

STATE EMPLOYMENT
RELATIONS BOARD

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AGREEMENT BETWEEN

ONTARIO LOCAL SCHOOLS

AND

**OHIO ASSOCIATION OF PUBLIC SCHOOL
EMPLOYEES**

OAPSE LOCAL #256

January 25, 2014 - January 24, 2017

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ARTICLE 1
PREAMBLE

- 1.1 This agreement entered into by the Ontario Board of Education, Richland County, Ohio, hereinafter referred to as the "Employer" and the Ohio Association of Public School Employees, American Federation of State, County and Municipal Employees, AFL-CIO #256 hereinafter referred to as the "Union", has as its purpose the mutual satisfactory relationship between the Employer and the Union.

ARTICLE 2
DURATION OF AGREEMENT

- 2.1 The Agreement between Ontario Local Board of Education and the Ontario Local #256 of the Ohio Association of Public School Employees, AFSCME, AFL-CIO, is effective for the period commencing January 25, 2014 and terminating January 24, 2017.

ARTICLE 3
PLEDGE AGAINST DISCRIMINATION

- 3.1 The provisions of this Agreement shall be applied equally to all applicants as well as to all employees in the bargaining units without discrimination as to age, sex, marital status, race, color, creed, national origin, job classification, political opinions or affiliation.
- 3.2 All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be construed to include male and female employees.
- 3.3 The employer agrees not to interfere with the rights of employees to become members of the Union.

ARTICLE 4
RECOGNITION

- 4.1 The union is recognized as the sole and exclusive representative for all employees of the Board in the job classifications of the bargaining unit as set forth for the purpose of establishing rates of pay, wages, hours, and other terms and conditions of employment.

This recognition shall be for the duration of this Agreement and thereafter until a successor is elected or until recognition is withdrawn based upon the results of a competitive election.

The union's exclusive bargaining unit includes the job classifications listed below:

- A. Bus Drivers
- B. Bus Mechanics
- C. Lead Cooks
- D. Food Service Manager
- E. Cooks
- F. Day Custodians
- G. Evening Custodians
- H. Maintenance
- I. Principal's Secretaries
- J. Building Secretary Aides
- K. Aides / Bus Aides
- L. Guidance Secretary
- M. Playground Aides
- N. Study Hall Monitors

4.2 Exclusions

For the purpose of this Agreement, the following are excluded from the bargaining unit:

- A. All Supervisors
- B. Secretarial Employees at the Central Office of the Board of Education

ARTICLE 5 **REDUCTION IN FORCE**

- 5.1 When it becomes necessary to reduce support staff due to lack of funds or lack of work, the following procedure will govern such layoffs:
- 5.2 Prior to instituting reductions, the Superintendent will meet with union representatives to discuss the situation.
- 5.3 Attrition through resignations and retirements will be considered first.
- 5.4 The concept of job classifications and seniority will prevail:
 - A. Maintenance
 - B. Day Custodian (may bump Evening Custodian(s) according to section 5.5)
 - C. Evening Custodian
 - D. Principal's Secretary
 - E. Building Secretary Aide

- F. Aides / Bus Aides
- G. Bus Mechanic
- H. Bus Driver
- I. Food Service Manager (may bump a Lead Cook)
- J. Lead Cook (may bump Cook)
- K. Cook
- L. Guidance Secretary
- M. Playground Aides
- N. Study Hall Monitors

- 5.5 Seniority will be determined by the employee's most recent date of hire within a classification. In the case of two (2) or more individuals who have the same hire date, seniority for the purpose of lay off/ recall will be determined by the last two (2) digits of an employee's social security number. The lowest employee's number will be considered to have seniority. If a tie occurs, the third digit will determine seniority. If a tie still remains, the next digit or sequential digit(s) will be used until one individual is determined to have the lowest number.
- 5.6 Board approved leaves of absence will not constitute an interruption of continuous service.
- 5.7 If it becomes necessary to reduce or abolish kindergarten routes, these drivers will be placed on a separate call list and be recalled on the basis of system seniority.
- 5.8 Employees who have been laid off will remain on the recall list for thirty-six (36) months. The Employer shall ask the employee at the time of the layoff for an up to date phone number, address, and email address. It will then be the employee's responsibility to update this information with the Employer when/ if it changes.
- 5.9 Employees on the recall list will be reinstated within a classification before new employees are hired.
- 5.10 Employees on the recall list will be considered for classified positions within the bargaining unit for which they are qualified before new employees are hired.
- 5.11 Laid off employees who have requested to be placed on the Board approved classified substitute list will be asked to substitute in bargaining unit positions before any non-bargaining unit employee is requested to substitute. The laid off employee must hold the qualifications necessary for the classification and specify which classification(s) he/she is willing to substitute and they will be paid at the substitute rate appropriate for that classification.

ARTICLE 6
NEGOTIATIONS PROCEDURE

- 6.1 Bargaining Teams – Representation at negotiation meetings shall consist of no more than four (4) local representatives each for the Board of Education (hereinafter referred to as Board) and the Ontario Local #256 of the Ohio Association of Public School Employees (hereinafter referred to as Union). The bargaining teams will have necessary power and authority to make proposals, counter-proposals and reach tentative agreement on the issues. The Field Representative from the OAPSE State or Regional Office shall not count towards the four representatives for Ontario Local #256.
- 6.2 Initiating Negotiations – Requests for negotiations for the next agreement between the Board and the Union shall be sent between one-hundred and twenty (120) and sixty (60) days prior to the expiration of the Agreement. In any given year when settlement is reached between the Board and Union by February 23 of that year, hours and benefits will be retroactive to January 24. If settlement of an agreement between the Board and the Union has not been reached by the February 23 termination date, retroactivity of salaries and benefits will be forfeited unless otherwise mutually agreed upon.
- 6.3 Negotiation Meetings-
- A. Negotiation meetings shall be scheduled by parties until all negotiations are concluded.
 - B. Negotiation meetings shall be closed to the press and public.
 - C. Either party may recess for caucus of reasonable length of time (reasonable to be decided at initial meeting).
 - D. Minutes of meetings shall be kept in such form and detail as may be determined by the parties.
- 6.4 As tentative agreement is reached on each issue it shall be so noted and initialed by each party. When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced to writing as a tentative understanding and submitted to the Union and the Board for approval.
- 6.5 News Release – While discussions are in process, all news releases shall be mutually prepared. Whenever the two parties differ on declaration of impasse any release prepared for the news media by either party shall be provided to the other party at least twenty-four (24) hours before the release to the news media.

- 6.6 If impasse is declared by either party, it is with the understanding that impasse proceedings are declared only where agreement has not been reached. The party shall prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Services.
- 6.7 The parties shall meet at the call of the Mediator in an effort to resolve all outstanding issues. Mediation shall continue for a period not to exceed thirty (30) days from the first meeting with the Mediator unless it is mutually agreed to extend this time limit. This procedure shall be deemed to be an alternative mutually agreed dispute settlement procedure.

ARTICLE 7

GRIEVANCE PROCEDURE

- 7.1 **OBJECTIVE** – The objective of this procedure is to secure at the lowest possible administrative level, in the shortest time, equitable solutions to grievances. Proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. All grievances shall be presented promptly after the event giving rise to the grievance.
- 7.2 **Definitions**
- A. A grievance is an alleged violation, misinterpretation or misapplication of the expressed provisions of the Agreement.
 - B. A day shall be defined as a weekday (Monday through Friday), excluding weekend days, legal holidays, or scheduled vacation days.
 - C. The aggrieved party shall be defined as the employee, group of employees, or the Union filing the grievance.
- 7.3 **Procedure Rules**
- A. The number of days indicated at each level shall be considered a maximum. The time limits specified may, however, be extended by mutual agreement confirmed in writing.
 - B. Failure of the aggrieved to proceed within the specified time limited to the initial level or any subsequent levels will result in the grievance being waived and rendered void and may not be re-filed.
 - C. Failure of the administration to respond to the time limit stated shall mean the grievance progresses to the next level.

D. A grievance shall be filed at the appropriate level, which is with the level of administration whose action prompted the grievance.

A grievance reduced to writing shall include:

1. provisions of the Agreement allegedly violated
2. a description of what occurred and when it occurred
3. relief sought
4. date of initiating procedure

E. Forms for processing grievances shall be made available through designated officials of the Union or the Superintendent's office.

F. All documents, communications, and records dealing with the processing of a grievance, if retained, will be filed separately from the personnel files of the participants.

G. No reprisals shall be taken against any party because of their involvement in the use of this Grievance Procedure.

H. Resolution of a grievance at any level shall apply to the stated grievance and shall in no way infringe on the statutory obligations or other policies of the Board, unless mutually agreed to by the parties.

I. A grievance may be withdrawn at any level by the Union without prejudice or precedent and would be considered resolved.

7.4 Informal Procedure

An employee having a complaint or problem shall first discuss the matter informally with the Principal and/or their immediate Supervisor, through normal channels of communication.

7.5 Formal Procedure

Level 1 – Principal/Supervisor (Written)

If the informal discussion does not resolve the employee's problem (or does not take place), he/she can then put his/her complaint in the form of a written grievance and submit it to his/her Immediate Supervisor. This written grievance must be submitted no later than fifteen (15) days after the day of the alleged violation in order to be considered timely.

A meeting shall be mutually agreed upon between the aggrieved, a local Union representative, and the Supervisor no later than five (5) days after the day the grievance is filed.

Either the aggrieved or the Supervisor may present such people who may provide information related to the grievance. Discussion at this meeting shall be confined to the issues as stated in the grievance and the relief sought.

No later than five (5) days after the day of the meeting, the administrator shall provide answer to the grievant with a copy to the Union President.

7.6 Level 2 – Superintendent (Written)

If the aggrieved is not satisfied with the answer received in Level 1, he/she may within five (5) days after the day of receipt of such answer, submit the grievance to the Superintendent.

A meeting shall be held no later than five (5) days after the day of the request, and shall be attended by the grievant, a local Union representative and/or the OAPSE/AFSCME Field Representative, the Principal and/or immediate Supervisor, and the Superintendent. The meeting shall be conducted in a manner as stated in Level 1. No later than five (5) days after the day of the meeting, the Superintendent shall provide the aggrieved with a written answer to the grievant with a copy to the Union President.

7.7 Level 3 – Binding Arbitration (Written)

If the aggrieved is not satisfied with the answer received in Level 3, he/she shall within ten (10) days of such written answer make written notice to the Board of Education that the grievance is being submitted to arbitration.

The Union will request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service (FMCS). The parties shall then use the alternate strike method to determine who the arbitrator shall be if they can not mutually agree to an arbitrator.

The arbitrator shall hold such meetings as he/she determines necessary to make a fair and impartial ruling on the grievance as stated.

The fees and expenses of the arbitrator and cost of the hearing room, if any, will be borne by the losing party. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for any of the expenses incurred by the other party.

The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms of the written provisions of this Agreement or imply obligations and conditions binding upon the parties from this agreement except as set forth herein.

The arbitrator shall not decide more than one grievance on the same day or series of hearing days except by mutual agreement between the parties.

The ruling of the arbitrator shall be made in writing to the aggrieved, the Union and the Superintendent, and shall be binding on all the parties to the limit of the grievance as stated.

ARTICLE 8

TRANSFERS AND JOB POSTINGS

- 8.1 When a job becomes vacant or a new job created, a job notice shall be posted within ten (10) days by the employer at each work location. This notice shall be posted for a minimum of five (5) days.
- 8.2 The job notice will specify the title of the position, job location, hours to be worked, and the date of posting closing. For temporary bus routes, available regular drivers will be asked first. Regular drivers will be paid at their regular rate.
- 8.3 Employees in the same job classification may bid the job first in writing to the Superintendent within the posted period. A vacancy transfer will be awarded on the basis of job classification seniority.
- 8.4 In the case of two (2) or more individuals who have the same hire date, seniority for the purpose of bidding on positions will be determined by the last two (2) digits of an employee's social security number. The lowest employee's number will be considered to have seniority. If a tie occurs, the third digit will determine seniority. If a tie still remains, the next digit or sequential digit(s) will be used until one individual is determined to have the lowest number. If another position becomes available and both individuals bid on the position and a determination has been made between only these individuals, seniority will shift to the employee with the higher number. Therefore, seniority will shift back and forth with each new position that requires a tie-breaker for these individuals.
- 8.5 Each classified employee is guaranteed the right to apply for a transfer. Requests for transfer shall be submitted in writing no later than date of posting closing. Employees will be given consideration on the basis of qualification, experience, ability, previous record of employment; and upon recommendation of Principals concerned and the Superintendent of

Schools. Employees who are equal in those areas will be awarded the job on bargaining unit seniority.

- 8.6 Any day custodian who is sick, on vacation or absent for any reason, the senior evening custodian in that building shall be permitted to fill the position until the custodian returns. If no one in that building wants to fulfill the absent employee position, it shall be offered by seniority to the other buildings.

ARTICLE 9 **DUES DEDUCTIONS**

- 9.1 The Board will deduct regularly monthly dues from the pay of those employees covered by the Agreement upon receipt from the Union of individual written authorization cards voluntarily executed by an employee for that purpose and bearing his signature. Provided that any employee shall have the right to revoke such authorization by giving written notice to the OAPSE state office during the ten (10) days prior to the expiration of this Agreement (such written notice must be postmarked during the ten (10) day window). The address of the OAPSE state office is the following:

Ohio Association of Public School Employees
c/o OAPSE State Treasurer
6805 Oak Creek Drive
Columbus, Ohio 43229

- 9.2 The Board's obligation to make deductions shall terminate automatically upon confirmation of a timely receipt of revocation of authorization from OAPSE or upon termination of employment or transfer to a job classification outside the bargaining unit. The Union shall forward to the Treasurer of the Board and the Treasurer of OAPSE #256 by August 15th each year the amount to be deducted for that year. Deductions shall be made in twenty-four (24) equal installments beginning on September 1st and ending on August 31st. This shall be done in accordance with Article 11, Fair Share Fee, where applicable.
- 9.3 The Board Treasurer shall forward to the OAPSE State Treasurer the amount of all dues by name and amount for each employee. A copy of this shall be forwarded to the Local Treasurer. The Board Treasurer shall forward directly to the Local Treasurer the amount deducted for the local dues. This shall be done within ten (10) days following each deduction.
- 9.4 The Board agrees not to honor any check off authorization or dues deductions authorizations executed by an employee in the bargaining unit in favor of any other labor organization(s) representing employees for the

purpose of collective bargaining for wages, terms and conditions of employment.

- 9.5 The Union agrees that it will indemnify and save the Board harmless from any action growing out of these deductions and commenced by a person(s) against the Board. The Union assumes full responsibility for the disposition of the dues so deducted once they have been forwarded to it.

ARTICLE 10 **PEOPLE**

- 10.1 The Board agrees to deduct from the wages of any employee who is a member of the Local, a Public Employees Organized to Promote Legislative Equality (PEOPLE) deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time giving written notice to the Board. The Board agrees to forward PEOPLE deductions to the Union State Treasurer each month along with a list of all employees for whom such deduction have been made.

ARTICLE 11 **FAIR SHARE FEE**

- 11.1 Each bargaining unit member hired who does not elect to join the Union within the first ten (10) calendar days after their first work day shall be required to pay a Fair Share Service Fee in lieu of Union Dues. This Fair Share Service Fee shall be deducted from their paycheck beginning with their first paycheck in the same manner as Union Dues.
- 11.2 This article shall govern all bargaining unit employees in the bargaining unit that choose not to become or remain a member of OAPSE.
- 11.3 The fair share fee amount shall be certified to the Board by the Treasurer of the Local Union and shall not exceed the dues regularly required of Union members. The deduction of the fair share fee from any earnings of the employee shall be automatic for payroll deduction.
- 11.4 Payment to the Union of fair share fees shall be made in accordance with the regular dues deductions as provided herein, and employees, who are not members of the Union, are required as a condition of employment to pay the fair share fee.
- 11.5 The Union shall defend and indemnify the Board and hold them harmless against any and all claims, demands, suits or other forms of liability including legal fees and expenses, that may arise out of or by reason of the action taken by the Board for purposes of complying with

any of the provisions of this article or in reliance on any list, notices, or assignments furnished under any of such provisions. The Union shall retain control of and appoint of legal counsel for defense and indemnification purposes, with mutual agreement of the Board.

ARTICLE 12
CALAMITY HOURS / DAYS

- 12.1 Day shift maintenance personnel are expected to report to work on calamity days, unless specifically excused by the Superintendent or designee. All other classified personnel are not expected to report to work on calamity days. All hours/days in excess of state allotted calamity days will be made up unless state law supersedes. Should the district be required to make up hours/days, all classified staff will be expected to report to work on the same hours/day(s) without additional compensation. All two-hundred-fifty-five (255) day employees must report on the actual calamity day(s), in excess of the hours/days allotted by the state.
- 12.2 Any employee who works on a calamity day will complete a time sheet and be paid for their time. This will be in addition to their contracted day.
- A. Day custodians shall be permitted to work calamity days if they have reported for work at 6:30 a.m. and school is called off after 6:30 a.m.
 - B. If any cook reports for work during a delay and then the board determines that school will be closed due to calamity, the cook(s) shall receive two (2) hours report pay at his/her regular hourly rate of pay.
 - C. On a day where a two-hour-delay takes place and the mid-day route(s) for the kindergarten driver(s) are cancelled; said driver(s) shall be paid as if the route was not cancelled, as long as, they are available to perform the duties.

ARTICLE 13
HOLIDAYS

- 13.1 Classified employees shall be paid for the following holidays providing they fall within the week the employee works. If a holiday falls on Saturday, the employee will receive Friday off with pay. If the holiday falls on Sunday, the employee will receive Monday off with pay.

January 1 st	Fourth of July
Martin Luther King Day	Labor Day
Good Friday	Thanksgiving Day

Memorial Day

Christmas Day

- 13.2 All employees regardless of full or part time will be allowed to have the day after Thanksgiving off, the Monday after Thanksgiving off, as well as the day off before Christmas, the two days after Christmas off, the day off before New Years Day, the day after New Years' Day off (unless that is a day in which school is in session). In that case, employees will have the two (2) days off prior to New Year's Day, Presidents Day off, and the Spring Parent-Teacher Comp Day. If Presidents Day is needed as a calamity makeup day, all employees would work without additional compensation.

ARTICLE 14 **VACATION**

- 14.1 The building Principals or immediate Supervisors shall be responsible for vacation requests for full time employees working eleven or twelve months each year according to the following provisions:
- A. An employee after completing a full year of employment shall be given two (2) weeks vacation.
 - B. Beginning with the seventh year of employment vacation time shall be of three (3) weeks duration.
 - C. Beginning with the fourteenth year of employment vacation time shall be of four (4) weeks duration.
 - D. Beginning with the twenty-sixth year of employment vacation time shall be of five (5) weeks duration. Beginning July 1, 2005, only employees beginning their 20th year of employment with Ontario Schools will be eligible for five (5) weeks vacation.
 - E. In order to use vacation days, the employee must have completed the full calendar year. No vacation days will be advanced to the employee prior to the calendar year ending. However, at the time of retirement, resignation, or termination an employee shall be paid for all accrued but unused days of vacation, including a pro-rated amount, if any, for the year the employee retires.
- 14.2 Tentative vacation dates should be applied for and accepted on the seniority basis by May 1 of each year. These dates can be changed up to one (1) workday prior to the requested vacation day with the approval of the building Principal or immediate Supervisor. Custodians assigned to the same school building may take vacations simultaneously when it

would be determined that it would not harm the operation of the school. Such determination shall be made by the building Principal.

- 14.3 For purposes of clarification, all half day leaves and dock days mentioned in this contract will require the employee to work an amount of time equivalent to 50% of their contracted shift time on the day the half-day leave or dock day is to be taken. Any leave taken when the employee works less than 50% of their contracted shift time will require a full day leave or dock day. If an employee works more than 50% of their contracted shift time but less than 100% of their contracted shift time the employee will be required to take a half-day leave. The exception will be for three (3) session bus drivers, as follows: if they work one (1) or two (2) sessions, they will only be charged for one-half (0.5) day.

ARTICLE 15 **SICK LEAVE**

- 15.1 One and one-fourth (1-1/4) days of sick leave may be accumulated each month for a total of fifteen (15) days in one school year. Sick leave can only be taken in full or half-day increments. Additionally, except for bus drivers, all employees who are contracted to work four hours or less a day, can only take sick leave in full-day increments (not half-day increments).
- 15.2 Sick leave shall be cumulative for a total of 450 days.
- 15.3 Sick leave is granted for the following reasons:
- A. Illness or injury of the employee;
 - B. Illness or injury in the immediate family; i.e., spouse, children, father, mother; employees' in-laws; grandchildren (if employee is legal guardian of the grandchild)
 - C. Death in the immediate family as stated above, as well as sister, brother, in-laws, grandparents, nephew, niece, aunt, uncle, grandchildren or cousin;
 - D. Pregnancy and/or childbirth in accordance with mandates of current law.
 - E. One day per year for attendance at the funeral of a person not related to the employee.
- 15.4 First shift employees who are absent due to illness shall notify the Building Principal or Supervisor before the close of the school day if they will not return the following school day. Second shift employees who are absent due to illness shall notify the Building Principal or Supervisor by 8:00 a.m. if they will not return on that day. Should this be on a weekend, the

Building Principal or Supervisor shall be notified before 2:00 p.m. on Sunday.

- 15.5 If the Building Principal or Supervisor does not receive a call at the end of any school day during which a staff member is out due to illness, it will be assumed that the staff member will be back on the job the following school day.
- 15.6 The Superintendent of Schools may request a doctor's statement from any employee whose absence is due to illness. Such a statement must include time spent under doctor's care, and time of possible return. For any absence that exceeds three (3) consecutive days, a medical excuse shall be required for payment of sick leave beyond the third day.
- 15.7 If an absence is not submitted by the employee, the employee will automatically be docked for that period of absence. A staff member with less than five (5) accumulated days of sick leave at the start of the school year shall be advanced the difference between their accumulated balance and five (5) days if needed and requested by the staff member. A staff member who begins the school year with at least five (5) accumulated sick leave days will not be advanced sick leave days during the school year.
- 15.8 Any abuse of the sick leave policy will result in non-payment of the delinquent staff member's salary for the duration of employment in question. The Superintendent or his delegated representative shall investigate such absence and make a written report of such findings. The employee involved and the Superintendent shall confer on the report. A recommendation shall then be made to the Board of Education with a recommendation for action.

ARTICLE 16 **PERSONAL LEAVE**

- 16.1 Classified employees are entitled to two (2) personal leave days per year, without restriction, from July 1st of each year through June 30th of the following year. An employee hired during the school year is eligible for only one (1) personal leave day from the date hired. This condition applies only during the first contract year of service. The following exceptions apply:
 - A. Application for personal leave shall be made at least five (5) working days prior to the first day for which leave is requested. In cases of emergency, the employee shall give the application to the Immediate Supervisor within one day after returning. Emergencies shall be defined as an unforeseen legal transaction, court

appearance, an act of God, or a funeral not covered by the sick leave provisions.

- B. Personal leave may be taken in half-day or full day increments.
- C. Personal leave days may not be used in lieu of sick leave.
- D. Any abuse of personal leave shall result in loss of pay for that leave.
- E. The granting of personal leave is contingent on the availability of a substitute.
- F. Personal leave will be approved on a first come first serve basis or in order that the requests are received.
- G. The personal leave may not be used for purposes of gainful employment.
- H. Personal leave days may not be used as an extension of a holiday, vacation period, vacation day, calendar comp day, or extra day off at Thanksgiving, Christmas, or New Year's Eve except in those instances in which the employee attendance is required for a non-school related court appearance, the closing on a home, attending a college graduation or a wedding of an immediate family member, or serving as a chaperone at an out-of-district Ontario School's event. In those specific cases one (1) of the two (2) personal days may be used. It is the employee's responsibility to monitor his/her personal requests. If a staff member applies for a personal leave day which extends a holiday, vacation period, vacation day, calendar comp day, or extra day off for the holidays noted above, even if it is approved by their supervisor, the staff member will still be docked for that day.
- I. It is the employee's responsibility to monitor their personal leave usage. If they use more days than they have available in a year, even if the request is approved by their supervisor, the employee will be docked for the additional day used.
- J. Unused personal leave days may accumulate up to a maximum of four (4) accumulated days in addition to the two (2) days provided annually for a maximum total of six (6) personal leave days at any one time. In order to carryover personal leave days, employees will need to complete an Attendance Premium waiver form provided by the Treasurer's office by the end of the school year, indicating the portion of unused Personal Leave days they want to carry over. Employees may elect to waive attendance payment for any or all unused personal leave days. The waived days will be carried over to the next year. Any days not waived by the end of the school year will be paid in the Attendance Premium. If no waiver form is completed by the end of the school year, the Attendance Premium will be paid for any unused personal leave days. Once the Attendance Premium is paid, the employee cannot subsequently change their mind and waive the payment. The purpose of allowing the accumulation of unused personal leave days is to eliminate

requests for dock days. Dock days will only be approved by the Superintendent in dire situations, under extreme circumstances, or for Family Medical Leave Act purposes.

ARTICLE 17
ATTENDANCE PREMIUM

- 17.1 Each employee will be given two (2) personal days.
- 17.2 Each employee having perfect attendance for sick leave shall receive a premium per the following schedule.

Employees whose total regular contracted daily hours are 2.5 hours or less (OAPSE negotiated jobs only) - \$60.00

Employees whose total regular contracted daily hours are greater than 2.5 but not more than 4 hours (OAPSE negotiated jobs only) - \$100.00

Employees whose total regular contracted daily hours are greater than 4.0 but not more than 6.5 hours (OAPSE negotiated jobs only) - \$150.00

Employees whose total regular contracted daily hours are greater than 6.5 and annual workdays are less than 240 (OAPSE negotiated jobs only) - \$200.00

Employees whose total regular contracted daily hours are greater than 6.5 and annual work days are 240 or greater (OAPSE negotiated jobs only) - \$240.00

- 17.3 Each employee having unused personal leave shall receive a premium per the following schedule:

Employees whose total regular contracted hours are 2.5 hours or less (OAPSE negotiated jobs only) - \$60.00

Employees whose total regular contracted daily hours are greater than 2.5 but not more than 4 hours (OAPSE negotiated jobs only) - \$100.00

Employees whose total regular contracted daily hours are greater than 4.0 but not more than 6.5 hours (OAPSE negotiated jobs only) - \$150.00

Employees whose total regular contracted daily hours are greater than 6.5 (OAPSE negotiated jobs only) - \$200.00

- 17.4 Charges shall be made against the sick leave and personal leave premium per the following schedule:

Employees whose total regular contracted daily hours are 2.5 hours or less (OAPSE negotiated jobs only).

For sick leave, \$25 dollars shall be deducted from the \$60 dollar premium for the first two (2) sick leave days used and the remaining \$10 dollars for the third day.

For personal leave, \$30 dollars shall be deducted from the \$60 dollar premium for each personal leave day used.

Sick Leave Premium		Personal Leave Premium	
1 st Day	\$25		\$30
2 nd Day	\$25		\$30
3 rd Day	<u>\$10</u>		<u>\$ 0</u>
Total	\$60		\$60

Employees whose total regular contracted daily hours are greater than 2.5 but not more than 4 hours (OAPSE negotiated jobs only).

For sick leave, \$40 dollars shall be deducted from the \$100 dollar premium for the first two sick leave days used and the remaining \$20 dollars for the third day.

For personal leave, \$50 dollars shall be deducted from the \$100 dollar premium for each personal leave day used.

Sick Leave Premium		Personal Leave Premium	
1 st Day	\$40		\$50
2 nd Day	\$40		\$50
3 rd Day	<u>\$20</u>		<u>\$ 0</u>
Total	\$100		\$100

Employees whose total regular contracted daily hours are greater than 4.0 but not more than 6.5 hours (OAPSE negotiated jobs only)

For sick leave, \$60 dollars shall be deducted from the \$150 dollar premium for the first two sick leave days used and the remaining \$30 dollars for the third day.

For personal leave, \$75 dollars shall be deducted from the \$150 dollar premium for each personal leave day used.

Sick Leave Premium		Personal Leave Premium	
1 st Day	\$60		\$75
2 nd Day	\$60		\$75
3 rd Day	<u>\$30</u>		<u>\$ 0</u>
Total	\$150		\$150

Employees whose total regular contracted daily hours are greater than 6.5 and annual work days are less than 240 (OAPSE negotiated jobs only)

For sick leave, \$80 dollars shall be deducted from the \$200 dollar premium for the first two sick leave days used and the remaining \$40 dollars for the third day.

For personal leave, \$100 dollars shall be deducted from the \$200 dollar premium for each personal leave day used.

Sick Leave Premium		Personal Leave Premium	
1 st Day	\$80		\$100
2 nd Day	\$80		\$100
3 rd Day	<u>\$40</u>		<u>\$ 0</u>
Total	\$200		\$200

Employees whose total regular contracted daily hours are greater than 6.5 and annual work days are 240 or greater (OAPSE negotiated jobs only)

For sick leave, \$80 dollars shall be deducted from the \$240 dollar premium for the first two (2) sick leave days used and \$40 dollars for the third and fourth day.

For personal leave, \$100 dollars shall be deducted from the \$200 dollar premium for each personal leave day used.

Sick Leave Premium		Personal Leave Premium	
1 st Day	\$80		\$100
2 nd Day	\$80		\$100
3 rd Day	\$40		\$ 0
4 th Day	<u>\$40</u>		<u>\$ 0</u>
Total	\$240		\$200

- 17.5 If an employee misses half (1/2) a day for sick leave or personal leave all of the above calculations will reflect half of the stated deduction amount.
- 17.6 In no case shall the deduction(s) exceed the maximum amount of premium. No deductions shall be made for days when schools are closed due to inclement weather and/or unforeseen difficulties or events. An employee using ten or more days of sick leave will not qualify for the personal leave premium.
- 17.7 Perfect attendance and personal leave premium shall be calculated each year from July 1st through June 30th of the upcoming year. To be eligible to receive the attendance premium, an employee must be under an employment contract during the entire attendance premium calculation school year. The attendance premium calculation for the transition year will include December 2, 2008 through June 30, 2009 and all amounts, including premiums and deductions, will be calculated at 67% of the stated amounts in this Article. The premium(s) shall be included with the second paycheck in July, annually.

ARTICLE 18 **INSURANCES**

- 18.1 All Coverages – All employees participating in the health insurance program as of June 30, 2006 will be grandfathered into their current health insurance work hours classification for each type of insurance they have at that time. Any new coverage added after June 30, 2006 will be subject to the employee's actual health insurance work hours classification at that time. Any grandfathered employee working 20 hours or less per week would not be eligible to add coverages after June 30, 2006. (SEE Article 18.19).
- 18.2 Hospitalization – Effective March 1, 2014, the employee's share of the hospitalization premium for each employee regularly contracted to work over 30 hours per week (determined by OAPSE negotiated jobs only), will remain the same as the March 1, 2013 amount. Effective March 1, 2015 and March 1, 2016, the Board of Education will pay 90% of the premium increase. A maximum of 70.5% for family and 71.5% for single insurance coverage for each employee regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only) (grandfathered employees), a maximum of 50.0% for family and 50.0% for single insurance coverage for each non-grandfathered employee (see Article 18.3) regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only), a maximum of \$590.68 for family and \$234.54 for single insurance coverage for each employee regularly contracted to work 20 hours or less per week (determined by OAPSE

negotiated jobs only) (grandfathered employees) and enrolled in the programs as adopted by the Board of Education. The above percentages will be paid up to an annual premium increase of our current insurance company's trend increase for our area at that time. If the annual premium increase is greater than trend, both sides agree to investigate options to lower the premium. OAPSE has the choice to implement any of the options or pay the full percentage increase above trend. If OAPSE chooses to pay the full percentage above trend, the Board's percentages will be adjusted accordingly. Unless negotiated otherwise, the percentage of future premium increases paid by the Board of Education will revert back to 88% for a family plan and 88.4% for a single plan up to trend as above.

- 18.3 All future hires and current employees not participating in the insurance plan who are regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only) will pay 50% of the total hospitalization insurance premium if they choose to participate in the hospitalization insurance plan.

All future hires and current employees not participating in the insurance plan who are regularly contracted to work 20 or less hours per week (determined by OAPSE negotiated jobs only) will not be eligible to participate in the hospitalization insurance plan. (SEE Article 18.19).

Effective March 1, 2015, any employee who is regularly contracted to work 30 or more hours per week (determined by OAPSE negotiated jobs only) and any employee who actually works an average of 30 or more hours per week during the "look back period" according to the Affordable Care Act (as long as it is in effect) will be eligible to participate in a Minimum Value Hospitalization Plan. This is a voluntary option. The Board of Education will pay a maximum of 80% for single and 0% for family coverage.

- 18.4 Prescription Drug Card – The prescription drug card program is \$10.00 for generic prescriptions, \$25.00 for formulary prescriptions and \$40.00 for name-brand prescriptions (maximum 30 day supply). Mail-in prescriptions are \$20.00 for generic, \$50.00 for formulary prescriptions and \$80.00 for name-brand prescriptions (maximum 90 day supply). This program will be independent from the deductible and co-insurance. This program will be part of the hospitalization program and cannot be purchased separately from the hospitalization insurance. There is a mandatory mail-order requirement for maintenance drugs.

- 18.5 Deductibles – Deductibles for health care insurance are \$300.00 per individual and \$600.00 per family.

- 18.6 Coinsurance Limits – Coinsurance limits are 80/20 of the first \$4,000 of medical bills. The total “out of pocket” coinsurance expenses are \$800 for single participants and \$1,600 for family participants.
- 18.7 Doctor’s Office Co-pay – Doctor’s office co-pay’s are \$15.00.
- 18.8 PPO Network – The district has a PPO network for all doctors covered under the medical/hospitalization plan. If an employee uses the services of doctors outside of the medical plan’s network, they will be subject to the out-of-network penalties contained in the plan.
- 18.9 Dental Care Insurance – Effective March 1, 2014, the employee's share of the dental premium for each employee regularly contracted to work over 30 hours per week (determined by OAPSE negotiated jobs only), will remain the same as the March 1, 2013 amount. Effective March 1, 2015 and until negotiated otherwise, the Board of Education will pay the following percentages of premium increases, 65.1% for a family plan and 59.2% for a single plan. A maximum of 39.9% for family and 34.0% for single insurance coverage for each employee regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only) (grandfathered employees), a maximum of 39.9% for family and 34.0% for single insurance coverage for each non-grandfathered employee (see Article 18.3) regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only), a maximum of \$20.74 for family and \$5.88 for single insurance coverage for each employee regularly contracted to work 20 hours or less per week (determined by OAPSE negotiated jobs only) (grandfathered employees) and enrolled in the programs as adopted by the Board of Education. The above percentages will be paid up to an annual premium increase of our current insurance company's trend increase for our area at that time. If the annual premium increase is greater than trend, both sides agree to investigate options to lower the premium. OAPSE has the choice to implement any of the options or pay the full percentage increase above trend. If OAPSE chooses to pay the full percentage above trend, the Board's percentages will be adjusted accordingly.
- 18.10 All future hires and current employees not participating in the insurance plan who are regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only) will be in the 30 hours or less insurance work hours classification for dental insurance employee withholding amounts if they choose to participate in the dental insurance plan.

All future hires and current employees not participating in the insurance plan who are regularly contracted to work 20 hours or less per week

(determined by OAPSE negotiated jobs only) will not be eligible to participate in the dental insurance plan. (SEE Article 18.19).

18.11 Vision Care Insurance – Effective March 1, 2014, the employee’s share of the vision care premium for each employee regularly contracted to work over 30 hours per week (determined by OAPSE negotiated jobs only), will remain the same as the March 1, 2013 amount. Effective March 1, 2015 and until negotiated otherwise, the Board of Education will pay the following percentages of premium increases, 47.7% for a family plan and 39.5% for a single plan. A maximum of 2.9% for family and 0.0% for single insurance coverage for each employee regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only) (grandfathered employees), a maximum of 2.9% for family and 0.0% for single insurance coverage for each non-grandfathered employee (see Article 18.3) regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only), a maximum of \$.43 for family and \$.00 for single insurance coverage for each employee regularly contracted to work 20 hours or less per week (determined by OAPSE negotiated jobs only) (grandfathered employees) and enrolled in the programs as adopted by the Board of Education. The above percentages will be paid up to an annual premium increase of our current insurance company’s trend increase for our area at that time. If the annual premium increase is greater than trend, both sides agree to investigate options to lower the premium. OAPSE has the choice to implement any of the options or pay the full percentage increase above trend. If OAPSE chooses to pay the full percentage above trend, the Board’s percentages will be adjusted accordingly.

18.12 All future hires and current employees not participating in the insurance plan who are regularly contracted to work 30 hours or less per week (determined by OAPSE negotiated jobs only) will be in the 30 hours or less insurance work hours classification for vision insurance employee withholding amounts if they choose to participate in the vision insurance plan.

All future hires and current employees not participating in the insurance plan who are regularly contracted to work 20 hours or less per week (determined by OAPSE negotiated jobs only) will not be eligible to participate in the vision insurance plan. (SEE Article 18.19).

Vision services may be purchased at the discretion of the employee. The Board will pay up to the following limits:

Vision Exam	\$ 60.00
Lenses: (priced for pairs)	
Single focal	\$ 95.00

Bifocal	\$135.00
Trifocal	\$175.00
Lenticular	\$215.00
Contact	\$100.00
(All of the above services once each calendar year)	
Frames (once each two calendar years)	\$ 95.00

- 18.13 Any premium in excess of the maximum amount will be paid by the employee through payroll deduction.
- 18.14 Any employee not hired by the fifteenth (15) day of the month, their insurance will become effective on the first day of the following month.
- 18.15 Insurance coverage will terminate on the date of retirement for any retiring employee who is retiring into the SERS/STRS/PERS system. Under no circumstances would there be a lapse in insurance coverage for the employee between when the Board's insurance coverage would end and the earliest date the employee is eligible to participate in the Retirement's insurance.
- 18.16 The Board is authorized, by mutual agreement with OAPSE, to add an additional health care plan as a voluntary option for eligible employees.
- 18.17 Life Insurance – Life insurance benefits of \$50,000 will be made available for each classified staff member. Any employee not hired by the fifteenth (15) days of the month, their insurance will become effective on the first day of the following month.

18.18 FLU SHOTS

Flu shots are covered by Ontario Schools' medical insurance. Therefore, any employee covered under the medical insurance plan who desires to receive a flu shot, may get the flu shot on their own and must turn the bill into the insurance company. An employee may also be reimbursed for any insurance reimbursement that was less than the current Mansfield/Ontario/Richland County Health Department cost, plus 10%. The employee must submit a copy of their Explanation of Benefit from the insurance company to the Treasurer's Office in order to be reimbursed.

If the serum is not available for purchase by the Board of Education, employees, not covered by the School's medical program, can go to the health department or their doctor and be reimbursed for the cost of the flu shot up to the current Mansfield/Ontario/Richland County Health Department cost, plus 10%. The employee must submit a receipt from their provider to the Treasurer's Office in order to be reimbursed.

When the flu shot serum is available, the Board of Education will purchase the serum in bulk and provide the flu shot at no charge to any classified employee who desires it. Employees covered under the medical insurance plan will not be required to process anything with the insurance company for the flu shot. When the Board of Education can provide the shot, no employee will be reimbursed for a flu shot administered by someone other than the Board's nurse unless the staff member is required to have the shot administered by a physician. In this instance, he or she will be reimbursed up to the current Mansfield/Ontario/Richland County Health Department cost, plus 10%.

- 18.19 All bargaining unit employees that are 'considered' ineligible for any of the insurance(s), including but not limited to hospitalization insurance, listed within this article shall be considered eligible for any/all of the insurance(s) at 100% cost of the premium to be paid for by the employee.

ARTICLE 19 **OVERTIME/SHIFT DIFFERENTIAL**

- 19.1 When overtime/ extra time occurs it shall follow the process in this article and section. For the purposes of this article only, day custodians and evening custodians will be considered one classification. Each building (OHS, OMS, and/or Elementary) shall rotate overtime by seniority, in the classification mentioned above, and keep a list of overtime for classification within each building. An employee turning down overtime in his/her own building shall be recorded as worked for the purpose of the accumulation of the hours worked. On the 1st of every month the overtime shall be added up for each individual in the classification. If there are more than ten (10) hours of difference between the top overtime employee and the lowest overtime employee(s) in their classification, the lowest overtime employee in that classification shall be offered overtime first until they are within 10 hours of the top overtime employee in their classification. Each July 1st all employees' overtime shall start at zero at the process will begin again.

Overtime rotations outside of an employee's building shall be offered to the most senior individual within the classification. If, that employee refuses the offer of overtime it shall be offered to the next most senior individual in the classification. This process shall continue until the position is filled. This overtime shall not count on the list for overtime for hours worked within the individual buildings according to the paragraph above.

New hires or people bidding into the above mentioned classification shall be considered equal to the individual in their building and classification that has the most accumulated hours.

This section of the Agreement is unenforceable through the grievance procedure found in Article 7 of this Agreement and will be resolved within the custodial ranks.

- 19.2 For employees contracted to work less than forty (40) hours per week, hours worked over the contracted time but forty (40) hours or less per week shall be paid the regularly hourly rate.
- 19.3 Employees contracted to work forty (40) hours a week will be paid at the rate of time and one half (1-1/2) their regular hourly rate for all hours worked over eight (8) on any day or over forty (40) hours in any week. All cafeteria employees will be paid the rate of time and one half (1-1/2) their regular hourly rate for any and all hours worked for special activities outside their regular scheduled hours. This does not apply to extra time necessary to complete daily work tasks.
- 19.4 Employees who work more than forty (40) hours per week may elect to be paid time and one half (1-1/2) their regular hourly rate or with the approval of his/her immediate supervisor, credit the hours for compensatory time. These employees who elect to take the compensatory time must use the compensatory time during the contract year it was earned or be paid for all hours unused after the end of the fiscal year (a maximum forty (40) hours per year for the district). However, employees will not be allowed to take "comp. time" in less than two (2) hour increments.
- 19.5 Any overtime hours due employees shall be reported in writing by the employee to the employee's immediate supervisor each Monday for the previous week for a review by the superintendent or designee. Forms will be provided by the board of education.
- 19.6 Calamity days, the Monday following Good Friday, the day after Thanksgiving, the Monday after Thanksgiving, the day before Christmas, the two days after Christmas, the day before New Years, the day after New Year's Day, and the following holidays:

- | | |
|------------------------|------------------|
| January first | Fourth of July |
| Martin Luther King Day | Labor Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Christmas Day |

These holidays will be included as hours worked during the pay week for overtime purposes.

- 19.7 The work week will begin on Monday and end on Sunday for payroll purposes.
- 19.8 Any extra money due to employees such as overtime, extra trips will be paid every two (2) weeks on the regular paycheck.
- 19.9 A twenty-five cent (\$.25) an hour additional wage will be paid to second and third shift workers (to be included in salary schedule). Effective July 1, 2009, the shift differential shall be increased by five cents (\$0.05) bringing it to \$0.30.
- 19.10 Whenever there are tournament games (sectionals, district, regional, etc.). The custodial staff shall be paid overtime for the post game clean-up and not taken away from his/her regular work set, except for emergency cleanup and trash removal.

19.11 Work Day Breaks

- a. Only custodial, maintenance, and mechanic personnel are eligible for breaks.
- b. Custodial, maintenance, and mechanic employees are limited to two fifteen (15) minute paid breaks per work day regardless of how many hours they work.
- c. These breaks cannot be combined to take one extended thirty (30) minute break during the summer.
- d. Breaks cannot be combined with an employee's thirty (30) minute (unpaid) lunch.
- e. An employee cannot use their breaks to arrive at work late or to leave work early without prior authorization from their immediate supervisor.
- f. The following schedule is designated as break times:

<u>Summer</u>	<u>Day</u>	<u>Evening</u>
9:00-9:15AM	9:00-9:15AM	4:45-5:00PM
1:00-1:15PM	1:00-1:15PM	9:00-9:15PM

ARTICLE 20
SEVERANCE PAY

20.1 Severance pay shall be a one-time, lump sum payment to eligible employees according to the following provisions:

a. Eligibility

- 1) The individual must retire from the school system.
- 2) Retirement is defined as disability or service retirement under any state or municipal retirement system in this state.
- 3) The individual must be eligible for disability or service retirement as of the last date of employment.
- 4) The individual must within 120 days of the last day of employment with Ontario Local Schools, prove acceptance into the retirement system by providing a copy of his/her first retirement check. This time frame shall be extended in cases where failure to meet the 120 day limit is the fault of the School Employees Retirement System.
- 5) Must not have less than five years of service with Ontario Local Schools, the state or its political subdivisions.
- 6) Must sign for severance check certifying all eligibility criteria have been met.

b. Benefit Calculation

The amount of benefit due an employee shall be calculated by:

- 1) Multiplying the employee's accrued but unused sick leave by 22.22%.
- 2) Multiplying the product times the per diem rate of pay appropriate for that individual's placement on the salary schedule. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.
- 3) For severance pay purposes only, the daily rate for employees contracted to work 260 days will be calculated using 255 days and the daily rate for employees contracted to work 240 days will be calculated using 235 days.

c. Payment of Severance Pay

Checks for severance pay shall be issued within 30 days after the employee proves he/she has received and cashed the first retirement check or has demonstrated that he/she has met the above criteria, whichever occurs second.

- d. Any staff member who exceeds 100 sick leave days in a school year or 100 consecutive sick leave days is required to apply for disability with the State Employment Retirement System in order to continue receiving payment for sick leave. The superintendent may waive the time line based upon a physician's statement for a reasonable return date to work. If disability retirement is awarded by SERS, it must be accepted by the employee.

Any staff member not eligible for disability retirement, but eligible to retire, must do so, if the employee exceeds 150 consecutive sick days.

ARTICLE 21

UNION RIGHTS

- 21.1 The Association or any committee thereof, is authorized reasonable use of the school's email, mail and mailboxes in order to communicate with bargaining unit members.
 - A. The Local Union President shall be permitted to transact official Union business on school property at reasonable times, provided that this does not interfere or interrupt normal school operations. Such representative shall have approval of Building Administration or Supervisor, to be allowed to leave the area to take care of such matters.
 - B. The Union has the right to use school buildings without cost, at reasonable times for meetings with notification of the Superintendent. The Union shall follow established building use procedures.
 - C. The Union has the right to designate building representatives among the unit.
 - D. OAPSE members will have sixty (60) minutes release time to attend local OAPSE meetings upon notifying the Superintendent. The sixty (60) minutes is not to be deducted from pay. Employees will be released from work a maximum of three (3) meetings per year. If, an employee wishes to attend more than three (3) meetings per year, they shall request the approval of the Superintendent.

- E. The Union shall be permitted time to communicate with Bargaining Unit Members regarding Union Business/benefits at the opening day staff meeting.
- F. The Union shall be permitted to speak with new employees for a period of no more than thirty (30) minutes to discuss Union Membership and Benefits. This meeting shall take place on paid time, in private, and on the new employees' first day of work or at the next most reasonable opportunity.

ARTICLE 22
OAPSE STATE MEETING ATTENDANCE

- 22.1 When the days of the meeting are scheduled on a working day, the people who are delegated to attend such meeting shall make written request to the Superintendent of Schools at least two weeks in advance.
- A. Attendance shall be limited to two people.
 - B. Attendance at any and all such meetings shall be limited to five (5) total days per school year.
 - C. The Board of Education will pay salary of substitute(s) for said employee(s).
 - D. The Board of Education shall pay the employee his/her daily rate for full day absence.
 - E. The Board of Education will not pay any part of expenses of said employee attending such a meeting.

ARTICLE 23
GENERAL PROVISIONS

23.1 **CURRENT EMPLOYEES SUBBING IN A HIGHER PAYING POSITION**

If an employee is working in a higher paying job for five (5) consecutive working days, that employee shall receive the higher paying wages starting with the sixth working day. This does not apply to vacations.

23.2 **UNIFORMS**

All Custodians, including Day Custodians will be required to wear footwear appropriate for work which excludes sandals, flip-flops, or other open toed shoes. Any attire deemed inappropriate or in poor taste by the

Administration shall be prohibited. Custodians shall be allowed to wear shorts during working hours.

23.3 ALL NEW CLASSIFIED EMPLOYEES

All employees are required to participate in direct deposit for their payroll check.

A substitute shall not fill a bargaining unit position for more than thirty (30) work days after there has been a resignation, retirement, and/ or termination.

23.4 SALARY

Salaries for all classified employees will be paid in 26 equal payments bi-weekly on Thursday.

Wage increases and salary scales are attached to this Agreement by reference.

23.5 EMPLOYEE CLASSIFICATIONS (CONTRACT DAYS)

A. Aides / Bus Aides

Bus and teacher aides will begin work the day of the general teachers meeting which is one day prior to the opening of school. The Building Principal may lengthen this time if the Aide is needed to get materials ready for the opening of school. The schedule is 178 days, plus 1 day before and 1 day for in-service, plus 7 paid holidays – Total 187 days.

B. Bus Drivers

Bus Drivers begin with the opening of school and end with the closing day of school – 18- days plus 7 holidays – Total 187 days. Due to parent-teacher conferences, students are in session only 178 or 179 of the 180 paid days. Thus, the paid time will be utilized for two (2) in-service sessions each year.

1. The procedures for job assignment of bus drivers are as follows:

Any changes that need to be made in driver assignments before the start of school shall be made with mutual agreement with the drivers involved if at all possible.

In the event of route elimination the drivers involved will be allowed to bump on other routes according to seniority.

If a driver is not driving for a reason other than sick leave, illness, or injury the route will be left open for twelve (12) weeks before being put up for bid.

Part-time drivers shall bump on part time routes only.

Full-time drivers shall bump on full time routes.

Part-time drivers that want to become full time drivers may bump according to seniority as long as drivers can be moved so as to keep the same driver a.m. and p.m.

After the start of school routes open for bid shall be posted for one week.

2. Regularly employed bus drivers who substitute for other regular runs shall be paid their regular salary for such substitution. A one session driver, either morning or afternoon, will be given priority over a substitute driver if a route opposite their morning or afternoon run is available and if contact can be made with the regular driver on a rotating basis. Only regular drivers will be called who have signed a form stating that they are interested and available at the August Bus Driver In-Service. Drivers whose status has changed may be added during the school year.
3. Any transportation employees with experience of a half year or longer in any one school year shall be granted a full year's credit on the salary schedule for the next school year.
4. Any time a bus driver is absent, he/she must contact the transportation director and enter their absence electronically as soon as possible. Written instructions on how to enter an absence into the system shall be posted at the Kiosk station.
5. Kindergarten bus routes will be considered on a seniority basis.
6. The extra curricular hourly rate will be paid from the time the bus leave the bus garage and to the return. If trips are more than 50 miles, one way, with student activities of a minimum of 12 hours the bus may be shuttled back and forth between the bus garage and the point of student activity.

- a. Fifteen (15) minutes may be added to the trip for removal of the bus, fueling, and pre-trip inspection (only if a pre-trip inspection is performed). Fifteen (15) minutes may be added to the trip for fueling, clean-up, and return to the bus garage.
- b. Drivers will normally be contacted five days prior to the scheduled date of an extra trip except in extraordinary circumstances.
- c. Extra Trip Roster Procedure
 - 1. The Director of Transportation or the building secretary aide will post and maintain an extra trip board, with the names of drivers desiring extra trips, in the bus garage.
 - 2. The roster will be in seniority order.
 - 3. The initial trips will be given in seniority order.
 - 4. Trips thereafter will be given according to the driver's hours. The drivers with the least amount of hours will be offered the trip.
 - 5. Should a driver decline a trip, he/she will be credited the actual trip hours. No exceptions are to be made for this rule unless the trip is offered less than 24 hours before scheduled departure time.
 - 6. A trip board will be prepared for the drivers to initial whether they accept or reject the trip. Drivers will initial the trip board indicating acceptance or rejection or trade of the trip by the close of business day on Friday for trips assigned for the following week.
 - 7. The trips will be assigned and posted every Wednesday for the following two (2) weeks along with each driver's total hours to date.
 - 8. If a trip is requested after the bi-weekly Wednesday posting is completed, that trip will be given to the next unassigned person according to lowest hours on the current trip board.
 - 9. Drivers will sign up for extra trips at the bus driver in-service meeting prior to the opening of school. Any driver signing up after this meeting/date will be placed on the list and credited with the highest hours currently posted

on the list in their category. On August 1st of each year, all drivers' hours will return to zero for the upcoming school year.

- d. Drivers are to remain at the site of the activity except in cases of emergencies or directed differently by the Director of Transportation, the Superintendent, or their designee. This shall not be practiced to circumvent the trip bidding procedure or to reduce the number of hours of field trips.
 - e. Bus drivers shall be paid two 2 hours for all cancelled extra-curricular trips when the scheduled bus driver is not notified prior to arrival.
 - f. Extra trips of one hour or less driving time, during the school day can be driven by any Ontario employee that holds the necessary certification to drive a bus.
 - g. When drivers relinquish/trade trips, both drivers shall notify the Director of Transportation or designee or person doing the trip board.
 - h. Once the building secretary aide has attempted to contact all contracted drivers, for evening extra trips, and none are available, the building secretary aide will inform the Director of Transportation. If the building secretary aide is available for the extra evening trip, he/she can choose to take that trip before substitutes are called.
7. The Ontario Board's policy on bus driver abstract points for student transportation shall be in compliance with the district's liability requirements.
8. Bus drivers contracted to drive two or three sessions per day cannot resign just one of their sessions. Instead, they must resign all of their sessions. The only exception will be that the kindergarten session may be resigned as long as the other two regular sessions are maintained. Additionally, no bus driver may resign just the high school or elementary portion of their contracted session.

C. Bus Mechanic

Full Time – July 1 to June 30 of each calendar year with 8 paid holidays.

D. Lead Cooks / Cooks

Begin one day before school opening and end one day after school closing for the school year – 180 days plus 1 day before and one day after school year, plus 7 paid holidays – Total 189 days.

Additional minutes may be added for food service on a timesheet basis, upon approval of the building principal.

E. Food Service Manager

School year same as cooks (189 days) with additional time of 80 hours to be recorded and submitted on time sheets as it is worked.

F. Custodians

Full Time – July 1 to June 30, of each calendar year with 8 paid holidays. Part-time as recommended by the Superintendent.

G. Custodians (Day)

Same as full time custodians

H. Maintenance

Full Time – July 1 to June 30 of each calendar year with 8 paid holidays. Part time as recommended by the superintendent.

I. Principal's Secretaries / Guidance Secretary

High school principal's secretary and one (1) elementary Principal's secretary (180 days in session, plus 7 holidays, plus 53 days extended time – Total 240 days). All other principal secretaries and guidance secretary (180 days in session, plus 7 paid holidays, plus 31 days extended time – Total 218 days).

J. Building Secretary Aides

Building Secretary Aides – (180 days in session, plus 7 paid holidays, plus 12 days extended time –Total 199 days).

K. Playground Aides

Playground Aides will begin work the day of the general teachers' meeting, which is prior to the opening of school. The schedule is 178 days, plus 1 day before school and 1 day for in-service, plus 7 paid holidays –Total 187 days.

L. Study Hall Monitors

Study Hall Monitors will begin work the day of the general teachers' meeting, which is prior to the opening of school. The schedule is 178 days, plus 1 day before school and 1 day for in-service, plus 7 paid holidays –Total 187 days.

23.6 BULLETIN BOARD SPACE

The employer will provide bulletin board space for union literature.

Any leave recorded on an employee's paycheck will be final and will not be changed after thirty (30) calendar days from the pay day it was deducted.

23.7 BACKGROUND CHECKS

The Employer shall pay up to \$49.00 of the cost(s) associated with the FBI and BCI background checks required by law.

23.8 BUS DRIVER RETIRE/ REHIRE(S)

- A. Any bus driver who elects to retire must do so without regard for reemployment.
- B. A retired bus driver would receive consideration for reemployment when the administration has determined that other qualified non-bus drivers are not available or suitable.
- C. A retired and re-employed bus driver will be considered as a new employee for the purposes of employment. The bus driver would be subject to, but not limited to: fingerprinting, TB testing, Medicare deduction, etc. For the purpose of job postings, transfer or a decrease in staff, retired and re-employed bus drivers shall not carry forward seniority from year to year.

In the case of a lay-off on, a retired and re-employed bus driver shall be laid off before any other bus driver regardless of seniority and/or their most recent date of hire.

- D. A bus driver retired under SERS who is re-employed is not entitled to a second severance payment.
- E. The Superintendent will determine the placement of the re-employed bus driver on the hourly pay rate shown in this Agreement.
- F. A re-employed, retired bus driver will be placed on one-year limited contracts during the duration of employment. The bus driver may be non-renewed upon resolution of the Board and written notice by April 30th of each year.
- G. An employed bus driver retiree will be deemed ineligible for any Ontario health care plan coverage and denied any additional compensation to offset their health care costs if he/she is eligible for health care benefits from SERS retirement program.
- H. Bus drivers must inform the Superintendent, in writing, by April 1st of the year in which they wish to be considered for retire/ rehire provisions. This requirement may be waived by the Superintendent.
- I. Except as limited by this section, all other provisions of the Agreement apply to retired/ rehired bus drivers.

ARTICLE 24
MANAGEMENT/LABOR RELATIONS COMMITTEE

- 24.1 It is agreed to convene a team consisting of OAPSE and management members to investigate, study, and discuss issues concerning the Ontario Local Schools and the well-being of its employees when determined necessary by either party. However, the parties are only required to meet up to two (2) times for a period of one (1) hour each per school year unless both parties agree to meet more than this.

ARTICLE 25
DISCIPLINE, SUSPENSION, AND TERMINATION

25.1

- A. Discipline shall be administered in a progressive and corrective manner to improve employee job performance.

Depending on the severity of the offense and/or violation for which

discipline is deemed necessary, disciplinary action may be initiated at any level based upon the severity of the misconduct and/or previous employment history.

- B. Employees shall be required to sign any discipline records prior to such information being placed in the employees personnel file. By signing such documentation the employee is acknowledging that he/she has reviewed the information but not that they necessarily agree with it. Employees shall have the right to attach a rebuttal to any document placed in the employees personnel file.
- C. Discipline(s) will cease to have any force and effect and will not be used in any future discipline(s) or evaluation(s) after three (3) years from the effective date of such discipline(s) as long as that same offense doesn't occur in that three (3) year period.
- D. The grievance procedure shall be the exclusive remedy to the employee and shall supersede any appeal to Common Pleas Court.

ARTICLE 26
WAGE INCREASES

- 2013 - 2014 1% (one-time only) stipend, reflecting January 24, 2014 contract amounts, to be paid on March 13, 2014
- 2014 - 2015 1% (one-time only) stipend, reflecting August 19, 2014 contract amounts, to be paid on September 11, 2014
- 2014-2015 All employees will resume their step advancements, which were previously frozen
- 2015 - 2016 1% Base Wage Increase
- 2016 - 2017 1% (one-time only) stipend, reflecting the date of the beginning year in-service, to be paid on September 15, 2016

ARTICLE 27
COMPLETE AGREEMENT

- 27.1 The parties, The Ontario Board of Education, hereinafter referred called the "Employer" and the Ohio Association of Public School Employees, AFSCME/AFL-CIO and its local 256, hereinafter called the "Union", for and on behalf of the employees in the bargaining unit set forth in Article 1 of this agreement acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make

demands and proposals on any subject within the scope of bargaining. The understandings and agreements arrived at by the parties after the exercise of the right and opportunity set forth herein, and the parties agree that this Agreement constitutes the entire contract between them and settles all demands and issues on all matters within the scope of bargaining.

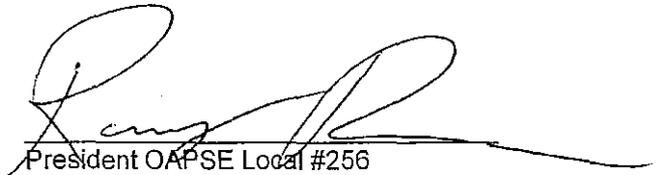
26.2 Except as otherwise specifically provided in the written provisions of this agreement, the Board of Education has the sole and exclusive right to make all decisions relevant to the conduct and management of the schools as prescribed by law (ORC 4117.08, 4117.09, 3319.081). All prior Negotiated Agreements not contained herein, and all prior practices, rules or regulations not contained herein shall not be binding upon the parties to this Agreement.



President Ontario Local School District

2/12/14

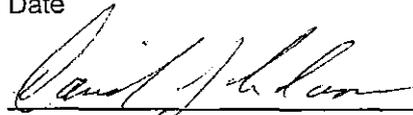
Date



President OAPSE Local #256

2/12/14

Date



Regional Director, OAPSE/ AFSCME
Local 4, AFL-CIO

2/12/14

Date

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

BUS DRIVERS SALARY SCHEDULE				
	100% SESSION	1 SESSION BUS DRIVER	2 SESSION BUS DRIVER	3 SESSION BUS DRIVER
	RATE PER SESSION	ANNUAL SALARY 187 DAYS	ANNUAL SALARY 187 DAYS	ANNUAL SALARY 187 DAYS
EXP.				
0	37.48	7,009	14,018	21,027
1	37.48	7,009	14,018	21,027
2	37.48	7,009	14,018	21,027
3	38.49	7,198	14,396	21,594
4	39.46	7,379	14,758	22,137
5	40.43	7,560	15,120	22,680
6	41.44	7,749	15,498	23,247
20	42.84	8,011	16,022	24,033
25	43.28	8,093	16,186	24,279
One (1) session equals two (2) hours.				
180 days plus 7 holidays = 187 days				
Extracurricular hourly rate - \$17.39				

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

MAINTENANCE, MECHANIC, & APPRENTICE MECHANIC SALARY SCHEDULE						
EXP.	MECHANIC & MAINTENANCE			APPRENTICE MECHANIC		
	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	18.54	148.32	38,563	10.58	84.64	22,006
1	18.54	148.32	38,563	11.25	90.00	23,400
2	18.54	148.32	38,563	11.75	94.00	24,440
3	18.85	150.80	39,208	After three years the apprentice moves to step 2 of the mechanic salary column.		
4	19.16	153.28	39,853			
5	19.46	155.68	40,477			
6	19.77	158.16	41,122			
7	20.06	160.48	41,725			
20	20.75	166.00	43,160			
25	20.96	167.68	43,597			
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.						
For severance pay purposes only, 255 days will be used to calculate the daily rate.						
Maintenance personnel assigned to work the night shift for 180 days will be paid (\$.30 times the number of daily hours the maintenance personnel are contracted to work times 180 days) in addition to the maintenance salary schedule.						
Mechanics and maintenance personnel will have uniforms provided by the Board of Education.						

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

FOOD SERVICE PERSONNEL SALARY SCHEDULES							
							FOOD SERVICE MANAGER
LEAD COOK							
EXP.	HOURLY RATE	DAILY RATE 6 HOURS	ANNUAL SALARY 189 DAYS	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 189 DAYS*	
0	16.20	97.20	18,371	22.67	136.02	25,708	
1	16.20	97.20	18,371	22.67	136.02	25,708	
2	16.20	97.20	18,371	22.67	181.36	34,277	
3	16.32	97.92	18,507	22.83	182.64	34,519	
4	16.54	99.24	18,756	23.12	184.96	34,957	
5	16.74	100.44	18,983	23.38	187.04	35,351	
6	16.91	101.46	19,176	23.62	188.96	35,713	
7	17.01	102.06	19,289	23.74	189.92	35,895	
8	17.22	103.32	19,527	24.03	192.24	36,333	
9	17.36	104.16	19,686	24.21	193.68	36,606	
20	17.90	107.40	20,299	24.92	199.36	37,679	
25	18.06	108.36	20,480	25.14	201.12	38,012	
* Plus 80 additional hours through time sheets							
OTHER COOKS 6 HOURS			OTHER COOKS 4 HOURS			OTHER COOKS 2.5 HOURS	
EXP.	HOURLY RATE	DAILY RATE 6 HOURS	ANNUAL SALARY 189 DAYS	DAILY RATE 4 HOURS	ANNUAL SALARY 189 DAYS	DAILY RATE 2.5 HOURS	ANNUAL SALARY 189 DAYS
0	14.89	89.34	16,885	59.56	11,257	37.23	7,036
1	14.89	89.34	16,885	59.56	11,257	37.23	7,036
2	14.89	89.34	16,885	59.56	11,257	37.23	7,036
3	15.04	90.24	17,055	60.16	11,370	37.60	7,106
4	15.23	91.38	17,271	60.92	11,514	38.08	7,196
5	15.41	92.46	17,475	61.64	11,650	38.53	7,281
6	15.55	93.30	17,634	62.20	11,756	38.88	7,347
20	16.01	96.06	18,155	64.04	12,104	40.03	7,565
25	16.14	96.84	18,303	64.56	12,202	40.35	7,626

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

DAY & EVENING FULL TIME CUSTODIANS SALARY SCHEDULES			
			H.S.
			DAY CUSTODIAN
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	17.91	143.28	37,253
1	17.91	143.28	37,253
2	17.91	143.28	37,253
3	18.26	146.08	37,981
4	18.60	148.80	38,688
5	18.93	151.44	39,374
6	19.27	154.16	40,082
20	19.90	159.20	41,392
25	20.11	160.88	41,829
			M.S. & ELEM.
			DAY CUSTODIAN
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	17.53	140.24	36,462
1	17.53	140.24	36,462
2	17.53	140.24	36,462
3	17.89	143.12	37,211
4	18.24	145.92	37,939
5	18.58	148.64	38,646
6	18.92	151.36	39,354
20	19.54	156.32	40,643
25	19.72	157.76	41,018
			OTHER FULL TIME
			EVENING CUSTODIAN
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	16.87	134.96	35,090
1	16.87	134.96	35,090
2	16.87	134.96	35,090
3	17.21	137.68	35,797
4	17.54	140.32	36,483
5	17.91	143.28	37,253
6	18.26	146.08	37,981
20	18.84	150.72	39,187
25	19.01	152.08	39,541
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.			
For severance pay purposes only, 255 days will be used to calculate the daily rate.			

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

OTHER PART TIME CUSTODIANS SALARY SCHEDULE									
		3 HOUR CUSTODIAN		4 HOUR CUSTODIAN		5 HOUR CUSTODIAN		6 HOUR CUSTODIAN	
EXP.	HOURLY RATE	DAILY RATE 3 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 4 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 5 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 6 HOURS	ANNUAL SALARY 260 DAYS
0	16.87	50.61	13,159	67.48	17,545	84.35	21,931	101.22	26,317
1	16.87	50.61	13,159	67.48	17,545	84.35	21,931	101.22	26,317
2	16.87	50.61	13,159	67.48	17,545	84.35	21,931	101.22	26,317
3	17.21	51.63	13,424	68.84	17,898	86.05	22,373	103.26	26,848
4	17.54	52.62	13,681	70.16	18,242	87.70	22,802	105.24	27,362
5	17.91	53.73	13,970	71.64	18,626	89.55	23,283	107.46	27,940
6	18.26	54.78	14,243	73.04	18,990	91.30	23,738	109.56	28,486
20	18.84	56.52	14,695	75.36	19,594	94.20	24,492	113.04	29,390
25	19.01	57.03	14,828	76.04	19,770	95.05	24,713	114.06	29,656
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.									
For severance pay purposes only, 255 days will be used to calculate the daily rate.									
Custodians scheduled to work the night shift shall be paid an additional \$.30 per hour as follows:									
Custodians assigned to the Ontario High School, Middle School and the Stingel Elementary School and scheduled to work the night shift for 180 days will be paid (\$.30 times the number of daily hours the custodian is contracted to work times 180 days) in addition to the custodial salary schedule. With prior administrative approval, a custodian working an eight hour regular shift non-scheduled evening will be paid the shift differential.									
\$150 per year will be paid in addition to regular salary for any custodian having a boiler license.									
Effective with the 1989-92 contract the \$400.00 for a boiler license for custodians assigned to Ontario Middle School is discontinued with the provision that the present custodian assigned to Ontario Middle School with a boiler license be paid \$400.00 until he is reassigned or leaves.									

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

PRINCIPAL SECRETARIES SALARY SCHEDULE				
EXP.	HOURLY RATE	DAILY RATE 7.5 HOURS	SECRETARY TO M.S. & ONE ELEM. PRINCIPAL ANNUAL SALARY 218 DAYS	SECRETARY TO H.S. & ONE ELEM. PRINCIPAL ANNUAL SALARY 240 DAYS
0	15.34	115.05	25,081	27,612
1	15.34	115.05	25,081	27,612
2	15.34	115.05	25,081	27,612
3	15.69	117.68	25,653	28,242
4	16.01	120.08	26,176	28,818
5	16.27	122.03	26,601	29,286
6	16.57	124.28	27,092	29,826
7	16.88	126.60	27,599	30,384
8	17.17	128.78	28,073	30,906
9	17.48	131.10	28,580	31,464
10	17.75	133.13	29,021	31,950
11	18.05	135.38	29,512	32,490
20	18.50	138.75	30,248	33,300
25	18.68	140.10	30,542	33,624
\$350.00 will be added to the salary of each of the principal secretaries.				
For the High School & one Elementary Principal Secretary the contract pay is based upon 240 days. Actual scheduled work days will be 235 days. For severance pay purposes only, 235 days will be used to calculate the daily rate.				

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

GUIDANCE SECRETARY SALARY SCHEDULE			
EXP.	HOURLY RATE	DAILY RATE 7.5 HOURS	GUIDANCE SECRETARY ANNUAL SALARY 218 DAYS
0	15.34	115.05	25,081
1	15.34	115.05	25,081
2	15.34	115.05	25,081
3	15.69	117.68	25,653
4	16.01	120.08	26,176
5	16.27	122.03	26,601
6	16.57	124.28	27,092
7	16.88	126.60	27,599
8	17.17	128.78	28,073
9	17.48	131.10	28,580
10	17.75	133.13	29,021
11	18.05	135.38	29,512
20	18.50	138.75	30,248
25	18.68	140.10	30,542

\$350.00 will be added to the salary of the guidance secretary.

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

BUILDING SECRETARY AIDES SALARY SCHEDULE (FOR 4.0 HOUR AIDES HIRED AFTER JANUARY 24, 2014)					
			4.0 HOUR SECRETARY AIDE		7.5 HOUR SECRETARY AIDE
	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 199 DAYS	DAILY RATE 7.5 HOURS	ANNUAL SALARY 199 DAYS
EXP.					
0	15.07	60.28	11,996	113.03	22,492
1	15.07	60.28	11,996	113.03	22,492
2	15.07	60.28	11,996	113.03	22,492
3	15.35	61.40	12,219	115.13	22,910
4	15.70	62.80	12,497	117.75	23,432
5	16.03	64.12	12,760	120.23	23,925
6	16.28	65.12	12,959	122.10	24,298
7	16.58	66.32	13,198	124.35	24,746
8	16.89	67.56	13,444	126.68	25,208
9	17.19	68.76	13,683	128.93	25,656
10	17.50	70.00	13,930	131.25	26,119
11	17.77	71.08	14,145	133.28	26,522
20	18.24	72.96	14,519	136.80	27,223
25	18.37	73.48	14,623	137.78	27,417

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

BUILDING SECRETARY AIDES SALARY SCHEDULE FOR TONYA FLANAGAN (GRANDFATHERED)			
			4.0 HOUR SECRETARY AIDE
	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 199 DAYS
EXP.			
0	15.34	61.36	12,211
1	15.34	61.36	12,211
2	15.34	61.36	12,211
3	15.63	62.52	12,441
4	15.98	63.92	12,720
5	16.31	65.24	12,983
6	16.57	66.28	13,190
7	16.88	67.52	13,436
8	17.19	68.76	13,683
9	17.49	69.96	13,922
10	17.81	71.24	14,177
11	18.08	72.32	14,392
20	18.56	74.24	14,774
25	18.70	74.80	14,885

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

PLAYGROUND AIDES SALARY SCHEDULE			
			2.00 HOUR PLAYGROUND AIDE
EXP.	HOURLY RATE	DAILY RATE 2.0 HOURS	ANNUAL SALARY 187 DAYS
0	11.50	23.00	4,301
1	11.50	23.00	4,301
2	11.50	23.00	4,301
3	11.72	23.44	4,383
4	11.98	23.96	4,481
5	12.23	24.46	4,574
6	12.43	24.86	4,649
7	12.65	25.30	4,731
8	12.89	25.78	4,821
9	13.11	26.22	4,903
10	13.35	26.70	4,993
11	13.56	27.12	5,071
20	13.92	27.84	5,206
25	14.02	28.04	5,243

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

BUS AIDE SALARY SCHEDULE FOR ALL AIDES HIRED AFTER JANUARY 24, 2014			
			4 HOUR BUS AIDE
EXP.	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 187 DAYS
0	12.00	48.00	8,976
1	12.00	48.00	8,976
2	12.00	48.00	8,976
3	12.23	48.92	9,148
4	12.50	50.00	9,350
5	12.76	51.04	9,544
6	12.97	51.88	9,702
7	13.20	52.80	9,874
8	13.45	53.80	10,061
9	13.69	54.76	10,240
10	13.93	55.72	10,420
11	14.15	56.60	10,584
20	14.52	58.08	10,861
25	14.63	58.52	10,943

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

BUS AIDE SALARY SCHEDULE			
FOR ANNETTE LAMBRIGHT (GRANDFATHERED)			
			4 HOUR BUS AIDE
EXP.	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 187 DAYS
0	15.07	60.28	11,272
1	15.07	60.28	11,272
2	15.07	60.28	11,272
3	15.35	61.40	11,482
4	15.70	62.80	11,744
5	16.03	64.12	11,990
6	16.28	65.12	12,177
7	16.58	66.32	12,402
8	16.89	67.56	12,634
9	17.19	68.76	12,858
10	17.50	70.00	13,090
11	17.77	71.08	13,292
20	18.24	72.96	13,644
25	18.37	73.48	13,741

EFFECTIVE AT THE BEGINNING OF THE 2014-2015 EMPLOYMENT CONTRACTS

STUDY HALL MONITORS SALARY SCHEDULE			
			7.50 HOUR
			STUDY HALL MONITOR
EXP.	HOURLY RATE	DAILY RATE 7.50 HOURS	ANNUAL SALARY 187 DAYS
0	12.50	93.75	17,531
1	12.50	93.75	17,531
2	12.50	93.75	17,531
3	12.73	95.48	17,854
4	13.03	97.73	18,275
5	13.29	99.68	18,639
6	13.51	101.33	18,948
7	13.75	103.13	19,284
8	14.01	105.08	19,649
9	14.26	106.95	20,000
10	14.51	108.83	20,350
11	14.74	110.55	20,673
20	15.13	113.48	21,220
25	15.24	114.30	21,374

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

BUS DRIVERS SALARY SCHEDULE				
	100% SESSION	1 SESSION BUS DRIVER	2 SESSION BUS DRIVER	3 SESSION BUS DRIVER
	RATE PER SESSION	ANNUAL SALARY 187 DAYS	ANNUAL SALARY 187 DAYS	ANNUAL SALARY 187 DAYS
EXP.				
0	37.85	7,078	14,156	21,234
1	37.85	7,078	14,156	21,234
2	37.85	7,078	14,156	21,234
3	38.87	7,269	14,538	21,807
4	39.85	7,452	14,904	22,356
5	40.83	7,635	15,270	22,905
6	41.85	7,826	15,652	23,478
20	43.26	8,090	16,180	24,270
25	43.71	8,174	16,348	24,522
One (1) session equals two (2) hours.				
180 days plus 7 holidays = 187 days				
Extracurricular hourly rate - \$17.56				

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

MAINTENANCE, MECHANIC, & APPRENTICE MECHANIC SALARY SCHEDULE						
			MECHANIC & MAINTENANCE			APPRENTICE MECHANIC
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	18.73	149.84	38,958	10.69	85.52	22,235
1	18.73	149.84	38,958	11.36	90.88	23,629
2	18.73	149.84	38,958	11.87	94.96	24,690
3	19.04	152.32	39,603	After three years the apprentice moves to step 2 of the mechanic salary column.		
4	19.36	154.88	40,269			
5	19.65	157.20	40,872			
6	19.97	159.76	41,538			
7	20.27	162.16	42,162			
20	20.96	167.68	43,597			
25	21.18	169.44	44,054			
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.						
For severance pay purposes only, 255 days will be used to calculate the daily rate.						
Maintenance personnel assigned to work the night shift for 180 days will be paid (\$.30 times the number of daily hours the maintenance personnel are contracted to work times 180 days) in addition to the maintenance salary schedule.						
Mechanics and maintenance personnel will have uniforms provided by the Board of Education.						

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

FOOD SERVICE PERSONNEL SALARY SCHEDULES								
						FOOD SERVICE MANAGER		
EXP.	HOURLY RATE	DAILY RATE 6 HOURS	LEAD COOK ANNUAL SALARY 189 DAYS	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 189 DAYS*		
0	16.36	98.16	18,552	22.90	137.40	25,969		
1	16.36	98.16	18,552	22.90	137.40	25,969		
2	16.36	98.16	18,552	22.90	183.20	34,625		
3	16.48	98.88	18,688	23.06	184.48	34,867		
4	16.70	100.20	18,938	23.35	186.80	35,305		
5	16.90	101.40	19,165	23.62	188.96	35,713		
6	17.08	102.48	19,369	23.86	190.88	36,076		
7	17.18	103.08	19,482	23.98	191.84	36,258		
8	17.39	104.34	19,720	24.27	194.16	36,696		
9	17.53	105.18	19,879	24.45	195.60	36,968		
20	18.07	108.42	20,491	25.17	201.36	38,057		
25	18.24	109.44	20,684	25.39	203.12	38,390		
* Plus 80 additional hours through time sheets								
			OTHER COOKS 6 HOURS	OTHER COOKS 4 HOURS		OTHER COOKS 2.5 HOURS		
EXP.	HOURLY RATE	DAILY RATE 6 HOURS	ANNUAL SALARY 189 DAYS	DAILY RATE 4 HOURS	ANNUAL SALARY 189 DAYS	DAILY RATE 2.5 HOURS	ANNUAL SALARY 189 DAYS	
0	15.04	90.24	17,055	60.16	11,370	37.60	7,106	
1	15.04	90.24	17,055	60.16	11,370	37.60	7,106	
2	15.04	90.24	17,055	60.16	11,370	37.60	7,106	
3	15.19	91.14	17,225	60.76	11,484	37.98	7,177	
4	15.38	92.28	17,441	61.52	11,627	38.45	7,267	
5	15.57	93.42	17,656	62.28	11,771	38.93	7,357	
6	15.71	94.26	17,815	62.84	11,877	39.28	7,423	
20	16.17	97.02	18,337	64.68	12,225	40.43	7,640	
25	16.30	97.80	18,484	65.20	12,323	40.75	7,702	

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

DAY & EVENING FULL TIME CUSTODIANS SALARY SCHEDULES			
			H.S.
			DAY CUSTODIAN
			ANNUAL SALARY
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	260 DAYS
0	18.09	144.72	37,627
1	18.09	144.72	37,627
2	18.09	144.72	37,627
3	18.44	147.52	38,355
4	18.78	150.24	39,062
5	19.12	152.96	39,770
6	19.46	155.68	40,477
20	20.10	160.80	41,808
25	20.31	162.48	42,245
			M.S. & ELEM.
			DAY CUSTODIAN
			ANNUAL SALARY
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	260 DAYS
0	17.71	141.68	36,837
1	17.71	141.68	36,837
2	17.71	141.68	36,837
3	18.08	144.64	37,606
4	18.43	147.44	38,334
5	18.77	150.16	39,042
6	19.11	152.88	39,749
20	19.74	157.92	41,059
25	19.93	159.44	41,454
			OTHER FULL TIME
			EVENING CUSTODIAN
			ANNUAL SALARY
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	260 DAYS
0	17.04	136.32	35,443
1	17.04	136.32	35,443
2	17.04	136.32	35,443
3	17.38	139.04	36,150
4	17.72	141.76	36,858
5	18.09	144.72	37,627
6	18.44	147.52	38,355
20	19.03	152.24	39,582
25	19.20	153.60	39,936
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.			
For severance pay purposes only, 255 days will be used to calculate the daily rate.			

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

OTHER PART TIME CUSTODIANS SALARY SCHEDULE										
EXP.	HOURLY RATE	DAILY RATE 3 HOURS	3 HOUR CUSTODIAN		4 HOUR CUSTODIAN		5 HOUR CUSTODIAN		6 HOUR CUSTODIAN	
			ANNUAL SALARY 260 DAYS	DAILY RATE 4 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 5 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 6 HOURS	ANNUAL SALARY 260 DAYS	
0	17.04	51.12	13,291	68.16	17,722	85.20	22,152	102.24	26,582	
1	17.04	51.12	13,291	68.16	17,722	85.20	22,152	102.24	26,582	
2	17.04	51.12	13,291	68.16	17,722	85.20	22,152	102.24	26,582	
3	17.38	52.14	13,556	69.52	18,075	86.90	22,594	104.28	27,113	
4	17.72	53.16	13,822	70.88	18,429	88.60	23,036	106.32	27,643	
5	18.09	54.27	14,110	72.36	18,814	90.45	23,517	108.54	28,220	
6	18.44	55.32	14,383	73.76	19,178	92.20	23,972	110.64	28,766	
20	19.03	57.09	14,843	76.12	19,791	95.15	24,739	114.18	29,687	
25	19.20	57.60	14,976	76.80	19,968	96.00	24,960	115.20	29,952	
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.										
For severance pay purposes only, 255 days will be used to calculate the daily rate.										
Custodians scheduled to work the night shift shall be paid an additional \$.30 per hour as follows:										
Custodians assigned to the Ontario High School, Middle School and the Stingel Elementary School and scheduled to work the night shift for 180 days will be paid (\$.30 times the number of daily hours the custodian is contracted to work times 180 days) in addition to the custodial salary schedule. With prior administrative approval, a custodian working an eight hour regular shift non-scheduled evening will be paid the shift differential.										
\$150 per year will be paid in addition to regular salary for any custodian having a boiler license.										
Effective with the 1989-92 contract the \$400.00 for a boiler license for custodians assigned to Ontario Middle School is discontinued with the provision that the present custodian assigned to Ontario Middle School with a boiler license be paid \$400.00 until he is reassigned or leaves.										

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

PRINCIPAL SECRETARIES SALARY SCHEDULE				
			SECRETARY TO M.S. & ONE ELEM. PRINCIPAL ANNUAL SALARY 218 DAYS	SECRETARY TO H.S. & ONE ELEM. PRINCIPAL ANNUAL SALARY 240 DAYS
EXP.	HOURLY RATE	DAILY RATE 7.5 HOURS		
0	15.49	116.18	25,326	27,882
1	15.49	116.18	25,326	27,882
2	15.49	116.18	25,326	27,882
3	15.84	118.80	25,898	28,512
4	16.17	121.28	26,438	29,106
5	16.43	123.23	26,863	29,574
6	16.73	125.48	27,354	30,114
7	17.04	127.80	27,860	30,672
8	17.34	130.05	28,351	31,212
9	17.65	132.38	28,858	31,770
10	17.92	134.40	29,299	32,256
11	18.22	136.65	29,790	32,796
20	18.69	140.18	30,558	33,642
25	18.86	141.45	30,836	33,948
\$350.00 will be added to the salary of each of the principal secretaries.				
For the High School & one Elementary Principal Secretary the contract pay is based upon 240 days. Actual scheduled work days will be 235 days. For severance pay purposes only, 235 days will be used to calculate the daily rate.				

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

GUIDANCE SECRETARY SALARY SCHEDULE			
EXP.	HOURLY RATE	DAILY RATE 7.5 HOURS	GUIDANCE SECRETARY ANNUAL SALARY 218 DAYS
0	15.49	116.18	25,326
1	15.49	116.18	25,326
2	15.49	116.18	25,326
3	15.84	118.80	25,898
4	16.17	121.28	26,438
5	16.43	123.23	26,863
6	16.73	125.48	27,354
7	17.04	127.80	27,860
8	17.34	130.05	28,351
9	17.65	132.38	28,858
10	17.92	134.40	29,299
11	18.22	136.65	29,790
20	18.69	140.18	30,558
25	18.86	141.45	30,836

\$350.00 will be added to the salary of the guidance secretary.

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

BUILDING SECRETARY AIDES SALARY SCHEDULE					
(FOR 4.0 HOUR AIDES HIRED AFTER JANUARY 24, 2014)					
			4.0 HOUR SECRETARY AIDE		7.5 HOUR SECRETARY AIDE
	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 199 DAYS	DAILY RATE 7.5 HOURS	ANNUAL SALARY 199 DAYS
EXP.					
0	15.22	60.88	12,115	114.15	22,716
1	15.22	60.88	12,115	114.15	22,716
2	15.22	60.88	12,115	114.15	22,716
3	15.51	62.04	12,346	116.33	23,149
4	15.86	63.44	12,625	118.95	23,671
5	16.19	64.76	12,887	121.43	24,164
6	16.45	65.80	13,094	123.38	24,552
7	16.74	66.96	13,325	125.55	24,984
8	17.06	68.24	13,580	127.95	25,462
9	17.36	69.44	13,819	130.20	25,910
10	17.67	70.68	14,065	132.53	26,372
11	17.94	71.76	14,280	134.55	26,775
20	18.42	73.68	14,662	138.15	27,492
25	18.56	74.24	14,774	139.20	27,701

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

BUILDING SECRETARY AIDES SALARY SCHEDULE FOR TONYA FLANAGAN (GRANDFATHERED)			
			4.0 HOUR SECRETARY AIDE
	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 199 DAYS
EXP.			
0	15.49	61.96	12,330
1	15.49	61.96	12,330
2	15.49	61.96	12,330
3	15.78	63.12	12,561
4	16.14	64.56	12,847
5	16.47	65.88	13,110
6	16.74	66.96	13,325
7	17.04	68.16	13,564
8	17.36	69.44	13,819
9	17.67	70.68	14,065
10	17.98	71.92	14,312
11	18.26	73.04	14,535
20	18.75	75.00	14,925
25	18.88	75.52	15,028

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

PLAYGROUND AIDES SALARY SCHEDULE			
			2.00 HOUR PLAYGROUND AIDE
EXP.	HOURLY RATE	DAILY RATE 2.0 HOURS	ANNUAL SALARY 187 DAYS
0	11.62	23.24	4,346
1	11.62	23.24	4,346
2	11.62	23.24	4,346
3	11.84	23.68	4,428
4	12.11	24.22	4,529
5	12.36	24.72	4,623
6	12.56	25.12	4,697
7	12.78	25.56	4,780
8	13.02	26.04	4,869
9	13.25	26.50	4,956
10	13.49	26.98	5,045
11	13.70	27.40	5,124
20	14.06	28.12	5,258
25	14.17	28.34	5,300

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

BUS AIDE SALARY SCHEDULE FOR ALL AIDES HIRED AFTER JANUARY 24, 2014			
			4 HOUR BUS AIDE
EXP.	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 187 DAYS
0	12.12	48.48	9,066
1	12.12	48.48	9,066
2	12.12	48.48	9,066
3	12.35	49.40	9,238
4	12.63	50.52	9,447
5	12.89	51.56	9,642
6	13.10	52.40	9,799
7	13.33	53.32	9,971
8	13.58	54.32	10,158
9	13.82	55.28	10,337
10	14.07	56.28	10,524
11	14.29	57.16	10,689
20	14.67	58.68	10,973
25	14.78	59.12	11,055

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

BUS AIDE SALARY SCHEDULE			
FOR ANNETTE LAMBRIGHT (GRANDFATHERED)			
			4 HOUR BUS AIDE
EXP.	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 187 DAYS
0	15.22	60.88	11,385
1	15.22	60.88	11,385
2	15.22	60.88	11,385
3	15.51	62.04	11,601
4	15.86	63.44	11,863
5	16.19	64.76	12,110
6	16.45	65.80	12,305
7	16.74	66.96	12,522
8	17.06	68.24	12,761
9	17.36	69.44	12,985
10	17.67	70.68	13,217
11	17.94	71.76	13,419
20	18.42	73.68	13,778
25	18.56	74.24	13,883

EFFECTIVE AT THE BEGINNING OF THE 2015-2016 EMPLOYMENT CONTRACTS

STUDY HALL MONITORS SALARY SCHEDULE			
			7.50 HOUR
			STUDY HALL MONITOR
	HOURLY	DAILY RATE	ANNUAL SALARY
EXP.	RATE	7.50 HOURS	187 DAYS
0	12.63	94.73	17,714
1	12.63	94.73	17,714
2	12.63	94.73	17,714
3	12.87	96.53	18,050
4	13.16	98.70	18,457
5	13.43	100.73	18,836
6	13.65	102.38	19,144
7	13.90	104.25	19,495
8	14.16	106.20	19,859
9	14.40	108.00	20,196
10	14.66	109.95	20,561
11	14.89	111.68	20,883
20	15.28	114.60	21,430
25	15.40	115.50	21,599

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

BUS DRIVERS SALARY SCHEDULE				
	100% SESSION	1 SESSION BUS DRIVER	2 SESSION BUS DRIVER	3 SESSION BUS DRIVER
	RATE PER SESSION	ANNUAL SALARY 187 DAYS	ANNUAL SALARY 187 DAYS	ANNUAL SALARY 187 DAYS
EXP.				
0	37.85	7,078	14,156	21,234
1	37.85	7,078	14,156	21,234
2	37.85	7,078	14,156	21,234
3	38.87	7,269	14,538	21,807
4	39.85	7,452	14,904	22,356
5	40.83	7,635	15,270	22,905
6	41.85	7,826	15,652	23,478
20	43.26	8,090	16,180	24,270
25	43.71	8,174	16,348	24,522
One (1) session equals two (2) hours.				
180 days plus 7 holidays = 187 days				
Extracurricular hourly rate - \$17.56				

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

MAINTENANCE, MECHANIC, & APPRENTICE MECHANIC SALARY SCHEDULE						
EXP.	MECHANIC & MAINTENANCE			APPRENTICE MECHANIC		
	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	18.73	149.84	38,958	10.69	85.52	22,235
1	18.73	149.84	38,958	11.36	90.88	23,629
2	18.73	149.84	38,958	11.87	94.96	24,690
3	19.04	152.32	39,603	After three years the apprentice moves to step 2 of the mechanic salary column.		
4	19.36	154.88	40,269			
5	19.65	157.20	40,872			
6	19.97	159.76	41,538			
7	20.27	162.16	42,162			
20	20.96	167.68	43,597			
25	21.18	169.44	44,054			
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.						
For severance pay purposes only, 255 days will be used to calculate the daily rate.						
Maintenance personnel assigned to work the night shift for 180 days will be paid (\$.30 times the number of daily hours the maintenance personnel are contracted to work times 180 days) in addition to the maintenance salary schedule.						
Mechanics and maintenance personnel will have uniforms provided by the Board of Education.						

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

FOOD SERVICE PERSONNEL SALARY SCHEDULES							
							FOOD SERVICE MANAGER
LEAD COOK							
EXP.	HOURLY RATE	DAILY RATE 6 HOURS	ANNUAL SALARY 189 DAYS	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 189 DAYS*	
0	16.36	98.16	18,552	22.90	137.40	25,969	
1	16.36	98.16	18,552	22.90	137.40	25,969	
2	16.36	98.16	18,552	22.90	183.20	34,625	
3	16.48	98.88	18,688	23.06	184.48	34,867	
4	16.70	100.20	18,938	23.35	186.80	35,305	
5	16.90	101.40	19,165	23.62	188.96	35,713	
6	17.08	102.48	19,369	23.86	190.88	36,076	
7	17.18	103.08	19,482	23.98	191.84	36,258	
8	17.39	104.34	19,720	24.27	194.16	36,696	
9	17.53	105.18	19,879	24.45	195.60	36,968	
20	18.07	108.42	20,491	25.17	201.36	38,057	
25	18.24	109.44	20,684	25.39	203.12	38,390	
* Plus 80 additional hours through time sheets							
OTHER COOKS 6 HOURS			OTHER COOKS 4 HOURS		OTHER COOKS 2.5 HOURS		
EXP.	HOURLY RATE	DAILY RATE 6 HOURS	ANNUAL SALARY 189 DAYS	DAILY RATE 4 HOURS	ANNUAL SALARY 189 DAYS	DAILY RATE 2.5 HOURS	ANNUAL SALARY 189 DAYS
0	15.04	90.24	17,055	60.16	11,370	37.60	7,106
1	15.04	90.24	17,055	60.16	11,370	37.60	7,106
2	15.04	90.24	17,055	60.16	11,370	37.60	7,106
3	15.19	91.14	17,225	60.76	11,484	37.98	7,177
4	15.38	92.28	17,441	61.52	11,627	38.45	7,267
5	15.57	93.42	17,656	62.28	11,771	38.93	7,357
6	15.71	94.26	17,815	62.84	11,877	39.28	7,423
20	16.17	97.02	18,337	64.68	12,225	40.43	7,640
25	16.30	97.80	18,484	65.20	12,323	40.75	7,702

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

DAY & EVENING FULL TIME CUSTODIANS SALARY SCHEDULES			
H.S. DAY CUSTODIAN			
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	18.09	144.72	37,627
1	18.09	144.72	37,627
2	18.09	144.72	37,627
3	18.44	147.52	38,355
4	18.78	150.24	39,062
5	19.12	152.96	39,770
6	19.46	155.68	40,477
20	20.10	160.80	41,808
25	20.31	162.48	42,245
M.S. & ELEM. DAY CUSTODIAN			
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	17.71	141.68	36,837
1	17.71	141.68	36,837
2	17.71	141.68	36,837
3	18.08	144.64	37,606
4	18.43	147.44	38,334
5	18.77	150.16	39,042
6	19.11	152.88	39,749
20	19.74	157.92	41,059
25	19.93	159.44	41,454
OTHER FULL TIME EVENING CUSTODIAN			
EXP.	HOURLY RATE	DAILY RATE 8 HOURS	ANNUAL SALARY 260 DAYS
0	17.04	136.32	35,443
1	17.04	136.32	35,443
2	17.04	136.32	35,443
3	17.38	139.04	36,150
4	17.72	141.76	36,858
5	18.09	144.72	37,627
6	18.44	147.52	38,355
20	19.03	152.24	39,582
25	19.20	153.60	39,936
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.			
For severance pay purposes only, 255 days will be used to calculate the daily rate.			

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

OTHER PART TIME CUSTODIANS SALARY SCHEDULE										
			3 HOUR CUSTODIAN		4 HOUR CUSTODIAN		5 HOUR CUSTODIAN		6 HOUR CUSTODIAN	
EXP.	HOURLY RATE	DAILY RATE 3 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 4 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 5 HOURS	ANNUAL SALARY 260 DAYS	DAILY RATE 6 HOURS	ANNUAL SALARY 260 DAYS	
0	17.04	51.12	13,291	68.16	17,722	85.20	22,152	102.24	26,582	
1	17.04	51.12	13,291	68.16	17,722	85.20	22,152	102.24	26,582	
2	17.04	51.12	13,291	68.16	17,722	85.20	22,152	102.24	26,582	
3	17.38	52.14	13,556	69.52	18,075	86.90	22,594	104.28	27,113	
4	17.72	53.16	13,822	70.88	18,429	88.60	23,036	106.32	27,643	
5	18.09	54.27	14,110	72.36	18,814	90.45	23,517	108.54	28,220	
6	18.44	55.32	14,383	73.76	19,178	92.20	23,972	110.64	28,766	
20	19.03	57.09	14,843	76.12	19,791	95.15	24,739	114.18	29,687	
25	19.20	57.60	14,976	76.80	19,968	96.00	24,960	115.20	29,952	
Contract pay is based upon 260 days. Actual scheduled work days may be less than 260 days.										
For severance pay purposes only, 255 days will be used to calculate the daily rate.										
Custodians scheduled to work the night shift shall be paid an additional \$.30 per hour as follows:										
Custodians assigned to the Ontario High School, Middle School and the Stingel Elementary School and scheduled to work the night shift for 180 days will be paid (\$.30 times the number of daily hours the custodian is contracted to work times 180 days) in addition to the custodial salary schedule. With prior administrative approval, a custodian working an eight hour regular shift non-scheduled evening will be paid the shift differential.										
\$150 per year will be paid in addition to regular salary for any custodian having a boiler license.										
Effective with the 1989-92 contract the \$400.00 for a boiler license for custodians assigned to Ontario Middle School is discontinued with the provision that the present custodian assigned to Ontario Middle School with a boiler license be paid \$400.00 until he is reassigned or leaves.										

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

PRINCIPAL SECRETARIES SALARY SCHEDULE				
			SECRETARY TO M.S. & ONE ELEM. PRINCIPAL	SECRETARY TO H.S. & ONE ELEM. PRINCIPAL
EXP.	HOURLY RATE	DAILY RATE 7.5 HOURS	ANNUAL SALARY 218 DAYS	ANNUAL SALARY 240 DAYS
0	15.49	116.18	25,326	27,882
1	15.49	116.18	25,326	27,882
2	15.49	116.18	25,326	27,882
3	15.84	118.80	25,898	28,512
4	16.17	121.28	26,438	29,106
5	16.43	123.23	26,863	29,574
6	16.73	125.48	27,354	30,114
7	17.04	127.80	27,860	30,672
8	17.34	130.05	28,351	31,212
9	17.65	132.38	28,858	31,770
10	17.92	134.40	29,299	32,256
11	18.22	136.65	29,790	32,796
20	18.69	140.18	30,558	33,642
25	18.86	141.45	30,836	33,948
\$350.00 will be added to the salary of each of the principal secretaries.				
For the High School & one Elementary Principal Secretary the contract pay is based upon 240 days. Actual scheduled work days will be 235 days. For severance pay purposes only, 235 days will be used to calculate the daily rate.				

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

GUIDANCE SECRETARY SALARY SCHEDULE			
EXP.	HOURLY RATE	DAILY RATE 7.5 HOURS	GUIDANCE SECRETARY ANNUAL SALARY 218 DAYS
0	15.49	116.18	25,326
1	15.49	116.18	25,326
2	15.49	116.18	25,326
3	15.84	118.80	25,898
4	16.17	121.28	26,438
5	16.43	123.23	26,863
6	16.73	125.48	27,354
7	17.04	127.80	27,860
8	17.34	130.05	28,351
9	17.65	132.38	28,858
10	17.92	134.40	29,299
11	18.22	136.65	29,790
20	18.69	140.18	30,558
25	18.86	141.45	30,836
\$350.00 will be added to the salary of the guidance secretary.			

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

BUILDING SECRETARY AIDES SALARY SCHEDULE (FOR 4.0 HOUR AIDES HIRED AFTER JANUARY 24, 2014)					
			4.0 HOUR SECRETARY AIDE		7.5 HOUR SECRETARY AIDE
	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 199 DAYS	DAILY RATE 7.5 HOURS	ANNUAL SALARY 199 DAYS
EXP.					
0	15.22	60.88	12,115	114.15	22,716
1	15.22	60.88	12,115	114.15	22,716
2	15.22	60.88	12,115	114.15	22,716
3	15.51	62.04	12,346	116.33	23,149
4	15.86	63.44	12,625	118.95	23,671
5	16.19	64.76	12,887	121.43	24,164
6	16.45	65.80	13,094	123.38	24,552
7	16.74	66.96	13,325	125.55	24,984
8	17.06	68.24	13,580	127.95	25,462
9	17.36	69.44	13,819	130.20	25,910
10	17.67	70.68	14,065	132.53	26,372
11	17.94	71.76	14,280	134.55	26,775
20	18.42	73.68	14,662	138.15	27,492
25	18.56	74.24	14,774	139.20	27,701

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

BUILDING SECRETARY AIDES SALARY SCHEDULE FOR TONYA FLANAGAN (GRANDFATHERED)			
			4.0 HOUR SECRETARY AIDE
	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 199 DAYS
EXP.			
0	15.49	61.96	12,330
1	15.49	61.96	12,330
2	15.49	61.96	12,330
3	15.78	63.12	12,561
4	16.14	64.56	12,847
5	16.47	65.88	13,110
6	16.74	66.96	13,325
7	17.04	68.16	13,564
8	17.36	69.44	13,819
9	17.67	70.68	14,065
10	17.98	71.92	14,312
11	18.26	73.04	14,535
20	18.75	75.00	14,925
25	18.88	75.52	15,028

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

PLAYGROUND AIDES SALARY SCHEDULE			
			2.00 HOUR
			PLAYGROUND AIDE
EXP.	HOURLY RATE	DAILY RATE 2.0 HOURS	ANNUAL SALARY 187 DAYS
0	11.62	23.24	4,346
1	11.62	23.24	4,346
2	11.62	23.24	4,346
3	11.84	23.68	4,428
4	12.11	24.22	4,529
5	12.36	24.72	4,623
6	12.56	25.12	4,697
7	12.78	25.56	4,780
8	13.02	26.04	4,869
9	13.25	26.50	4,956
10	13.49	26.98	5,045
11	13.70	27.40	5,124
20	14.06	28.12	5,258
25	14.17	28.34	5,300

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

BUS AIDE SALARY SCHEDULE FOR ALL AIDES HIRED AFTER JANUARY 24, 2014			
			4 HOUR BUS AIDE
EXP.	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 187 DAYS
0	12.12	48.48	9,066
1	12.12	48.48	9,066
2	12.12	48.48	9,066
3	12.35	49.40	9,238
4	12.63	50.52	9,447
5	12.89	51.56	9,642
6	13.10	52.40	9,799
7	13.33	53.32	9,971
8	13.58	54.32	10,158
9	13.82	55.28	10,337
10	14.07	56.28	10,524
11	14.29	57.16	10,689
20	14.67	58.68	10,973
25	14.78	59.12	11,055

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

BUS AIDE SALARY SCHEDULE			
FOR ANNETTE LAMBRIGHT (GRANDFATHERED)			
			4 HOUR BUS AIDE
EXP.	HOURLY RATE	DAILY RATE 4.0 HOURS	ANNUAL SALARY 187 DAYS
0	15.22	60.88	11,385
1	15.22	60.88	11,385
2	15.22	60.88	11,385
3	15.51	62.04	11,601
4	15.86	63.44	11,863
5	16.19	64.76	12,110
6	16.45	65.80	12,305
7	16.74	66.96	12,522
8	17.06	68.24	12,761
9	17.36	69.44	12,985
10	17.67	70.68	13,217
11	17.94	71.76	13,419
20	18.42	73.68	13,778
25	18.56	74.24	13,883

EFFECTIVE AT THE BEGINNING OF THE 2016-2017 EMPLOYMENT CONTRACTS

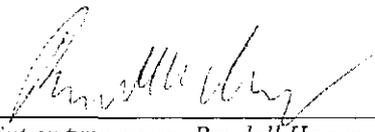
STUDY HALL MONITORS SALARY SCHEDULE			
			7.50 HOUR
			STUDY HALL MONITOR
	HOURLY	DAILY RATE	ANNUAL SALARY
EXP.	RATE	7.50 HOURS	187 DAYS
0	12.63	94.73	17,714
1	12.63	94.73	17,714
2	12.63	94.73	17,714
3	12.87	96.53	18,050
4	13.16	98.70	18,457
5	13.43	100.73	18,836
6	13.65	102.38	19,144
7	13.90	104.25	19,495
8	14.16	106.20	19,859
9	14.40	108.00	20,196
10	14.66	109.95	20,561
11	14.89	111.68	20,883
20	15.28	114.60	21,430
25	15.40	115.50	21,599

12.1 Treasurer's Certificate

The following certificates are attached to the Ontario Local #256 of the Ohio Association of Public School Employees contract beginning January 25, 2014 and ending January 24, 2017.

R.C. 5705.41 Certification

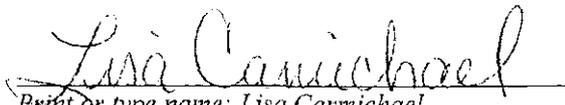
As the chief fiscal officer of the Owner, I certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.



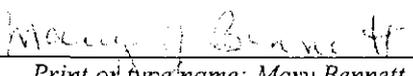
Print or type name: Randall Harvey
Treasurer

R.C. 5705.412 Certification

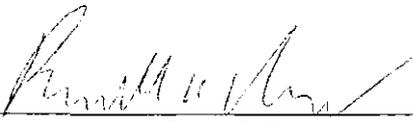
We certify that the Owner has in effect for the remainder of the fiscal year and the succeeding fiscal year, the authorization to levy taxes including the renewal or replacement of existing levies which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in the two succeeding fiscal year, equal to the number of days instruction was held or is scheduled for the current fiscal year.



Print or type name: Lisa Carmichael
Superintendent



Print or type name: Mary Bennett
President of the Board of Education



Print or type name: Randall Harvey
Treasurer