication shall be trained regarding the proper storage, record-keeping and dispensing of medication.

ARTICLE XXIV - NO STRIKE CLAUSE

24.01 During the term of this Agreement, neither the Association, its officers or agents shall recommend, sanction or participate in any strike or withholding of services.

ARTICLE XXV - SALARY SCHEDULES AND JOB DESCRIPTIONS

- 25.01 All classified salary schedules shall be included in the negotiated agreement.
- 25.02 The Association recognizes the Board's authority to establish and amend job descriptions. Job descriptions shall not be a subject of negotiation. Upon request the Association and/or Association President will be provided with copies of job descriptions for bargaining unit positions.

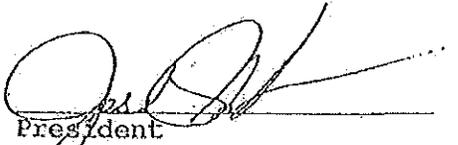
ARTICLE XXVI - DURATION

- 26.01 This Agreement shall become effective July 1, 2013 and shall continue in full force and effect until June 30, 2015.

IN WITNESS WHEREOF, the parties have caused their names to be hereunto subscribed on this ____ day of July, 2013.

THE BOARD OF EDUCATION
OF THE WAVERLY CITY
SCHOOL DISTRICT

OHIO ASSOCIATION OF
PUBLIC SCHOOL EMPLOYEES
LOCAL NO. 421



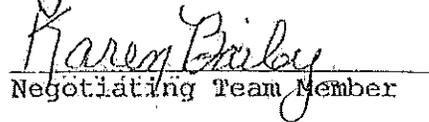
President



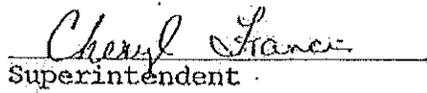
Local President



Treasurer



Negotiating Team Member



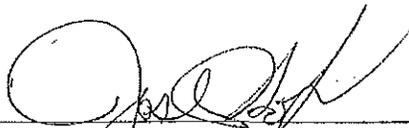
Superintendent

Negotiating Team Member

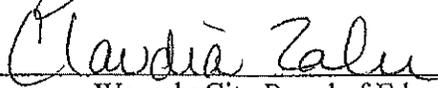
412 CERTIFICATE
(O.R.C. SEC. 5705.412)
Adequate Revenue For Contract

The Waverly City School District has in effect the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs for all the days set forth in its adopted school calendars and in future fiscal years for the term of the Agreement between the Board and the Ohio Association of Public School Employees Local 421, effective from July 1, 2013 through June 30, 2015.

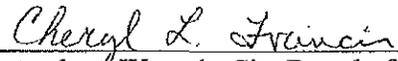
The District's estimates of revenue and determination of whether such revenue is sufficient to provide necessary operating revenue for the purpose of making certifications required were made consistent with relevant rules of the Auditor of State and Department of Education.



President, Waverly City Board of Education



Treasurer, Waverly City Board of Education



Superintendent, Waverly City Board of Education

WAVERLY CITY SCHOOL DISTRICT

Salary Schedule for Classified Employees

Effective July 1, 2013 (1.5% per hour increase) - June 30, 2014

Regular Aide

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6.5	1222	\$ 17,010.24	\$ 13.92
1	188	6.5	1222	\$ 17,083.56	\$ 13.98
2	188	6.5	1222	\$ 17,144.66	\$ 14.03
3	188	6.5	1222	\$ 17,217.98	\$ 14.09
4	188	6.5	1222	\$ 17,303.52	\$ 14.16
5	188	6.5	1222	\$ 17,376.84	\$ 14.22
6	188	6.5	1222	\$ 17,450.16	\$ 14.28
7	188	6.5	1222	\$ 17,511.26	\$ 14.33
8	188	6.5	1222	\$ 17,633.46	\$ 14.43
11	188	6.5	1222	\$ 17,792.32	\$ 14.56

MH Aide

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6.5	1222	\$ 17,279.08	\$ 14.14
1	188	6.5	1222	\$ 17,364.62	\$ 14.21
2	188	6.5	1222	\$ 17,425.72	\$ 14.26
3	188	6.5	1222	\$ 17,499.04	\$ 14.32
4	188	6.5	1222	\$ 17,572.36	\$ 14.38
5	188	6.5	1222	\$ 17,633.46	\$ 14.43
6	188	6.5	1222	\$ 17,719.00	\$ 14.50
7	188	6.5	1222	\$ 17,804.54	\$ 14.57
8	188	6.5	1222	\$ 17,926.74	\$ 14.67
11	188	6.5	1222	\$ 18,048.94	\$ 14.77

Cook

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6	1128	\$ 14,991.12	\$ 13.29
1	188	6	1128	\$ 15,058.80	\$ 13.35
2	188	6	1128	\$ 15,115.20	\$ 13.40
3	188	6	1128	\$ 15,216.72	\$ 13.49
4	188	6	1128	\$ 15,284.40	\$ 13.55
5	188	6	1128	\$ 15,352.08	\$ 13.61
6	188	6	1128	\$ 15,431.04	\$ 13.68
7	188	6	1128	\$ 15,510.00	\$ 13.75
8	188	6	1128	\$ 15,656.64	\$ 13.88
11	188	6	1128	\$ 15,769.44	\$ 13.98

WAVERLY CITY SCHOOL DISTRICT

Salary Schedule for Classified Employees

Effective July 1, 2013 (1.5% per hour increase) - June 30, 2014

Head Cook

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6	1128	\$ 15,600.24	\$ 13.83
1	188	6	1128	\$ 15,667.92	\$ 13.89
2	188	6	1128	\$ 15,746.88	\$ 13.96
3	188	6	1128	\$ 15,814.56	\$ 14.02
4	188	6	1128	\$ 15,882.24	\$ 14.08
5	188	6	1128	\$ 15,972.48	\$ 14.16
6	188	6	1128	\$ 16,051.44	\$ 14.23
7	188	6	1128	\$ 16,119.12	\$ 14.29
8	188	6	1128	\$ 16,231.92	\$ 14.39
11	188	6	1128	\$ 16,356.00	\$ 14.50

Secretary (10-month)

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	208	7.5	1560	\$ 21,434.40	\$ 13.74
1	208	7.5	1560	\$ 21,730.80	\$ 13.93
2	208	7.5	1560	\$ 21,949.20	\$ 14.07
3	208	7.5	1560	\$ 22,261.20	\$ 14.27
4	208	7.5	1560	\$ 22,542.00	\$ 14.45
5	208	7.5	1560	\$ 22,869.60	\$ 14.66
6	208	7.5	1560	\$ 23,166.00	\$ 14.85
7	208	7.5	1560	\$ 23,462.40	\$ 15.04
8	208	7.5	1560	\$ 23,618.40	\$ 15.14
11	208	7.5	1560	\$ 23,836.80	\$ 15.28

Secretary (12-month)

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	260	7.5	1950	\$ 26,793.00	\$ 13.74
1	260	7.5	1950	\$ 27,163.50	\$ 13.93
2	260	7.5	1950	\$ 27,436.50	\$ 14.07
3	260	7.5	1950	\$ 27,826.50	\$ 14.27
4	260	7.5	1950	\$ 28,177.50	\$ 14.45
5	260	7.5	1950	\$ 28,587.00	\$ 14.66
6	260	7.5	1950	\$ 28,957.50	\$ 14.85
7	260	7.5	1950	\$ 29,328.00	\$ 15.04
8	260	7.5	1950	\$ 29,523.00	\$ 15.14
11	260	7.5	1950	\$ 29,796.00	\$ 15.28

WAVERLY CITY SCHOOL DISTRICT
Salary Schedule for Classified Employees
 Effective July 1, 2013 (1.5% per hour increase) - June 30, 2014

Custodian

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	260	8	2080	\$ 28,100.80	\$ 13.51
1	260	8	2080	\$ 28,329.60	\$ 13.62
2	260	8	2080	\$ 28,600.00	\$ 13.75
3	260	8	2080	\$ 28,891.20	\$ 13.89
4	260	8	2080	\$ 29,140.80	\$ 14.01
5	260	8	2080	\$ 29,432.00	\$ 14.15
6	260	8	2080	\$ 29,681.60	\$ 14.27
7	260	8	2080	\$ 29,931.20	\$ 14.39
8	260	8	2080	\$ 30,160.00	\$ 14.50
11	260	8	2080	\$ 30,409.60	\$ 14.62

Engineer

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	260	8	2080	\$ 29,411.20	\$ 14.14
1	260	8	2080	\$ 29,556.80	\$ 14.21
2	260	8	2080	\$ 29,681.60	\$ 14.27
3	260	8	2080	\$ 29,848.00	\$ 14.35
4	260	8	2080	\$ 29,972.80	\$ 14.41
5	260	8	2080	\$ 30,118.40	\$ 14.48
6	260	8	2080	\$ 30,305.60	\$ 14.57
7	260	8	2080	\$ 30,451.20	\$ 14.64
8	260	8	2080	\$ 30,659.20	\$ 14.74
11	260	8	2080	\$ 30,888.00	\$ 14.85

Maintenance

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	260	8	2080	\$ 29,328.00	\$ 14.10
1	260	8	2080	\$ 29,515.20	\$ 14.19
2	260	8	2080	\$ 29,640.00	\$ 14.25
3	260	8	2080	\$ 29,764.80	\$ 14.31
4	260	8	2080	\$ 29,910.40	\$ 14.38
5	260	8	2080	\$ 30,035.20	\$ 14.44
6	260	8	2080	\$ 30,201.60	\$ 14.52
7	260	8	2080	\$ 30,388.80	\$ 14.61
8	260	8	2080	\$ 30,596.80	\$ 14.71
11	260	8	2080	\$ 30,825.60	\$ 14.82

WAVERLY CITY SCHOOL DISTRICT

Salary Schedule for Classified Employees

Effective July 1, 2013 (1.5% per hour increase) - June 30, 2014

Bus Driver (3-hour)

<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	188	3	564	\$ 9,712.08	\$ 17.22
1	188	3	564	\$ 9,796.68	\$ 17.37
2	188	3	564	\$ 9,870.00	\$ 17.50
3	188	3	564	\$ 9,948.96	\$ 17.64
4	188	3	564	\$ 10,022.28	\$ 17.77
5	188	3	564	\$ 10,089.96	\$ 17.89
6	188	3	564	\$ 10,174.56	\$ 18.04
7	188	3	564	\$ 10,253.52	\$ 18.18
8	188	3	564	\$ 10,309.92	\$ 18.28
11	188	3	564	\$ 10,371.96	\$ 18.39

Bus Driver (3.5-hour)

<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	188	3.5	658	\$ 11,330.76	\$ 17.22
1	188	3.5	658	\$ 11,429.46	\$ 17.37
2	188	3.5	658	\$ 11,515.00	\$ 17.50
3	188	3.5	658	\$ 11,607.12	\$ 17.64
4	188	3.5	658	\$ 11,692.66	\$ 17.77
5	188	3.5	658	\$ 11,771.62	\$ 17.89
6	188	3.5	658	\$ 11,870.32	\$ 18.04
7	188	3.5	658	\$ 11,962.44	\$ 18.18
8	188	3.5	658	\$ 12,028.24	\$ 18.28
11	188	3.5	658	\$ 12,100.62	\$ 18.39

Bus Driver (4-hour)

<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	188	4	752	\$ 12,949.44	\$ 17.22
1	188	4	752	\$ 13,062.24	\$ 17.37
2	188	4	752	\$ 13,160.00	\$ 17.50
3	188	4	752	\$ 13,265.28	\$ 17.64
4	188	4	752	\$ 13,363.04	\$ 17.77
5	188	4	752	\$ 13,453.28	\$ 17.89
6	188	4	752	\$ 13,566.08	\$ 18.04
7	188	4	752	\$ 13,671.36	\$ 18.18
8	188	4	752	\$ 13,746.56	\$ 18.28
11	188	4	752	\$ 13,829.28	\$ 18.39

WAVERLY CITY SCHOOL DISTRICT
Salary Schedule for Classified Employees
Effective July 1, 2013 (1.5% per hour increase) - June 30, 2014

Bus Driver (4.5-hour)

<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	188	4.5	846	\$ 14,568.12	\$ 17.22
1	188	4.5	846	\$ 14,695.02	\$ 17.37
2	188	4.5	846	\$ 14,805.00	\$ 17.50
3	188	4.5	846	\$ 14,923.44	\$ 17.64
4	188	4.5	846	\$ 15,033.42	\$ 17.77
5	188	4.5	846	\$ 15,134.94	\$ 17.89
6	188	4.5	846	\$ 15,261.84	\$ 18.04
7	188	4.5	846	\$ 15,380.28	\$ 18.18
8	188	4.5	846	\$ 15,464.88	\$ 18.28
11	188	4.5	846	\$ 15,557.94	\$ 18.39

WAVERLY CITY SCHOOL DISTRICT

Salary Schedule for Classified Employees

Effective July 1, 2014 (1.5% per hour increase) - June 30, 2015

Regular Aide

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6.5	1222	\$ 17,266.86	\$ 14.13
1	188	6.5	1222	\$ 17,340.18	\$ 14.19
2	188	6.5	1222	\$ 17,401.28	\$ 14.24
3	188	6.5	1222	\$ 17,474.60	\$ 14.30
4	188	6.5	1222	\$ 17,560.14	\$ 14.37
5	188	6.5	1222	\$ 17,633.46	\$ 14.43
6	188	6.5	1222	\$ 17,706.78	\$ 14.49
7	188	6.5	1222	\$ 17,767.88	\$ 14.54
8	188	6.5	1222	\$ 17,902.30	\$ 14.65
11	188	6.5	1222	\$ 18,061.16	\$ 14.78

MH Aide

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6.5	1222	\$ 17,535.70	\$ 14.35
1	188	6.5	1222	\$ 17,621.24	\$ 14.42
2	188	6.5	1222	\$ 17,682.34	\$ 14.47
3	188	6.5	1222	\$ 17,755.66	\$ 14.53
4	188	6.5	1222	\$ 17,841.20	\$ 14.60
5	188	6.5	1222	\$ 17,902.30	\$ 14.65
6	188	6.5	1222	\$ 17,987.84	\$ 14.72
7	188	6.5	1222	\$ 18,073.38	\$ 14.79
8	188	6.5	1222	\$ 18,195.58	\$ 14.89
11	188	6.5	1222	\$ 18,317.78	\$ 14.99

Cook

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6	1128	\$ 15,216.72	\$ 13.49
1	188	6	1128	\$ 15,284.40	\$ 13.55
2	188	6	1128	\$ 15,340.80	\$ 13.60
3	188	6	1128	\$ 15,442.32	\$ 13.69
4	188	6	1128	\$ 15,510.00	\$ 13.75
5	188	6	1128	\$ 15,577.68	\$ 13.81
6	188	6	1128	\$ 15,667.92	\$ 13.89
7	188	6	1128	\$ 15,746.88	\$ 13.96
8	188	6	1128	\$ 15,893.52	\$ 14.09
11	188	6	1128	\$ 16,006.32	\$ 14.19

WAVERLY CITY SCHOOL DISTRICT
Salary Schedule for Classified Employees
 Effective July 1, 2014 (1.5% per hour increase) - June 30, 2015

Head Cook

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	6	1128	\$ 15,837.12	\$ 14.04
1	188	6	1128	\$ 15,904.80	\$ 14.10
2	188	6	1128	\$ 15,983.76	\$ 14.17
3	188	6	1128	\$ 16,051.44	\$ 14.23
4	188	6	1128	\$ 16,119.12	\$ 14.29
5	188	6	1128	\$ 16,209.36	\$ 14.37
6	188	6	1128	\$ 16,288.32	\$ 14.44
7	188	6	1128	\$ 16,356.00	\$ 14.50
8	188	6	1128	\$ 16,480.08	\$ 14.61
11	188	6	1128	\$ 16,604.16	\$ 14.72

Secretary (10-month)

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	208	7.5	1560	\$ 21,762.00	\$ 13.95
1	208	7.5	1560	\$ 22,058.40	\$ 14.14
2	208	7.5	1560	\$ 22,276.80	\$ 14.28
3	208	7.5	1560	\$ 22,588.80	\$ 14.48
4	208	7.5	1560	\$ 22,885.20	\$ 14.67
5	208	7.5	1560	\$ 23,212.80	\$ 14.88
6	208	7.5	1560	\$ 23,509.20	\$ 15.07
7	208	7.5	1560	\$ 23,821.20	\$ 15.27
8	208	7.5	1560	\$ 23,977.20	\$ 15.37
11	208	7.5	1560	\$ 24,195.60	\$ 15.51

Secretary (12-month)

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	260	7.5	1950	\$ 27,202.50	\$ 13.95
1	260	7.5	1950	\$ 27,573.00	\$ 14.14
2	260	7.5	1950	\$ 27,846.00	\$ 14.28
3	260	7.5	1950	\$ 28,236.00	\$ 14.48
4	260	7.5	1950	\$ 28,606.50	\$ 14.67
5	260	7.5	1950	\$ 29,016.00	\$ 14.88
6	260	7.5	1950	\$ 29,386.50	\$ 15.07
7	260	7.5	1950	\$ 29,776.50	\$ 15.27
8	260	7.5	1950	\$ 29,971.50	\$ 15.37
11	260	7.5	1950	\$ 30,244.50	\$ 15.51

WAVERLY CITY SCHOOL DISTRICT

Salary Schedule for Classified Employees

Effective July 1, 2014 (1.5% per hour increase) - June 30, 2015

Custodian

<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	260	8	2080	\$ 28,516.80	\$ 13.71
1	260	8	2080	\$ 28,745.60	\$ 13.82
2	260	8	2080	\$ 29,036.80	\$ 13.96
3	260	8	2080	\$ 29,328.00	\$ 14.10
4	260	8	2080	\$ 29,577.60	\$ 14.22
5	260	8	2080	\$ 29,868.80	\$ 14.36
6	260	8	2080	\$ 30,118.40	\$ 14.48
7	260	8	2080	\$ 30,388.80	\$ 14.61
8	260	8	2080	\$ 30,617.60	\$ 14.72
11	260	8	2080	\$ 30,867.20	\$ 14.84

Engineer

<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	260	8	2080	\$ 29,848.00	\$ 14.35
1	260	8	2080	\$ 29,993.60	\$ 14.42
2	260	8	2080	\$ 30,118.40	\$ 14.48
3	260	8	2080	\$ 30,305.60	\$ 14.57
4	260	8	2080	\$ 30,430.40	\$ 14.63
5	260	8	2080	\$ 30,576.00	\$ 14.70
6	260	8	2080	\$ 30,763.20	\$ 14.79
7	260	8	2080	\$ 30,908.80	\$ 14.86
8	260	8	2080	\$ 31,116.80	\$ 14.96
11	260	8	2080	\$ 31,345.60	\$ 15.07

Maintenance

<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	260	8	2080	\$ 29,764.80	\$ 14.31
1	260	8	2080	\$ 29,952.00	\$ 14.40
2	260	8	2080	\$ 30,076.80	\$ 14.46
3	260	8	2080	\$ 30,201.60	\$ 14.52
4	260	8	2080	\$ 30,368.00	\$ 14.60
5	260	8	2080	\$ 30,492.80	\$ 14.66
6	260	8	2080	\$ 30,659.20	\$ 14.74
7	260	8	2080	\$ 30,846.40	\$ 14.83
8	260	8	2080	\$ 31,054.40	\$ 14.93
11	260	8	2080	\$ 31,283.20	\$ 15.04

WAVERLY CITY SCHOOL DISTRICT
 Salary Schedule for Classified Employees
 Effective July 1, 2014 (1.5% per hour increase) - June 30, 2015

Bus Driver (3-hour)

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	3	564	\$ 9,858.72	\$ 17.48
1	188	3	564	\$ 9,943.32	\$ 17.63
2	188	3	564	\$ 10,016.64	\$ 17.76
3	188	3	564	\$ 10,095.60	\$ 17.90
4	188	3	564	\$ 10,174.56	\$ 18.04
5	188	3	564	\$ 10,242.24	\$ 18.16
6	188	3	564	\$ 10,326.84	\$ 18.31
7	188	3	564	\$ 10,405.80	\$ 18.45
8	188	3	564	\$ 10,462.20	\$ 18.55
11	188	3	564	\$ 10,529.88	\$ 18.67

Bus Driver (3.5-hour)

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	3.5	658	\$ 11,501.84	\$ 17.48
1	188	3.5	658	\$ 11,600.54	\$ 17.63
2	188	3.5	658	\$ 11,686.08	\$ 17.76
3	188	3.5	658	\$ 11,778.20	\$ 17.90
4	188	3.5	658	\$ 11,870.32	\$ 18.04
5	188	3.5	658	\$ 11,949.28	\$ 18.16
6	188	3.5	658	\$ 12,047.98	\$ 18.31
7	188	3.5	658	\$ 12,140.10	\$ 18.45
8	188	3.5	658	\$ 12,205.90	\$ 18.55
11	188	3.5	658	\$ 12,284.86	\$ 18.67

Bus Driver (4-hour)

Step	# of Days in Contract	Daily Hours	Annual Hours	Annual Salary	Hourly Rate
0	188	4	752	\$ 13,144.96	\$ 17.48
1	188	4	752	\$ 13,257.76	\$ 17.63
2	188	4	752	\$ 13,355.52	\$ 17.76
3	188	4	752	\$ 13,460.80	\$ 17.90
4	188	4	752	\$ 13,566.08	\$ 18.04
5	188	4	752	\$ 13,656.32	\$ 18.16
6	188	4	752	\$ 13,769.12	\$ 18.31
7	188	4	752	\$ 13,874.40	\$ 18.45
8	188	4	752	\$ 13,949.60	\$ 18.55
11	188	4	752	\$ 14,039.84	\$ 18.67

WAVERLY CITY SCHOOL DISTRICT
Salary Schedule for Classified Employees
Effective July 1, 2014 (1.5% per hour increase) - June 30, 2015

<i>Bus Driver (4.5-hour)</i>					
<u>Step</u>	<u># of Days in Contract</u>	<u>Daily Hours</u>	<u>Annual Hours</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
0	188	4.5	846	\$ 14,788.08	\$ 17.48
1	188	4.5	846	\$ 14,914.98	\$ 17.63
2	188	4.5	846	\$ 15,024.96	\$ 17.76
3	188	4.5	846	\$ 15,143.40	\$ 17.90
4	188	4.5	846	\$ 15,261.84	\$ 18.04
5	188	4.5	846	\$ 15,363.36	\$ 18.16
6	188	4.5	846	\$ 15,490.26	\$ 18.31
7	188	4.5	846	\$ 15,608.70	\$ 18.45
8	188	4.5	846	\$ 15,693.30	\$ 18.55
11	188	4.5	846	\$ 15,794.82	\$ 18.67