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NEGOTIATION AGREEMENT

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BETWEEN

K31332

OAPSE

CHAPTER 679

And

EDGEWOOD BOARD

OF

EDUCATION

MASTER AGREEMENT

JULY 1, 2014 - JUNE 30, 2017

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ARTICLE 1 - RECOGNITION

1.1 The Edgewood Board of Education hereby recognizes the Union as the sole and exclusive bargaining representative for all employees now employed or to be employed in the hereafter described unit.

1.2 The bargaining unit is defined as all full-time and regularly employed short-hour employees who work in the following positions and classifications which are regularly assigned to a work schedule.

1.2.1 Included: All non-teaching employees of the Edgewood City School District Board of Education, including, but not limited to, food service employees, bus drivers, mechanics, monitors, aides, secretaries, clericals, custodial, maintenance employees, mail delivery and food delivery.

Clarification: "Monitors" will include crossing guards paid by Edgewood Board.

1.3 The following employees are not included in the bargaining unit: Confidential employees (Superintendent's secretaries and the assistants in the Treasurer's Office), management level employees, substitutes, supervisors, and professional employees; as defined in Chapter 4117 of the Ohio Revised Code, and also Treasurer of the Board of Education, Maintenance Supervisor, Transportation Supervisor and Food Service (Child Nutrition) Supervisor.

1.4 In the event a new position is created, the Board and the Union will meet to determine the application of the position in accordance with this article. In the event the new position is included in the bargaining unit, the Board and the Union will negotiate an appropriate salary schedule.

Management Rights

1.5 Except for the specific and express terms of this written contract, the Board of Education and Superintendent and Administration retain and reserve all their powers, rights, and authority to manage and operate the school district, including but not limited to the hiring, evaluation and promotion of employees, laying off, scheduling, directing, transferring, assigning, and reassigning employees, discipline,

suspension, demotion and discharge of employees, for just cause, and determining services to be provided, size of work force, and the standard of services.

Terms and Conditions of Employment

- 1.6 Consistent of O.R.C. Chapter 4117, this Agreement governs the wages, hours and terms and conditions of employment of bargaining unit members to the extent this Agreement specifically addresses a matter relating to such relation between employees in the bargaining unit and the board shall be governed exclusively by the terms of this Agreement and not by the civil service laws of Ohio or ordinances or rules of the City of Trenton or its civil service commission except for the conduct and grading of civil service examinations, the rating of candidates, the establishment of eligible lists from the examinations, and the original appointment from the eligible lists. If any provision of this Agreement is or becomes legally invalid, only that provision shall be negotiated to comply with law and the remainder of the Agreement shall remain in full force and effect.
- 1.7 The parties to this Agreement each acknowledge that this Agreement contains the entire agreement between the parties and neither party shall be obligated, during the term of this Agreement to negotiate matters contained in this Agreement or matters not contained in this Agreement. However, the Board or Administration shall give the Union notice and an opportunity to bargain about intended changes that affect wages, hours, or terms or other conditions of employment.

ARTICLE 2 - UNION SECURITY AND DUES CHECK-OFF

- 2.1 The employer agrees to deduct from or check-off on the wages of Union members for the payment of dues to the Union, upon presentation of a written authorization individually executed by an employee.
- 2.2 Dues shall be deducted in twenty-four (24) equal installments, and shall be submitted to the State OAPSE Treasurer monthly with a list of those employees for whom payment is made, the amount deducted, and a copy of the list shall be

submitted to the local Chapter Treasurer.

- 2.3 Employees who are members of the Ohio Association of Public School Employees, Chapter 679, shall maintain their membership in the Union, by the tender of periodic dues and any fees uniformly required by the Union. Dues deduction authorization shall be continuous once requested, except that such authorization may be revoked by the employees, in writing, between June 10 - 20, 2016.
- 2.4 All new employees, who are represented by the bargaining unit and are not members of the Union and its local Chapter 679 shall pay to the Union a fair share fee as a condition of continued employment with the Edgewood City School District beginning ninety (90) work days after their employment. Such fair share fee shall not exceed dues paid by members of the Union and its local Chapter 679.
- 2.5 The Union shall notify the Board of the fair share fee amount and of any changes in the amount of dues deductions, and shall provide to each non-member employee a notice of the amount of the fee, adequate explanation as to how the fee was determined, a statement that the employee may file an objection as to the amount and how to receive a rebate, and an explanation as to the procedure which the employee must follow to challenge the amount of the fee under the Union's internal rebate policy.
- 2.6 Fair share fees shall be deducted through payroll deduction in the same manner as dues deduction, except that written authorization for fair share fee deduction is not required.
- 2.7 The Union shall defend and hold harmless the Board, its members, its administrators and its employees against any and all claims, causes of action and/or liabilities arising from the deduction of dues, or fees under this Article. The Union will have the right to choose the attorney who will represent OAPSE.
- 2.8 AFSCME PEOPLE
The Employer agrees to deduct from the wages of any employee who is a member

of the Union a PEOPLE deduction as provided for in written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision monthly to the OAPSE State Treasurer together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE 3 - COVERAGE

- 3.1 The Union has bargaining rights for all employees in the bargaining unit in the following subjects:
- A. Wages, hours fringe benefits, and other matters of economic welfare;
 - B. Working conditions;
 - C. Grievance procedures;
 - D. In-service training; and
 - E. Payroll deductions.

ARTICLE 4 - PROCEDURES FOR CONDUCTING NEGOTIATION

- 4.1 Release Time - Members of the negotiating committee shall be released from assigned duties to attend negotiating meetings. The employee members of the negotiating committee will be paid by the Board for time spent in negotiations but only for straight time hours they would have otherwise worked when such meetings are scheduled during work hours.
- 4.2 Tentative Agreement - As negotiated items are agreed upon, they shall be reduced to writing and initialed by the chief negotiator of each party. Such initialing shall be construed as tentative agreement by both parties on that issue, provided, however, that tentative agreement on an item shall not be final until ratification and adoption of the entire agreement.

- 4.3 Agreement - When an agreement is reached through negotiations, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted first to the Union for ratification and then to the Board for adoption after the Union approves the agreement. Said agreement shall be signed by the Board's representative and by the Union's representative.
- 4.4 Impasse Procedure - If an impasse develops between the negotiating teams, the parties shall jointly request the Federal Mediation and Conciliation Service to assign a mediator to assist the parties in resolving the impasse. In the event mediation does not result in a tentative agreement on all issues being negotiated, the Board of Education shall submit the Board of Education's final offer to its members covered by this agreement. The Board of Education's final offer shall be deemed accepted unless it is rejected by a majority of the Union's members covered by this agreement. Then, and only then shall the Union exercise its right to strike in accordance with all established procedures of O.R.C. 4117.

ARTICLE 5 - DEFINITIONS

- 5.1 For purposes of, and as used in this Agreement, the words and phrases listed below shall mean as follows:
- A. Days- means calendar days unless otherwise indicated.
 - B. Full-time employee- an employee regularly scheduled to work six (6) hours or more a day.
 - C. Twelve (12) month employee- an employee whose contract year, including holidays, is a minimum of two hundred sixty (260) work days. Eleven (11) month employee- an employee whose contract year, including holidays is a minimum of two hundred thirty-eight (238) work days.

- D. In-service training- minimum of five (5) hours per year (Rate of hourly pay when the employee is attending in-service beyond his/her regular daily schedule.

Clarification: If an In-Service falls within the workday there will be no compensation. If the In-Service is in addition to your work hours, you will be compensated. (Over forty (40) hours will be time and one-half.)

ARTICLE 6 - GRIEVANCE PROCEDURE

- 6.1 Any member of the bargaining unit shall have the right to appeal the application of the Agreement affecting him/her through the grievance procedure. A grievance is defined as an alleged violation of this Agreement between the parties, discipline or discharge of an employee, work rules, wages, hours or working conditions of the employees covered by this Agreement. With respect to each personal grievance, he/she shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal.
- Any employee who has a grievance shall set forth his/her complaint in writing to the appropriate supervisor within thirty (30) days of the alleged violation. The grievance shall clearly site the Article of the contract which has been allegedly violated. The supervisor shall communicate his/her decision to the employee in writing within five (5) working days of the receipt of the written complaint.
- 6.2 The employee may appeal the Supervisor's decision to the Business Manager. The appeal to the Business Manager must be made in writing within five (5) working days of the receipt of the Supervisor's reply, and must set forth the grounds upon which the grievance is based, including the specific provisions of this Agreement which are alleged to have been violated. The Business Manager shall schedule a hearing on the grievance within ten (10) working days. The Business Manager shall make his/her recommendations and submit his/her written reasons for the action

within ten (10) working days after the meeting, to the grievant, OAPSE, and the Supervisor.

- 6.3 The employee may appeal the Business Manager's decision to the Superintendent or designee the appeal to the Superintendent or designee must be made in writing ten (10) working days of the receipt of the Business Manager's reply. The Superintendent or designee shall schedule a hearing on the grievance within ten (10) working days, (unless the parties mutually agree to extend the ten (10) working day period for scheduling conflicts). The Superintendent or Designee shall make his/her recommendations and submit his/her written reasons for the action within ten (10) working days after the meeting to the grievant, OAPSE, Business Manager, and Supervisor.
- 6.4 The Union may, if the Superintendent or Designee's response does not satisfactorily resolve the grievance, submit the grievance to binding arbitration by notifying the Superintendent within twenty (20) working days of receipt of the Superintendent or Designee's response of its intent to do so. The cost of the arbitration shall be equally shared by the Chapter and the Board of Education. A list of arbitrators shall be submitted from the American Arbitration Association or the arbitration service of the Federal Mediation and Conciliation Service. The arbitrator shall have no authority to add to, subtract from, alter or modify in any way the specific and express terms of this written contract. The arbitration shall be conducted according to the voluntary rules of the source of the list of arbitrators. Any grievance may be dismissed at any level without prejudice. The decision of the arbitrator shall be final and binding.
- 6.5 Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, necessary to be present to attend.
- 6.6 The Union shall have the right to file a grievance with respect to an alleged violation of this agreement which affects more than one member of the bargaining unit.

- 6.7 A grievance within the meaning of this article shall be presented within thirty (30) days from the time that the employee affected has knowledge of the incident or occurrence giving rise to the grievance.
- 6.8 Any decision not appealed to the next step of the grievance procedure within the time specified in this article shall be considered settled on the basis of the last response to the grievance given, provided, however, that the time limits for appealing and answering grievances may be extended by agreement between the parties.
- 6.9 An employee shall have the right to have a designated OAPSE Representative present at each step of the grievance procedure and other meetings in which disciplinary action is being taken against the employee. Witnesses will be allowed to present pertinent information at such meetings, at the discretion of the Superintendent or his/her designee.

ARTICLE 7 - EMPLOYMENT RIGHTS

- 7.1 Each new employee shall serve a probationary period of ninety (90) work days from the employees first day of work. The Superintendent/designee may suspend or discharge an employee at any time during the probationary period. Neither the Union nor the employee may file a grievance with respect to the discipline or discharge of an employee during his/her probationary period. After the successful completion of the probationary period, employees may only be disciplined or discharged for just cause. Any employee recommended for discipline or discharge shall be given written notice of the specific reasons and a pre-determination hearing. Any appeal of the action shall immediately proceed to the grievance procedure. Standards of progressive discipline shall be applied in the administering of employee discipline. All new hires will receive an individual employment notice which shall specify days and hourly wages. All new hires shall receive a current copy of their job description. Employees can not bid on other positions within the

bargaining unit during the probationary period without permission of the Superintendent or designee.

7.2 Progressive Discipline

The disciplinary procedure will proceed under normal circumstances as follows:

- A. Verbal Warning;
- B. Written Reprimand;
- C. One to Three-Day Suspension;
- D. Ten-Day Suspension;
- E. Termination

All disciplinary action shall be subject to the grievance procedure. Depending on the circumstances, the employer may proceed through the progression of discipline if the act is of a serious nature and may warrant more severe discipline. All suspensions are without pay.

ARTICLE 8 - JOB BID PROCEDURE

- 8.1 Whenever a vacancy occurs within the bargaining unit it shall be posted for a minimum of five (5) days at a designated place accessible to all employees (at each job location). A vacancy is defined as any opening resulting from the death, resignation, termination or retirement of an employee, which the Board of Education decides to fill, or any newly created position. A copy of the job posting will be sent to a designated OAPSE representative in each building and be posted on the District web site. Job vacancy postings shall specify classification, location and hours of the position. The Board shall post any Bargaining Unit position which increases in time, excluding Bus Driving positions.
- 8.2 Employees may bid on a vacancy by applying for the job within five (5) working

days of the original posting. Permanent job postings in July will be in effect for ten (10) calendar days. Permanent postings in August will be in effect for seven (7) calendar days. All summer postings will be mailed to five (5) classification representatives so designated by the OAPSE Chapter President to the Superintendent and/or designees. The names of the representatives should be submitted by the last day of school each year.

- 8.3 The senior employee within the job classification of the opening, who bids on the job, shall be awarded the position.

When all applicants in the bargaining unit are from other classifications, the position will be awarded on qualifications, skills, ability, knowledge, and experience. If two (2) or more applicants have equal qualifications, skills, ability, knowledge, and experience, the person with the greatest seniority will receive the position. The person with greatest seniority who scores in the top five (5) on the Civil Service Test or who scores in the top five (5) of the interview assessment process will receive the position.

A. For the purpose of job bidding and the applicants date who have the same seniority date as defined in Article 9 - Seniority will then be determined by:

1. The first day actually worked in the District within the last three (3) years; then
2. By coin toss in presence of the Union President.

- 8.4 Posted vacancies shall be awarded in writing to the successful bidder, and the employee placed in said job within thirty (30) days of the close of the bidding. The President of the Local shall be informed in writing on the successful bidder and all applicants that apply to such posted vacancies. In the event said employee is moving to a higher paying job classification, they shall be placed in the new position at a pay rate closest to, but not less than, their current rate. If an employee elects to move to a lower paying classification, they shall do so with the knowledge that their rate of pay will be determined by their years of

seniority, (total years of district employment), on the salary scale of the new position.

Employees already holding a partial day position, who are awarded an additional partial position in another job classification, shall start the second position at the beginning rate for said job. It is understood that in this event, the total time per day for both positions cannot exceed eight (8) hours. These acts are subject to Board confirmation.

- 8.5 If following an original appointment, an employee requests to fill a vacancy within a different classification of this bargaining unit, the employee shall be offered the position, in accordance with Article 8.3 with a forty (40) working day training/probationary period.
- 8.6 If an employee requests to fill a vacancy within the same classification, the senior employee will be granted the transfer. A five (5) working day training period will be allowed. During the five (5) day period, the employee may return to his former position. Bus drivers shall refer to Article 12.1.4.
- 8.7 The Board of Education reserves the right to hire casual employees not covered by this agreement to perform seasonal work during the summer months including Summer School. The Board agrees that no employee covered by this agreement will have his/her regular work hours reduced as a result of hiring such casual, summer employees.
- 8.8 A short hour employee bidding on a vacancy for a short hour position in another job classification may be considered for such a second position under the provisions of this article provided:
 - A. The hours of work of the second position cannot conflict with the employee's work hours in the job classification of the employee for either/all position(s).

- B. The employee must be able to perform the work of both positions as efficiently as if the two (2) positions were held by two (2) employees;
 - C. The combined regular hours of the two (2) positions cannot exceed eight (8) hours per day or forty (40) hours per week;
 - D. When a test is administered, the employee must have scored in the top five (5).
 - E. Should a job, within a classification require a performance test to meet a specific job assignment i.e., cashier, etc. test results, experience, and ability shall be considered, along with the interview process, to be able to select the most qualified person. Experience must be verifiable.
- 8.9 Newly hired maintenance employees may be placed on the pay scale at one half (1/2) of their experience level, up to ten (10) years.

ARTICLE 9 – SENIORITY

- 9.1 Seniority shall be defined as follows:
- A. System seniority shall be defined as the length of continuous service with the Board of Education.
 - B. Classification seniority shall be defined as the length of continuous service in a particular job classification from the most recent date of entry into that classification. (This shall apply to voluntary job bidding.)
 - C. In cases of Reduction in Force or Temporary Placement, classification seniority shall be defined as length of the most recent service in the classification, along with the current time spent in the classification.
- 9.2 Medical leave up to two (2) years, military leave or layoff shall not constitute a break in service. "Medical leave" is unpaid medical leave of absence of up to two (2) years.

ARTICLE 10 - REDUCTION IN STAFF

- 10.1 Whenever it becomes necessary to reduce the employees in a job classification due to lack of funds or lack of work the following shall exclusively govern such reductions in force:
- A. Affected employees shall be laid off according to classification seniority with the least senior employee first. If two or more employees have the same length of classification service, seniority will be determined by system seniority and then by lot.
 - B. Each employee to be reduced shall be given ten (10) days advance written notice of the reduction. Each notice of reduction shall state the following:
 - Reason for reduction;
 - The effective date of reduction; and
 - Statement advising the employee of his/her recall or reinstatement rights.
- 10.2 For each classification in which reductions occur, the Board shall prepare a recall list containing the names of all employees, in order of seniority, laid off. If a vacancy occurs, the Board will send a certified announcement to the last known address to all persons on their recall list who are qualified for the position. A laid off employee notified of a vacancy is required to respond in writing to the Board's office within ten (10) calendar days from the date of the certified letter mailed. The most senior employee of those responding shall be recalled to the vacant position. Any person who fails to respond within fifteen (15) calendar days, or who declines to accept the position, will forfeit all recall rights and will be removed from the recall list.
- 10.3 It shall be the responsibility of a laid off employee to keep the Board informed of his/her current address and telephone number.
- 10.4 All persons on layoff status will remain on the recall list for twenty-four (24) months.

- 10.5 An employee subject to layoff under this article may elect to displace a less senior employee in a sub-classification within the classification affected by the layoff (with same hours or closest to.) An employee subject to layoff in a classification may elect to displace a less senior employee in a different classification provided the employee has previously been employed by that classification and holds all proper certification for the position.
- 10.6 A person on the recall list will, upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority, accumulation of sick leave and salary schedule placement as he/she received at the time of layoff.
- 10.7 Laid off employees shall have the right to continue their group health insurance policies in accordance with the federal COBRA regulations.
- 10.8 The Board of Education agrees not to layoff or reduce the hours of work of any employee as a result of subcontracting work normally performed by employees covered by this agreement.

ARTICLE 11 - HOURS OF WORK AND OVERTIME PAY

- 11.1 Employees covered by this agreement shall be paid one and one-half (12) times their regular straight time hourly rate for all hours worked in excess of forty (40) hours in any work week. For overtime purposes, Holidays, vacation days, jury duty, professional leave and conference days will be counted towards forty (40) hour work week. However, sick leave, personal leave, and compensatory time shall not count toward the forty (40) hour work week.
- Any employee who is scheduled to come in on a calamity day, or an employee who already has begun their work day; that employees hours (total hours) will be counted toward the forty (40) hour work week.
- This article covers all employees except Food Service Employees (11.1.1).

Employees covered by this article shall be paid one and one-half (1.5) times their regular straight time hourly rate for all hours actually worked in excess of forty (40) hours in any work week.

Overtime work shall be offered to employees within the job classification and within the building in which the overtime is to be worked on a rotating basis starting in order of seniority, provided the employees are fully qualified to perform the overtime work required.

It is the intention of the parties that opportunities to work overtime shall be distributed as equally as possible among the employees in the job classification and within the building. In the event all employees in a given classification, within the building decline the overtime, the overtime will be offered to all other employees within the job classification on a rotating basis starting in order of district seniority. Employees who decline overtime when offered shall be considered to have worked the hours offered when offering future overtime. In the event all employees decline overtime, the least senior employee in the building may be required to work the overtime.

When possible, employees shall be provided three (3) days notice of overtime and of an assignment to work beyond an employees regular scheduled hours on a given day. Overtime rosters shall be posted indicating hours worked and refusals, in each building and classifications. In the event the overtime is scheduled and then cancelled, the employee who was effected, shall get the next available overtime opportunity. When contracted employees agree to replace an absent employee, the hours worked during these times will not count in the overtime/extra-time rotation.

Management reserves the right to designate one (1) lead custodian at each building. The lead custodian is responsible for submitting orders for supplies, will receive assignments from building principal and inform the other custodians and

summer workers in their building, update the building principal on the status of job assignments and assist in other duties as assigned. The lead custodian is not a supervisor and has no evaluative responsibilities. The lead custodian will receive \$.30 per hour above their regular rate of pay. Seniority or shift worked have no bearing on who management designates. Management also reserves the right to change the designation of who is the lead custodian at any time.

Additional Time/Overtime Pay

11.1.1 - Child Nutrition Service Employees Extra Time

EXTRA TIME: Any hours in excess of those actually worked during an employee's normal work day.

FUNCTION: Any function held (whether by an outside group or a school-related group) before or after normal working hours. A child nutritionist/cook shall be present at all functions that involve the kitchen.

LEAD COOK: The employee designated to be ultimately responsible for the function.

Employees covered by this article shall be paid one and one-half (1¹/₂) times their regular straight time hourly rate for all extra time. Extra time shall be offered to employees, starting in order of seniority, within the building in which the function is to be worked. Once the first employee from that building accepts the extra time, the remainder of the employees needed to cover the function will be selected by offering extra time on the basis of district seniority as defined in Article 9.

The Food Service Supervisor will designate one of the employees working the function to act as the lead cook. This employee will be paid at one and one-half (1¹/₂) times the Head Cook's rate of pay (Step ten of the salary schedule) to compensate for the added responsibilities. In the event only one employee is needed for a function, this employee will be assigned as Lead Cook and will be paid as such. The Food Service Supervisor will

maintain the extra time rosters for each function. These rosters will indicate hours worked and refusals.

11.1.2 - Custodian and Maintenance Overtime and Extra Time

Overtime and extra time work shall be offered to employees within the job classification and within the building in which the overtime or extra time is to be worked on a rotating basis starting in order of seniority, provided the employees are fully qualified to perform the overtime or extra time work required. It is the intention of the parties that opportunities to work overtime or extra time shall be distributed as equally as possible among the employees in the job classification and within the building. In the event all employees in a given classification within the building decline the overtime or extra time, the overtime or extra time will be offered to all other employees within the job classification on a rotating basis starting in order of district seniority. Employees who decline overtime or extra time when offered shall be considered to have worked the hours offered when offering future overtime or extra time. In the event all custodial employees decline overtime or extra time, the supervisor shall then ask the employee(s) on the maintenance roster by seniority. If all maintenance employees decline the overtime assignment, then the supervisor shall utilize the custodian substitute list to fill the position.

When the use of the school building is by an outside group or organization a custodian will be on duty. The rate to be paid for the work which is the subject of this section shall be one and one-half (1 1/2) times the custodians regular rate of pay or step eight (8) of the custodial salary schedule, whichever is greater.

For school sponsored activities and school-related groups which are supervised by an Edgewood employee, the Building Principal may or may not assign a custodian to work those activities.

11.1.3 - Aides/Monitors

If required to work hours in excess of the employee's normal work week which exceeds forty (40) hours, the employee will be paid one and one-half (1 ½) times their regular

hourly rate. If required to work hours in excess of forty (40) hours per week due to events such as professional days, parent/teacher conference days, or kindergarten registration, the employee will have the option of being paid one and one-half (1 ½) times their regular rate for the hours worked in excess of forty (40) as compensation time at a rate of one and one-half (1 ½) hours for each hour worked in excess of forty (40) per week having it count towards fulfilling the employee's contract days.

- A. If an instructional aide/monitor works his/her regularly scheduled hours and participated in an early dismissal in-service session, at the principal's request, which requires additional time beyond the regular hourly schedule for that employee, then the aide/monitor shall be compensated for the additional.
- B. Instructional aides/monitors are contracted for 188 days, which includes 178 student days plus 9 paid holidays and the day prior to school starting. Any an all additional work days will be paid in accordance with other sections of this contract.
- C. Educational Aides (EA's) are defined as any aide hired (full or part time) specifically to meet the conditions of an Individual Educational Plan in order to work with a special education student. The following contractual terms will be exclusive to the EA position and will be explained to any potential candidates for one of these positions prior to their being employed.
 - 1. Educational Aides are assigned to their students as specified by the Special Education Director, with these placements being reviewed and changed as needed on an annual basis.
 - 2. If the student that the EA is assigned to, no longer needs the EA, the EA will be reassigned to a temporary position as defined by Article 11.7 or assigned to another full time position (equal in pay and time to the original position) at the discretion of the Special

Education Director.

3. If the EA declines the full time or temporary position, they may elect to apply for any other position currently posted within the District. If no positions are available at the time, the employee must resign his or her position or be placed on a waiting list to be considered for other EA positions as they become available. Article 10 - Reduction in Staff does not apply to these particular Aides.
4. Anytime that an EA is placed on the waiting list or temporary position, they have the right to apply for any open position occurring in the Bargaining Unit.

NOTE: All current individuals serving in the above defined positions will be hired in accordance with Article 8.

11.1.4 - Secretaries

If required to work in excess of the employee's normal work week which exceeds forty (40) hour week, the employee will be paid one and one-half (1 1/2) time their regular hourly rate. If required to work hours in excess of forty (40) hours per week due to events such as professional days, parent/teacher conference days, or kindergarten registration, the employee will have the option of being paid one and one-half (1 1/2) times their regular rate for the hours worked in excess of forty (40) as compensation time at a rate of one and one-half (1 1/2) hours for each hour worked in excess of forty (40) per week having it count towards fulfilling the employee's contract days.

- A. If a secretary remains on an evening when Parent Conferences are scheduled, the forty (40) hour work week still applies. Example: If the secretary works Monday through Thursday, including three (3) hours on Thursday evening for parent conferences, thereby working thirty-five (35) hours, then he/she would be expected to work the additional five (5) hours on Friday. IF the secretary works extra hours on Thursday evening and is

requested by the principal to come in for the regular eight (8) hours on Friday following conferences, then the secretary shall be paid for the extra hours beyond the forty (40) hour work week.

Work Week

- 11.2 Employees shall have the option of taking compensatory time off in lieu of overtime pay, at the rate of one and one-half (1 ½) hours of compensatory time for each hour of overtime work, in accordance with the provisions of the Federal Fair Labor Standards Act, as amended. An employee electing to take compensatory time off in lieu of overtime pay shall notify his/her supervisor of that election when completing their bi-weekly time-sheet and the compensatory time form. Compensatory time shall be taken within sixty (60) working days or it will be paid in cash as earned.
- 11.3 An employee in the bargaining unit called into work on a day when the employee is not scheduled to work, or called back to work after completion of his/her regular assignment, shall receive a minimum of two (2) hours pay, or pay for the actual time spent, whichever is greater. In the event an employee is required to work more than the number of days specified in his/her individual employment contract, the employee shall be paid his/her regular hourly rate for all hours worked on such additional days. In the event the Board foresees expanding days to any bargaining unit employee, the Board will meet and confer with Union for discussion.
- 11.4 If an employee's work schedule is such that it does not allow sufficient time to vote in any federal state or local elections in which the employee is entitled to vote, the Board shall arrange to allow sufficient time for such voting by the employee.
- 11.5 Employees, excluding bus drivers, scheduled to work six (6) or more hours per day shall be entitled to a one-half (1/2) hour paid lunch break and a fifteen (15) minute paid break in the morning and afternoon. Employees working less than six

(6) hours per day shall be entitled to a break(s) as follows:

Break Time Allowed:

6 to 8 hour employees get a thirty (30) minute paid lunch break.

6 and above hour workers get a fifteen (15) minute break in A.M. and fifteen (15) minute break in the P.M.

4 and 5 hour workers get one (1) ten (10) minute break.

Less than 4 hours workers do not get a schedule break.

- 11.6 The beginning time and ending time of all breaks and the lunch period shall be assigned by the Board. Falsification or abuse of said break and lunch times may be grounds for disciplinary action.

Temporary Job Assignments

- 11.7 When it is deemed necessary, employees may be temporarily assigned jobs other than their regular jobs. An employee who is assigned to a position in a classification outside their classification shall be paid the rate of that classification on the same step as their regular classification. An employee performing work in a lower-rated job shall continue to receive his/her regular rate.

Calamity Days

- 11.8 All bargaining unit employees shall be paid for time lost when the school(s) or location(s) in which they are employed are closed owing to an emergency, bad weather conditions, or other public calamity as determined by the Superintendent. In the event of an emergency which would necessitate the closing of school(s) after the day has begun, affected employees will be dismissed with no loss of pay after completion of minimal duties (storage of food, return of students to homes, securing

buildings, etc.). To the satisfaction of the immediate supervisor. Any bargaining unit employee required to work on a calamity day shall be paid one and one half (1 1/2) times for hours worked or compensatory time. Any bargaining unit employee required by the immediate supervisor or Superintendent to remain on the job after completion of minimal duties when school is closed after the day has begun, shall be paid a rate of time and one-half (1 1/2) the employee's hourly rate. Employees may have the option of premium pay or compensatory time off; compensatory time shall be taken at a time mutually agreeable to the employee and their supervisor.

There needs to be proper documentation through the Treasurer's office on compensatory time off. If required to stay past completion of minimal duties, you will be paid the appropriate amount of time and one-half (1 1/2). All provisions in 11.8 for calamity days are limited to the five (5) calamity days as allowed for by State.

11.8.1 Make-up days: Those employees who are paid for a calamity day, but do not work the calamity day, shall be required to work any student make-up day scheduled by the Board without additional compensation. The hours worked on the make-up day being deemed as having been previously paid. If the hours actually worked on the make-up day exceed the hours paid on the calamity day, the additional hours shall be paid.

ARTICLE 12 - TRANSPORTATION

For the duration of this Agreement, all returning regular bus drivers will retain the routes and route times that they had at the end of the previous school year until the annual route bid.

12.1 Posting and Assignment of Routes

All regularly run routes, including kindergarten, shuttle, J.V.S., and activity routes shall be bid annually by October 15th. The morning and afternoon runs on the same route shall be considered one (1) route. The posting shall describe the type

of route and the number of paid hours on the route. Route packages with times will be placed in drivers' school mailboxes one (1) week prior to the bidding procedure. Drivers will bid on the routes starting with the most senior driver, and continuing in order through the seniority list to the least senior driver. A driver may bid on a combination of routes, provided that the hours are compatible, and provided further that no driver may select routes which cause the driver to drive more than forty (40) hours per work, without the approval of the superintendent.

Subsequent to the date of route bid as provided above, the route requires more time than the assigned time, as verified by the transportation supervisor after sixty (60) calendar days, the additional time will become contracted time and, the driver will receive the additional compensation for the balance of the school year.

Due to an administrative decision, a change in a route which occurs subsequent to the finalization of routes which reduces the driving time of the route shall not result in a loss of regular pay or benefits to the driver for the remainder of the school year involved, but the driver may be assigned to perform work in the transportation department which the driver is qualified to perform equal in time to the amount of time that the driver's route was reduced. Bus drivers shall be guaranteed four (4) hours daily at their hourly rate.

Routes

- 12.1.1 If a driver chooses to reduce his/her hours, regular pay and benefits will be adjusted accordingly, effective the day of the change.
- 12.1.2 Regular drivers wishing to substitute on a mid-day route will be used on a rotating seniority basis when a substitute on such a route is needed. This will be the Mid-day route board. Mid-day route is defined as a route falling in between a.m. and p.m. routes. In the even of an extended leave by the driver regularly assigned to the route, the regular substituting driver shall be assigned to the route for the duration of the leave, or for a lesser period at the discretion of the transportation supervisor, provided however, that the assignment shall not be less than for one

(1) week or the period of the leave, whichever is shorter.

12.1.3 If a driver has a lay-over (down time) between routes, the driver will be paid for that time period. Drivers must remain on school property with radios on and be available for additional assignments.

12.1.4 If a Bus Driver requests to fill a vacancy within his/her classification, the senior driver will be granted the transfer. A two (2) day trial period will be allowed. During the two (2) day period, the driver may return to his/her former route.

12.2 When a regular Edgewood school bus driver is scheduled to be off work for two (2) weeks or longer, it is permissible to move up the next regular driver with less daily driving time, by order of seniority rotation, to drive the total route (including regular A.M. and P.M. route and any picked routes) of the regular driver scheduled to be off work. Only one (1) regular driver can move up off their regular route in this situation. The resulting vacant route created by one (1) regular driver moving up, will be filled by a substitute. This is temporary and will not affect their benefits. If a regular driver moving up has a mid-day, such mid-day shall be offered to other regular drivers before offering such to a substitute driver.

12.2.1 Where discretion of the transportation supervisor is utilized, whenever possible, every effort will be made to use a regular driver before using a substitute.

12.2.2 All Approved field trips in vehicles owned by the Board of Education will be driven by school bus drivers.

12.2.3 Bus Assignments:

- A. When the District purchases new buses, the Director of Transportation will assign the buses. The Director can make judgment in the assignment of new buses when the need arises. (Example: Parochial buses funded by the State should go to the parochial or private school drivers).
- B. Drivers cannot claim entire ownership of their assigned bus. The Director of Transportation can utilize any and all buses in the fleet if it benefits the students assigned to ride Edgewood Board of Education buses.

12.2.4 Thirty (30) Minute Driver Time For Checking and Cleaning Buses: This time is to be utilized in two (2) fifteen (15) minute segments:

- A. Fifteen (15) minutes prior to the start of their regular route.
- B. Fifteen (15) minutes assigned at the end of their route. This time is used for signing time sheet.

This time is also to be utilized for bus inspection of tires, lights, etc. It also is to be utilized for cleaning the inside of the bus, refueling, etc.

Each driver is responsible for "End of Year Cleaning" to the satisfaction of the Transportation Supervisor or designee.

12.3 A field trip board shall be posted. Drivers wishing to be considered for assignment to a field trip shall signify the same by signing the board.

12.4 Drivers shall be paid their regular hourly rate for time spent at meetings and/or other work related hearings or functions which they are required to attend.

12.5 Extra Curricular Trips

The extra-curricular trips will be posted each Monday (and as they arrive) and left on the board until 9:00 a.m. Friday each week. Late trips are any trips that come in after 9:00 a.m. Thursday and placed on the late trip board and assigned by seniority rotation.

Assignment of Extra Trips

- A. Superintendent, principals, athletic directors, and other sponsors of trips are to sign the date, departure time and signature on all transportation requests to eliminate confusion.
- B. All eligible drivers will sign on an availability sheet their desire to take extra trips when routes are selected in August of each year which shall serve through the selection process for trip assignments for the following school year.

- C. There shall be posted in a place accessible to the drivers, a chart containing the names of all the drivers who have signed up for field trips. The board shall be in order of seniority and shall indicate each date(s) on which a driver was offered and has performed a field trip assignment.
- D. Drivers will be given the opportunity to make themselves available for four (4) different boards (day trips, evening and weekend trips, late trips, and overnight trips). A driver may sign up for one or all boards.
- E. There will be one availability board for all trips taken between 8:30 A.M. and 2:00 P.M. (Day trips) on days when the Edgewood City School District schools are in session (Times may vary). No trip can conflict with a job assignment in another classification.
- F. The second availability board shall be for evening and weekend trips, trips that start after school daily and on the weekends.
- G. The third availability board shall be for late trips, trips that come in after 9:00 a.m. Thursday.
- H. The fourth availability board shall be for overnight trips, trips that are scheduled for school groups to spend one (1) or more nights at an event. The four (4) boards shall be by seniority and rotated according to seniority. All trips will be posted according to each board and recorded when assigned.
- I. Drivers may not choose or bid extra trips which interfere with any of their daily assigned routes.
- J. If a driver accepts a trip and calls in sick the day of the trip, A.M., Kindergarten, or P.M., the driver will be charged for that trip and will be ineligible to take the trip. The driver who picked an evening field trip, but calls in sick the day of the trip must drive their P.M. route to be eligible to take the evening trip.

If a trip is canceled before reporting for the trip, the driver will be eligible to pick first on the list that the trip was canceled from only. If the trip is canceled after the driver reports to said trip, he/she will be paid two (2) hours show-up time for a non-school day trip.

- K. If a driver turns back an assigned trip, the driver loses that trip plus a pass on the next rotation. "No Show" drivers, those failing to show up to drive the trip, will be assessed a two (2) week suspension from driving extra trips.
- L. Due to unexpected circumstances, a driver may turn in an assigned trip without penalty. The transportation director will review the drivers' requests on the trip boards and continue by seniority rotation until a driver is secured. If the turned in trip is within two (2) hours of the pre-trip, the emergency trip procedure will be followed. If there is time to call drivers to take the trip, then he/she shall try to call by seniority rotation.
- M. Emergency trips shall be defined as any trip that is brought to the Transportation Supervisor in which has to be assigned immediately, twenty-four (24) hours or less. The person sending an emergency transportation request (departure time within twenty-four (24) hours of pre-trip time) to the Transportation Supervisor has been requested to put the time of day, date and signature in the top right corner of the request form. When received, the Transportation Supervisor will do the same. This will document the elapsed time involved for the emergency transportation request to leave the building and be received by the Transportation Supervisor.
Trips not selected by 9:00 A.M. each Friday will be taken down and assigned by the Supervisor.
- N. There shall be no trading of trips. Drivers must take or pass trips.

- O. Drivers need to check the field trip boards on a daily basis. (Before and after an A.M. and P.M. route).
- P. On all trips where the driver drops off and goes back later to pick-up at a time set by the coach or other person in charge, the driver will be guaranteed one (1) hour for the drop-off and one (1) hour for pick-up, unless it takes longer for either the drop-off or pick-up. (Monday - Friday) (The transportation supervisor shall determine whether the trip is to be operated on a drop-off/pick-up basis, or whether the bus and driver are to remain at the site or event, and shall notify the driver of the method of operation of the trip prior to the trip assignment).
- Q. A minimum of five (5) hour guarantee for drop-off/pick-up will be guaranteed at the driver rate of pay on SATURDAY and SUNDAY and HOLIDAYS. If a trip goes beyond the five (5) hours, then field trip rate of pay will go into effect.

Overnight Trips With School Vehicles

- A. Drivers will be given forty-eight (48) hours advance notice of overnight trips. Overnight trips shall be offered in rotation by seniority. Expense money, with receipts, will be reimbursed within two (2) weeks of submission to the Treasurer's office. Article 12(K) of Extra Trips shall not apply to overnight trips.
- B. On overnight or longer athletic or field trip(s) involving transportation of students, the bus will be driven by a board approved, transportation department employee of the Edgewood City Schools, who is properly licensed and possesses an approved State of Ohio School Bus Driver's Physical Exam Certification.
- C. The driver will be paid at the regular field trip rate for a minimum of eight (8) hours per day he/she is gone on the trip. These hours would exclude

the time between the last call on the driver and vehicle at the end of the day, to the first call on services the next day.

The driver shall be reimbursed for lodging and meal expenses from the same source of funds and under the same conditions as the teacher acting as leader or chaperone of the trip. The driver to be lodged at the same establishment as the group of students he/she is transporting. Driver shall not stay in the same room as any of the students, coaches, or chaperones

12.6 Summer Trips

Summer trips are assigned according to seniority among those who desire to take them. The same rules apply to these trips as apply to field trips.

12.7 Trainers

- A. A trainer will be certified and trained, through the state required classes, to teach and instruct other drivers and students, on all rules and laws.
- B. Trainers will instruct and teach new drivers according to the required statutes. They will also re-certify the present drivers as required by law. They will instruct students at the beginning of the school year, on safety, loading, unloading, and crossing procedures, as required by law. They will attend annual classes and keep the Transportation Department informed of any new laws.
- C. The Transportation Supervisor will choose trainers and determine training assignments.

ARTICLE 13 - HOLIDAYS

13.1 The following days shall be considered holidays:

New Year's Day	Martin Luther King Day
Memorial Day	Good Friday
Labor Day	Thanksgiving Day
Christmas Day	Day after Thanksgiving
Presidents' Day	

- 13.2 In addition to the holidays listed above, custodial, maintenance and clerical workers who would normally be scheduled to work on Christmas Eve, New Year's Eve, and Independence Day shall be entitled to each day off with pay on those three (3) days. When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday falls on a Sunday, the following Monday shall be observed as a holiday.
- 13.3 Employees covered by this agreement shall be paid for holidays not worked on the basis of the employee's straight time hourly rate for the purposes of computing overtime hours which count toward the forty (40) hour work week. Employees will receive one and one-half (1 1/2) times their regular rate of pay for hours worked on holidays listed above.
- 13.4 In order to qualify for pay for holidays not worked, an employee must be in pay status the day before and the day after the holiday.

ARTICLE 14 - VACATIONS

- 14.1 Employees covered by this agreement who are in-service not less than eleven (11) full months in each calendar year shall be granted a vacation with pay as follows:
- A. After one (1) year of continuous employment - two (2) weeks;
 - B. After nine (9) years of continuous employment - three (3) weeks;
 - C. After twenty (20) years of continuous employment - four (4) weeks
- 14.2 No vacation will be credited/accrued until after the expiration of a year of continuous service. Vacations will not be credited for any fractional part of the year.
- 14.3 Employees who are laid-off, retire or die, are discharged, or resign, after earning their vacation, but who have not taken such vacation, shall receive their vacation pay earned on a pro-rata basis of his/her regular rate of pay for each full month or

major portion thereof during time of service.

- 14.4 It is understood and agreed to by the parties that vacations must be scheduled during those periods of the year when school is not in session. e.g. the summer break between school years, Christmas break and Spring break. The administration will endeavor to grant vacation at the time employees requested, insofar as is possible to do so in accordance with the staffing needs and the workload of the School District.
- 14.5 It is the intent of the parties to this agreement that employees shall take their vacation and not draw pay in lieu thereof. Vacations cannot be accumulated from year to year. Up to one (1) week of vacation can be carried over for thirty (30) days past anniversary date to use up carried over vacation days with pre-approval of Business Manager.

ARTICLE 15 - PERSONAL LEAVE

- 15.1 Employees covered by this agreement shall be entitled to up to three (3) days per school year personal leave with pay. Personal leave is to be used for matter which cannot be scheduled outside the employee's regular work hours. Personal leave shall not be taken within one (1) school day of the beginning or end of the school year, of vacation, of holidays, in lieu of or to extend sick leave, or to extend any other leaves of absences, unless the reason for same is fully stated and approved by the Superintendent.
- 15.2 Personal leave shall be granted for the following reasons:
- A. Religious observance where abstinence from work is required by religious precepts;
 - B. Court appearance;
 - C. Unforeseen emergencies to personal property which cannot be handled after working hours;

Private family problems or matters of business which cannot be handled after working hours;

- D. Graduation ceremonies for the employee, spouse or child;
- E. Marriage of the employee, children, members of the immediate family, or if the employee is a member of the wedding party;
- F. Except in cases of emergencies, requests to take personal leave should be made in writing to the building principal, supervisor or the Superintendent at least three (3) days prior to the date for which the leave is required.
- G. No reason will be required for one personal day; appropriate paperwork needs to be submitted to the Superintendent.

15.3 Employees not using a combination of sick leave and personal days during the contract year July 1st through June 30th will be compensated at the following incentive rate:

Zero (0) days used will receive \$200.00

One (1) day used will receive \$150.00

Two (2) days used will receive \$100.00

Exchange unused personal days to sick days - at 3 personal days would 2 sick days, 2 personal days 1 sick day at the end of each contract year.

Employees will receive the incentive pay by the 2nd pay in July.

15.4 All personal leave for all classifications will be in one-half ($\frac{1}{2}$) day increments, except for in the Transportation Department an employee can have one-third ($\frac{1}{3}$) day personal leave if he/she has an A.M., midday and P.M. run. If a transportation employee works in two (2) different classifications, that employee can only take a total of three thirds ($\frac{3}{3}$) of a personal leave day in the other classification in any given school year.

Clarification that this is (3) TOTAL days. If half days are taken, it would be three (3) half days in EACH CLASSIFICATION.

ARTICLE 16 - LEAVES OF ABSENCE

- 16.1 Sick Leave - All bargaining unit employees shall be granted sick leave of one and one-quarter ($1\frac{1}{4}$) days per month for a total of fifteen (15) days of sick leave for each year of employment. Sick leave may be accumulated to a maximum of the number of contracted days in an employee's work year as established by an employee's classification and/or individual contract year.
- 16.2 Sick leave may be accumulated to a maximum of the number of contract days in an employee's work year as established by an employee's classification and/or individual contract year. Accumulated, but unused sick leave shall be converted to severance pay upon retirement in accordance with applicable law. The maximum conversion of sick leave shall be one-fourth ($1/4$) of earned but unused sick leave, up to forty-seven (47) days for nine (9) month, fifty-three (53) days for ten (10) month, fifty-nine (59) days for eleven (11) month, and sixty-five (65) days for twelve (12) month employees.
- 16.3 Sick leave shall be granted for absence due to person illness, pregnancy, personal injury, exposure to contagious disease, and for absence due to illness, injury or death in the employee's immediate family. The immediate family shall be defined as those living in the employee's household, parents, parents-in-law, children living in a separate household, sisters, brothers, sisters-in-law, brothers-in-law, grandchildren, and grandparents. In certain circumstances the definition of immediate family may be expanded by administrative decision.
- 16.4 The Superintendent may require appropriate verification to justify the use of sick leave in excess of three (3) consecutive days.
- 16.5 Maternity Leave - Unpaid maternity leave will be available to employees as follows:

- A. Upon determination of pregnancy, an employee shall inform her immediate supervisor of the approximate delivery date.
 - B. Leave shall start when the employee and her private physician feel that it is to the best interest of the health to discontinue working.
 - C. If, after the return of the employee from leave, the person employed for the purpose of replacing an employee on leave is continued in employment as a regular employee, or if he/she is hired by the Board as a regular employee within a year after his/her employment as a replacement, he/she shall receive credit for his/her length of service with the Board during such replacement period.
- 16.6 Jury Duty and Court Service - When an employee is called for jury duty or court service, he/she shall give his/her immediate supervisor proper notice and the Board will reimburse the employee his/her regular pay. His/her per diem for court service shall be surrendered to the Board Treasurer. It is the responsibility of the employee to collect for his/her court services.
- 16.7 When an employee is subpoenaed to serve as a witness in a court action, he/she shall be given a leave of absence with pay for the time required for such court appearance.
- 16.8 Any employee who is seated for jury duty on a given day will not be required to report to work after being released from jury duty on that day.
- 16.9 Approved Unpaid Leave
Employees may request and be granted leave without pay in writing to their Supervisor at least three (3) days prior to the requested day(s). Leave without pay may be granted at the discretion of the Supervisor after vacation days, sick leave and/or personal days (if pertinent to the situation) have been exhausted.
- 16.10 ABUSE OF SICK LEAVE
If an employee meets any of the following conditions:

- A. Has a disproportionate number of absences on a Monday and/or Friday; and/or
- B. Has a continuous pattern of exhausted accumulated sick leave without medical documentation; and/or
- C. Has used the following number of sick leave days in a contract year:
 - 1. 260 day employees 15 sick days in a school year, July 1 - June 30
 - 2. 230 day employees 14 sick days in school year, July 1 - June 30
 - 3. 210 day employees 13 sick days in a school year, Aug 1 - June 30
 - 4. All other employees 11 sick days in a school year.

Then the Administration shall request a meeting with the employee and President and/or other local union representative of the employee's choice, to investigate if there are any mitigating reasons for the employee's attendance. If mitigating reasons exist, the employee shall not be placed on leave probation status. If no mitigating reasons exist, the employee shall be placed on leave probation status. The employee's attendance and placement on LPS shall be reviewed at least every ninety (90) days by the Administration, Local OAPSE Representative and the employee, while on leave probation status. The Administration may remove an employee from LPS after any review if improvement in attendance has occurred. Any employee placed on LPS may be required to provide a Doctor's note for each sick leave day requested. Any violation of these requirements may result in discipline as defined in Article 7.2 of this Agreement.

16.11 Sick Leave Bank

16.11.1 Sick Leave Bank has been created to provide for additional days of sick leave for participating members of the bargaining unit represented by the OAPSE.

Between September 1 and October 1 of each school year each member in the

bargaining unit shall be given the opportunity to donate up to fifteen (15) days of his/her personal sick leave accumulation to the Sick Leave Bank. All donations shall be made by completing the Sick Leave Bank Donation Form. Deductions from an employees accumulated sick leave shall occur and appear on the pay stub by the second pay in October. In order to participate and be eligible for the sick leave bank, the member must donate at least one (1) sick leave day on an annual (school year) basis to the sick leave bank, and be past their probationary period of employment. If the sick leave bank maintains a minimum of two hundred (200) days, during the month of August of any year, then all previous participants can elect not to donate for that year and still be eligible for that school year. The previous participant shall signify this option on the sick leave bank donation form.

All new participants must donate at least one (1) day to the sick leave bank before being eligible to draw from the bank.

16.11.2 A Sick Leave Bank Oversight Committee shall be responsible for handling all transactions related to the operation of said Sick Leave Bank. The committee shall consist of two representatives appointed by the Superintendent and three representatives appointed by the OAPSE President.

The duties of the Oversight Committee shall include the following:

- 16.11.3 Distribution and collection of the Sick Leave Bank Donation Forms each school year during the month of September;
- 16.11.4 Recording of all donations and submission of a list of all donations to the Board Treasurer's office;
- 16.11.5 Processing of all requests for use of days in the Sick Leave Bank (receipt of requests, notification of Board Treasurer's office, etc.);
- 16.11.6 Monitoring of all usage of days from the Sick Leave Bank;

- 16.11.7 Solicitation of additional donations when the Sick Leave Bank is nearing depletion. The Sick Leave Oversight Committee shall perform its duties in a manner which respects the confidentiality of donors to and recipients from the Sick Leave Bank.
- 16.11.8 A member must meet all of the following requirements:
- 16.11.9 The member's personal sick leave accumulations must be exhausted;
- 16.11.10 The need for additional sick leave must be based upon illness, injury, and/or surgery, but shall not include use for normal pregnancy;
- 16.11.11 A physician must verify the member's need to be off work.
- 16.11.12 Members who wish to request days from the Sick Leave Bank shall submit a written application to the Oversight Committee. The application shall indicate the date on which the member's personal sick leave accumulation will be exhausted, the reason why the member must be off work, and the number of days up to thirty (30) requested from the Sick Leave Bank. The application must be accompanied by the required physician's statement. A member may make further requests for withdrawals from the Sick Leave Bank in increments of thirty (30) days. The discretion to approve additional withdrawals from the Sick Leave Bank rests with the Oversight Committee. Sick leave days will not be granted for days beyond the end of the individual's contract year. A member, however, may make application for withdrawals from the Sick Leave Bank to commence at the beginning of the next contract year. A member who has applied for and been recommended by SERS physician(s) for disability retirement may not apply for days from the Sick Leave Bank so that he/she may extend the date on which he/she will begin his/her SERS disability retirement. However, if a member's disability is denied by the SERS Board, a member may apply for withdrawals from the Sick Leave Bank.

- 16.11.13 When ever the number of days available in the Sick Leave Bank totals thirty (30) days or less, the Oversight Committee shall solicit donations of additional days from all bargaining unit members. These donations shall be limited to three (3) days per person.
- 16.11.14 All days accumulated in the Sick Leave Bank and not used during a given school year shall be carried over to the next school year.
- 16.11.15 Donation and use of days by employees will be calculated, accumulated, and dispersed relative to the number of hours individual employees are hired to work per their individual job placement.
- 16.11.16 The Over-site Committee must approve applications for sick leave contributions by a majority vote before a participating member can receive days from the sick leave bank. If the over-site committee denies an application, the member may appeal the denial one (1) time to the committee by requesting a meeting in writing to the Superintendent. The decisions of the Over-site Committee are not subject to the grievance procedure

ARTICLE 17 - FAMILY AND MEDICAL LEAVE ACT

- 17.1 An employee who has worked for the District for at least twelve (12) months is eligible for twelve (12) work weeks of leave during a twelve (12) month period provided that the employee worked at least 1,250 hours in the twelve (12) months preceding the beginning of the leave.
- 17.2 Types of Leave which are covered under this provision:
 - A. Birth and first year care of a child;
 - B. Adoption or foster placement of a child;
 - C. Serious illness of an employee's spouse, parent or minor child (including foster, step or adopted children);

- D. Employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.
- 17.3 The employee must first use his/her accrued sick leave as all or part of his/her FMLA leave to the extent that other sections of this contract permit.
- 17.4 If the employee has been absent during the contract year for one of the above four (4) reasons for more than three (3) consecutive weeks, any additional leave during that contract year shall be considered as a part of the twelve (12) week period.
- 17.5 Intermittent Leave, which is leave taken in separate blocks of time due to an illness or injury and reduced leave is a leave which is scheduled that reduces the employee's usual number of hours per work week or hour per work day.
- A. Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child.
 - B. The employee who wishes to use intermittent or reduced leave must have the prior approval of the District. The employee shall furnish the District with the expected dates of the planned leave and the duration. The Superintendent must authorize such leave in writing.
 - C. The District may require the employee to choose either to:
 - 1. Take the leave for a period or periods of a particular duration, not greater than the planned treatment.
 - 2. Transfer temporarily to an available alternative position for which the employee is qualified, which is equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.
- 17.6 The District will maintain its contribution to the cost of the employee's medical health coverage during the period of FMLA leave. The employee should make

arrangements with the District Treasurer to pay the employee's share of health premium prior to the beginning of the FMLA leave. The premium for the following month shall be paid to the District Treasurer on or before the 25th day of the preceding month.

- 17.7 When the FMLA is foreseeable, such as for planned medical treatment, the employee must notify the District of his/her request for the leave at least thirty (30) days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is possible. Emergencies which necessitate such leave may be by verbal communication with the Superintendent, confirmed in writing to the Superintendent within forty-eight (48) hours.
- A. When the employee requests medical leave, the employee must make reasonable attempts to reschedule treatment so as not to disrupt the District's operations.
- B. The employee must provide certification from a healthcare provider as to the reason for the leave. IF there is a question(s) concerning the validity of the certification, the District may require, at its expense, a second and a third opinion. The healthcare provider who is to render the second and third opinion must be mutually agreed to by the employee and the District.
- 17.8 When the employee returns from the leave, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay, term and conditions of employment.
- 17.9 While the employee is on the leave, the Superintendent may require the employee to provide medical certification to justify continuation of the leave periodically.

- 17.10 Upon return from personal illness, the employee must provide the Superintendent with a statement from his/her healthcare provider certifying his/her ability to return to work.
- 17.11 The District is entitled to recover its costs of medical healthcare premiums paid during the leave if the employee fails to return from leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

ARTICLE 18 - PERSONNEL FILES

- 18.1 The personnel file of each employee shall be maintained at the Board office. NO adverse action of any kind shall be taken against an employee based upon materials which are not in the personnel file.
- 18.2 Employees shall be provided with copies of any written material regarding the employee's job performance before it is placed in the employee's personnel file. The employee shall be given an opportunity to prepare a written response to such material. The written response shall be attached to the material.
- 18.3 Except as required by Ohio's Public Records Act, all personnel files shall be kept in confidence and shall be available for inspection only to other employees of the Board when actually necessary in the proper administration of the Board's affairs or the supervisor of the employee.
- 18.4 Any person who places written material in an employee's file shall sign the material. Any written materials placed in a personnel file shall indicate the date of such placement. Anonymous letters or materials shall not be placed in the employee's personnel file, nor shall they be made a matter of record. Letters of Reprimand, suspension, disciplinary action and derogatory materials shall not be used as grounds for disciplinary action after thirty-six (36) months following the date of the incident, and shall be removed from the employee's file.

- 18.5 Evaluation - The employee shall receive a copy of any evaluation and shall have the opportunity to add comments to that evaluation. No evaluation of any employee shall be placed in any personnel file without an opportunity for a meeting between the employee and the evaluator. Evaluations shall be completed before May 15 of each year.
- 18.6 An employee who disagrees with his/her evaluation may request a meeting with the Superintendent/designee to review and discuss the evaluation. Upon receipt of such a request, the Superintendent/designee shall, within a reasonable time, schedule such a meeting with the employee and the evaluator involved.

ARTICLE 19 - OAPSE RELEASE TIME

- 19.1 A maximum of two (2) authorized delegates shall be permitted to attend the annual OAPSE conference without loss of pay. Notification of delegate status and intent to attend said meeting shall be presented to the Board at least two (2) weeks prior to the meeting date.
- 19.2 The Union may use school facilities, the bulletin boards and the school mail for appropriate activities of the Union with prior approval of the employer.
- 19.3 Any bargaining unit employee wishing to attend an OAPSE Chapter meeting during his/her regular working hours on second shift may do so providing the time that he/she spends in the meeting is made up during the same shift that the meeting takes place by making up the time before or after his/her regular shift.
- 19.4 Agendas and Board of Education official meeting minutes shall be made available to the OAPSE Chapter President immediately prior to any Board of Education meeting.
- 19.5 Building Representatives
- A. At any school - a minimum of one (1) building representative per shift may be designated. The Union shall notify the employer in writing of the names

of the representative(s) and their respective jurisdictional areas within five (5) calendar days of any such designation.

- A. At the bus garage - a minimum of one (1) building representative may be designated. The Union shall notify the employer in writing of the name(s) of the building representative(s) and their respective jurisdictional areas within five (5) calendar days of any such designation.

The Union President or designee shall be permitted four (4) hours per month, without loss of pay, to investigate and process grievances, attend meetings or hearings as a representative, and to meet with an OAPSE Representative concerning provisions of this Agreement. Time used shall be documented and submitted to the Building Principal.

- 19.6 The Board shall supply the Union a current copy of Board policy. Modifications and changes shall be sent to the Union Chapter President.

ARTICLE 20 - IN-SERVICE TRAINING

- 20.1 Employees shall be paid their regular hourly rate for in-service training. In-service shall be scheduled as needed with a five (5) work day written notice on scheduled meetings. In-service meetings are mandatory and bargaining unit employees shall make every effort to attend. If mitigating circumstances exists preventing the employee from attending the In-service meeting, the employee shall discuss the circumstances with the immediate supervisor before the scheduled meeting.

ARTICLE 21 - SALARIES AND FRINGE BENEFITS FOR THE DURATION OF THE CONTRACT

- 21.1 The salary schedule in effect for each classification covered by this agreement shall remain in effect from July 1, 2014 - June 30, 2017.

"Me Too" Clause - If the teachers negotiate/receive a higher wage increase, all classifications covered by this contract shall then receive an equal increase to that of the teachers.

21.1.1 All classified employees will be required to use direct deposit for payroll purposes.

21.1.2 Wages will be increased by two percent (2%) for contract years 2014-2015, 2015-2016, and for 2016-2017. Members will receive their steps of eligibility each year.

21.1.3 Field trip driving rate to increase same percentage as wage scheduled increases.

21.2 Insurance

Effective during the period of the Contract, the following insurance programs shall be available for all employees covered by the Contract who complete the required applications for such insurance and transmit such applications to the Treasurer of the Board. Appropriate information and application forms will be provided to all new employees by the administration at time of pre-employment processing and it is desirable that such applications be completed and filed at that time if the employee desires insurance coverage. A notification regarding the annual open enrollment period will be posted in each school building prior to and during such annual open enrollment period.

21.2.1 The Board of Education will provide a comprehensive health care plan which is offered under Anthem, with deductibles and benefits as defined in the common plan for Anthem. The Board reserves the right not to belong to Anthem so long as the coverage is the same or better than that provided through Anthem.

21.2.2 All insurances shall be available for all employees on the active working payroll who have made application for such insurance on or before the effective date of the contract, who are regular employees employed by the Board, who either: (1) work at least six (6) hours per day and work at least thirty-six (36) weeks per year.

Board share for part-time employees will be as follows:

Part-time <u>Per day</u>	Hours worked % of Board <u>Share</u>
2 - less than 3	1/3 of full time share
3 - less than 4	1/2 of full time share
4 - less than 5	2/3 of full time share
Over 5	5/6 of full time share

21.2.3 All insurances shall be available for all employees who make application for such insurance and/or such employees who are hired after the effective date of this contract, for all such employees who are regular employees of the Board who either: (1) work at least six (6) hours per day and work at least thirty-six (36) weeks per year, and who complete the required insurance forms and have the same filed with the office of the Treasurer of the Board. Upon completion and filing of the required forms before the 30th day of employment, coverage becomes effective on the date of hire or first day on active working payroll, whichever is the later date. (Exception is life insurance which will be effective thirty (30) calendar days after the first day on the active working payroll).

21.2.4 If applications are not filed within the thirty (30) work day period, coverage will not be available until the next open enrollment period as determined by the insurance carrier.

21.2.5 Changes in types of coverage (i.e., single to family) must be done in writing and in compliance with the carriers requirements. Contact the Treasurer's office for information and applications.

21.2.6 The foregoing medical insurance shall be continued for any eligible employee who pays the employee's portion set forth in this Article during any period when such employee is on the active working payroll, compensated leave of absence, non-compensated approved leave of absence of less than thirty (30) calendar days, disability leave of absence of less than thirty (30) calendar days, or for employees

working only during the regular school year and not working during the summer break period, until such employees either resign their employment status or fail to return to active working status at the commencement of the next school year. Employees on non-compensated approved leave of absence (including disability leave of absence of over thirty (30) calendar days duration) who desire to continue medical insurance coverage during this approved leave of absence period may do so by paying the full 100% premium for such insurance to the Treasurer of the Board on or before the tenth (10th) day of the month prior to any month such coverage is desired to be continued. In the event coverage is discontinued for any period, the employee shall have the right to acquire insurance through the insurance carrier in accordance with its policies and coverage cannot be reacquired through the Board until the employee returns to active working status. It is understood that the Board assumes no responsibility for any cancellation of insurance coverage.

21.2.7 Hospital/Surgical/Major Medical Insurance

The Board shall pay 90% of the single enrollment cost, 90% of the single plus one (1) contract cost, and 90% of the family enrollment cost for all full-time employees who enroll in either coverage.

21.2.7.1 A full-time employee who opts-out of the Board's health insurance coverage for the life of this collective bargaining contract shall be entitled to \$1000.00, which shall be paid at one-third (1/3) the amount each year. Less than full-time employees will have their payment pro-rated based on the Board's health contribution rates, as follows:

<u>Part-time</u>	<u>Hours worked per day</u>	<u>% of Board Share</u>
	2 - less than 3	1/3 of full time share
	3 - less than 4	1 /2 of full time share
	4 - less than 5	2/3 of full time share
	Over 5	5/6 of full time share

21.2.8 Dental Insurance

The Board shall pay 90% of the single contract cost, 90% of the single plus one (1) contract cost, and 90% of the family contract cost for all full-time employees who enroll in either coverage. The employee's share of the premium cost shall be paid through payroll deduction.

21.2.8.1 Upon acceptance of the Metlife dental specifications by the membership, The Metlife plan shall be the plan for the term of this contract.

21.2.8.2 The Board reserves the right not to belong to Metlife so long as the coverage is the same or better than that provided through Metlife.

21.2.9 Term Life Insurance

The Board of Education will provide \$25,000.00 of term life insurance to all eligible employees with premiums fully paid by the Board.

21.2.10 Vision Insurance

The Board shall provide VSP (Vision Service Plan) Coverage according to the Scheduled of Benefits found in Appendix C. The Board shall offer coverage for employee, employee +1 and family. The employee shall pay their percentage of the monthly premium based on the table below. The board shall pay the difference. The Board reserves the right not to belong to VSP so long as the coverage is the same or better than that provided through VSP.

<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Percent</u>
2.00 – 2.75	1 day per week	90%
3.00 – 3.75	2 days per week	75%
4.00 – 4.75	3 days per week	60%
5.00 – 5.75	4 days per week	45%
6.00 and over	5 days per week	30%

ARTICLE 22 - COMMUNITY MEMBERS

22.1 The Board of Education may hire no more than three (3) adults from the community (Band Booster members), at a salary of 1.00 per year to drive the school van to pull the band booster trailer to activities involving the band. This arrangement is not intended to replace driving time from present employees. This is in no way meant to circumvent the contract. This Article does not establish a practice or precedent with respect to other programs.

ARTICLE 23 - SMOKE FREE ENVIRONMENT

23.1 The Board prohibits the use of tobacco products in all District owned, leased or contracted buildings, facilities, grounds and vehicles.

ARTICLE 24 - DRUG AND ALCOHOL TESTING

24.1 It is the policy of Edgewood Board of Education to establish a drug free workplace. Drug and alcohol abuse in the workplace is dangerous and can lead to harm to not only the person abusing drugs and alcohol but also to fellow employees and students. It is especially important that employees not use drugs or alcohol in the workplace in view of the fact that, as employees within the schools, the conduct of the Board of Education employees can potentially influence children within the schools.

For these reasons the Edgewood Board of Education is committed to maintaining a drug free workplace, and will enforce a policy requiring all employees to refrain from the use, sale, purchase, possession, or being under the influence of illegal drugs or alcohol while on the school premises, or on or while using school equipment. Employees who fail to comply with this policy will be subject to discipline, up to and including termination of employment subject to the following procedures.

As a condition of employment, each employee shall notify his/her supervisor of his/her conviction of any criminal drug or alcohol statute for a violation occurring in the workplace not later than five (5) days after such conviction.

Procedures:

All employees shall receive a copy of this provision and Board adopted resolution regarding a drug free workplace. This resolution shall become part of the Board of Education Policy Manual and shall be included in any and all procedural handbooks.

"Drug abuse offenses" shall be defined as the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Workplace" is defined as any area under the control of the school district or at any school sponsored activity regardless of location.

Disciplinary Action:

- A. Any employee who pleads guilty or is convicted in any court of law of a drug abuse offense which is a minor misdemeanor and which occurs in the workplace shall be referred to and participate in a drug rehabilitation or intervention program. (Rehabilitation or intervention program participation will be at the employee's expense if not covered by the present benefit program). Failure to participate in the rehabilitation program may result in up to a ten (10) day suspension without pay. Subsequent guilty pleas or convictions may result in disciplinary action of an employee up to and including termination.
- B. The Board of Education may take action against any employee for drug offenses in accordance with normal disciplinary procedures as proved by law.

24.2 Employees who are required to have CD's are required to be tested in accordance with State and Federal laws.

ARTICLE 25 - BACKGROUND CHECK

25.1 Upon hiring a new employee for a classified position it is understood that each new hire must present the Board of Education with a satisfactory report from the Bureau of Criminal Identification and Investigation, and Federal Bureau of Investigation at the new employee's cost.

The Board and current employees shall equally share the cost (50% - 50%) for all subsequent BCII and FBI background checks.

For those hired into the system on a contingent basis, pending verification from BCII, it must be clearly understood that according to ORC 3319.39 (B) (1) no one who does not obtain a satisfactory report may be employed by the Board

Should an unsatisfactory report for a newly hired classified employee be received, the "new hire" will be automatically terminated without the normal "due process." No additional action will be taken by the OAPSE Chapter # 679 on the behalf of the "new hire."

ARTICLE 26 - DURATION

26.1 This contract shall take effect on July 1, 2014, and shall remain in full force and effect through June 30, 2017.

OHIO ASSOCIATION OF PUBLIC
SCHOOL EMPLOYEES,
CHAPTER #679

EDGEWOOD CITY SCHOOL
DISTRICT
BOARD OF EDUCATION

By Thomas C Foley
Local President

By Jan M. [Signature]
Board President

By John [Signature]
Field Representative

By Randy S. [Signature]
Board Treasurer

EDGEWOOD CITY SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULES

BUILDING SECRETARIES

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	12.47	12.72	12.98
1	12.95	13.21	13.48
2	13.48	13.75	14.03
3	13.98	14.26	14.55
4	14.48	14.77	15.07
5	15.00	15.30	15.61
6	15.57	15.88	16.19
7	16.02	16.34	16.67
8	16.52	16.85	17.19
9	16.99	17.33	17.68
10	17.52	17.87	18.23
15	18.05	18.42	18.78
20	18.60	18.98	19.36

210 Contracted Days = 201 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

AIDES

0-60 HOURS TOWARDS A BACHELOR'S DEGREE

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	11.63	11.86	12.10
1	12.24	12.48	12.73
2	12.61	12.86	13.12
3	13.05	13.31	13.57
4	13.44	13.71	13.99
5	13.92	14.20	14.48
6	14.01	14.30	14.58
7	14.11	14.39	14.68
10	14.38	14.67	14.96
15	14.85	15.15	15.45
20	15.32	15.63	15.94

188 Contracted Days = 179 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

AIDES

OVER 60 HOURS TOWARDS A BACHELOR'S DEGREE
TITLE ONE AIDES WHO HAVE PASSED THE
PARAPROFESSIONAL EQUIVILANCEY EXAM

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	13.17	13.43	13.70
1	13.61	13.88	14.16
2	14.04	14.32	14.60
3	14.47	14.76	15.06
4	14.88	15.18	15.48
5	15.32	15.63	15.94
6	15.42	15.73	16.05
7	15.51	15.82	16.14
10	15.78	16.09	16.42
15	16.21	16.53	16.86
20	16.65	16.98	17.32

188 Contracted Days = 179 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULES

AIDES

B.S. DEGREE

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	14.61	14.90	15.20
1	15.03	15.34	15.64
2	15.45	15.76	16.08
3	15.88	16.20	16.52
4	16.30	16.63	16.96
5	16.78	17.11	17.46
6	16.86	17.20	17.54
7	16.95	17.29	17.64
10	17.23	17.57	17.92
15	17.70	18.05	18.41
20	18.17	18.53	18.90

188 Contracted Days = 179 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

MONITORS

0-60 HOURS TOWARDS A BACHELOR'S DEGREE

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	11.63	11.86	12.10
1	12.24	12.48	12.73
2	12.61	12.86	13.12
3	13.05	13.31	13.57
4	13.44	13.71	13.99
5	13.92	14.20	14.49
6	14.01	14.30	14.58
7	14.11	14.39	14.68
10	14.38	14.67	14.96
15	14.85	15.15	15.45
20	15.32	15.63	15.94

187 Contracted Days = 178 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

MONITORS

OVER 60 HOURS TOWARDS A BACHELOR'S DEGREE
TITLE ONE AIDES WHO HAVE PASSED THE
PARAPROFESSIONAL EQUIVILANCEY EXAM

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	13.17	13.43	13.70
1	13.61	13.88	14.16
2	14.04	14.32	14.60
3	14.47	14.76	15.06
4	14.88	15.18	15.48
5	15.32	15.63	15.94
6	15.42	15.73	16.05
7	15.51	15.82	16.14
10	15.78	16.09	16.42
15	16.21	16.53	16.86
20	16.65	16.98	17.32

188 Contracted Days = 179 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULES

MONITORS BS DEGREE

B.S. DEGREE

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	14.61	14.90	15.20
1	15.03	15.34	15.64
2	15.45	15.76	16.08
3	15.88	16.20	16.52
4	16.30	16.63	16.96
5	16.78	17.11	17.46
6	16.86	17.20	17.54
7	16.95	17.29	17.64
10	17.23	17.57	17.92
15	17.70	18.05	18.41
20	18.17	18.53	18.90

188 Contracted Days = 179 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

CUSTODIANS

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	14.13	14.41	14.70
1	14.49	14.78	15.08
2	14.84	15.14	15.44
3	15.18	15.48	15.79
4	15.54	15.86	16.17
5	15.92	16.24	16.57
6	16.14	16.46	16.79
7	16.50	16.83	17.17
8	16.86	17.20	17.54
10	17.21	17.55	17.90
15	17.56	17.92	18.27
20	17.88	18.24	18.60

260 Contracted Days = 248 Working Days with 12 Holidays
plus Earned Vacation

Vacation Schedule: After 1 year - 2 weeks (10 days)
(Employment must be After 9 years - 3 weeks (15 days)
continuous) After 20 years - 4 weeks (20 days)

Outside Organization = Time and one-half of Step 8

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

LEAD CUSTODIANS

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	14.46	14.75	15.05
1	14.83	15.13	15.43
2	15.18	15.48	15.79
3	15.50	15.81	16.13
4	15.88	16.20	16.52
5	16.26	16.58	16.92
6	16.47	16.80	17.14
7	16.83	17.17	17.51
8	17.20	17.54	17.89
10	17.53	17.88	18.24
15	17.90	18.26	18.62
20	18.22	18.58	18.95

260 Contracted Days = 248 Working Days with 12 Holidays
plus Earned Vacation

Vacation Schedule: After 1 year - 2 weeks (10 days)
(Employment must be After 9 years - 3 weeks (15 days)
continuous) After 20 years - 4 weeks (20 days)

Outside Organization = Time and one-half of Step 8

EDGEWOOD CITY SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULES

BUS DRIVERS

<u>STEP</u>	<u>2% 2014-15</u>	<u>2% 2015-16</u>	<u>2% 2016-17</u>
0 - 1	17.32	17.67	18.02
2 - 3	17.54	17.89	18.25
4 - 5	17.77	18.12	18.49
6 - 7	18.01	18.37	18.74
8 - 9	18.23	18.59	18.96
10 - 11	18.47	18.84	19.22
12 - 13	18.73	19.10	19.48
14 - 15	18.94	19.32	19.71
16 - 19	19.17	19.55	19.94
20 - +	19.40	19.79	20.18

189 Contracted Days = 180 Working Days with 9 Holidays

Bus Driver salaries include route time plus 30 minutes per day for bus care

Salaries are calculated to the nearest 15 minutes.

FIELD TRIP RATES

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
11.99	12.22	12.47

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

BUS MECHANIC

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0 - 1	17.41	17.76	18.11
2 - 3	18.06	18.43	18.79
4 - 5	18.74	19.11	19.49
6 - 7	19.42	19.81	20.21
8 - 9	20.09	20.50	20.91
10 - 11	20.78	21.19	21.62
12 - 13	21.43	21.86	22.30
14 - 15	22.12	22.57	23.02
16 - 19	22.80	23.25	23.72
20 - +	23.48	23.95	24.43

260 Contracted Days = 248 Working Days with 12 Holidays
plus Earned Vacation

Vacation Schedule: After 1 year - 2 weeks (10 days)
(Employment must be After 9 years - 3 weeks (15 days)
continuous) After 20 years - 4 weeks (20 days)

EDGEWOOD CITY SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULES

MAIL COURIER

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	10.08	10.28	10.48
1	10.51	10.72	10.93
2	10.92	11.14	11.37
3	11.34	11.57	11.80
4	11.77	12.01	12.25
5	12.20	12.44	12.69
6	12.64	12.89	13.15
7	13.07	13.33	13.59

189 Contracted Days = 180 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

CROSSING GUARDS

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	11.34	11.57	11.80
1	11.94	12.18	12.43
2	12.32	12.57	12.82
3	12.75	13.01	13.27
4	13.15	13.41	13.68
5	13.61	13.88	14.16
6	13.70	13.97	14.25
7	13.79	14.07	14.35
10	14.08	14.36	14.64
15	14.56	14.85	15.14
20	15.00	15.30	15.61

187 Contracted Days = 178 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

CAFETERIA - COOKS' HELPER

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	10.66	10.87	11.09
1	10.90	11.12	11.34
2	11.20	11.42	11.65
3	11.49	11.71	11.95
4	11.73	11.96	12.20
5	11.97	12.21	12.46
6	12.28	12.53	12.78
7	12.54	12.79	13.04
8	12.82	13.08	13.34
9	13.13	13.39	13.66
10	13.43	13.70	13.98
15	13.72	13.99	14.27
20	14.01	14.30	14.58

189 Contracted Days = 180 Working Days with 9 Holidays

Special Function Maximum = Head Cook Step 10 (rate x 1.5)

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
22.83	23.28	23.75

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

CAFETERIA - HEAD COOK

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	12.39	12.64	12.89
1	12.61	12.86	13.12
2	12.86	13.12	13.38
3	13.15	13.41	13.68
4	13.46	13.73	14.01
5	13.72	13.99	14.27
6	14.05	14.33	14.61
7	14.29	14.58	14.87
8	14.60	14.89	15.19
9	14.90	15.20	15.50
10	15.22	15.52	15.83
15	15.62	15.93	16.25
20	15.99	16.31	16.64

192 Contracted Days = 183 Working Days with 9 Holidays

Special Function Maximum = Head Cook Step 10 (rate x 1.5)

<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
22.83	23.28	23.75

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

COMMODITY DRIVER

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0 - 1	17.41	17.76	18.11
2 - 3	18.06	18.43	18.79
4 - 5	18.74	19.11	19.49
6 - 7	19.42	19.81	20.21
8 - 9	20.09	20.50	20.91
10 - 11	20.78	21.19	21.62
12 - 13	21.43	21.86	22.30
14 - 15	22.12	22.57	23.02
16 - 19	22.80	23.25	23.72
20 - +	23.48	23.95	24.43

188 Contracted Days = 179 Working Days with 9 Holidays

Commodity Driver's experience is based on his/her experience as a Bus Mechanic or Bus Driver.

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

HEALTH SPECIALISTS (SPECIAL NEEDS, CLINIC)

LPN LICENSE

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	15.01	15.31	15.62
1	15.44	15.75	16.07
2	15.87	16.19	16.51
3	16.26	16.58	16.92
4	16.68	17.01	17.35
5	17.11	17.45	17.80
6	17.54	17.89	18.25
7	17.97	18.33	18.70
8	18.40	18.77	19.14
9	18.80	19.17	19.56
10	19.22	19.60	19.99
15	19.67	20.06	20.46
20	20.08	20.49	20.90

188 Contracted Days = 179 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

HEALTH SPECIALISTS (SPECIAL NEEDS, CLINIC)

ASSOCIATES DEGREE

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	15.46	15.77	16.09
1	15.94	16.26	16.59
2	16.42	16.75	17.09
3	16.91	17.25	17.59
4	17.37	17.72	18.07
5	17.82	18.18	18.54
6	18.30	18.66	19.04
7	18.79	19.16	19.55
8	19.24	19.62	20.01
9	19.72	20.11	20.51
10	20.22	20.62	21.03
15	20.70	21.11	21.53
20	21.19	21.61	22.04

188 Contracted Days = 179 Working Days with 9 Holidays

EDGEWOOD CITY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES

HEALTH SPECIALISTS (SPECIAL NEEDS, CLINIC)

BSN DEGREE

<u>STEP</u>	<u>2%</u> <u>2014-15</u>	<u>2%</u> <u>2015-16</u>	<u>2%</u> <u>2016-17</u>
0	15.94	16.26	16.59
1	16.47	16.80	17.14
2	17.00	17.34	17.69
3	17.61	17.96	18.32
4	18.09	18.46	18.83
5	18.56	18.94	19.31
6	19.08	19.47	19.86
7	19.66	20.05	20.45
8	20.13	20.54	20.95
9	20.70	21.11	21.53
10	21.27	21.69	22.13
15	21.79	22.22	22.67
20	22.36	22.81	23.26

188 Contracted Days = 179 Working Days with 9 Holidays