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AGREEMENT

OAPSE 129

AND THE

LAKEWOOD BOARD OF EDUCATION



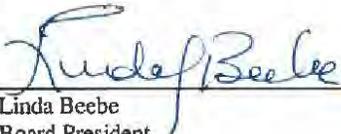
August 1, 2014 through July 31, 2018

AGREEMENT

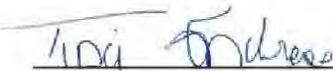
**OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES, LOCAL 129
AND THE
LAKEWOOD BOARD OF EDUCATION**

August 1, 2014 through July 31, 2018

This Agreement between the Ohio Association of Public School Employees, Local 129 and the Lakewood Board of Education shall be effective beginning August 1, 2014 and will terminate July 31, 2018. The Agreement is subject to ratification by the Association and approval of the Board.



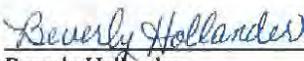
Linda Beebe Date
Board President

 6.2.14

Tina Endress Date
President, OAPSE 129

6/02/2014

Date Approved

 6-2-14

Beverly Hollander Date
Chairperson, OAPSE 129 Bargaining Team

6/02/14

Date Ratified

Board Resolution No. #108/14

Board Bargaining Team

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Dr. Bill Wagner
Mr. Kent Zeman
Mrs. Christine Palumbo
Mr. Brian Siftar

OAPSE 129 Bargaining Team

Mrs. Tina Endress
Mrs. Beverly Hollander
Mrs. Karen Baughman
Mrs. Debra Diamond
Mr. Tom Ford
Mr. Bill Padisak

OAPSE 129
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ARTICLE 1. CONTRACT

1.1 Contract Duration

This Agreement between the Ohio Association of Public School Employees, American Federation of State, County and Municipal Employees/American Federation of Labor-Congress of Industrial Organizations (OAPSE/ AFSCME/ AFL-CIO) on behalf of Local 129 (hereinafter referred to as “Union”) and the Lakewood Board of Education (hereinafter referred to as “Board”) is effective beginning August 1, 2014 and will terminate at midnight on July 31, 2017.

Both parties agree to a one (1) year rollover of the terms and conditions of the Collective Bargaining Agreement effective beginning August 1, 2017 and will terminate at midnight July 31, 2018. The negotiated 2.5% increase wages included in the salary schedule will be the only difference between the two contract durations.

1.2 Waiver of Bargaining

It is agreed that during the negotiations leading to the execution of this Agreement, the Union had a full opportunity to submit all items appropriate to collective bargaining; that the Union expressly waives the right to submit any additional item for negotiations during the term of this Agreement, whether or not the item was discussed or proposed during the course of negotiations leading to the execution of this Agreement; and that this Agreement represents the sole extent of the Board's obligation to the Union, incorporating the parties' full and complete understanding, superseding and invalidating all previous commitments, agreements, or settlements of any kind, oral or written, existing conditions, and all prior employee and union rights and benefits not specifically incorporated herein.

1.3 Contrary to Law

The Board of Education and the Association agree that all items in this contract which supersede applicable state law and which may permissibly do so under Ohio Revised Code Section 4117.01(A) shall not be affected by this Article. Should any clause of this contract be held to be in violation of the law by a court of competent jurisdiction, then that clause of the contract shall be rendered null and void, but the remainder of the contract shall remain in full force and effect.

1.4 Mandated Increase

If any salary increase is mandated by the Ohio Legislature to classified employees of this bargaining unit specifically, negotiations shall be reopened to discuss the specifics of the legislative mandate.

ARTICLE 2. RECOGNITION

2.1 Recognition of Union and Association

The Board hereby recognizes the Ohio Association of Public School Employees affiliated with the American Federation of State, County, and Municipal Employees/American Federation of Labor-Congress of Industrial Organizations (AFSCME/AFL-CIO) as the sole and exclusive representative of the classified personnel.

2.2 Bargaining Unit

A. The Lakewood Board of Education recognizes the Union as the sole and exclusive representative for the bargaining unit. The bargaining unit shall include all employees who are regularly assigned to a work schedule in the following classifications and positions:

- Secretary I
- Secretary II
- Finance Assistant
- Clerk Typist
- Network Specialist
- Computer Technician
- IT Lead Technician
- Bookroom Manager
- Drop Out Prevention Agent
- Computer Lab Assistant
- Paraprofessional
- Library Media/Technology Assistant
- Special Education Attendant
- Educational Interpreter

Excluded from the bargaining unit are executive secretaries, secretaries to Cabinet members, all secretarial and clerical employees working in the Human Resources Department, secretary to the Supervisor of Nutrition Service, Community Program Coordinator, Civic Auditorium Manager, Assistant Civic Auditorium Manager, and Security Guard. An updated list of Cabinet members will be provided to the Union annually, and when there are any changes to the Cabinet.

Also excluded are those hourly employees who are scheduled to work less than twenty (20) hours per week.

- B. Any new or undefined positions shall be included in the bargaining unit with the exception of supervision or management positions unless excluded by mutual agreement of both parties.
- C. Classified personnel shall have the right to join or refrain from joining the Union for the purpose of improving their conditions of employment, salary, or benefits.

Membership in the Union shall not be required as a condition of employment in the schools or the district. There shall be no discrimination or reprisals by the Union or the Board against an employee based upon membership or lack of membership in the Union or on the basis of sex, sexual orientation, race, marital status, creed, religion, national origin, age, or disability.

2.3 Bargaining Unit List

The Human Resources Department shall furnish the Union a complete updated list of all members of the bargaining unit by name, job title, work site, home address, business and home phone, and seniority date, if requested. This list shall be provided two (2) times a year. A two (2) week notice must be provided to the Human Resources Department to prepare the list.

2.4 Certification of Membership

The recognition herein granted shall remain in effect uninterrupted unless challenged in accordance with procedures of ORC 4117.07.

2.5 Rights of the Board

The Union recognizes that the Board has the responsibility and the right to manage and decide, on behalf of the public, all of the operations and activities of the school district to the fullest extent authorized by law. The Union further recognizes that the Superintendent of Schools is the chief executive officer and that the Board delegates to the Superintendent, or his designees, the responsibility to manage, direct, and develop the necessary procedures, rules and regulations to implement the policies of the Board. The exercise of these powers, rights, authority, duties and responsibilities by the Board and Superintendent and the adoption of such policies by the Board and the development and the implementation of procedures, rules and regulations by the Superintendent of his/her designees, shall be limited only by the specific terms of this agreement.

2.6 Rights of the Union

The Union shall have the following rights:

- A. The right to use the school mail service and/or e-mail for conducting routine communication and business and the Professional Newsletter for public service announcements for its membership following normal approval procedures. Usage shall not include any distribution of political endorsements or matters of a similar nature. All mail is to be treated as according to the laws of the U.S. Postal Service.
- B. The right to obtain a copy of the annual budget and appropriation measure. The Board is to pay all duplication expenses.
- C. A bulletin board shall be made available by the building principal so that the Union may post official notices and communications. No political endorsements

or matters of a similar nature may appear on this board.

- D. The right to use rooms and AV equipment with advanced approval. Rooms must be scheduled using the current software program used by the District. Any cost associated with the use of rooms or any material costs shall be paid by the Union. Technology requests will be made through the current software programming used by the District.
- E. The right of paid release time for Labor/Management Team participation in classified forum meetings, labor/management meetings, grievance hearings and disciplinary hearings held during working hours. The right of paid release time for grievance chairperson/designee and grievant(s) for participation in grievance hearings and disciplinary hearings held during working hours.
- F. The right of access to an employee, at reasonable times, to areas in which the employee works, with permission of the Director of Human Resources.
- G. With the permission of the Director of Human Resources, non-employee representatives of the Union may enter the premises of any operation of the Board, Monday through Friday. Such visits shall not interfere with the work of any employee or operation of the Board.
- H. The president shall receive a copy of the agenda and the personnel section of all Board minutes, as they are normally available to the public.
- I. One hour release time per day will be granted for the President to conduct union business.
- J. Release Time for Bargaining Union Members

Any bargaining unit member recommended by the Union president or designee shall be granted release time during the year to attend professional activities of the association provided that forty-eight (48) hours' notice is given to the administration and is approved by the superintendent or designee. These release days shall not exceed an aggregate of ten (10) days for the bargaining unit and shall not be cumulative. Additional release days will be at the discretion of the superintendent or designee. No one member may use more than ten (10) days in one year for this release time.

ARTICLE 3. NONINTERRUPTION OF WORK

3.1 Noninterruption of Work

There shall be no strike, slowdown, or work stoppages or other similar actions suggested or engaged in by the Union, its officers, members or agents thereof, for the duration of this agreement. However, the above shall not apply when an employee refuses to cross a picket line of another association or local because of fear for his/her personal health, welfare and safety. In this instance, the employee must report his/her absence to his/her supervisor or to the Director of Human Resources stating the reason for not reporting for duty. Such employee shall suffer no form of coercion, intimidation or reprisal for his/her failure to report for work. If the employee follows this procedure, s/he will not be compensated for such days not in attendance but his/her insurance benefits will be continued for the remainder of the monthly enrollment period.

ARTICLE 4. NEGOTIATIONS PROCEDURES

4.1 Resumption of Negotiations

- A. The time period for requesting the opening of any negotiations for any modifications of this Agreement shall be sixty (60) to ninety (90) calendar days prior to the expiration of this Agreement. Either party may serve notice on the other that it wishes to commence negotiations for an amended Agreement. Initial negotiations packages shall be exchanged no later than the sixtieth (60th) day prior to the expiration of this Agreement.
- B. A copy of the notice shall be sent to the State Employment Relations Board. A mutually convenient date shall be set within fifteen (15) days of the date of the request. All days referred to in this section shall be calendar days.

4.2 Negotiation Teams

- A. All negotiations shall be conducted exclusively between the designated negotiating teams. Each team will be composed of not more than six (6) members and not more than two (2) alternates. Neither party shall have control over the selection of the other party's team members. While no final agreement shall be executed without ratification by the Union and adoption by the Board, the negotiating teams will have the authority to make proposals, consider proposals, and determine items acceptable to both parties involved in negotiations.
- B. No deductions from the negotiating team's regular rate of pay will be made during negotiation and mediation sessions held during regular scheduled work hours.

4.3 Submittal of Issues

All issues for negotiations by the Union and by the Board shall be submitted in writing at the first meeting. No additional issues shall be submitted by either party following the designated meeting, unless agreed to by both parties.

4.4 Meeting Time and Place

The parties shall meet at a location agreed upon prior to the beginning of negotiations. The length of each negotiation session shall be agreed upon at the beginning of each session. All negotiations meetings shall be held in executive session.

4.5 Agreement to Furnish Data

The parties agree to furnish each other, upon request and within a reasonable time, both prior to and during negotiations, readily available information concerning financial resources of the district and such other readily available information as will assist the parties in their negotiations.

4.6 Caucus

Upon request of either party, the negotiation session shall be recessed to caucus.

4.7 Interim Reports

During negotiations, interim reports may be made to the Union by its representatives and to the Board by its representatives. Each party will be responsible for assuring that such reports be regarded only as proposals and as confidential information within the organization concerned.

4.8 Media Release

The content and times of media releases shall be by mutual agreement.

4.9 Professional Conduct

No participant in negotiations shall be coerced, censored or penalized by another participant or a member of either party. Both parties agree to conduct negotiations in a professional manner.

4.10 Item Agreement

As a written negotiated item is agreed upon, it shall be initialed and dated by the chief negotiator of each party. Initialing only means tentative agreement on that item.

4.11 Approval of Transcript

Before submitting the final transcript for Union ratification and Board approval, the transcript shall be reviewed for accuracy by the negotiation teams. The Agreement, in proper form, shall be signed by all members of the negotiating teams. If an agreed-upon item is inadvertently omitted from the final negotiated agreement, the initialed proposal is the source document. An amended article shall be permitted to be attached to the negotiated agreement.

4.12 Ratification and Adoption

The final negotiated Agreement will be recommended for ratification and adoption by the members of both negotiating teams. After ratification by the Union, the Agreement shall be signed by the Union President and the Chairman of the Union Negotiation Committee and forwarded to the Superintendent of Schools for consideration and adoption by the Board. Upon Board approval, the Agreement shall be binding upon both parties.

4.13 Impasse

- A. In the event an agreement is not reached by negotiations, either party may declare impasse. If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all issues where agreement has not been reached by the parties.
- B. The parties shall jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service.
- C. The assigned Mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties.
- D. The Mediator has no authority to recommend or to bind either party to any agreement.

4.14 Negotiation During the Term of the Agreement

Should any modifications be made during the term of the Agreement such as: wages, hours, terms and conditions of employment, the Board shall immediately notify the Union to collectively bargain any changes.

ARTICLE 5. HOURS AND CONDITIONS OF EMPLOYMENT

5.1 Job Description and Classification

- A. A combined committee of Board and Union representatives shall evaluate and update the classification system and the job descriptions yearly.
- B. This current printed job description of each position within the bargaining unit shall be on file and available in the Human Resources Office and online.
- C. A printed list of current positions within the bargaining unit shall be on file and available.
- D. If an employee considers the duties and responsibilities of the current job to be inconsistent with the duties and responsibilities being performed and as outlined in the employee's job description, the employee may notify, in writing, the Director of Human Resources. The Director of Human Resources shall investigate and make recommendations and reply, in writing, to the employee. The affected employee(s) and/or the Union may appeal the recommendation(s) and response of the Director of Human Resources to the Superintendent of Schools or his designee.
- E. Volunteering for responsibilities not included in an employee's job description will not set a precedent for any bargaining unit member.

5.2 Hours

- A. The work day of a full-time employee of the bargaining unit is seven and one-half (7-1/2) hours during the days that the schools are in session. When schools are not in regular session, the employee shall work six and one-half (6-1/2) hours each work day, (referred to as "reduced hours"). Reduced hours occur when teachers in every building are not scheduled to work. During reduced hours, the employee can "opt in" to work seven and one-half (7-1/2) hours per day at the employee's regular rate.

Employees will resume working 7.5 hours per day when the 11 month employees return to work for the beginning of the new school year (Approximately 3 weeks/ 15 days).

- B. An employee whose special assignment requires less than seven and one-half (7-1/2) or six and one-half (6-1/2) hours (when school is not in session) of work per day, or less than the full number of days per year for that position, shall have the annual salary reduced proportionately.
- C. Employees required or requested to work beyond the number of contractual days shall be paid at their current contractual hourly rate. Overtime pay will follow the same rules that apply during the regular contractual period.
- D. An employee who works a 7.5 hour or 8 hour schedule shall have two (2) fifteen (15) minute paid rest periods. Part-time employees working less than seven and one-half (7-1/2) hours but more than three (3) hours shall have one (1) fifteen (15) minute paid rest period. Rest periods shall be scheduled by the Principal or Supervisor and/or designee, and shall not be cumulative.

- E. The work days for all part-time and full time paraprofessional employees will begin with convocation day.
- F. Whenever there is an early dismissal before a holiday, all full- time (7-1/2 or 8 hour positions) bargaining unit employees shall have their work day shortened by the same amount of time as do the certificated personnel. Part-time and short-hour employees working that particular day may be released earlier with permission of the supervisor if their assignment has been completed.
- G. Advance notice of such dismissal shall be disseminated to the supervisors who are to notify the employees with whom they work.

5.3 Vacancies and Procedures for Appointment

- A. All new employees shall serve a probationary period of ninety (90) worked days. Twelve (12) month employees who complete their probationary period by June 1 will move one (1) step on the wage schedule, effective the following September. Nine (9) and ten (10) month employees who complete their probationary period by April 1 will move one (1) step on the wage schedule, effective the following September.
- B. Upon appointment to a position, an employee shall receive a minimum of two (2) days on-the-job training when deemed appropriate by the Director of Human Resources or designee.
- C. Educational Interpreter: Flat rate, noted on salary schedule, plus annual percentage increase per negotiated agreement. Subsequent annual employment will be contingent upon demonstrated completion of hours towards licensure and layoff procedures apply.
- D. When an employee applies for a new/different, position, said employee shall not be denied the position solely because his/her immediate supervisor feels the employee is irreplaceable.
- E. Internal bargaining unit members who apply for a vacant position in the same Series will be granted an interview. (Interviews may not be held in the case of internal transfers.)
- F. The general procedures shall be as follows for filling vacancies
 - 1. When each vacancy occurs, or a new position is created in an area covered by the bargaining unit, during the regular school year, the notice shall be:
 - a. Posted year round on the District’s e-mail system and on the District’s website.
 - b. When school is not in regular session along with the procedures defined in 5.3 F 1. a. employees can also receive notifications of posting by “opting in” to an automated messaging system.

The notice shall list the title of supervisor, beginning date, and the number of contractual days per year. The vacancy shall remain posted and open for a period of five (5) full working days excluding the day the notice appears on the district’s website.

2. It is the employee's responsibility to submit in a timely fashion to Human Resources any desired assignment change for which they are qualified. An employee intending to retire must notify the Human Resources Department in writing one (1) month prior to retirement.
 3. All classified positions, and/or positions involving extra pay which become open because of resignations, retirements, or newly created positions, will be posted year round on the District's email system and on the District's website. All vacancies that occur when school is not in session shall be posted in accordance with Section 5.3 F 1.
 4. An appointee shall be expected to remain in the designated position for a minimum of one hundred twenty (120) worked days before requesting a transfer unless the requirement is waived by the administration.
 5. When a promotion/transfer is granted, the employee shall be provisionally assigned to the new position for the first ninety (90) worked days with the option of requesting a return to his/her previous classification and step, but not necessarily to the same job site. During their provisional period, employees new to the position will be evaluated after thirty (30), sixty (60), and ninety (90) worked days. The return to the previous classification and step may be requested by the employee or the administration. This request must be approved by the Director of Human Resources.
- G. When a substitute/temporary/extra help worker is employed on a regular basis for more than three (3) months consecutively in the same position, a new position shall be deemed to have been created. That position shall then become available to qualified members of the bargaining unit (exception - when a substitute is hired to fill in for a regular employee on an authorized leave regardless of the length of the authorized leave).
- H. When there are less than ninety (90) calendar days before the end of the school year, the District will have the option of filling the position with a long-term substitute for the remainder of the year.

5.4 Transfers/Reassignments/Permanent Basis

- A. Should an employee be involuntarily transferred or reassigned on a permanent basis, the Board and the Union shall meet and confer as to the reasons and feasibility of such involuntary transfer or reassignment prior to implementation. The Board agrees to consider any undue or unreasonable hardship that would be imposed on any employee so affected and agrees to act in a reasonable manner. The parties shall meet, if requested by the Union, and confer under a labor/management format to monitor the results of such transfer or reassignment. The Board has the right to reassign or transfer an employee when necessary.
- B. Should an employee wish to express an interest in a different position or building, s/he shall fill out the Employee Preference Form (Form R), which will be done electronically by the Director of Human Resources. The request is for informational purposes only, and is merely an aid for the employer and employee.

C. Definitions:

TRANSFERS shall mean an assignment to a different building.

REASSIGNMENT shall mean the assignment to a different work area in the same building.

PERMANENT BASIS shall mean more than three (3) consecutive months in one position.

5.5 Work Load

- A. Additional help shall be provided when the workload becomes excessive, as deemed necessary by the School Principal and Superintendent or designee.
- B. Work Load Process improvements may be discussed and solved through Classified Forum.
- C. Every effort will be made for the special education program coordinators to conduct monthly meetings with special education paraprofessionals to discuss issues of concern and professional growth topics

5.6 On-The-Job Training

Whenever learning new technology and/or new procedures is required of a person in their current position, every effort will be made to provide training during the employee's normal work hours and/or to grant release time to learn the new technology or procedure.

5.7 Health and Safety

- A. The Board shall provide a safe and healthful workplace.
- B. The parties desire to deal with safety and health complaints, and to attempt to correct any safety and health violations internally. Accordingly, neither the Union nor the Employee may file a complaint alleging a health or safety violation with the Ohio Department of Industrial Relations Pursuant to O.R.C. Section 4167.10 until the following process has been completely exhausted.
 - 1. Employees or the Union shall, in a timely manner, call to the attention of the Lakewood Schools Health & Safety Committee in care of the Safety Coordinator, any alleged safety and health violation.
 - 2. Upon notice of any alleged violation, the administration will investigate the situation and determine whether a violation exists and the appropriate steps to abate the violation. The administration will notify the individual making one complaint and its response to that complaint.
 - 3. Employees are required to comply with all applicable safety and health laws, rules, regulations, or guidelines. Failure to do so may result in disciplinary action.

5.8 Harassment Clause

Members of the administration/union shall take no action either overt or covert to harass, interfere, intimidate, or coerce members of the bargaining unit in the performance of their duties.

5.9 Voice Recorded Notice of Absence

A bargaining unit member must report his/her absence in the District's absence reporting system by 6:45 a.m. and must follow any additional instructions established by his/her immediate supervisors. Failure to report his/her absence may result in disciplinary action.

5.10 Medical Transfer

The Board shall attempt to provide an alternate work assignment, if available, to an employee who has become medically unable to satisfactorily perform his/her regular duties. The alternate work may constitute a promotion, demotion or lateral transfer to a related classification, but it shall be assigned only with the concurrent approval of the Union and the employee.

5.11 Transition/Physical Move

Other than in emergency situations and/or where the parties mutually agree because of the need for expedience, a planning team will meet one week prior to the tentative physical move to discuss specific time and details of the move. This team should include the affected employee(s), supervisor, and administration. The move shall not take place until the new location is operational.

Emergency situations include health and safety hazards, major maintenance problems resulting in closure of the work location, and environmental catastrophe.

5.12 Bureau of Criminal Identification and Investigation (BCII) and FBI Report

Effective August 1, 2008, the Board shall cover the cost of both BCII and FBI criminal background checks.

ARTICLE 6. SALARY AND ALLOWANCES/PAYROLL PRACTICES

6.1 Salary

- A. Effective August 1, 2014 all members of the bargaining unit shall receive a 2.5% increase on each step of their respective salary schedule.
- B. Effective August 1, 2015 all members of the bargaining unit shall receive a 2.5% increase on each step of their respective salary schedule.
- C. Effective August 1, 2016, all members of the bargaining unit shall receive a 2.5% increase on each step of their respective salary schedule.
- D. Effective August 1, 2017, all members of the bargaining unit shall receive a 2.5% increase on each step of their respective salary schedule.

Employees will receive their payroll deposit every two weeks beginning with the legal and appropriate Friday in September of each year as determined by the Board Treasurer. When Friday falls on a holiday, deposits will be made on the day before the holiday. Direct deposit of pay to a compatible financial institution of the employee’s choice shall be mandatory for all members of the bargaining unit.

6.2 Longevity Stipend

Terms of service for this article will be calculated using date of hire (seniority).

A service increment will be granted (beginning with the first paycheck of the school year) on September 1st of the school year for the longevity date marking the completion of the prescribed years of service for such increment.

Longevity 2014-2015 School Year					Longevity 2016-2017 School Year				
Years	9 Month	10 Month	11 Month	12 Month	Years	9 Month	10 Month	11 Month	12 Month
11-15	\$580	\$625	\$700	\$775	11-15	\$610	\$657	\$736	\$814
16-19	\$1,000	\$1,050	\$1,175	\$1,300	16-19	\$1,051	\$1,103	\$1,234	\$1,366
20-23	\$1,450	\$1,500	\$1,675	\$1,850	20-23	\$1,523	\$1,576	\$1,760	\$1,943
24-28	\$1,900	\$2,150	\$2,450	\$2,750	24-28	\$1,997	\$2,259	\$2,574	\$2,889
29+	\$1,975	\$2,250	\$2,550	\$2,850	29+	\$2,075	\$2,364	\$2,679	\$2,994

Longevity 2015-2016 School Year					Longevity 2017-2018 School Year				
Years	9 Month	10 Month	11 Month	12 Month	Years	9 Month	10 Month	11 Month	12 Month
11-15	\$595	\$641	\$718	\$794	11-15	\$625	\$673	\$754	\$834
16-19	\$1,025	\$1,076	\$1,204	\$1,333	16-19	\$1,077	\$1,131	\$1,265	\$1,400
20-23	\$1,486	\$1,538	\$1,717	\$1,896	20-23	\$1,561	\$1,615	\$1,804	\$1,992
24-28	\$1,948	\$2,204	\$2,511	\$2,819	24-28	\$2,047	\$2,315	\$2,638	\$2,961
29+	\$2,024	\$2,306	\$2,614	\$2,921	29+	\$2,127	\$2,423	\$2,746	\$3,069

6.3 Professional Development Guidelines

The Professional Development Committee for the Lakewood Schools' classified personnel is made up of the OAPSE 129 President, or designee, and the Director of Human Resources, or designee.

One of the committee's major responsibilities is to evaluate all Professional Development applications and recommend either to grant or not to grant pre-approval for educational growth. Progress toward educational growth and consideration for salary increase are based on Continuing Education Units (CEU's).

An employee's course work for CEU credit must relate to his/her current position and will require pre-approval by the Professional Development Committee.

All requests for CEU credit must be submitted to the Director of Human Resources (Form D or Form E). Photocopies of Form D or Form E is sufficient. If a course is taken without pre-approval, the employee is taking the course at his/her own risk; there is no guarantee that the course eventually will be approved for CEU credits.

CEU credit will be given only for professional development work completed and, if fee is necessary, paid for by the employee. Exception: A Lakewood School employee can take a class, free of charge (unless otherwise noted), and, if the course is applicable for Professional Development credit, said employee can apply for CEU consideration even though there was no fee paid for the class.

CEU credit will not be granted for any training or development done during regularly scheduled work hours. Rationale: If the Board of Education is paying an employee's hourly wage or salary while the employee is receiving on-the-job training, or attending job-related seminars, conferences, workshops, etc., during regularly scheduled work hours, then said employee is not entitled to CEU credit.

All course work toward CEU credit must relate to, or enhance, the current position the employee holds. The purpose of granting professional development credit is to improve job performance as it relates to the employee's current position.

The Professional Development Committee will meet as needed. To qualify for CEU salary credit effective September 1 of each year, an employee shall file by October 15 with the Human Resources Department an application and satisfactory evidence (grade slips or a letter from the instructor) of course completion. To qualify for CEU salary credit effective February 1 of the school year, evidence of completion shall be submitted by February 28.

Approved educational work will be credited as follows:

- A. One (1) CEU = Ten (10) clock hours of work.
- B. For each accumulation of five (5) CEU's, a \$75 salary increase will be granted twice each year, (September 1 or February 1) after Board approval, to a maximum of forty-eight (48) CEU's (\$3600).

CEU's can be accumulated in several ways:

- A. Workshops and Seminars by the clock hours.

B. Educational institution work to be credited as follows:

One (1) Quarter hour = 2.24 CEU's

One (1) Semester hour = Three (3) CEU's

One (1) Continuing Education Credit (CEU) = Ten (10) clock hours

- ** In order to earn CEU credit for quarter, semester, and continuing education course work, the course must be taken for credit. Otherwise, the course will be evaluated according to clock hours.

Before a salary increase is granted, all course work must be completed and a final grade or letter from instructor submitted (if course is taken for credit).

If a course is being taken on the basis of clock hours, employee's hours of attendance must be verified by course instructor.

6.4 Overtime Pay

- A. Upon the written request of the immediate supervisor or employee, all hours of service to the Board, prior to or following the completion of an employee's regularly scheduled, full-time work week (seven and one-half (7-1/2) hours per day when schools are in session, six and one-half (6-1/2) hours per day when schools are not in regular system-wide session*), shall be paid at the rate of time and one-half (1.5). The employee's supervisor must approve the overtime prior to the employee working the overtime. Any employee required to work on a holiday, which is not part of his/her regular work schedule, shall be compensated at the regular rate of pay (holiday pay), plus time and one-half (1.5) rate of pay for any hours worked. For purposes of determining overtime rate, divide for nine (9) months by 1425; ten (10) months by 1539; 11 months by 1649; and twelve (12) months by 1899. (Form Q)

*Regular system-wide session is defined as when teachers in every building are not scheduled to work.

- B. Employees may work their designated hours on a flex schedule on a limited basis as needed. Such a schedule would be mutually agreed upon by the employee and supervisor to allow "after hours" work to occur. Should the employee be unable to work the flex schedule at any given time, the employee shall not be penalized in any way.
- C. In instances of a long-term medical absence of 11 or more consecutive days, when a substitute is not provided, an employee will complete an extra compensation form noting anticipated overtime hours and rationale for request. A copy of this request will be given to immediate Supervisor and Director of Human Resources. Final decision will be made by Director of Human Resources within two (2) days of receipt of request by Human Resources Department. (Form Q)

6.5 Compensatory Time

- A. An employee or supervisor may request compensatory time on a time and one-half (1.5) basis in lieu of overtime pay (See Form L). The request must be made and approved by the employee's supervisor prior to the accumulation and use of the compensatory time. Compensatory time must be taken within ninety (90) calendar days after the overtime is worked. If the compensatory time is not taken within ninety (90) calendar days after it has been earned, the employee may request payment for the

unused time by submitting Form L to the Payroll Supervisor no later than June 30 of the current school year or the overtime compensation is forfeited. Compensatory time earned less than ninety (90) days prior to June 30, shall be carried over to the next fiscal year. Compensatory time will be paid at the pay rate at which it was earned. Compensatory time must be in compliance with provisions of the Federal Fair Labor Standards Act.

- B. If an employee is required to attend a school function after the normally scheduled work day, that employee shall be paid at the rate of time and one-half (1.5) or compensatory time.

6.6 Temporary Job Classification Pay

When a member of the bargaining unit is temporarily assigned to perform work in a higher classification than the one for which s/he is employed, s/he shall receive a rate of pay, that is at his/her same step and number of days annual employment on the salary schedule of the higher classification. (Form M)

6.7 Salary Adjustment for Classification Change

When a bargaining unit employee is appointed to a position in a classification higher than the one currently held, the salary offered shall be at that employee's same step on the salary schedule of the higher classification plus any increase that may result from moving to a new work schedule. Annual incremental increases shall be effective as per the salary schedule.

6.8 School Closing Procedure

- A. Whenever it is necessary to close schools for an entire day or part of a day because of snow/calamity, all bargaining unit employees will report on the first two (2) snow/calamity days. Employees will report to their buildings at 10:00 am and leave at their regular time, unless early release is granted by their supervisor due to weather. Employees who work on those first two (2) snow/calamity days will be paid at their regular rate of pay. Employees asked to report to work for additional snow/calamity days by the Director of Human Resources, or designee, will be paid at their regular rate of pay plus time and one-half (1.5) rate for hours worked. Those employees not required to work will receive their regular basic daily rate. This procedure is applicable exclusively to a snow/calamity day as announced and determined by the Superintendent of Schools, or his designee.
- B. When schools are closed for a snow/calamity day, no sick leave, vacation leave, essential business, or professional conference leave shall be charged against any employee for that day.

6.9 Paychecks

- A. Direct deposit of pay to a compatible financial institution of the employee's choice shall be mandatory for all members of the bargaining unit. Employees will receive their direct deposit and notification every two (2) weeks beginning with the legal and appropriate Friday in September of each year as determined by the Treasurer of the Board. When a holiday falls on a Friday, direct deposit and notification will be delivered on the day before the holiday.

- B. All employees of the bargaining unit will receive their pay distributed through 12 months.

6.10 Deductions

With proper written authorization the Board agrees to deduct for the following:

1. Federal Income Tax
2. Ohio State Income Tax
3. Lakewood City Income Tax
4. School Employees Retirement System
5. Medical Insurance
6. United Way
7. P.E.O.P.L.E. (Political Action Organization)
8. Dental Insurance
9. Union Dues
10. Tax Sheltered Annuities
11. Prescription Drug Insurance
12. Vision Insurance
13. Medicare
14. School District Income Tax, where applicable
15. Purchase of SERS Service Credit (Tax deferred)
16. Community Shares
17. Fair Share Fee

6.11 Organization Dues

The Board agrees to deduct Union dues or fair share fees from the pay of any employee requesting that such deduction be made. Monthly dues shall be forwarded to the State Association by Lakewood City Schools.

Authorization for Union dues or fair share fees shall continue to be in effect from year to year until such time as an employee requests in writing to withdraw from deductions. The Board shall not recognize any written revocation unless such revocation is received by the Board's Treasurer on or between August 22 and August 31 of any calendar year.

The amount of dues or fees to be deducted for the Union shall be designated by letter to the Board's Treasurer if the amount has changed from the previous year.

All dues or fees shall be deducted in twenty-four (24) equal installments beginning October through September.

6.11.1 Fair Share Fee Requirements

- A. As of August 1, 2012, an annual fair share fee shall be assessed to all members who choose not to join the Union. The notice of the amount of annual fair share fee, which shall not be more than 100% of the dues of the Union, shall be transmitted by the Union to the Board's treasurer by September 15 of each year during the term of this Agreement. The Union shall also transmit to the Board's treasurer by September 15 the names of the employees who have elected not to join the Union (those who will be paying a fair share fee) as well as those for each employee who is a Union member. The list shall include the amount of dues for each employee. The Board's treasurer will deduct the fair share

fee from the paychecks of employees who elect not to join beginning with the first paycheck in October. The annual fair share fee shall be deducted in substantially equal payments for the remainder of the paychecks for that school year.

A member paying dues to the Union has the right to revoke such dues but upon doing so shall be subject to a fair share fee.

B. New Employees

The Human Resources Department shall inform the Union and the Treasurer's Department of a newly hired employee. Payroll deductions for the fair share amount, in substantially equal amounts, shall commence on the first pay date. If the employee chooses to become a member of the Union, payroll deductions for membership dues, in substantially equal amounts, shall commence on the first pay date after the completion of the employees' probationary period. If an employee retires or otherwise leaves the district, any remaining pro-rated fair share fee deductions shall be deducted in a lump sum from the employee's final pay check and forwarded to the State Association.

C. Rebate Procedure

The fair share fee shall be the responsibility of the Union to prescribe an internal procedure to determine a rebate, if any, for non-members which conforms to the provisions of Section 4117.09 (C) of the Ohio Revised Code.

D. Union Membership

No employee is required to become a member of the Union.

E. Indemnification

The Union on behalf of itself and OAPSE agrees to indemnify, defend and hold harmless the Board and its designees from any and all claims or for any cost of liability incurred as a result of the implementation and enforcement of this provision provided that:

1. Any claim made or action filed against the employer by a non-member for which indemnification may be claimed must be given in writing by the Board to the Union within ten (10) working days of receiving the written claim.
2. The Union shall reserve the right to designate counsel to represent and defend the employer.
3. The Board agrees to (a) give full and complete cooperation and assistance to the Union and its counsel at all levels of the proceeding, (b) permit the Union or its affiliates to intervene as party in any proceedings in which the Board is named as a party pursuant to this Article, if it so desires, and/or (c) to not oppose the Union or its affiliates application to file briefs amicus curiae in the action.
4. The Board acted in good faith compliance with the fair share fee provision of this Agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or intentionally or willfully misapplies such fair share fee provision herein.

The Director of Human Resources shall notify the Union President of any change in a bargaining unit member's employment status such as employment, termination, reclassification and building assignment.

- F. In the event that Local 134 agrees to fair share language that is different than agreed to by Local 129, this Local shall have the right to opt to select the language agreed to by Local 134. This Local shall have fifteen (15) days after the Board approves Local 134's contract to exercise this right.

6.12 Cash Payment for Sick Leave Credit

Employees who elect to retire from active service with the district after completing five (5) or more years of service with the Lakewood Schools, shall be paid a lump sum equal to one-fourth (1/4) of the value of accrued but unused sick leave to a maximum of seventy (70) days. Such payment shall be based upon the employee's daily rate of pay at the time of retirement exclusive of overtime or supplemental pay. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee. Such payment shall be made only once to any employee according to Board policy and procedure. Employees who leave the system prior to retirement and have been employed for five (5) or more years by the Lakewood Schools may convert up to ten (10) days of sick leave to cash at their per diem rate as long as such a separation is under honorable conditions.

6.13 Estate Payment

- A. In the event of the death of an employee who has met the length of service eligibility requirements set forth in Article 6.12 and who is covered under the provisions of the Agreement, the life insurance beneficiaries shall receive the severance pay as provided in this article.
- B. In addition, the employee's life insurance beneficiaries shall be entitled to compensation at the employee's current rate of pay for all lawfully accrued and unused vacation leave to the employee's credit for the two (2) years immediately preceding death.

6.14 Mileage Allowance

- A. Bargaining unit employees required to use their own vehicles to serve the Board shall be reimbursed quarterly at the current rate per mile as established by the Board plus the actual cost of parking and highway tolls with necessary receipts. (Form B)
- B. Pursuant to Policy 8660, students may only be transported by private vehicle in an emergency situation.
- C. A bargaining unit employee who travels from one (1) building to another shall be given a minimum of fifteen (15) minutes travel time per trip. The fifteen (15) minutes shall come from the total work time of the traveling employee.

6.15 Extra Compensation for Extra Service (ECES) Contracts/Positions

ECES contracts which are one (1) year positions that are not accepted by members of the

certified professional shall automatically be opened for bid by members of the classified professional, before being presented to the general public. In this manner, all Lakewood personnel will be given the opportunity to apply for additional employment opportunities. The Board of Education still maintains the right to hire the most qualified individual, not just an employee who meets minimal qualifications.

Classified employees who are accepted for ECES positions shall receive early dismissal clearance with permission from their supervisor as deemed appropriate for the scheduled event.

6.16 Severance Pay Deferral Plan

No further contributions shall be made to the Lakewood City School District 401(a) Severance Pay Deferral Plan for Bargaining Employees (the “401(a) Plan”) that has previously been adopted by the Board using the “Bencor National Government Employees Retirement Plan.” The Board may terminate the 401(a) Plan.

Lakewood City School District 403(b) Severance Pay Deferral Plan for Bargaining Employees (the “Bargaining 403(b) Plan”):

Notwithstanding anything in this Agreement or Board policy to the contrary, the Board shall amend the Lakewood City School District 403(b) Severance Pay Deferral Plan for Bargaining Employees (the “403(b) Plan”) that has previously been adopted using the “Bencor Tax Deferred 403(b) Annuity Plan for Government Employees” to have plan terms that comply with the requirements of the following portions of this Section 6.12.

- A. Participation in the 403(b) Plan shall be mandatory for any employee who:
 - 1. is entitled to severance pay under this Section and/or vacation pay under Section 7.1 and
 - 2. retires in or after the calendar year in which the employee is or will be age 55.
- B. If an employee is a participant in the 403(b) Plan, in lieu of the employee receiving a cash payment of severance pay under this Section and/or accumulated vacation pay under Section 7.1, an employer contribution shall be made on his or her behalf under the 403(b) Plan in an amount equal to the lesser of:
 - 1. The total amount of the Participant’s severance pay and vacation pay that is payable to the retiring employee, or
 - 2. The maximum contribution amount allowable under the terms of the 403(b) Plan.
- C. The required contribution to the 403(b) Plan shall be made within the timeframe described in this Section regarding the payment of severance pay and shall be made within the timeframe described in Section 7.1 regarding the payment of vacation pay.
- D. To the extent that an employee’s severance pay and/or any vacation pay exceeds the maximum amount allowable under the 403(b) Plan, the excess amount shall be paid in to the 403(b) Plan in subsequent calendar years.
- E. An employee who is a participant in the 403(b) Plan shall complete a 403(b) Plan sponsor enrollment package prior to retirement; and unless and until an employee does so, no contribution of severance pay and/or vacation pay shall be made to the 403(b)

Plan on behalf of the employee.

- F. If an employee is entitled to have a contribution paid to the 403(b) Plan and dies prior to such contribution being paid to the 403(b) Plan, the contribution shall nevertheless be paid to the 403(b) Plan and then be paid to a Beneficiary of the employee in accordance with the terms of the 403(b) Plan.
- G. The Plan Year of the 403(b) Plan shall be the calendar year.
- H. After adoption of the 403(b) Plan, any administrative fees shall be borne by the 403(b) Plan Participants.

Any employee who is entitled to severance pay and/or vacation pay who is not an eligible participant in the 403(b) Plan will continue to be eligible for any and all severance payments and/or vacation payments in accordance with this Section and Section 7.1. The employee may elect to defer such payments to a tax-sheltered annuity that is tax qualified under Internal Revenue Code Section 403(b) (a “TSA) as permitted by law and Board policy.

All contributions to the 403(b) Plan, all deferrals to a TSA, and all check payment to employees, shall be subject to reduction for an tax withholding or other withholding that the Treasurer, in his/her sole discretion, determines is required by law. Neither the Board nor the Association guarantee any tax results associated with the 403(b) Plan, deferrals to a TSA or check payments made to an employee.

ARTICLE 7. VACATION AND HOLIDAYS

7.1 Vacation

A. Each full-time, twelve (12) month employee – as defined by Section 3319.084 Ohio Revised Code – of the bargaining unit shall be entitled to vacation with full pay as follows:

After one (1) year of employment – eleven (11) days annually

After five (5) years of employment – seventeen (17) days annually

After twelve (12) years of employment – twenty-three (23) days annually

After twenty-five (25) years of employment– twenty-five (25) days annually

A year is defined as September 1 through August 31, consisting of two hundred and sixty (260) scheduled paid days. A calendar shall be developed by the Payroll Department for 12-month employees covered by the Negotiated Agreement. This paid work day calendar shall be modified, as necessary, to reflect two hundred and sixty (260) paid days. These modifications shall be scheduled during winter break in two hundred and sixty-one (261) day calendars and one day each for winter break and spring break for two hundred and sixty-two (262) day calendars.

The days earned and awarded on September 1 are defined in Chart A (Paragraph B) for: (1.) the reassignment of a non-twelve (12) month Lakewood employee and (2.) all new employees.

B. Chart A – New Employees will accrue days under one (1) year in Chart A.

Number of Vacation Days

<u>Month Employed</u>	<u>1 Year</u>	<u>5 Years</u>	<u>12 Years</u>	<u>25 Years</u>
September	11	17	23	25
October	10	15.5	21	23
November	9	14	19	21
December	8	13	17	19
January	7	11	15	17
February	6	10	13	14.5
March	5.5	8.5	11.5	12.5
April	4.5	7	9.5	10
May	4	6	8	8
June	3	4	6	6
July	2	3	4	4
August	1	1.5	2	2

An example for placement on this schedule is as follows:

A non-twelve (12) month employee is reassigned to a twelve (12) month position on January 7, 2003. His/her full-time equivalency is calculated to be three (3) years. Therefore, s/he has seven (7) pro-rated vacation days to be taken between January 7, 2003 and August 31, 2003 ("January" column, "1 Year" column). (9/1/03 – eleven (11) days)

- B. Employees hired in June, July, or August must satisfactorily complete ninety (90) calendar days before the above days are accrued and are eligible to be taken.
- C. To determine the number of weeks of vacation for a twelve (12) month employee, the years of employment with the Board shall be computed as follows:
 - 1. The number of years as a twelve (12) month employee plus
 - 2. The number of days of employment in part-time and/or in less than 12-month bargaining unit positions divided by two hundred and sixty (260) to obtain a twelve (12) month full-time equivalency.
 - 3. The vacation days awarded are located in Chart A. (Paragraph B)
 - 4. Credit towards vacation accumulation will be based on continuous years of service in a bargaining unit position.
- D. If a new employee has worked less than a year but has accumulated at least six (6) months of service, s/he may elect to borrow one-half (1/2) of the accrued vacation time during the first year thus reducing one's vacation time in the second year.

A full-time employee may elect to carry over up to five (5) days of accrued vacation time from the previous year. If, in the event of a work-related deadline or special project, the employee is not able to use the remaining days of their vacation, the employee may carry over up to an additional five (5) days, which will be mutually agreed upon by the employee and supervisor.. There will be a cap of ten (10) total carryover days. Except for the carryover privilege, any unused vacation shall be lost. A maximum of 10 days of vacation time accrued as a result of the carryover privilege will remain in the employee's vacation time balance indefinitely, until he or she elects to use that vacation time or receive payment for that time when his or her employed with Lakewood City Schools terminates.

- E. Vacation time, in part or in entirety, can be taken at any time during the year with the approval of the immediate supervisor. Approval of vacation time shall not be unduly regulated or withheld. Refusal of vacation time may be appealed to the Director of Human Resources.

7.2 Holidays

9 /10 Month

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
MLK Day
Presidents' Day
Memorial Day

11 Month

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
MLK Day
Presidents' Day
Memorial Day

12 Month

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Day
MLK Day
President's Day
Good Friday
Memorial Day
Independence Day

These days are a built-in part of the salary schedule of each employee group. In order not to lose holiday pay, employees must work their regularly scheduled work day prior to and following such holiday unless excused from work with an approved paid absence by one's supervisor. If a holiday falls on a weekend, a Saturday holiday will be taken on Friday. A Sunday holiday will be taken on Monday.

ARTICLE 8. AUTHORIZED LEAVES

8.1 Sick Leave

- A. An employee shall accumulate sick leave at a rate of one and one fourth (1-1/4) days per month for an annual sick leave of fifteen (15) days. For purposes of accumulation and use of sick leave, a “day” shall be defined as a scheduled day (regardless of hours worked). Working the scheduled day constitutes a day worked. Sick leave with pay shall be computed from September 1 to August 31 of the following year. The employee shall be paid his/her own daily rate. Sick leave accumulation is the sum of all unused sick leave which an employee earns from his/her first employment with the Board. Sick leave accumulation will be unlimited.
- B. The Superintendent or the Director of Human Resources may grant the right to use more days of future sick leave at his/her discretion.
- C. An employee who has accumulated sick leave with pay from state, municipal, or board of education in Ohio, upon entering the service of the Lakewood Board of Education, shall present to the Treasurer a written statement from the former place of employment, which includes the amount of approved accumulation. Re-employment must take place within ten (10) years of the date on which the employee was last terminated from public service. (ORC 124.38)

The use as well as the accumulation of sick leave by an employee shall be in accordance with Board policy.

Acceptable reasons for absence with pay are:

- Personal illness
 - Personal injury
 - Exposure to contagious disease
 - Illness, injury or death in the immediate family
 - Pregnancy
 - Birth or adoption
- D. Sick leave for illness of a father, mother, brother, sister, husband, wife, child, parent-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandchild, niece, nephew, first cousin, aunt, uncle, or any member of the family or household who clearly stands in the same relationship with the employee as any of these may be used without limitation.
- E. 1. Use of sick leave for childbirth or adoption shall be limited to the six weeks immediately following the birth, adoption, or initial placement of the child with the employee. The employee shall be entitled to use up to six weeks under this paragraph without regard to whether or not the child is ill as that term is used in Section 8.1 (D).
2. If the child is ill, the provisions of Section 8.1 (E.1) shall run concurrently with the sick leave provided under Section 8.1 (D) of the agreement. For example, an employee adopts a child and the child has no illness, the employee can use up to six weeks of sick leave under Section 8.1 (E.1). If the child is ill at adoption, the

employee can use sick leave under Section 8.1 (D) of the agreement and the time provided under Section 8.1 (E.1) shall run concurrently. The employee shall not be entitled to six weeks under Section 8.1 (E.1) in addition to any time provided under Section 8.1 (D) of the agreement.

- F. Death in the employee's immediate family is interpreted to include father, mother, brother, sister, husband, wife, child, parent-in-law, daughter-in-law, son-in-law, grandchild, grandparent, sister-in-law, brother-in-law, aunt, uncle, or any member of the family or household who clearly stands in the same relationship with the employee as any of these. There is no absolute rule as to how much leave with pay will be allowed for death in the immediate family; but, 5 days for each death is the normal amount taken. Leave not to exceed one (1) day shall be granted to attend funeral services for a niece, nephew, or first cousin; however, where distance of travel is required, three (3) days shall be granted. Additional days for any funeral may be granted by the Superintendent.
- G. Upon exhaustion of all accumulated sick leave time, the Board shall provide an advancement of not less than five (5) days of sick leave to full-time, newly hired, or veteran employees of the Board. (ORC 3319.141)
- H. Excessive use of sick leave or questionable patterns may be grounds for discipline or termination.
- I. The Board shall request a signed statement to justify the use of sick leave. The authorized leave form (Form A) must be submitted to the immediate supervisor within two (2) days after the absence for which sick leave payment is requested. Failure to return this form may result in absence without authority. The administration may request further documentation. Evidence indicating that absence for sick leave with pay privileges has been misused may be grounds for discipline or dismissal as follows:
 - First day: dockage of pay for the day misused plus one (1) day suspension without compensation.
 - Second day: dockage of pay for each day misused plus suspension, without compensation, not to exceed five (5) days.
 - Third day: shall be grounds for termination of contract.
- J. No employee will be disciplined without just cause.

Discipline involving suspensions of three (3) days or less is not subject to the grievance procedure.

8.2 Absence for Essential Business

- A. Essential business leave will be unrestricted. These days shall not be used adjacent to any vacation period or on the students' first/last day of school. These vacation periods shall be specified as: Thanksgiving, Winter Vacation, Martin Luther King Day, Presidents Day, Spring Vacation, Memorial Day, Independence Day, and Labor Day.

In each school year, four (4) days of absence for essential business are permitted without loss of pay for nine (9) and ten (10) month employees and five (5) days for eleven (11) and twelve (12) month employees. Prior to using these days, the employee will submit the authorized leave form (Form A) to the immediate supervisor that he/she will be absent for

reasons of essential business and will follow the established procedure for securing a substitute. However, in cases of emergency, approval for absence due to essential business may be granted after the absence. Following his/her return to work the employee will submit an authorized leave form (Appendix Form A) within two (2) days to the immediate supervisor.

Essential business leave may be taken in quarter (1/4) day increments.

- B. If additional absence is required for essential business, the Director of Human Resources may grant such days with full deduction of pay or deduction only for the cost of a substitute.

8.3 Essential Business Conversion

Up to four (4) days of unused essential business leave shall be converted annually to sick leave at the end of each year (August 31) for nine (9) and ten (10) month employees and up to five (5) days for eleven (11) and twelve (12) month employees. Unused essential business leave shall not be cumulative from year to year.

8.4 Assault Leave

- A. An assault leave may be granted to an employee who is absent due to disability resulting from a physical assault which is clearly unprovoked, by a student, parent, or employee. Compensatory damages awarded to an employee through the Worker's Compensation Act of Ohio from the day of the assault through the ninetieth (90th) day shall be remitted to the Board. (This does not include a punitive award.)
- B. An accident or critical incident report must be filed within twenty-four (24) hours of the physical assault. Before assault leave compensation will be provided, a report must be filed with the proper law enforcement authority within seventy-two (72) hours of the alleged assault.
- C. This physical assault must occur on Board premises, or during school sponsored activities, or is clearly related to his/her existing employment with the Board.
- D. The employee will be maintained on full pay status during the period of such absence, upon verification of a licensed physician, up to a maximum of ninety (90) working days.
- E. Assault leave shall not be deducted from accrued sick leave.

8.5 Absence without Authority

An employee's absence must be covered by accumulated sick leave, essential business leave, personal vacation, or authorized unpaid leave. Unauthorized absence may be grounds for discipline and/or termination.

8.6 Leave Without Pay

Upon an application by an employee and the recommendation of his/her immediate supervisor, a personal leave without pay for no more than fifteen (15) days in any calendar year may be granted, upon the approval of the Director of Human Resources or designee. Such leave may be used under the following rules:

1. It may be used only in whole day increments; a day shall be defined as the employee's normal workday.
2. Such leave shall not be cumulative from year to year.
3. Leave without pay is to allow for extraordinary circumstances.
4. Requests for such leave should be submitted at least one (1) week in advance of the effective day of the requested leave.
5. Leave without pay may not be used as a substitute for essential or sick leave.

8.7 Leaves of Absence

A. Employees may, under conditions specified herein, be granted unpaid leaves of absence for the following purposes: illness, parental, disability, dependent care, professional study, public office and/or military service. Leaves of absence may be authorized only by the Board and as provided by the rules and regulations, and within the provisions of the Ohio Revised Code governing such leave.

B. Dependent Care

Eligibility: An employee may be granted a leave of absence without pay for the remainder of the school year in order to care for an incapacitated member of his/her immediate family. Such leave may be renewed for an additional school year.

Application For Leave: An application for such leave shall be made at the employee's discretion. Said request must be accompanied with a statement from the attending physician which indicates that the employee's presence, on a regular and continuing basis, is vital to the recovery of the individual under treatment. An application for renewal shall be made at least sixty (60) days before the expiration of the leave.

Early Termination of Leave: Termination of such leave before its expiration date, provided the request for termination is made in writing by the employee and that the request is accompanied by a statement from the attending physician, recommending return to duty, shall be at the discretion of the Board and in accordance with the needs and interests of the schools.

C. Parental Leave

An employee may be granted an unpaid parental leave upon request in the event of the birth of an employee's child or an adoption of a child.

Said request shall be made one (1) month prior to the anticipated birth date of the child or effective date of the adoption. The request shall be accompanied by a statement from the attending physician indicating the anticipated arrival of the child.

Application for Reinstatement: Application for reinstatement shall be made by the

employee at least sixty (60) calendar days before the expiration of such leave.

Parents adopting a child may request ten (10) days of unpaid leave plus travel time to obtain the child. A letter from the adoption agency may be required.

D. Professional Study

Eligibility: An employee who immediately prior to his/her request for leave has completed five (5) consecutive years of service with the Board may be granted a leave of absence without pay for professional study related to one's current assignment for one (1) year. A proposal of the employee's study plans must be submitted to the Superintendent or designee before the leave will be approved.

E. Procedures

1. The following procedure shall be followed in requesting all leaves of absence without pay (Article 8.6, and 8.7).
 - a. Requests for leaves of absence without pay must be made to the Director of Human Resources or designee in writing.
 - b. The Director of Human Resources or designee shall review each request and determine whether the request and documentation is sufficiently appropriate under this Article and whether the leave of absence without pay shall be granted.

8.8 Family Medical Leave Act of 1993 (FMLA)

A. Eligibility

1. An eligible employee may take up to twelve (12) work weeks of unpaid ("FMLA leave") in any school year (August 1 through July 31) for one (1) or more of the following circumstances:
 - a. the birth of an employee's child to care for the child up to age one;
 - b. the placement of a child with an employee for adoption or foster care, up to a twelve (12) month period after the placement;
 - c. to care for the spouse, child, or parent of an employee when that family member has a serious health condition;
 - d. the employee's inability to perform the functions of the position because of the employee's own serious health condition.
2. To be eligible for FMLA Leave, the employee must:
 - a. have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and
 - b. have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA leave.

B. Serious Health Condition - Defined

1. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - a. Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential

medical care facility including any period of incapacity (defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment, therefore, or recovery therefrom), or any subsequent treatment in connection with such inpatient care.

- b. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - (1) A period of incapacity of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - (a) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider; of health care services
 - (b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider
 - (2) Any period of incapacity due to pregnancy, or for prenatal care
 - (3) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - (a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - (b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - (c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)
 - (4) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. (Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
 - (5) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury,
 - (6) or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- c. Treatment for purposes of paragraph 1 of this section includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications (e.g.,

aspirin), or bed-rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

- d. Conditions for which cosmetic treatments are administered are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this section are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- e. Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. Absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- f. Absences attributable to incapacity under paragraphs B 1 b(2) and (3) qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absences does not last more than three days. (Examples: an employee with asthma may be unable to report for

work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level; a pregnant employee may be unable to report to work because of severe morning sickness.)

- 2. "Health care provider" is defined as:
 - a. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or
 - b. Podiatrist, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law; and
 - c. Nurse practitioners and nurse-midwives who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law; and
 - d. Christian Service practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts.
- 3. Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions", unless inpatient hospital care is required. Treatments for allergies or stress, or for substance abuse, are serious health conditions if all the conditions of the

regulation are met. Prenatal care is included as a serious health condition. Routine preventive physical examinations are excluded.

4. In cases in which the Board employs both the husband and wife, the total amount of FMLA leave for the couple for the birth or placement of a child or to care for an ill parent (not "parent-in-law") is limited to a total of twelve (12) weeks. Where the husband and wife both use a portion of the total twelve (12) week FMLA leave entitlement for one (1) of the reasons in this paragraph, the husband and wife would each be entitled to the difference between the amount he or she has taken individually under this paragraph and twelve (12) weeks for FMLA leave for a purpose other than those contained in this paragraph.
5. FMLA does not limit or enlarge entitlement to paid or unpaid leave for which an employee is otherwise eligible under the Agreement.

C. Notice

1. The employee shall provide the Director of Human Resources with no fewer than thirty (30) days prior written notice to take unpaid FMLA leave for the birth or placement of a child when the employee's need for leave is foreseeable.
2. Whenever unpaid FMLA leave is necessitated by the serious health condition of the employee or her/his family member and is foreseeable based upon planned medical treatment, the employee shall provide the Director of Human Resources with no fewer than thirty (30) days prior written certification issued by a health care provider to support her/his request for leave. If an employee requires intermittent leave or a reduced work schedule as set forth below, the employee shall provide the Director of Human Resources with no fewer than thirty (30) days prior written certification if the need for leave is foreseeable.
3. If the employee's need for leave is not foreseeable, notice must be given as soon as possible and practical, taking into account all of the facts and circumstances in the individual case. It is expected that an employee will give notice to the Director of Human Resources within one (1) or two (2) working days of learning of the need for leave, except in extraordinary circumstances. The employee should provide notice to the Director of Human Resources either in person or by phone, telegraph, facsimile ("fax") machine or other electronic means. Notice may be given by the employee's representative (e.g., a spouse, family member, or other responsible party) if the employee is unable to do so personally.

D. Calculation of Total Unpaid/Paid FMLA Leave

1. The Board shall require that paid sick leave taken under Article 8 of the Agreement shall be counted as FMLA leave if (1) the reasons for taking it qualify as FMLA reasons and (2) if the employee had been notified by the Director of Human Resources while on paid sick leave that this leave would be counted as FMLA leave.
2. Where an employee has earned paid essential business leave days, the paid leave shall be substituted, at the employee's request, for all or part of any unpaid FMLA leave relating to both placement of a child for adoption or foster care or to care

for an employee's own serious health condition or that of a family member.

3. Where an employee has earned paid sick leave days, this paid leave shall be substituted to care for a family member or for the employee's own serious health condition. However, no more than twenty-five (25) days of sick leave and four (4)/five (5) days as appropriate for essential business leave shall be substituted to care for a family member.
4. When an employee has been on sick leave for three (3) or more days, if the employee is notified by the Board that said sick leave days qualify as FMLA leave and if the employee does not believe s/he meets the criteria of a serious health condition, the employee must notify the Director of Human Resources within fifteen (15) days of receiving the notice and shall explain why his/her sick leave use does not meet the criteria of a serious health condition. Unless the employee again hears from the Director of Human Resources on this specific situation, the Director of Human Resources will correct the personnel files to reflect that said sick leave use shall not also be considered to be FMLA leave. If the employee does not notify the Director of Human Resources within fifteen (15) days, the correction will not be made.
5. When an employee uses essential business leave days, if the employee is notified that said essential business leave days qualify as FMLA leave and if the employee does not believe s/he meets the FMLA criteria, the employee must notify the Director of Human Resources within fifteen (15) days of receiving the notice and shall explain why his/her essential business leave use does not meet the criteria of FMLA leave. Unless the employee again hears from the Director of Human Resources on this specific situation, the Director of Human Resources will correct the personnel files to reflect that said essential business leave use shall not also be considered to be FMLA leave. If the employee does not notify the Director of Human Resources within fifteen (15) days, the correction will not be made.

E. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as chemotherapy.
2. When medically necessary, an employee may take intermittent FMLA leave or a reduced-work schedule to care for a spouse, child, or parent who has a serious health condition, or if the employee has a serious health condition. The employee shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.
3. Where FMLA leave is taken because of birth or placement for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the Board agrees.

F. Medical Opinion

For unpaid FMLA leave, the Board retains the right, at its own expense, to require the employee to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the employee to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The employee and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the employee does not attempt in good faith to reach agreement, the employee will be bound by the second certification.

G. Benefits

The Board shall maintain coverage under the group health plan for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. These group health plans include hospitalization, major medical, dental, prescription drug, and vision. The employee may opt to continue the life insurance coverage, but payment of the life insurance premium will be at the employee's own expense. Payment of the employee's required contribution toward the premium (if any) is due the first day of each month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA leave. The employee shall not accrue seniority, sick leave or any other employment benefits during the unpaid FMLA leave.

H. Return to Work

1. When an employee is medically able to return to work after a serious condition for unpaid FMLA leave, she/he shall provide the Board with a statement from her/his healthcare provider that the employee is able to resume the job functions for her/his position.
2. At the end of the unpaid FMLA leave, the Board shall restore the employee to the same or equivalent position with equal benefits, pay and other terms and conditions of employment.
3. Should an employee not return to work at the end of the unpaid FMLA leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the leave or for circumstances beyond the employee's control, the employee shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period. An employee shall be required to support her/his claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the employee's health care provider shall be provided in a timely manner, and no later than thirty (30) days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA leave.

I. Inconsistencies Between the Agreement and FMLA

All terms which are not defined in Section 8.8 of the Agreement shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993. If there are any inconsistencies between Section 8.8 of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

8.9 Conference Attendance

- A. Local 129 shall be allowed to send up to four (4) delegates to the annual meeting of the Ohio Association of Public School Employees. The delegates shall be elected through the channels of Local 129. Permission for absence from work to attend this meeting shall be given by Director of Human Resources or his designee. Such delegates shall receive their daily rate of pay for all scheduled work days while in conference attendance.
- B. Members of the bargaining unit will be permitted to attend, with pay, conferences, the annual fall district meeting, workshops and in-service programs related to their work experience with the prior approval of the Director of Human Resources. Such permission shall not be arbitrarily or unreasonably withheld by the Director of Human Resources on those occasions when a request is made.
- C. No member shall be required to sign and present to the administration a sign-up list of personnel in attendance at workshops or conferences. The employee must submit, however, the standard permission form for attendance at conferences or meetings.

8.10 Subpoena/Jury Duty Leave

An employee who serves as a juror or an employee who is involuntarily summoned or subpoenaed by a court regarding a school-related issue shall be granted a leave without loss of pay or other compensation for days covered by the summons, subpoena or jury duty. The employee shall not be required to remit any compensation for jury duty to the Board.

8.11 Sick Leave Pool

- A. A Sick Leave Pool for employees covered by the Local 129 Bargaining Unit shall be established from voluntary donations of sick leave days.
- B. Each year, during the month of October, each Bargaining Unit member may donate up to eight (8) days to the Sick Leave Pool by using the Sick Leave Donation Form (Form K) and sending this form to the OAPSE 129 President. In the event the Sick Leave Pool balance falls below 120 days, an additional window of opportunity to donate to the Sick Leave Pool will be made available. Members are strongly discouraged from donating to the Sick Leave Pool if they have fewer than 30 sick leave days accumulated.
- C. Once an employee donates sick leave and the leave is forwarded to the Board through the Union President (using the sick leave donation Form J), the sick leave donation is irrevocable. The sick leave donation will remain in the Sick Leave Pool indefinitely, until such time as it is needed by a qualifying Bargaining Unit member.
- D. An employee may use the Sick Leave Pool if s/he has met all the following criteria:

1. The employee has applied for SERS disability retirement or private disability insurance benefits whichever is applicable, within thirty (30) calendar days from the start of use of the sick leave pool benefit. This requirement to apply for SERS disability retirement or private disability insurance may be waived at the discretion of the superintendent/designee. The Board will provide assistance to the employee in preparing the disability retirement application when requested.
 2. All of his/her sick leave accumulation has been exhausted. (An employee does not have to use future sick leave.)
 3. His/her absence is due to an illness, or ongoing illness or accident that will disable the individual from performing normal job duties and that such condition is anticipated to continue at least fifty (50) working days from the date of application. Written medical verification of the above is required by a licensed medical doctor.
 4. The employee has completed the Application to use Sick Leave Pool (Form J).
 5. An administrator from the Human Resources Department and the Bargaining Unit President will jointly review each application and will make a recommendation to the Superintendent of Schools who will make the final decision as to the eligibility of the applicant.
- E. In the case of an employee qualifying for Sick Leave Pool days because of personal illness or injury, said days shall be granted in ten (10) day increments until the employee clearly needs no more or goes on SERS disability retirement. When an employee is medically able to return to work after use of the sick leave pool, she/he shall provide the Board with a statement from her/his health care provider that the employee is able to resume the job functions for her/his position.
- F. Unused days shall be returned to the Sick Leave Pool. Upon mutual agreement of the Board and OAPSE 129, if there is a small amount of donated days in the Sick Leave Pool, a time period in addition to the yearly October donation time period can be established in order to ask bargaining unit members to donate sick leave days to the Sick Leave Pool.
- G. The maximum number of Sick Leave Pool days that may be claimed by any one employee is one hundred twenty (120) days for each separate and distinct catastrophic illness, accident, or long-term illness as certified by a doctor of the employee.
- H. The exempt employees have volunteered to participate in the Sick Leave Pool with the understanding that the Union shall extend the same courtesy to the exempt employees in utilizing the sick leave pool. In so doing, the Board and Union expressly acknowledge and agree that this voluntary agreement in no way implies or recognizes that the exempt employees are a member of the bargaining unit or have any rights under the agreement.
- I. When an employee is approved for SERS disability retirement or for private disability insurance benefits during the one hundred and twenty (120) day sick leave pool period, s/he must immediately utilize such benefits, and sick leave pool benefits shall cease.

ARTICLE 9. INSURANCE BENEFITS

9.1 Eligibility for Insurance

Employees are eligible for insurances identified by 9.2-9.6 the first of the month following the date of employment.

9.2 Medical Insurance

1. The Board shall provide medical insurance to employees that meet or exceeds the coverage provided during the 1999-00 school year except for the following:
 - a. University Hospital Main Campus is presently not part of the medical network.
2. The medical insurance plan shall include the following parameters:
 - a. Comprehensive plan
 - b. The deductible is a comprehensive deductible of \$200 single/\$400 family for out-of-network (Option 3) claims only, from the first dollar.
 - c. There will be a \$200 co-pay on out-of-network (Option 3) inpatient admissions. (This does NOT count toward the deductible or out-of-pocket maximum and will be paid before the deductible.)
 - d. The out-of-pocket co-insurance maximum will be \$500 for Options 2 & 3 only. Deductibles, co-pays and charges above reasonable and customary do not count toward this out-of-pocket maximum.
 - e. The deductible noted above will NOT apply to diagnostic services and treatment including, but not limited to, laboratory test, x-rays, imaging exams, ultrasound and specific tests given as part of an annual physical exam which are: one EKG, one chest x-ray, routine Pap test , one SMA-12, urinalysis, and a complete blood count.
3. Effective August 1, 2012, the Board shall pay eighty-five percent (85%) of the single and family rate.
4. The Board may issue two (2) single person coverages in lieu of family coverage to a married couple, without dependents, employed by the Board, if the combined rate of the two (2) single rates is less than the family rate.

The Board will pay one-half (1/2) of either the 85% single person rate or the family rate for employees who work between 3-3/4 and 7-1/2 hours per day, five days per week or who work 18-3/4 hours per week and subscribe. Employees regularly scheduled less than half-time (3-3/4 hours per day, five (5) days per week or 18-3/4 hours per week) are not eligible for medical insurance coverage. The Board will continue to pay a pro-rate share of the medical coverage for each regular part-time employee who was eligible for pro-rate medical coverage prior to September 1, 2000.

A child who is an eligible dependent (as defined by the current health plan), regardless of marital status, shall be entitled to dependent coverage until the child's 26th birthday, unless the child is eligible to enroll in an employer-sponsored health plan other than a group health plan of a parent.

Employees eligible to participate in or receive insurance coverage as defined in this agreement may choose between single (employee-only) coverage or family coverage for spouses, which includes coverage for eligible same-sex domestic partners and children defined by the plan. In order to be considered eligible same-sex partners, the employee and domestic partner must complete and submit documentation (Form S) for that purpose for the Board. See Form T for domestic partner termination.

Bargaining Unit Members have the option to enroll in the Option 1 plan (see page 107) or Minimum Value Plan (see page 109) offered by the Lakewood City Schools District.

9.3 Prescription Drug Insurance

1. The Board will provide a group prescription benefit insurance program:
 - a. The co-pay costs shall be:
 - 1) \$5.00 if you receive a generic equivalent drug
 - 2) \$15.00 if you receive a preferred drug
 - 3) \$30.00 if you receive a non-preferred drug
 - b. The following drugs will be covered:
 - 1) Federal Legend Drugs
 - 2) State Restricted Drugs
 - 3) Compounded medications
 - 4) Insulin
 - 5) Insulin Needles and Syringes on prescription only
 - 6) Injectable bee sting kits
 - 7) Contraceptives
 - c. The following drugs are excluded (unless covered by above):
 - 1) Fertility drugs
 - 2) Investigational or experimental drugs
 - 3) Non-Federal Legend Drugs
 - 4) Therapeutic devices or appliances
 - 5) Medications for which the cost is recoverable under any Workers' Compensation or Occupational Safety or Disease Law or any State or Governmental Agency, or medication furnished by any other drug or medical services for which no charge is made to a member
 - 6) Self-administered injectables not used to treat illness, injury or disease
 - 7) DNA drugs
 - 8) Growth hormone drugs
 - 9) Smoking cessation patches or medications in excess of one treatment
 - 10) Veterinary medications
 - 11) Weight loss drugs
 - 12) Rogaine, Minoxidol, or any other hair growth products
 - 13) Any drugs used for cosmetic purposes
 - 14) Any drugs not used for acute care or maintenance of a medical condition
 - a) Retin-A, if over (25) years of age
 - b) Vitamins, including prenatal
 - d. Prescriptions for Legend Drugs are up to a (34) day supply or 100 unit doses

- e. Prescriptions for maintenance drugs are up to (100) or (200) unit doses.
 - f. A child who is an eligible dependent (as defined by the current health plan), regardless of marital status, shall be entitled to dependent coverage until the child's 26th birthday, unless the child is eligible to enroll in an employer-sponsored health plan other than a group health plan of a parent.
 - g. This will be a card program and may or may not include mail order.
2. Effective August 1, 2012, the Board shall pay eighty-five percent (85%) of the single and family rate.
 3. The administration of the prescription benefit program shall be in accordance with Board procedure.
 4. The Board will pay one-half (1/2) of the 85% single person rate or the family rate for regular contracted employees who subscribe and are scheduled to work a minimum of three and three-quarter (3-3/4) hours per day, five (5) days per week. Employees regularly scheduled less than half-time (three and three-quarter (3-3/4) hours per day, five (5) days per week or eighteen and three-quarter (18-3/4) hours per week) are not eligible for insurance coverage.
 5. The Board may issue two (2) single person coverages in lieu of a family coverage to a married couple, without dependents, employed by the Board, if the combined amount of the two (2) single rates is less than of the family rate.

9.4 Dental Insurance

1. Effective August 1, 2012, the Board shall pay eighty-five percent (85%) of the single and family rate.
2. The content and administrations of the dental program shall be in accordance with Board procedure.
3. The Board will pay one-half (1/2) of the 85% of either the single person rate or the 85% of the family rate for employees who work between 3-3/4 and 7-1/2 hours per day, five days per week or who work 18-3/4 hours per week and subscribe. Employees regularly scheduled less than half-time (3-3/4 hours per day, five (5) days per week or 18-3/4 hours per week) are not eligible for dental insurance coverage.
4. The Board may issue two (2) single person coverages in lieu of family coverage to a married couple, without dependents, employed by the Board, if the combined rate of the two (2) single rates is less than the family rate.
5. A child who is an eligible dependent (as defined by the current health plan), regardless of marital status, shall be entitled to dependent coverage until the child's 26th birthday, unless the child is eligible to enroll in an employer-sponsored health plan other than a group health plan of a parent.

9.5 Vision Insurance

- A. The Board will provide vision coverage that meets or exceeds the 1995 vision plan.

Each regular contracted employee can select either a single or family plan, whichever is applicable.

- B. Effective August 1, 2012, the Board shall pay eighty-five (85%) of the single and family rate.
- C. The Board will pay one-half (1/2) of 85% of either the Board's portion of the single person rate or the family rate to regular contracted employees who are scheduled to work between three and three quarter (3-3/4) hours and seven and one-half (7-1/2) hours per day, five (5) days per week and subscribe.
- D. The Board may issue two (2) single person coverages in lieu of a family coverage to a married couple, without dependents, employed by the Board, if the combined amount of the two (2) single rates is less than the family rate.
- E. A child who is an eligible dependent (as defined by the current health plan), regardless of marital status, shall be entitled to dependent coverage until the child's 26th birthday, unless the child is eligible to enroll in an employer-sponsored health plan other than a group health plan of a parent.

9.6 Term Life Insurance

- A. The Board shall provide fully paid \$50,000 term life insurance coverage with accidental death and dismemberment coverage for each regular contracted employee who is scheduled to work a minimum of seven and one-half (7-1/2) hours per day, five (5) days per week. A regular contracted employee who is scheduled to work a minimum of three and three-quarter (3-3/4) hours per day, five (5) days per week, or eighteen and three-quarter (18-3/4) hours per week will receive \$25,000 coverage.

Less than regularly scheduled half-time employees (3-3/4 hours per day, five (5) days per week; or eighteen and three-quarter (18-3/4) hours per week) will receive no coverage.

- B. Each employee may purchase additional term life insurance through the Board at his/her own cost.

9.7 Workers' Compensation

All employees are covered under the state Workers' Compensation Act of Ohio. The Act provides coverage for injury or death on the job.

The employee shall have the option to use sick leave or apply for Workers' Compensation. Workers' Compensation may be applied for after seven (7) consecutive days of absence for wage reimbursement or medical benefits. An injury occurring on the job shall be immediately reported to the injured employee's supervisor or other designated representative and an accident report completed. (Form I)

If Medical attention is required, the employee shall file the appropriate Workers' Compensation form at the hospital or doctor's office.

9.8 Disability Insurance

The Board shall provide disability insurance to each employee with fewer than five (5) years of service credit with SERS.

9.9 Insurance Committee

A long-range Insurance Committee shall be on-going. Membership shall consist of equal representatives from the Union, the Lakewood Teachers Association, and the Lakewood Management Team. The Superintendent shall appoint the facilitator.

1. This committee's authority includes:
 - a) Reviewing insurance costs
 - b) Exploring program additions/modifications
 - c) Having access to current insurance costs
 - d) Recommending program modifications
 - e) Initiating and overseeing
 1. benefits education program
 2. wellness education program
 - f) Exploring the use of a consultant
 - g) Providing timely information for the negotiations process
2. This committee shall meet at least quarterly with individual committee members having the authority to submit agenda items and call additional meetings.
3. On an annual basis, or whenever carriers/administrator(s) are changed, the Board shall provide each employee with a summary of all insurance coverage.

9.10 Section 125 Plan ("Cafeteria Plan")

- A. By January 1, 2006, the Board shall establish a "Cafeteria Plan" that is designed to allow employees who must make employee contributions for health care coverage to elect to do so on a pre-tax basis and shall also allow employees to elect to participate in the dependent care and medical care flexible spending account (FSAs²) described in paragraph C below.
- B. The Cafeteria Plan will be designed to meet the requirements of Internal Revenue Code ("IRC") Section 125 and applicable regulations. Accordingly, each employee will have an opportunity on an annual basis to enroll in the Cafeteria Plan. The election to participate must be submitted during the enrollment period of each school year as determined by the Board Treasurer and may not be revoked during the current plan year (January 1st through December 31st) unless there is a change in the employee's circumstances that, in accordance with IRC Section 125, permits the employee to change his/her election under the plan (e.g., divorce, death of spouse, change in employment status including employment status affecting a spouse or dependent, birth or adoption of a child, a child losing eligibility for coverage, a court order requiring coverage, or other enrollment rights consistent with federal law). If revoked, any account balance will be governed by paragraph C3. Details of the Cafeteria Plan will be provided on an annual basis at the time of enrollment and will also be available through the Board Treasurer's office.

C. Dependent Care FSA

1. Under the Café Plan, each employee will be allowed to make a pre-tax “salary reduction” election up to the maximum amount allowable under IRC Section 129 and receive a corresponding credit under a dependent care FSA. Under the dependent care FSA, reimbursement may be received for dependent care expenses described in IRC Section 129.
2. The salary reduction and corresponding credits will be made and issued in twenty-four (24) equal installments beginning with the first pay in January.
3. No employee may be entitled to reimbursement from the dependent care account in excess of the amount credited to the account.

D. Health Care FSA

1. Under the Cafeteria Plan, each employee will be allowed to make a separate pre-tax “salary reduction” election up to the maximum amount allowable by law (exclusive of employee contributions for health coverage) per year, and receive a corresponding credit under a health care FSA. Under the health care FSA, reimbursement may be received for medical expenses (under IRC Section 213) that are not otherwise reimbursable by the health care plans of the Board or of another employer.
2. The salary reduction and corresponding credits will be made and issued in twenty-four (24) equal installments beginning with the first pay in January.

E. Forfeiture of Unused Allocations

To comply with the requirement of IRC Section 125, amounts remaining in either the dependent care or health care FSA at the end of each plan year will be forfeited. In the event an employee separates from employment during a plan year with a remaining balance in the FSA account(s), the employee may continue to receive reimbursements from the account(s) through the end of that plan year.

F. Administrative Fees

The Board shall be the administrator of the Cafeteria Plan, but may delegate administration to the Board Treasurer’s office and/or a third party administrator. When the Board Treasurer is making the decision regarding which company shall be the third-party administrator of the Section 125 Plan, one of the criterion to be used shall be the amount of administrative fees charges. Any administrative fees shall be borne by the Section 125 Plan participants.

9.11 Spousal Insurance

See the end of the contract for an example of the Spouse Eligibility/Reimbursement Certification form

- A. If an employee’s spouse is eligible to participate (as a current employee or retiree) in group health insurance and/or prescription drug insurance sponsored by his/her employer, the spouse must enroll in such employer-sponsored group insurance

coverage(s). The spouse may enroll in single employer-sponsored group insurance coverage(s); the spouse is not required to enroll in family coverage.

- B. This requirement does not apply to any spouse who works less than thirty (30) hours per week AND is required to pay more than fifty percent (50%) of the single premium to participate in his/her employer's group health insurance coverage and/or prescription drug insurance coverage. This requirement also does not apply to any spouse who is a retiree under a public retirement plan and enrolled in Medicare coverage.
- C. Upon the spouse's enrollment in any such employer-sponsored group insurance coverage, that coverage will become the primary payer of the spouse's benefits and the coverage sponsored by the Board will become the secondary payer of the spouse's benefits.
- D. Any spouse who fails to enroll in any group insurance coverage sponsored by his/her employer, as required by this Section, shall be ineligible for benefits under the group insurance coverage sponsored by the Board.
- E. Every employee whose spouse participates in the Board's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board, upon request, a written declaration verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer.
- F. If an employee submits false information or fails to timely advise the Board of a change in his/her spouse's eligibility for employer-sponsored group health insurance and/or prescription drug insurance, and such false information or such failure by the employee results in the Board providing benefits to which the spouse is not entitled, the employee will be personally liable to the Board for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the Board.
 - 1. Any amount to be reimbursed by the employee may be deducted from the benefits to which you would otherwise be entitled.
 - 2. In addition, the employee's spouse will be terminated immediately from the Board's group health insurance and/or prescription drug insurance coverage.
- F. If an employee submits false information about his/her spouse's employer-sponsored group insurance coverage(s), the employee may be subject to disciplinary action by the Board, up to and including termination of employment.
- G. Effective January 1, 2015, for employee spouses who are enrolled in their employer's insurance plan, the Board agrees to reimburse employees up to One Hundred Seventy-Five Dollars (\$175.00) per month of actual documented premium costs paid by the employee's spouse to his/her employer for single and prescription drug medical coverage. Requests for reimbursement with attached documentation demonstrating that such premium contributions were made shall be submitted to the Treasurer's office.

ARTICLE 10. STAFF REDUCTION AND REINSTATEMENT

10.1 Staff Reduction

Reduction In Force (RIF) – shall be defined as “an employee being laid off by system seniority within an affected Series”

- A. If it becomes necessary to reduce employees in a job series due to substantiated lack of funds, major declining enrollment, and/or lack of work for good cause shown, the Board will attempt to make reductions, first through attrition such as retirements or resignations. If this method does not meet reduction requirements, employees shall be laid off in the following order, in the affected series according to system seniority:
1. Temporary employees shall be laid off first.
 2. Probationary employees who have not completed ninety (90) worked days.
 3. Part-time employees with the least system seniority in each series affected
 4. Full-time employees with the least system seniority in each series affected

System Seniority shall be defined as the uninterrupted length of continuous service with the Board. Authorized leaves of absence and layoffs do not constitute an interruption in continuous service for the purpose of reduction in force.

In case of identical continuous system seniority, the employee who last signed the employment contract shall be laid off first.

For the purposes of Reducing, Bumping, and Recall, the following series and classification shall be used:

Series I – Clerical

Secretary I
Secretary II
Clerk Typist

Series II – Finance

Finance Assistant

Series III – Technicians

Network Specialist
Computer Technician
IT Lead Technician
Computer Lab Assistant

Series IV – Student Support

Bookroom Manager

Series V – Student Services

Educational Interpreter
Paraprofessional

Series VI - Resources

Library/Media Tech Asst

Series VII – Students/Families

Drop Out Prevention Agent

Employees shall be laid off according to system seniority within their series. The employee with the least system seniority in the series affected by a layoff shall be laid off first.

- B. In the event of any layoff, the Board shall give the Bargaining Unit President and the employee written notice a minimum of fourteen (14) calendar days, and insofar as possible, thirty (30) calendar days prior to the effective date of the layoff, reason for

layoff, and reinstatement rights. The Director of Human Resources or his/her designee may reassign the laid-off employee to another position from the time the employee is notified of the layoff until the day the employee is laid off.

- C. When new positions are being created at the same time current positions are being eliminated, the following procedures will be used in this order:
 - 1. Option to accept a new position will be offered to any qualified employee (as outlined in D) facing Reduction in Force actions
 - 2. Implement Reduction in Force procedures
 - 3. Implement Bumping Procedures
 - 4. Create Reinstatement List
 - 5. Post any remaining available positions
- D. An employee may bid on a vacancy to avoid layoff; however, such an employee shall be qualified to do so as determined by law, Board, and its administration after consultation with matched skill base/training and/or OAPSE 129 President. Taking such a position (if different from the recently held position or a long term sub position) defined as lesser hours and/or benefits does not remove the employee from the reinstatement list. The employee must request removal in writing to the Human Resources Department.
- E. A transferred employee shall retain all seniority rights, such as longevity allowance, vacation allowance, and retirement service.
- F. The Board agrees to continue current payments for all benefits for a period not to exceed ninety (90) days, should any employee be laid off or have his/her hours reduced, involuntarily, due to lack of work or lack of funds.

10.2 Staff Bumping

Bumping shall be defined as “the ability to displace another employee of lesser system seniority within the same series.”

An employee laid off under the above provisions may have the right to bump an employee with less system seniority in a lower classification within his/her series assuming legal compliance and matched skill base/training. Part-time employees may not bump full-time employees. Employees also have the right to bump an employee with less system seniority, in a different series, only if they have previously held the classification and are highly qualified.

10.3 Staff Reinstatement

Reinstatement shall be defined as “an employee being called back to employment from the reinstatement list in order of system seniority.” Medical benefits will resume on the first day of reinstatement.

Reinstatement shall proceed as follows:

- A. Reinstatement lists shall be established by the Board and a copy will be given to the Bargaining Unit President. Employees laid off shall be placed on a reinstatement list, by classification and series in the reverse order of layoff.

- B. Reinstatements shall be made from the reinstatement list whenever a vacancy occurs and before any new employee is hired.
- C. Vacancies that occur or new positions created shall be offered, to those qualified on the reinstatement list, in order of system seniority, by written notice. The written notice shall be sent to the employee by registered or certified mail addressed to the employee's last known address. It shall be the responsibility of each employee to notify the Board of any changes in address.
- D. The Board shall give written notice to the Bargaining Unit President of all employees recalled.
- E. Any employee who declines reinstatement shall be removed from the list except if a position offered is extremely different as defined as less hours and/or benefits from the position most recently held. In such a case, the employee shall remain on the reinstatement list. Such refusals, however, cannot go on interminably. The Director of Human Resources, after consultation with OAPSE 129 President, shall make the final determination whether or not a position is suitable for the employee as determined by law.
- F. Any employee who accepts a position of less hours or benefits will continue to remain on the reinstatement list until a position of equal hours or benefits becomes available or his/her eligibility expires.
- G. Any employee who declines reinstatement within five (5) working days of receipt of notice shall be placed at the end of the reinstatement list.
- H. Employees on the reinstatement lists will be eligible for reinstatement for four (4) full contract (collective bargaining agreement) years after the last day of their employment.

10.4 Bargaining Unit Work

After August 1, 2012, should the District have a need to utilize outside contractors not currently contracted for work defined in the job descriptions of OAPSE #129 represented positions, the Board and the Union shall meet and confer as to the reasons of such action.

ARTICLE 11. EVALUATION AND PERSONNEL FILE

11.1 Evaluation

- A. During their probationary period, employees new to the system will be evaluated after thirty (30), sixty (60), and ninety (90) worked days. These evaluation periods will be adjusted by the number of days of absence if short-term or long-term absence of the evaluator and/or the evaluatee affects the timeline. An employee shall not be required to serve more than one (1) probationary period of ninety (90) worked days as an employee of the Board.
- B. Employees in the bargaining unit shall be evaluated at least once every third year thereafter, to determine job performance and effectiveness.
- C. Evaluations shall be recorded on the official forms. (Form C)

All evaluations shall be reviewed with the employee. The employee may reply, in writing, to the evaluation. The completed evaluation will be sent to the Human Resources Department for file in the employee's personnel folder. A copy will be issued to the employee and a copy shall be retained by the supervisor for his/her file. Any negative evaluation shall include recommendations for improvements and provisions for assistance to the employee in implementing any recommendations made. Any negative evaluations that are more than three (3) years old shall not be used to determine a candidate's fitness for promotion or transfer. All such materials will be signed by the employee. The signing of such material does not necessarily mean that the employee is in agreement with the evaluation.

- D. The evaluation form shall include the following: "Signing is merely acknowledgment of having seen the above. It does not indicate agreement or disagreement."
- E. The application and administration of this Article shall be under Director of Human Resources to ensure the equal and even enforcement of this Article.

11.2 Personnel File

- A. An employee may examine his/her own personnel file by making arrangements to do so with the Director of Human Resources. Confidential items of reference collected to determine qualifications before employment shall be removed from the personnel file before each examination and placed in the file thereafter.
- B. The employee's personnel file shall not hold:
 - anonymous letters or materials
 - written complaints by students
- C. Material, which may tend to be critical or derogatory of an employee's conduct, service, character, and/or personality, shall not be placed in the file unless the employee has had an opportunity to read the material and, if s/he so desires, attach a reply to that material.
If after five (5) years no further substantiation of the critical or derogatory material occurs, such material shall be expunged from the employee's personnel file. Removed

information will not be available to future evaluators, nor shall it be used and/or referenced after a five year period for appraisal, position change, or dismissal unless additional documented evidence pertaining to like complaint is received. The process for removal of all materials from a personnel file shall be consistent with the procedures outlines in O.R.C. 149.41.

- D. The employee may refute any negative material in his/her file in a written, dated, and signed statement to be attached to the personnel file copy and the negative material.
- E. An employee may review his/her personnel file during the hours that the Human Resources Office is open upon giving one (1) hour notification of the intent to inspect the file.
- F. It is recommended that an employee request to have pertinent written documentation placed in his/her personnel file regarding positive personal and professional accomplishments.

ARTICLE 12. PROGRESSIVE DISCIPLINE

12.1 Progressive Discipline

- A. For good and just cause, the administration may take disciplinary action against any employee. Discipline in cases of sick leave misuse or essential business misuse is not covered in this section; they are covered in Article 8.
- B. The administration will use the following steps of progressive discipline:
 - Step 1: Documented Verbal Reprimand (Form N)
 - Step 2: Written reprimand (placed in employee's personnel file)
 - Step 3: Suspension with or without pay for 1 day
 - Step 4: Suspension with or without pay, not to exceed five (5) days
 - Step 5: Termination in accordance with O.R.C. 3319.081
- C. Before the process of progressive discipline Steps 2, 3, 4, and 5 begin, there shall be a pre-disciplinary meeting. However, a pre-disciplinary meeting need not be held before a Step 1 hearing.
 - 1. The employee shall have the right to have two (2) Bargaining Unit representatives at this pre-disciplinary meeting. The employee shall have the choice of one (1) Bargaining Unit representative and the other shall be an OAPSE representative or OAPSE Labor Relations Consultant.
 - 2. When the request for such representatives is made, no meeting shall take place unless the representatives are present.
 - 3. If the employee does not choose to have OAPSE representatives, one (1) OAPSE representative shall attend the meeting.
- D. If after the pre-disciplinary (fact finding) meeting the administration determines that progressive discipline is warranted, a disciplinary hearing shall be held.
 - 1. The employee and all involved parties shall be informed in writing before the progressive discipline hearing of the progressive discipline step that s/he is being recommended.
 - 2. A Step 1 hearing (verbal reprimand) shall be held by the employee's immediate supervisor.
 - a. The employee has the right to have one (1) OAPSE representative of his/her choice at this hearing and, if a representative is requested, no hearing shall occur until the representative is present.
 - b. At this hearing the employee shall have the right to face his/her accuser(s), shall receive the specific allegations in writing, shall have the right to call witnesses, and the right to rebut the allegations.
 - c. At the conclusion of this hearing, if a verbal reprimand has been issued by the administrator that administrator shall notify the Bargaining Unit President and the Director of Human Resources on the appropriate form (Form N) that a

verbal reprimand has been issued. This form shall not be placed in the employee's personnel file and will be destroyed after two (2) years.

3. Disciplinary hearings at Steps 2 through 4 shall be conducted by the Director of Human Resources. A disciplinary hearing at Step 5 shall be conducted by the Superintendent or designee.
 - a. The employee shall have the right to have two (2) Bargaining Unit representatives at disciplinary hearings. The employee shall have the choice of one (1) Bargaining Unit representative and the other shall be an OAPSE representative or the OAPSE Labor Relations Consultant.
 - b. When the request for such Bargaining Unit representatives is made, no hearing shall be conducted until the representatives are present.
 - c. If the employee chooses not to have Bargaining Unit representation, one (1) Bargaining Unit representative shall attend the hearing.
 - d. The employee shall have the right to face his/her accuser(s), shall receive the specific allegations in writing, shall have the right to call witnesses, and shall have the right to rebut the allegations.
 - e. The failure to present rebuttal testimony or other evidence at a pre-disciplinary meeting shall not be used against the employee.
- E. At the conclusion of the hearing, if the administration determines that discipline is warranted, the employee shall be provided with specific written reasons for the discipline.
- F. Any sequence of steps of discipline shall be for the same or similar offense. If more than twenty-four (24) months have lapsed between any steps of the progression, it may not be used as part of the progression.
- G. In the case of a serious infraction, progressive discipline may begin at any step. If any progressive discipline steps are skipped and termination is sought, termination will be in accordance with ORC 3319.081.
- H. Following the appropriate administrator's determination of the need for discipline, the employee shall have the right to appeal through the grievance procedure of this Agreement.
 1. A grievance may be filed on the basis of unjust discipline as well as on violation of the process outlined in Article 13 of the Agreement.
 2. In the event a grievance is filed on a suspension (other than a suspension that occurs pending termination in Step 5); the suspension shall be held in abeyance until after the grievance procedure has been completed.
 3. Should the employee be supported in his/her position on the grievance, all records of such discipline shall be removed from all personnel and building files.
- I. If the employee does not grieve a suspension without pay or if s/he does grieve a suspension without pay and does not prevail in the grievance, the resulting loss of pay will

be reflected in the remaining paychecks for that year on a pro-rata basis. All benefits will continue in force during any suspension (except a Step 5 suspension), with or without pay, as contained in Article 13 of the Agreement.

- J. In the case of a serious infraction the Superintendent or designee, may immediately suspend an employee -- prior to a pre-disciplinary meeting and a disciplinary hearing.
1. The pre-disciplinary meeting and disciplinary hearing will occur within three (3) employee work days of the employee's notification of his/her suspension.
 2. When the employee is suspended, s/he shall be given written reasons for the suspension.
 3. The employee shall have the right to have two (2) Bargaining Unit representatives at both the pre-disciplinary meeting and the disciplinary hearings. The employee shall have the choice of one (1) Bargaining Unit representative and the other representative shall be either an OAPSE representative or the OAPSE Labor Relations Consultant.
 4. When the request for such representative is made, no pre-disciplinary meeting or disciplinary hearing shall be conducted unless the OAPSE representatives are present.
 5. If the employee chooses not to have one Bargaining Unit representative, a representative will still attend the hearing.
 6. If a grievance is filed, pay will continue pending the outcome of expedited arbitration.
 - a. If the employee's position is upheld in the grievance/arbitration process, all records of the suspension shall be removed from all personnel and building files.
 - b. If the employee's position is not upheld in the grievance/arbitration process, the resulting loss of pay will be reflected in the remaining paychecks for that year on a prorated basis.

ARTICLE 13. GRIEVANCE PROCEDURE

13.1 Grievance Definition

- A. A grievance is defined as an alleged violation of a specific article or section of this Agreement.
- B. Board policy which affects work rules of employees.
- C. The grievant(s) shall have the right to present his/her grievance free from interference, coercion, restraint, discrimination, or reprisal.
- D. Suspensions in excess of one (1) day may be appealed directly to Step 2.
- E. Termination may be appealed directly to arbitration.

13.2 Grievance Regulations

- A. If any grievance arises, there shall be no stoppage or suspension of work or concerted activity because of such grievance; but such grievance shall be submitted to the grievance procedure listed below.
- B. In order that grievances be processed as rapidly as possible, the number of days indicated at each step shall be maximum. Every effort should be made to expedite the grievance; however, the time limits may be extended by mutual agreement of the parties.
- C. Days shall be counted as working days.
- D. A grievance must be presented as a Step 1 grievance to the administration within twenty (20) days of the action which precipitated the grievance. (Form H)
- E. The grievant(s) or the administration may be represented at all stages of the grievance procedure by a person(s) of his/her choosing.
- F. Grievance hearing shall be scheduled to avoid conflict and interference with school and employment schedules.
- G. No issue shall become a grievance at Step 1 until the grievant(s) communicates with the person(s) who may be responsible for the alleged grievance. If this informal communication does not resolve the issue, the grievant(s) may submit a written grievance as indicated in Step 1.

13.3 Grievance Steps

Step 1: If a grievance(s) is not resolved through informal communication, the grievant or the Union will present the grievance in writing to the Director of Human Resources or designee. Within fifteen (15) days after presentation of the written grievance, the Director of Human Resources or designee shall give a written answer to the grievant(s) or the Union.

Step 2: If a satisfactory disposition of the grievance is not reached as a result of the Director of Human Resources or his designee's response to Step 1, the grievant(s) and/or the Union shall have the right to appeal the grievance to the Superintendent of Schools within fifteen (15) days. The Superintendent, or a designated representative, shall provide the grievant(s) or the Union a written response to the Step 3 grievance within fifteen (15) days of receipt.

- Step 3:
- A. If a satisfactory disposition of the grievance is not reached as a result of the procedure provided in Step 2 of this grievance procedure, the grievant(s) or the Union may appeal the dispute to an impartial arbitrator under, and in accordance with, the rules of the American Arbitration Association. Such appeal must be made within fifteen (15) days from the date of the Superintendent of School's response to Step 2.
 - B. If mutual agreement is not reached regarding the selection of an arbitrator within fifteen (15) days after the request of the grievant(s) or Union, the arbitrator shall be selected from a list submitted by the Federal Mediation and Conciliation Services. Selection shall be made pursuant to the rules of the American Arbitration Association.
 - C. The powers of the arbitrator shall be limited.
 - D. The arbitrator shall not add to, subtract from, disregard, alter, or modify this Agreement or applicable laws and policies, procedures, rules and regulations having the force and effect of law.
 - E. The arbitrator shall not establish or change salary schedules or establish salaries for any position.
 - F. The arbitrator's judgment shall be binding on the parties.
 - G. The fees and expenses of the arbitrator shall be paid by the losing party. Any other expenses resulting from arbitration shall be paid by the party incurring them. Neither party shall be responsible for the expense of witnesses except those who are heard during their regular hours of employment.

13.4 Grievance Forms

A grievance must be filed on the form agreed to by the Union and the Board. (A sample of the grievance form is included in the Appendix, Form H).

The form must list the alleged article(s) violated, shall state the contention of the grievant, and shall request the relief.

The grievance form shall be available from the Human Resources Department or the Union President.

13.5 Grievance Time Limits

Time limits may be extended, in writing, by mutual agreement of the Board, the grievant(s), or the Union.

13.6 Rights of the Union Members

- A. The Union and Administration shall exercise mature discretion in discussing any grievance matters.
- B. A grievance may be withdrawn at any level without prejudice.
- C. When a grievance is satisfied at Step 1 or 2, the solution shall be reduced to writing and signed by the parties involved.
- D. Readily available information necessary to the determination and processing of the grievance shall be made available to parties of interest.

ARTICLE 14. MISCELLANEOUS PROVISIONS

14.1 Labor/Management Committee

- A. The Classified Forum may be made up of up to four (4) members of the union and four (4) members of the management team, unless mutually agreed upon by the Union President and the Director of Human Resources. Also included will be guests (with prior permission.) The Union Team shall be comprised of the OAPSE President and three (3) members representative of the classifications of the bargaining unit. The Management Team shall be comprised of the Director of Human Resources and three (3) members representative of the Administration. The Forum will attempt to meet once a month to discuss district wide issues.
- B. The parties shall agree to meet on the written request of the other or may also develop a regular schedule of meetings to implement this section. Advance written request for the "on call" type meeting shall be made at least ten (10) days before the proposed meeting date. Along with the request shall be attached the proposed agenda of items to be discussed.
- C. All meetings shall be held at agreed to time and places and shall not exceed one and one-half (1-1/2) hours unless both parties agree to an extension.
- D. The spirit of the discussions shall be one of communication and sharing that may lead to the resolution of a problem, issue, or concern. These conferences shall not be considered "negotiations." The matters discussed shall be considered as being important to the professional relations between the Board and the Union.
- E. The Classified Forum may delegate problem-solving tasks to a Labor-Management Committee. A Labor-Management Committee shall be comprised of members appointed by the Classified Forum.

14.2 Student Employees

Student Internships - The Board shall not employ any students/adults under secondary school or college work programs or any state or federally funded work program in any position that would directly or indirectly affect the rights of the union or any member of the bargaining unit. It is the intention of the Board only to provide student internships/mentorships in conjunction with Lakewood schools job training programs.

Also exempt from employment are adults participating in privately funded retirement programs who do not apply through normal Board employment procedures.

14.3 Publishing of Master Agreement

The Board agrees to pay the cost of printing and distributing copies of this agreement within sixty (60) days of the ratification by the Board of Education.

14.4 Merit Incentive Award (MIA)

The Board of Education agrees to enter into a Classified Merit Incentive Award (MIA) program with employees of this bargaining unit. This program shall operate according to the guidelines established by the MIA committee composed of administrators and professional.

The Merit Incentive Program is a program aimed at rewarding classified employees who have had perfect attendance during a specified time period. As an employee, you may earn a cash incentive based on non-use of sick leave, essential business days, dock days, or suspension days. Absence for the death of a family member is excluded. For the purposes of defining "family" in this program, the contract shall refer to the definition in Article 8.1 D, Sick Leave, as to the definition for "family".

Any member of the bargaining unit having perfect attendance record during the time period specified (based on non-use of sick leave, essential business days, dock days, or suspension days) will be given a Merit Incentive Attendance Award based on the following:

Greater than 10-month employees = \$150 per 3-month period [8/1 - 10/31, 11/1 - 1/31, 2/1 - 4/30, or 5/1 - 7/31] and with zero (0) absences

9-month and 10-month employees = \$125 per 9-week grading period with zero (0) absences

There is no exchange of a day off for pay.

Said incentive award shall be made in a lump sum payment to those eligible for same within thirty (30) calendar days following Board approval.

The program will continue as long as funds are available.

14.5 Classified Suggestion System Program (CSSP)

The Board of Education agrees to enter into a Classified Suggestion System Program (CSSP) with employees of this bargaining unit. This program shall operate according to the guidelines established by CSSP committee composed of administrators and professional.

PROGRAM GOALS:

- A. To improve procedures and services of classified employees.
- B. To provide an environment that encourages creative thinking for the benefit of Lakewood Schools.
- C. To reward those employees who suggest ideas that have the most system-wide impact.

REWARDS:

Each June the Incentive Committee will meet to evaluate all the suggestions from the previous year. The suggestions with the most significant system-wide impact will be awarded one day of vacation for the following school year, to be scheduled with immediate supervisor's approval. When possible, one reward per local will be awarded, for a total of three (3) vacations days per year awarded. The committee reserves the right not to award days off in the event there

are no significant suggestions received.

PROCEDURES:

Classified employees who wish to submit a suggestion or concern, may do so by copying Form G. The completed suggestion form should be sent to the OAPSE 129 President. All forms must be signed. Names will be kept confidential by the OAPSE 129 President.

The OAPSE 129 President will:

1. Number the form
2. Copy the form
3. Forward the top section to the Incentive Committee
4. Send confirmation of receipt to the employee

The Incentive Committee will evaluate the suggestions or concerns and take appropriate action.

The Incentive Committee will be comprised of the OAPSE 129 President and several administrators. This committee will meet as needed to discuss all suggestions or concerns submitted. Remember, the committee will not see the employee's name on the suggestion form, only the OAPSE President will know who submitted the idea.

All proposals shall be submitted to the CSSP committee for review and forwarded to the Director of Human Resources for consideration and approval. (Form G)

The program will continue in operation as long as funds are available.

14.6 Student Health Issues

- A. To the extent provided under law (O.R.C. 3313.713), employees acting in good faith and within the course and scope of their employment relative to health-related issues pertaining to students, will be immune from suit and/or liability and provided a legal defense and indemnification by the Board relative to any legal action for injury.
- B. When an invasive medical procedure is required, the Paraprofessional assigned to the building health center will be used where possible. If a Paraprofessional is uncomfortable performing a specific procedure, he/she has the right to refuse, without disciplinary consequences occurring. Should the performance of necessary medical procedures be refused, reassignment of Paraprofessionals may be required.
- C. In situations where invasive medical procedures are required, specific training will be provided. Upon successful completion of the training and anticipated performance of the required procedures, the Paraprofessional will receive a \$500 stipend to be paid in the second pay in June.
- D. The district needs for the performing of medical procedures for students will be reviewed on an on-going basis. Training and assignments of Paraprofessionals will be completed as need arises.

14.7 Drug/Alcohol Free Workplace

The Lakewood Board of Education is committed to a drug/alcohol-free workplace. It will enforce a policy requiring all employees to refrain from the use, distribution, or possession of illicit drugs or alcohol while on school premises or while working with students under the direction of the Lakewood Board of Education. Employees who fail to comply with this policy may be subject to discipline and/or termination.

The initial disciplinary action may be the completion of an appropriate awareness and/or rehabilitation program approved by the Board as determined by the Superintendent with input from the Chemical Dependency Coordinator and the OAPSE President. Subsequent offenses may result in further discipline and/or termination in accordance with the ORC and/or the provisions of this agreement.

Any employee convicted of an offense under a criminal drug statute (for a violation occurring in the workplace) must notify the employer of the conviction no later than five (5) working days after such conviction. Failure to do so may result in discipline and/or termination.

To ensure that all employees are aware of this policy, the Board shall provide a drug/alcohol-free workplace educational in-service jointly sponsored by the administration, the OAPSE 129 association, and other bargaining unit representatives. New employees will be informed of this policy before signing a contract.

The Board will provide information about intervention and rehabilitation programs on an on-going basis.

14.8 Non-Smoking Policy (Board Policy)

Effective February 1, 1994, every building, Board owned vehicles, all school grounds, and adjacent sidewalks and tree lawns of any school property in the Lakewood School District shall be completely smoke and tobacco free at all times. Any violation of this Article shall subject the offending employee to appropriate disciplinary procedures not to exceed a written warning prior to May 1, 1994, as contained in Article 12 of the Master Agreement. After May 1, 1994, Article 12 is in full force and effect.

The Board will, on a one (1) time basis, contribute 50% of the cost, up to a maximum of \$200 per person for member attendance at smoking cessation programs. In addition, the Board and Association will cooperate in attempting to arrange provision of such programs within the District free of charge.

14.9 School Calendar

The school calendar affects students, professionals, and the community. Therefore, the school calendar shall be prepared by the administration in consultation with OAPSE, parent representatives, and other bargaining units. In the event a change in the calendar is necessary due to the financial situation or other conditions, the above named representatives shall be consulted before the calendar would be revised.

14.10 Forms

The Union and Board shall meet to discuss any revisions or additions to forms referred to in this contract.

14.11 Relocation

A. When an employee has to relocate in the District due to construction and/or renovation, and that employee signs the form (Form O) and agrees to pack the materials to be moved, that employee shall receive one (1) additional day of essential business leave in the following school year for each time s/he packs due to relocation. If the relocation occurs in the first year of Phase III of the Facility Master Plan, the additional day of essential business leave can be taken in either of the next two (2) school years.

1. If the additional day of essential business leave is not used in the appropriate school year, that day shall be added to the employee's accumulated sick leave.
2. This additional day of essential business leave can be used for any reason, including vacation, entertainment or recreation reasons, without having to pay for a substitute employee. However, this additional day of essential business leave cannot be used before or after a vacation (i.e., Thanksgiving, Winter Vacation, Martin Luther King Day, NEOEA Day, Presidents' Day, Spring Vacation, Memorial Day, Labor Day) or the students' first/last day of school.
 - a. This essential business leave day cannot be used on either a Monday or a Friday during the months of April, May, or June.
 - b. If this essential business leave day is to be used on either a Monday or Friday in the months of August through March, use of this day during those

months necessitates application and approval in advance (Form P) because the maximum number of employees who can use it on those Mondays or Fridays is limited to three (3) on each of those days on a first-come, first-served basis.

3. Prior to using this essential business leave day, the employee will notify the Building Principal that s/he will be absent for reasons of essential business leave and will follow the established procedures for securing a substitute. However, in cases of emergency as outlined in Section 8.2A, approval for this essential business leave day may be granted after the absence.
- B. Any employee who participates in packing materials who is not in active pay status (e.g., retirement, resignation, approved leave) the entire school year following his/her packing materials shall have one (1) day of sick leave added to his/her accumulated sick leave. If the relocation occurs in the first year of Phase III of the Facility Master Plan, and the additional day of essential business leave is not taken in either of the next two (2) school years, one day of sick leave shall be added to his/her accumulated sick leave.

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2014**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$18,254	\$18,411	NA	\$20,663	\$29,540
1 - (10)	\$19,822	NA	\$21,900	\$22,469	NA
1 - (11)	\$21,239	NA	\$23,465	\$24,075	NA
1 - (12)	\$25,257	NA	\$27,213	\$28,618	NA
2 - (9)	\$19,024	\$19,166	NA	\$21,617	\$30,424
2 - (10)	\$20,669	NA	\$22,916	\$23,485	NA
2 - (11)	\$22,146	NA	\$24,554	\$25,164	NA
2 - (12)	\$26,320	NA	\$28,466	\$29,909	NA
3 - (9)	\$19,779	\$19,922	NA	\$22,558	\$31,079
3 - (10)	\$21,484	NA	\$23,931	\$24,516	NA
3 - (11)	\$23,020	NA	\$25,642	\$26,269	NA
3 - (12)	\$27,365	NA	\$29,719	\$31,220	NA
4 - (9)	\$20,534	\$20,691	NA	\$23,527	\$31,749
4 - (10)	\$22,300	NA	\$24,993	\$25,578	NA
4 - (11)	\$23,894	NA	\$26,780	\$27,406	NA
4 - (12)	\$28,428	NA	\$30,973	\$32,568	NA
5 - (9)	\$21,332	\$21,503	NA	\$24,467	\$32,447
5 - (10)	\$23,177	NA	\$25,994	\$26,594	NA
5 - (11)	\$24,834	NA	\$27,852	\$28,495	NA
5 - (12)	\$29,510	NA	\$32,264	\$33,878	NA
6 - (9)	\$22,088	\$22,259	NA	\$25,394	\$33,146
6 - (10)	\$23,993	NA	\$27,009	\$27,610	NA
6 - (11)	\$25,708	NA	\$28,940	\$29,583	NA
6 - (12)	\$30,555	NA	\$33,517	\$35,169	NA
7 - (9)	\$23,456	\$23,641	NA	\$26,918	\$33,858
7 - (10)	\$25,486	NA	\$28,641	\$29,256	NA
7 - (11)	\$27,307	NA	\$30,688	\$31,347	NA
7 - (12)	\$32,473	NA	\$35,606	\$37,277	NA
8 - (9)	\$24,610	\$24,809	NA	\$28,258	\$34,585
8 - (10)	\$26,732	NA	\$30,103	\$30,718	NA
8 - (11)	\$28,643	NA	\$32,254	\$32,914	NA
8 - (12)	\$34,068	NA	\$37,372	\$39,119	NA
9 - (9)	\$25,835	\$26,063	NA	\$29,740	\$35,326
9 - (10)	\$28,087	NA	\$31,688	\$32,319	NA
9 - (11)	\$30,094	NA	\$33,953	\$34,629	NA
9 - (12)	\$35,777	NA	\$39,290	\$41,170	NA
10 - (9)	\$26,762	\$26,975	NA	\$30,866	\$36,110
10 - (10)	\$29,087	NA	\$33,335	\$33,535	NA
10 - (11)	\$31,166	NA	\$35,717	\$35,932	NA
10 - (12)	\$37,049	NA	\$41,379	\$42,728	NA
11 - (9)	\$28,144	\$28,372	NA	\$32,490	\$36,879
11 - (10)	\$30,565	NA	\$35,058	\$35,289	NA
11 - (11)	\$32,749	NA	\$37,564	\$37,812	NA
11 - (12)	\$38,948	NA	\$43,544	\$44,949	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$14.28 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2014**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$12.81	\$12.92	NA	\$14.50	\$20.73
1 - (10)	\$12.88	NA	\$14.23	\$14.60	NA
1 - (11)	\$12.88	NA	\$14.23	\$14.60	NA
1 - (12)	\$13.30	NA	\$14.33	\$15.07	NA
2 - (9)	\$13.35	\$13.45	NA	\$15.17	\$21.35
2 - (10)	\$13.43	NA	\$14.89	\$15.26	NA
2 - (11)	\$13.43	NA	\$14.89	\$15.26	NA
2 - (12)	\$13.86	NA	\$14.99	\$15.75	NA
3 - (9)	\$13.88	\$13.98	NA	\$15.83	\$21.81
3 - (10)	\$13.96	NA	\$15.55	\$15.93	NA
3 - (11)	\$13.96	NA	\$15.55	\$15.93	NA
3 - (12)	\$14.41	NA	\$15.65	\$16.44	NA
4 - (9)	\$14.41	\$14.52	NA	\$16.51	\$22.28
4 - (10)	\$14.49	NA	\$16.24	\$16.62	NA
4 - (11)	\$14.49	NA	\$16.24	\$16.62	NA
4 - (12)	\$14.97	NA	\$16.31	\$17.15	NA
5 - (9)	\$14.97	\$15.09	NA	\$17.17	\$22.77
5 - (10)	\$15.06	NA	\$16.89	\$17.28	NA
5 - (11)	\$15.06	NA	\$16.89	\$17.28	NA
5 - (12)	\$15.54	NA	\$16.99	\$17.84	NA
6 - (9)	\$15.50	\$15.62	NA	\$17.82	\$23.26
6 - (10)	\$15.59	NA	\$17.55	\$17.94	NA
6 - (11)	\$15.59	NA	\$17.55	\$17.94	NA
6 - (12)	\$16.09	NA	\$17.65	\$18.52	NA
7 - (9)	\$16.46	\$16.59	NA	\$18.89	\$23.76
7 - (10)	\$16.56	NA	\$18.61	\$19.01	NA
7 - (11)	\$16.56	NA	\$18.61	\$19.01	NA
7 - (12)	\$17.10	NA	\$18.75	\$19.63	NA
8 - (9)	\$17.27	\$17.41	NA	\$19.83	\$24.27
8 - (10)	\$17.37	NA	\$19.56	\$19.96	NA
8 - (11)	\$17.37	NA	\$19.56	\$19.96	NA
8 - (12)	\$17.94	NA	\$19.68	\$20.60	NA
9 - (9)	\$18.13	\$18.29	NA	\$20.87	\$24.79
9 - (10)	\$18.25	NA	\$20.59	\$21.00	NA
9 - (11)	\$18.25	NA	\$20.59	\$21.00	NA
9 - (12)	\$18.84	NA	\$20.69	\$21.68	NA
10 - (9)	\$18.78	\$18.93	NA	\$21.66	\$25.34
10 - (10)	\$18.90	NA	\$21.66	\$21.79	NA
10 - (11)	\$18.90	NA	\$21.66	\$21.79	NA
10 - (12)	\$19.51	NA	\$21.79	\$22.50	NA
11 - (9)	\$19.75	\$19.91	NA	\$22.80	\$25.88
11 - (10)	\$19.86	NA	\$22.78	\$22.93	NA
11 - (11)	\$19.86	NA	\$22.78	\$22.93	NA
11 - (12)	\$20.51	NA	\$22.93	\$23.67	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$14.28 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2015**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$18,710	\$18,867	NA	\$21,176	\$30,281
1 - (10)	\$20,315	NA	\$22,454	\$23,039	NA
1 - (11)	\$21,767	NA	\$24,059	\$24,686	NA
1 - (12)	\$25,883	NA	\$27,896	\$29,340	NA
2 - (9)	\$19,494	\$19,651	NA	\$22,159	\$31,179
2 - (10)	\$21,192	NA	\$23,485	\$24,070	NA
2 - (11)	\$22,707	NA	\$25,164	\$25,790	NA
2 - (12)	\$26,985	NA	\$29,169	\$30,650	NA
3 - (9)	\$20,278	\$20,420	NA	\$23,128	\$31,863
3 - (10)	\$22,023	NA	\$24,532	\$25,132	NA
3 - (11)	\$23,597	NA	\$26,285	\$26,928	NA
3 - (12)	\$28,048	NA	\$30,460	\$31,998	NA
4 - (9)	\$21,047	\$21,204	NA	\$24,111	\$32,547
4 - (10)	\$22,854	NA	\$25,624	\$26,225	NA
4 - (11)	\$24,488	NA	\$27,456	\$28,099	NA
4 - (12)	\$29,131	NA	\$31,751	\$33,384	NA
5 - (9)	\$21,860	\$22,045	NA	\$25,080	\$33,260
5 - (10)	\$23,762	NA	\$26,640	\$27,256	NA
5 - (11)	\$25,461	NA	\$28,544	\$29,204	NA
5 - (12)	\$30,251	NA	\$33,062	\$34,733	NA
6 - (9)	\$22,643	\$22,814	NA	\$26,035	\$33,972
6 - (10)	\$24,593	NA	\$27,687	\$28,302	NA
6 - (11)	\$26,351	NA	\$29,666	\$30,325	NA
6 - (12)	\$31,315	NA	\$34,353	\$36,043	NA
7 - (9)	\$24,040	\$24,225	NA	\$27,588	\$34,699
7 - (10)	\$26,117	NA	\$29,364	\$29,995	NA
7 - (11)	\$27,984	NA	\$31,463	\$32,139	NA
7 - (12)	\$33,289	NA	\$36,499	\$38,208	NA
8 - (9)	\$25,223	\$25,436	NA	\$28,970	\$35,454
8 - (10)	\$27,394	NA	\$30,857	\$31,488	NA
8 - (11)	\$29,352	NA	\$33,062	\$33,739	NA
8 - (12)	\$34,923	NA	\$38,303	\$40,107	NA
9 - (9)	\$26,477	\$26,719	NA	\$30,481	\$36,209
9 - (10)	\$28,795	NA	\$32,473	\$33,135	NA
9 - (11)	\$30,853	NA	\$34,794	\$35,503	NA
9 - (12)	\$36,670	NA	\$40,278	\$42,196	NA
10 - (9)	\$27,431	\$27,645	NA	\$31,635	\$37,007
10 - (10)	\$29,810	NA	\$34,166	\$34,366	NA
10 - (11)	\$31,941	NA	\$36,608	\$36,822	NA
10 - (12)	\$37,980	NA	\$42,405	\$43,791	NA
11 - (9)	\$28,842	\$29,084	NA	\$33,302	\$37,805
11 - (10)	\$31,334	NA	\$35,936	\$36,167	NA
11 - (11)	\$33,574	NA	\$38,504	\$38,752	NA
11 - (12)	\$39,917	NA	\$44,627	\$46,070	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$14.64 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2015**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$13.13	\$13.24	NA	\$14.86	\$21.25
1 - (10)	\$13.20	NA	\$14.59	\$14.97	NA
1 - (11)	\$13.20	NA	\$14.59	\$14.97	NA
1 - (12)	\$13.63	NA	\$14.69	\$15.45	NA
2 - (9)	\$13.68	\$13.79	NA	\$15.55	\$21.88
2 - (10)	\$13.77	NA	\$15.26	\$15.64	NA
2 - (11)	\$13.77	NA	\$15.26	\$15.64	NA
2 - (12)	\$14.21	NA	\$15.36	\$16.14	NA
3 - (9)	\$14.23	\$14.33	NA	\$16.23	\$22.36
3 - (10)	\$14.31	NA	\$15.94	\$16.33	NA
3 - (11)	\$14.31	NA	\$15.94	\$16.33	NA
3 - (12)	\$14.77	NA	\$16.04	\$16.85	NA
4 - (9)	\$14.77	\$14.88	NA	\$16.92	\$22.84
4 - (10)	\$14.85	NA	\$16.65	\$17.04	NA
4 - (11)	\$14.85	NA	\$16.65	\$17.04	NA
4 - (12)	\$15.34	NA	\$16.72	\$17.58	NA
5 - (9)	\$15.34	\$15.47	NA	\$17.60	\$23.34
5 - (10)	\$15.44	NA	\$17.31	\$17.71	NA
5 - (11)	\$15.44	NA	\$17.31	\$17.71	NA
5 - (12)	\$15.93	NA	\$17.41	\$18.29	NA
6 - (9)	\$15.89	\$16.01	NA	\$18.27	\$23.84
6 - (10)	\$15.98	NA	\$17.99	\$18.39	NA
6 - (11)	\$15.98	NA	\$17.99	\$18.39	NA
6 - (12)	\$16.49	NA	\$18.09	\$18.98	NA
7 - (9)	\$16.87	\$17.00	NA	\$19.36	\$24.35
7 - (10)	\$16.97	NA	\$19.08	\$19.49	NA
7 - (11)	\$16.97	NA	\$19.08	\$19.49	NA
7 - (12)	\$17.53	NA	\$19.22	\$20.12	NA
8 - (9)	\$17.70	\$17.85	NA	\$20.33	\$24.88
8 - (10)	\$17.80	NA	\$20.05	\$20.46	NA
8 - (11)	\$17.80	NA	\$20.05	\$20.46	NA
8 - (12)	\$18.39	NA	\$20.17	\$21.12	NA
9 - (9)	\$18.58	\$18.75	NA	\$21.39	\$25.41
9 - (10)	\$18.71	NA	\$21.10	\$21.53	NA
9 - (11)	\$18.71	NA	\$21.10	\$21.53	NA
9 - (12)	\$19.31	NA	\$21.21	\$22.22	NA
10 - (9)	\$19.25	\$19.40	NA	\$22.20	\$25.97
10 - (10)	\$19.37	NA	\$22.20	\$22.33	NA
10 - (11)	\$19.37	NA	\$22.20	\$22.33	NA
10 - (12)	\$20.00	NA	\$22.33	\$23.06	NA
11 - (9)	\$20.24	\$20.41	NA	\$23.37	\$26.53
11 - (10)	\$20.36	NA	\$23.35	\$23.50	NA
11 - (11)	\$20.36	NA	\$23.35	\$23.50	NA
11 - (12)	\$21.02	NA	\$23.50	\$24.26	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$14.64 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2016**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$19,181	\$19,337	NA	\$21,703	\$31,037
1 - (10)	\$20,823	NA	\$23,008	\$23,608	NA
1 - (11)	\$22,311	NA	\$24,653	\$25,296	NA
1 - (12)	\$26,529	NA	\$28,599	\$30,080	NA
2 - (9)	\$19,979	\$20,135	NA	\$22,715	\$31,963
2 - (10)	\$21,715	NA	\$24,070	\$24,670	NA
2 - (11)	\$23,267	NA	\$25,790	\$26,433	NA
2 - (12)	\$27,668	NA	\$29,890	\$31,409	NA
3 - (9)	\$20,791	\$20,933	NA	\$23,712	\$32,661
3 - (10)	\$22,577	NA	\$25,147	\$25,763	NA
3 - (11)	\$24,191	NA	\$26,945	\$27,604	NA
3 - (12)	\$28,751	NA	\$31,220	\$32,796	NA
4 - (9)	\$21,575	\$21,731	NA	\$24,710	\$33,359
4 - (10)	\$23,424	NA	\$26,271	\$26,886	NA
4 - (11)	\$25,098	NA	\$28,148	\$28,808	NA
4 - (12)	\$29,852	NA	\$32,549	\$34,220	NA
5 - (9)	\$22,401	\$22,601	NA	\$25,707	\$34,086
5 - (10)	\$24,362	NA	\$27,302	\$27,933	NA
5 - (11)	\$26,104	NA	\$29,253	\$29,929	NA
5 - (12)	\$31,011	NA	\$33,897	\$35,606	NA
6 - (9)	\$23,213	\$23,384	NA	\$26,690	\$34,827
6 - (10)	\$25,209	NA	\$28,379	\$29,010	NA
6 - (11)	\$27,011	NA	\$30,408	\$31,084	NA
6 - (12)	\$32,093	NA	\$35,207	\$36,936	NA
7 - (9)	\$24,638	\$24,838	NA	\$28,272	\$35,568
7 - (10)	\$26,763	NA	\$30,103	\$30,749	NA
7 - (11)	\$28,676	NA	\$32,254	\$32,947	NA
7 - (12)	\$34,125	NA	\$37,410	\$39,157	NA
8 - (9)	\$25,850	\$26,078	NA	\$29,697	\$36,338
8 - (10)	\$28,087	NA	\$31,626	\$32,273	NA
8 - (11)	\$30,094	NA	\$33,887	\$34,580	NA
8 - (12)	\$35,796	NA	\$39,252	\$41,113	NA
9 - (9)	\$27,132	\$27,389	NA	\$31,236	\$37,121
9 - (10)	\$29,518	NA	\$33,289	\$33,966	NA
9 - (11)	\$31,628	NA	\$35,668	\$36,393	NA
9 - (12)	\$37,581	NA	\$41,284	\$43,259	NA
10 - (9)	\$28,115	\$28,343	NA	\$32,433	\$37,934
10 - (10)	\$30,549	NA	\$35,028	\$35,228	NA
10 - (11)	\$32,733	NA	\$37,531	\$37,746	NA
10 - (12)	\$38,930	NA	\$43,468	\$44,892	NA
11 - (9)	\$29,569	\$29,811	NA	\$34,129	\$38,746
11 - (10)	\$32,119	NA	\$36,828	\$37,075	NA
11 - (11)	\$34,415	NA	\$39,461	\$39,724	NA
11 - (12)	\$40,923	NA	\$45,747	\$47,228	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$15.01 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2016**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$13.46	\$13.57	NA	\$15.23	\$21.78
1 - (10)	\$13.53	NA	\$14.95	\$15.34	NA
1 - (11)	\$13.53	NA	\$14.95	\$15.34	NA
1 - (12)	\$13.97	NA	\$15.06	\$15.84	NA
2 - (9)	\$14.02	\$14.13	NA	\$15.94	\$22.43
2 - (10)	\$14.11	NA	\$15.64	\$16.03	NA
2 - (11)	\$14.11	NA	\$15.64	\$16.03	NA
2 - (12)	\$14.57	NA	\$15.74	\$16.54	NA
3 - (9)	\$14.59	\$14.69	NA	\$16.64	\$22.92
3 - (10)	\$14.67	NA	\$16.34	\$16.74	NA
3 - (11)	\$14.67	NA	\$16.34	\$16.74	NA
3 - (12)	\$15.14	NA	\$16.44	\$17.27	NA
4 - (9)	\$15.14	\$15.25	NA	\$17.34	\$23.41
4 - (10)	\$15.22	NA	\$17.07	\$17.47	NA
4 - (11)	\$15.22	NA	\$17.07	\$17.47	NA
4 - (12)	\$15.72	NA	\$17.14	\$18.02	NA
5 - (9)	\$15.72	\$15.86	NA	\$18.04	\$23.92
5 - (10)	\$15.83	NA	\$17.74	\$18.15	NA
5 - (11)	\$15.83	NA	\$17.74	\$18.15	NA
5 - (12)	\$16.33	NA	\$17.85	\$18.75	NA
6 - (9)	\$16.29	\$16.41	NA	\$18.73	\$24.44
6 - (10)	\$16.38	NA	\$18.44	\$18.85	NA
6 - (11)	\$16.38	NA	\$18.44	\$18.85	NA
6 - (12)	\$16.90	NA	\$18.54	\$19.45	NA
7 - (9)	\$17.29	\$17.43	NA	\$19.84	\$24.96
7 - (10)	\$17.39	NA	\$19.56	\$19.98	NA
7 - (11)	\$17.39	NA	\$19.56	\$19.98	NA
7 - (12)	\$17.97	NA	\$19.70	\$20.62	NA
8 - (9)	\$18.14	\$18.30	NA	\$20.84	\$25.50
8 - (10)	\$18.25	NA	\$20.55	\$20.97	NA
8 - (11)	\$18.25	NA	\$20.55	\$20.97	NA
8 - (12)	\$18.85	NA	\$20.67	\$21.65	NA
9 - (9)	\$19.04	\$19.22	NA	\$21.92	\$26.05
9 - (10)	\$19.18	NA	\$21.63	\$22.07	NA
9 - (11)	\$19.18	NA	\$21.63	\$22.07	NA
9 - (12)	\$19.79	NA	\$21.74	\$22.78	NA
10 - (9)	\$19.73	\$19.89	NA	\$22.76	\$26.62
10 - (10)	\$19.85	NA	\$22.76	\$22.89	NA
10 - (11)	\$19.85	NA	\$22.76	\$22.89	NA
10 - (12)	\$20.50	NA	\$22.89	\$23.64	NA
11 - (9)	\$20.75	\$20.92	NA	\$23.95	\$27.19
11 - (10)	\$20.87	NA	\$23.93	\$24.09	NA
11 - (11)	\$20.87	NA	\$23.93	\$24.09	NA
11 - (12)	\$21.55	NA	\$24.09	\$24.87	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$15.01 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2017**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$19,665	\$19,822	NA	\$22,244	\$31,806
1 - (10)	\$21,346	NA	\$23,577	\$24,193	NA
1 - (11)	\$22,872	NA	\$25,263	\$25,922	NA
1 - (12)	\$27,194	NA	\$29,321	\$30,840	NA
2 - (9)	\$20,477	\$20,634	NA	\$23,285	\$32,761
2 - (10)	\$22,254	NA	\$24,670	\$25,286	NA
2 - (11)	\$23,845	NA	\$26,433	\$27,093	NA
2 - (12)	\$28,352	NA	\$30,631	\$32,188	NA
3 - (9)	\$21,304	\$21,461	NA	\$24,311	\$33,473
3 - (10)	\$23,147	NA	\$25,778	\$26,409	NA
3 - (11)	\$24,801	NA	\$27,621	\$28,297	NA
3 - (12)	\$29,472	NA	\$31,998	\$33,612	NA
4 - (9)	\$22,116	\$22,273	NA	\$25,322	\$34,200
4 - (10)	\$24,008	NA	\$26,933	\$27,563	NA
4 - (11)	\$25,724	NA	\$28,858	\$29,534	NA
4 - (12)	\$30,593	NA	\$33,365	\$35,075	NA
5 - (9)	\$22,957	\$23,171	NA	\$26,348	\$34,941
5 - (10)	\$24,978	NA	\$27,979	\$28,625	NA
5 - (11)	\$26,763	NA	\$29,979	\$30,671	NA
5 - (12)	\$31,789	NA	\$34,752	\$36,499	NA
6 - (9)	\$23,798	\$23,969	NA	\$27,360	\$35,696
6 - (10)	\$25,840	NA	\$29,087	\$29,733	NA
6 - (11)	\$27,687	NA	\$31,166	\$31,859	NA
6 - (12)	\$32,891	NA	\$36,081	\$37,866	NA
7 - (9)	\$25,251	\$25,465	NA	\$28,985	\$36,452
7 - (10)	\$27,425	NA	\$30,857	\$31,519	NA
7 - (11)	\$29,385	NA	\$33,062	\$33,772	NA
7 - (12)	\$34,980	NA	\$38,341	\$40,145	NA
8 - (9)	\$26,491	\$26,733	NA	\$30,438	\$37,250
8 - (10)	\$28,795	NA	\$32,411	\$33,073	NA
8 - (11)	\$30,853	NA	\$34,728	\$35,437	NA
8 - (12)	\$36,689	NA	\$40,240	\$42,139	NA
9 - (9)	\$27,816	\$28,073	NA	\$32,020	\$38,048
9 - (10)	\$30,257	NA	\$34,120	\$34,812	NA
9 - (11)	\$32,419	NA	\$36,558	\$37,300	NA
9 - (12)	\$38,512	NA	\$42,310	\$44,342	NA
10 - (9)	\$28,814	\$29,056	NA	\$33,245	\$38,888
10 - (10)	\$31,319	NA	\$35,905	\$36,105	NA
10 - (11)	\$33,557	NA	\$38,471	\$38,686	NA
10 - (12)	\$39,898	NA	\$44,551	\$46,013	NA
11 - (9)	\$30,310	\$30,552	NA	\$34,984	\$39,715
11 - (10)	\$32,919	NA	\$37,752	\$37,998	NA
11 - (11)	\$35,272	NA	\$40,450	\$40,714	NA
11 - (12)	\$41,949	NA	\$46,886	\$48,406	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$15.39 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

**Classified Office Personnel and Educational Assistants/Attendants
September 1, 2017**

Length of Service	Parapro/ Clerk-Typist	Library Media/ Technology Asst.	Fin. Asst./ Secretary II	Secretary I	Educational Interpreter/Aide
1 - (9)	\$13.80	\$13.91	NA	\$15.61	\$22.32
1 - (10)	\$13.87	NA	\$15.32	\$15.72	NA
1 - (11)	\$13.87	NA	\$15.32	\$15.72	NA
1 - (12)	\$14.32	NA	\$15.44	\$16.24	NA
2 - (9)	\$14.37	\$14.48	NA	\$16.34	\$22.99
2 - (10)	\$14.46	NA	\$16.03	\$16.43	NA
2 - (11)	\$14.46	NA	\$16.03	\$16.43	NA
2 - (12)	\$14.93	NA	\$16.13	\$16.95	NA
3 - (9)	\$14.95	\$15.06	NA	\$17.06	\$23.49
3 - (10)	\$15.04	NA	\$16.75	\$17.16	NA
3 - (11)	\$15.04	NA	\$16.75	\$17.16	NA
3 - (12)	\$15.52	NA	\$16.85	\$17.70	NA
4 - (9)	\$15.52	\$15.63	NA	\$17.77	\$24.00
4 - (10)	\$15.60	NA	\$17.50	\$17.91	NA
4 - (11)	\$15.60	NA	\$17.50	\$17.91	NA
4 - (12)	\$16.11	NA	\$17.57	\$18.47	NA
5 - (9)	\$16.11	\$16.26	NA	\$18.49	\$24.52
5 - (10)	\$16.23	NA	\$18.18	\$18.60	NA
5 - (11)	\$16.23	NA	\$18.18	\$18.60	NA
5 - (12)	\$16.74	NA	\$18.30	\$19.22	NA
6 - (9)	\$16.70	\$16.82	NA	\$19.20	\$25.05
6 - (10)	\$16.79	NA	\$18.90	\$19.32	NA
6 - (11)	\$16.79	NA	\$18.90	\$19.32	NA
6 - (12)	\$17.32	NA	\$19.00	\$19.94	NA
7 - (9)	\$17.72	\$17.87	NA	\$20.34	\$25.58
7 - (10)	\$17.82	NA	\$20.05	\$20.48	NA
7 - (11)	\$17.82	NA	\$20.05	\$20.48	NA
7 - (12)	\$18.42	NA	\$20.19	\$21.14	NA
8 - (9)	\$18.59	\$18.76	NA	\$21.36	\$26.14
8 - (10)	\$18.71	NA	\$21.06	\$21.49	NA
8 - (11)	\$18.71	NA	\$21.06	\$21.49	NA
8 - (12)	\$19.32	NA	\$21.19	\$22.19	NA
9 - (9)	\$19.52	\$19.70	NA	\$22.47	\$26.70
9 - (10)	\$19.66	NA	\$22.17	\$22.62	NA
9 - (11)	\$19.66	NA	\$22.17	\$22.62	NA
9 - (12)	\$20.28	NA	\$22.28	\$23.35	NA
10 - (9)	\$20.22	\$20.39	NA	\$23.33	\$27.29
10 - (10)	\$20.35	NA	\$23.33	\$23.46	NA
10 - (11)	\$20.35	NA	\$23.33	\$23.46	NA
10 - (12)	\$21.01	NA	\$23.46	\$24.23	NA
11 - (9)	\$21.27	\$21.44	NA	\$24.55	\$27.87
11 - (10)	\$21.39	NA	\$24.53	\$24.69	NA
11 - (11)	\$21.39	NA	\$24.53	\$24.69	NA
11 - (12)	\$22.09	NA	\$24.69	\$25.49	NA

Note - Educational Interpreter/Aide with temporary license will be paid \$15.39 per hour.

Number of hours for full time employees is as follows:

9 Month	1425
10 Month	1539
11 Month	1649
12 Month	1899

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Salary Schedule 2014-2015

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$32,810	\$33,944	\$35,078	\$36,206	\$37,342	\$38,472	\$39,604	\$40,776	\$41,980	\$43,223	\$44,502
Dropout Prev. Agent (200 Days)	\$31,696	\$32,792	\$34,107	\$35,417	\$36,727	\$38,038	\$39,350	\$40,706	\$42,108	\$43,555	\$45,047
Dropout Prev. Agent (260 Days)	\$40,392	\$41,797	\$43,468	\$45,139	\$46,810	\$48,481	\$50,153	\$51,881	\$53,666	\$55,508	\$57,407
TV/Computer Tech.	\$37,088	\$38,370	\$39,653	\$40,930	\$42,215	\$43,487	\$44,772	\$46,095	\$47,516	\$48,863	\$50,247
AV Technician	\$32,810	\$33,944	\$35,078	\$36,206	\$37,342	\$38,472	\$39,604	\$40,776	\$41,980	\$43,223	\$44,502
Lead Technician	\$47,086	\$48,286	\$49,524	\$50,794	\$52,097	\$53,432	\$54,803	\$56,208	\$57,649	\$59,127	\$60,643
Network Specialist	\$46,012	\$47,255	\$48,498	\$49,740	\$50,982	\$52,227	\$53,469	\$54,715	\$55,952	\$57,198	\$58,465

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Hourly Schedule 2014-2015

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$17.28	\$17.87	\$18.47	\$19.07	\$19.66	\$20.26	\$20.86	\$21.47	\$22.11	\$22.76	\$23.43
Dropout Prev. Agent (200 Days)	\$21.27	\$22.01	\$22.89	\$23.77	\$24.65	\$25.53	\$26.41	\$27.32	\$28.26	\$29.23	\$30.23
Dropout Prev. Agent (260 Days)	\$21.27	\$22.01	\$22.89	\$23.77	\$24.65	\$25.53	\$26.41	\$27.32	\$28.26	\$29.23	\$30.23
TV/Computer Tech.	\$19.53	\$20.21	\$20.88	\$21.55	\$22.23	\$22.90	\$23.58	\$24.27	\$25.02	\$25.73	\$26.46
AV Technician	\$17.28	\$17.87	\$18.47	\$19.07	\$19.66	\$20.26	\$20.86	\$21.47	\$22.11	\$22.76	\$23.43
Lead Technician	\$24.80	\$25.43	\$26.08	\$26.75	\$27.43	\$28.14	\$28.86	\$29.60	\$30.36	\$31.14	\$31.93
Network Specialist	\$24.23	\$24.88	\$25.54	\$26.19	\$26.85	\$27.50	\$28.16	\$28.81	\$29.46	\$30.12	\$30.79

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Salary Schedule 2015-2016

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$33,630	\$34,793	\$35,955	\$37,111	\$38,276	\$39,434	\$40,594	\$41,795	\$43,030	\$44,304	\$45,615
Dropout Prev. Agent (200 Days)	\$32,488	\$33,612	\$34,960	\$36,302	\$37,645	\$38,989	\$40,334	\$41,724	\$43,161	\$44,644	\$46,173
Dropout Prev. Agent (260 Days)	\$41,402	\$42,842	\$44,555	\$46,267	\$47,980	\$49,693	\$51,407	\$53,178	\$55,008	\$56,896	\$58,842
TV/Computer Tech.	\$38,015	\$39,329	\$40,644	\$41,953	\$43,270	\$44,574	\$45,891	\$47,247	\$48,704	\$50,085	\$51,503
AV Technician	\$33,630	\$34,793	\$35,955	\$37,111	\$38,276	\$39,434	\$40,594	\$41,795	\$43,030	\$44,304	\$45,615
Lead Technician	\$48,263	\$49,493	\$50,762	\$52,064	\$53,399	\$54,768	\$56,173	\$57,613	\$59,090	\$60,605	\$62,159
Network Specialist	\$47,162	\$48,436	\$49,710	\$50,984	\$52,257	\$53,533	\$54,806	\$56,083	\$57,351	\$58,628	\$59,927

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Hourly Schedule 2015-2016

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$17.71	\$18.32	\$18.93	\$19.54	\$20.16	\$20.77	\$21.38	\$22.01	\$22.66	\$23.33	\$24.02
Dropout Prev. Agent (200 Days)	\$21.80	\$22.56	\$23.46	\$24.36	\$25.27	\$26.17	\$27.07	\$28.00	\$28.97	\$29.96	\$30.99
Dropout Prev. Agent (260 Days)	\$21.80	\$22.56	\$23.46	\$24.36	\$25.27	\$26.17	\$27.07	\$28.00	\$28.97	\$29.96	\$30.99
TV/Computer Tech.	\$20.02	\$20.71	\$21.40	\$22.09	\$22.79	\$23.47	\$24.17	\$24.88	\$25.65	\$26.37	\$27.12
AV Technician	\$17.71	\$18.32	\$18.93	\$19.54	\$20.16	\$20.77	\$21.38	\$22.01	\$22.66	\$23.33	\$24.02
Lead Technician	\$25.41	\$26.06	\$26.73	\$27.42	\$28.12	\$28.84	\$29.58	\$30.34	\$31.12	\$31.91	\$32.73
Network Specialist	\$24.84	\$25.51	\$26.18	\$26.85	\$27.52	\$28.19	\$28.86	\$29.53	\$30.20	\$30.87	\$31.56

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Salary Schedule 2016-2017

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$34,471	\$35,663	\$36,854	\$38,039	\$39,233	\$40,420	\$41,609	\$42,840	\$44,106	\$45,412	\$46,755
Dropout Prev. Agent (200 Days)	\$33,300	\$34,452	\$35,834	\$37,210	\$38,586	\$39,964	\$41,342	\$42,767	\$44,240	\$45,760	\$47,327
Dropout Prev. Agent (260 Days)	\$42,437	\$43,913	\$45,669	\$47,424	\$49,180	\$50,935	\$52,692	\$54,507	\$56,383	\$58,318	\$60,313
TV/Computer Tech.	\$38,965	\$40,312	\$41,660	\$43,002	\$44,352	\$45,688	\$47,038	\$48,428	\$49,922	\$51,337	\$52,791
AV Technician	\$34,471	\$35,663	\$36,854	\$38,039	\$39,233	\$40,420	\$41,609	\$42,840	\$44,106	\$45,412	\$46,755
Lead Technician	\$49,470	\$50,730	\$52,031	\$53,366	\$54,734	\$56,137	\$57,577	\$59,053	\$60,567	\$62,120	\$63,713
Network Specialist	\$48,341	\$49,647	\$50,953	\$52,259	\$53,563	\$54,871	\$56,176	\$57,485	\$58,785	\$60,094	\$61,425

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Hourly Schedule 2016-2017

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$18.15	\$18.78	\$19.41	\$20.03	\$20.66	\$21.28	\$21.91	\$22.56	\$23.23	\$23.91	\$24.62
Dropout Prev. Agent (200 Days)	\$22.35	\$23.12	\$24.05	\$24.97	\$25.90	\$26.82	\$27.75	\$28.70	\$29.69	\$30.71	\$31.76
Dropout Prev. Agent (260 Days)	\$22.35	\$23.12	\$24.05	\$24.97	\$25.90	\$26.82	\$27.75	\$28.70	\$29.69	\$30.71	\$31.76
TV/Computer Tech.	\$20.52	\$21.23	\$21.94	\$22.64	\$23.36	\$24.06	\$24.77	\$25.50	\$26.29	\$27.03	\$27.80
AV Technician	\$18.15	\$18.78	\$19.41	\$20.03	\$20.66	\$21.28	\$21.91	\$22.56	\$23.23	\$23.91	\$24.62
Lead Technician	\$26.05	\$26.71	\$27.40	\$28.10	\$28.82	\$29.56	\$30.32	\$31.10	\$31.89	\$32.71	\$33.55
Network Specialist	\$25.46	\$26.14	\$26.83	\$27.52	\$28.21	\$28.89	\$29.58	\$30.27	\$30.96	\$31.65	\$32.35

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Salary Schedule 2017-2018

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$35,333	\$36,555	\$37,775	\$38,990	\$40,214	\$41,431	\$42,649	\$43,911	\$45,209	\$46,547	\$47,924
Dropout Prev. Agent (200 Days)	\$34,133	\$35,313	\$36,730	\$38,140	\$39,551	\$40,963	\$42,376	\$43,836	\$45,346	\$46,904	\$48,510
Dropout Prev. Agent (260 Days)	\$43,498	\$45,011	\$46,811	\$48,610	\$50,410	\$52,208	\$54,009	\$55,870	\$57,793	\$59,776	\$61,821
TV/Computer Tech.	\$39,939	\$41,320	\$42,702	\$44,077	\$45,461	\$46,830	\$48,214	\$49,639	\$51,170	\$52,620	\$54,111
AV Technician	\$35,333	\$36,555	\$37,775	\$38,990	\$40,214	\$41,431	\$42,649	\$43,911	\$45,209	\$46,547	\$47,924
Lead Technician	\$50,707	\$51,998	\$53,332	\$54,700	\$56,102	\$57,540	\$59,016	\$60,529	\$62,081	\$63,673	\$65,306
Network Specialist	\$49,550	\$50,888	\$52,227	\$53,565	\$54,902	\$56,243	\$57,580	\$58,922	\$60,255	\$61,596	\$62,961

LAKEWOOD CITY SCHOOLS

2.50% Increase

Special Classified Personnel Hourly Schedule 2017-2018

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Bookroom Manager	\$18.61	\$19.25	\$19.89	\$20.53	\$21.18	\$21.82	\$22.46	\$23.12	\$23.81	\$24.51	\$25.24
Dropout Prev. Agent (200 Days)	\$22.91	\$23.70	\$24.65	\$25.60	\$26.54	\$27.49	\$28.44	\$29.42	\$30.43	\$31.48	\$32.56
Dropout Prev. Agent (260 Days)	\$22.91	\$23.70	\$24.65	\$25.60	\$26.55	\$27.49	\$28.44	\$29.42	\$30.43	\$31.48	\$32.55
TV/Computer Tech.	\$21.03	\$21.76	\$22.49	\$23.21	\$23.94	\$24.66	\$25.39	\$26.14	\$26.95	\$27.71	\$28.49
AV Technician	\$18.61	\$19.25	\$19.89	\$20.53	\$21.18	\$21.82	\$22.46	\$23.12	\$23.81	\$24.51	\$25.24
Lead Technician	\$26.70	\$27.38	\$28.08	\$28.80	\$29.54	\$30.30	\$31.08	\$31.87	\$32.69	\$33.53	\$34.39
Network Specialist	\$26.09	\$26.80	\$27.50	\$28.21	\$28.91	\$29.62	\$30.32	\$31.03	\$31.73	\$32.44	\$33.15

Lakewood City School District Classified Application for Absence/Request for Leave

Instructions: This form is used to record all employee absences. Submit the form to your immediate supervisor for approval. Please refer to the appropriate sections of the contract for explanation of leaves. If reimbursement is needed for scheduled absence you must fill out the Scheduled Absence and Expense Report on the back. One form per absence unless days are consecutive. Unpaid leaves of any kind must be requested in advance in writing to the Director of Human Resources.

Name: _____ **Date** _____

Building: _____ **Assignment:** _____

Dates/Times of Absence/Leave: _____ **Total days absent** _____
 (Whole plus any 1/4 day or 1/2 increments)
 AM or PM (Circle one)

This form must be submitted within two (2) days following return to work.

Paid Leaves

- _____ **A. Personal illness or injury**
- _____ **B. Illness or injury in immediate family whose relationship to me is:** _____
- _____ **C. Family death**
 _____ **Immediate family whose relationship to me is** _____
 _____ **Other person whose relationship to me is** _____
- _____ **D. Jury Duty/ Court Duty (attach copy of summons/subpoena)**
- _____ **E. Assault Leave**
- _____ **F. Vacation (12 Month employees only)**
- _____ **G. Scheduled Absence (Fill out Scheduled Absence and Expense Report on back for expenses.)**
- _____ **H. Essential Business**

Employee Signature

Date

Building/Department Administrator

Approved Yes – No
 (Circle one)

Date

If building/department administrator does not approve this application, employee has the right to appeal decision to the Director of Human Resources

Lakewood City School District Classified Scheduled Absence and Expense Report

Form A, Side 2

Directions: An estimate of the expenses on this form must be submitted to the applicant's supervisor not less than two weeks before the date of the event. After approval, your immediate supervisor will initiate a purchase order. Resubmit this form within two weeks of this event/activity with the actual costs column completed and with your receipts attached for reimbursement.

Name: _____ **Date Submitted:** _____

Building: _____ **Position/Job Title:** _____

Type of Meeting: _____

Meeting Dates: From _____ **to** _____

Location: _____

Substitute Needed: Yes _____ **Number of days** _____ **No** _____

Expense Description	Estimated Cost	Prepaid (Yes or No)	Actual Cost (Attach receipts after event.)
Total mileage Miles x IRS rate			
Registration			
Parking and tolls			
Auto rental			
Cab-bus fare			
Air-rail fare			
Lodging			
Food			
Other			
	Total		Total

Requisition No.	Account Number Charge to: Xref Fnd Func Obj SCC Sub OU	Amount Approved

Signature of Applicant: _____ **Date** _____

Building/Dept. Administrator _____ **Date** _____

Approved By: _____ **Date** _____

Budget Source

FOR OFFICE USE ONLY

Original Returned	Computer Entered	Sent to Accounting

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GUIDELINES FOR EXPENSE REIMBURSEMENT

These costs must reflect your "out-of-pocket" expenses. For example, if the registration is prepaid by the Board of Education, DO NOT include it with your request for reimbursement. Approved expenses will be reimbursed according to administrative guidelines in effect at the time of the in-service activity. Copies of receipts/checks are not acceptable. The ORIGINAL must accompany the expense voucher. It is understood that cancelled checks may not be available within the two week time period.

A. TRAVEL

- Maximum reimbursement is \$300.00
- Mileage will be paid at the IRS rate/mile, measured from Lakewood.
- Receipts are necessary for parking, tolls, taxi, etc.
- Only actual gasoline costs reimbursed if a Board vehicle is used.

B. LODGING AND MEALS

- Individual, original receipts are required for all expenses - hotel/motel bills must indicate payment has been made, not a balance due.
- Lodging amount may include room tax, but not phone calls, valet service, movies, etc., single rate only (IF ROOM WAS SHARED, PLEASE NOTE WITH WHOM: SPOUSE, OTHER LAKEWOOD EMPLOYEE, OR TEACHER FROM ANOTHER DISTRICT).
- No meal reimbursement will be made for local meeting when the day is not significantly extended, unless it is included in the registration cost.
- \$40.00 per day allowance for meals (tip and alcoholic beverages not included).

C. REGISTRATION

- Individual receipts are required.
- Generally, non-members of a professional organization will be reimbursed at "member rate."
- No reimbursement for meeting events which are primarily social events or general interest tour or activities.

**EVALUATION
LAKEWOOD CITY SCHOOLS
CLASSIFIED EVALUATION**

FORM C

Name: _____

Classification: _____

Date: _____

Location: _____

_____ 30 day

_____ 60 day

_____ 90 day

_____ Regular Evaluation

Check appropriate items below:

Interpersonal Skills *

- ___ Works exceptionally well with others
- ___ Works well with others
- ___ Gets along satisfactorily
- ___ Has some difficulty working with others
- ___ Has difficulty working with others

Attitude-Application to Work *

- ___ Very interested and industrious
- ___ Above average diligence
- ___ Average in diligence and interest
- ___ Somewhat indifferent
- ___ Indifferent

Judgment *

- ___ Above average in making decisions
- ___ Average in making decisions
- ___ Below average in making decisions

Dependability *

- ___ Completely dependable
- ___ Above average dependable
- ___ Usually dependable
- ___ Below average dependability

Skills/Overall Performance *

- ___ Excellent
- ___ Very good
- ___ Average
- ___ Marginal

Quality of Work *

- ___ Excellent
- ___ Very good
- ___ Average
- ___ Below average

Attendance and Punctuality *

- ___ Regular
- ___ Irregular
- ___ Days absent
- ___ Days late

* Summary required for each section;
use additional sheet

Principal/Supervisor _____

Date _____

Employee _____

Date _____

Signing is merely acknowledgement of having seen the above. It does not indicate agreement or disagreement.
Employee response section; see back of form.

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Employee Self Reflection (Required):

Opportunity to indicate job-related growth and development.

Employee Response Section (if employee so desires):

LAKWOOD CITY SCHOOLS
PLAN FOR IMPROVEMENT FORM

Employee's Name _____

Position _____

Supervisor's Name _____

Date _____

I. Specific Recommendations Regarding Improvements Needed

II. Means by Which the Employee May Obtain Assistance in Making Such Improvements

Supervisor's Signature

Date

Employee's Signature

Date

(Additional pages may be used as desired)

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LAKWOOD CITY SCHOOLS

STAFF DEVELOPMENT REPORTING FORM

THIS FORM IS TO BE COMPLETED BY CLASS/COURSE INSTRUCTOR

TO WHOM IT MAY CONCERN:

This is to verify that _____ has successfully completed one of the following:

(Select only one category)

_____ Semester hours of credit

_____ Quarter hours of credit

_____ Continuing education credit (CEU)

_____ Clock hours (the actual hours of class attendance) Deduct for any absences.

Course/Seminar Name: _____

Sponsored by: _____

Location: _____

Instructor Signature

Date _____

LAKWOOD CITY SCHOOLS
CLASSIFIED SUGGESTION FORM

My suggestion/concern is: _____

For OAPSE 129 President use only – Number _____

Number _____

Name _____

Date _____

School/Building _____

Position _____

Signature _____

Department _____

Send this completed form to the OAPSE 129 President, who will remove this section with your name on it and forward only the suggestion to the Incentive Committee for processing. You will receive a note confirming the receipt of your suggestion from the OAPSE 129 President.

Dear _____

Your suggestion/concern was received by _____, and was forwarded to the Incentive Committee without your name attached, on _____.

(date)

Step 1 – yellow
Step 2 - pink
Step 3 - blue

Form H

**LAKWOOD CITY SCHOOLS
OAPSE LOCAL #129
INITIATION OF GRIEVANCE**

Date Grievance Occurred _____

Name of Grievant _____

Building/Department _____ Assignment _____

Date of Informal Meeting _____

STATEMENT OF GRIEVANCE: _____

The Grievance involves the following section(s) of the Agreement: _____

RELIEF REQUESTED: _____

Signature of Grievant

Date: _____

~~~~~  
RESULTS OF CONFERENCE

From: \_\_\_\_\_ Date: \_\_\_\_\_

To: \_\_\_\_\_ Date Conference Held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

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# OSHA ACCIDENT REPORT FORM

Form I

## U.S. Department of Labor

Bureau of Labor Statistics  
Supplementary Record of  
Occupational Injuries and Illnesses

This form is required by Public Law 91-506 and must be kept in the establishment for 5 years. Failure to maintain can result in the issuance of citations and assessment of penalties.

Case or File No.

Form Approved  
O.M.B. No. 1220 0029

**Employer**

1. Name \_\_\_\_\_
2. Mail address (No. and street, city or town, State, and zip code) \_\_\_\_\_
3. Location, if different from mail address \_\_\_\_\_

**Injured or Ill Employee**

4. Name (First, middle, and last) \_\_\_\_\_ Social Security No. \_\_\_\_\_
5. Home Address (No. and street, city or town, State, and zip code) \_\_\_\_\_
6. Age \_\_\_\_\_ 7. Sex: (Check one) Male  Female
8. Occupation (Enter regular job title, not the specific activity he was performing at time of injury.) \_\_\_\_\_
9. Department (Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injury.) \_\_\_\_\_

**The Accident or Exposure to Occupational Illness**

If accident or exposure occurred on employer's premises, give address of plant or establishment in which it occurred. Do not indicate department or division within the plant or establishment. If accident occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of injury as accurately as possible.

10. Place of accident or exposure (No. and street, city or town, State, and zip code) \_\_\_\_\_
11. Was place of accident or exposure on employer's premises? Yes  No
12. What was the employee doing when injured? (Be specific. If he was using tools or equipment or handling material, name them and tell what he was doing with them.) \_\_\_\_\_
13. How did the accident occur? (Describe fully the events which resulted in the injury or occupational illness. Tell what happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident. Use separate sheet for additional space.) \_\_\_\_\_

**Occupational Injury or Occupational Illness**

14. Describe the injury or illness in detail and indicate the part of body affected. (E.g., amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand, etc.) \_\_\_\_\_
15. Name the object or substance which directly injured the employee. (For example, the machine or thing he struck against or which struck him; the vapor or poison he inhaled or swallowed; the chemical or radiation which irritated his skin; or in cases of strains, hernias, etc., the thing he was lifting, pulling, etc.) \_\_\_\_\_
16. Date of injury or initial diagnosis of occupational illness \_\_\_\_\_
17. Did employee die? (Check one) Yes  No

**Other**

18. Name and address of physician \_\_\_\_\_
19. If hospitalized, name and address of hospital \_\_\_\_\_

|                |             |                   |
|----------------|-------------|-------------------|
| Date of Report | Prepared by | Official position |
|----------------|-------------|-------------------|

**LAKEWOOD CITY SCHOOL DISTRICT  
LAKEWOOD, OHIO  
STUDENT/STAFF/VISITOR ACCIDENT REPORT FORM**  
(Circle One)

1. Name \_\_\_\_\_ M \_ F \_ Date of Birth \_\_\_\_\_ School \_\_\_\_\_  
 (Last) (First) (Initial) (Mo./Day/Yr.)  
 Home Address \_\_\_\_\_ Home Telephone No. \_\_\_\_\_  
 (Street) (City) (Zip)

\*2. Grade \_\_\_\_\_ House/Homeroom \_\_\_\_\_  
 3. Date accident occurred \_\_\_\_\_ Time accident occurred \_\_\_\_\_  
 (Month/Day/Year) (Circle One) a.m. p.m.

4. Location of accident: describe where (hall, playground, etc.) and how (fall, collision, etc.) the injury occurred. Be specific.  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Describe the nature of the injury and the part of the body that was injured. Be specific (left ankle, etc.). Draw diagram on reverse side.  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Property damaged? Describe extent and estimated amount. \_\_\_\_\_

7. Supervised activity: Yes \_\_\_\_\_ No \_\_\_\_\_; if yes, person in charge \_\_\_\_\_

8. Witness(es): Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

9. Immediate action taken \_\_\_\_\_

10. \_\_\_\_\_  
 (Signature of 1st person on scene)

11. Final disposition (clinic, hospital, etc.): \_\_\_\_\_

\*12. Notification of parent and/or other designated adult ) Name: \_\_\_\_\_  
 ) Date/Time: \_\_\_\_\_

13. \_\_\_\_\_  
 (Caregiver's Signature) (Date)

14. Vehicle(s) involved?  
 Plate # \_\_\_\_\_ Make of car \_\_\_\_\_

15. \_\_\_\_\_  
 (PRINCIPAL'S Signature) (Date)

16. Police notified? Yes \_\_\_\_\_ No \_\_\_\_\_

17. \_\_\_\_\_  
 Supervisor's Signature (Employee only)

Central Office Copy (White)  
 (Send to Deputy Superintendent/Curric.)  
 Principal's Copy (Yellow)  
 Nurse's Copy (Pink)

18. Total No. of School/Work days lost \_\_\_\_\_

19. Follow-up: \_\_\_\_\_ Inform school nurse  
 \_\_\_\_\_ Victim's condition report  
 \_\_\_\_\_ Other: \_\_\_\_\_  
 Date: \_\_\_\_\_ By: \_\_\_\_\_

\*Not applicable to staff

Please complete: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

LAKWOOD CITY SCHOOLS

APPLICATION TO USE SICK LEAVE POOL

I, \_\_\_\_\_ wish to apply for \_\_\_\_\_ days of sick leave from the Lakewood Schools Sick Leave Pool.

I will need days from the sick leave pool because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that any sick leave that accumulates during my absence will be deducted before days from the pool will be used.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form must be forwarded to the Human Resources Department and the Director of Human Resources will review the application with the OAPSE 129 President.

**(Application forms will remain confidential. Please send directly to the Department of Human Resources in an envelope marked "confidential.")**

**LAKWOOD CITY SCHOOLS**  
**SICK LEAVE DONATION**

I, \_\_\_\_\_ wish to donate \_\_\_\_\_ day(s) of sick leave to the Lakewood City Schools Classified Sick Leave Pool. (Maximum is eight (8) days per year.)

I understand that I will be notified of the deduction when it is made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form should be sent directly to the Bargaining Unit President who will forward needed days in the order received.

Once an employee donates sick leave and the leave is forwarded to the Board through the Union President. The sick leave donation is irrevocable. The sick leave donation will remain in the Classified Sick Leave Pool indefinitely, until such time as it is needed by a qualifying Bargaining Unit member.

-----  
**NOTIFICATION OF USE OF SICK LEAVE DONATION**

\_\_\_\_\_  
Donating Employee's Name

The \_\_\_\_\_ sick leave day(s) that you donated has (have) been used. Thank you very much for your concern for your colleague in need.

\_\_\_\_\_  
Signature of OAPSE 129 President

\_\_\_\_\_  
Date

**LAKEWOOD CITY SCHOOLS  
APPROVAL AND USE OF COMPENSATORY TIME**

**Prior approval by appropriate supervisor/designee is required.**

Employee Name: \_\_\_\_\_

School/ Building: \_\_\_\_\_

Date Worked: \_\_\_\_\_

From/To: \_\_\_\_\_

Hours worked: \_\_\_\_\_ x 1.5 = \_\_\_\_\_  
Compensatory time

Reason for Compensatory Time: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Appropriate supervisor/designee

Date: \_\_\_\_\_

-----  
**Compensatory time must be used within 90 calendar days after overtime is worked.** After the 90-day period, it converts to pay at 1.5 times the hourly rate.

Beginning Balance of Hours: \_\_\_\_\_

| Date | Hours used | Balance Remaining | Approved: |
|------|------------|-------------------|-----------|
|      |            |                   |           |
|      |            |                   |           |
|      |            |                   |           |
|      |            |                   |           |
|      |            |                   |           |
|      |            |                   |           |

After compensatory time has been used, this completed and signed form is to be forwarded to the Payroll Department, Supervisor, and Employee for record-keeping purposes.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Appropriate Supervisor/  
Designee \_\_\_\_\_

Date: \_\_\_\_\_

## Lakewood Board of Education

### Request for Temporary Job Classification Pay

ABSENT EMPLOYEE \_\_\_\_\_ SUBSTITUTE \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_  
(PLEASE BE SPECIFIC – I.E. SECRETARY II) (PLEASE BE SPECIFIC – I.E. SECRETARY II)

DATE(S) OF SUBSTITUTION \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_

REASON FOR SUBSTITUTION \_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL \_\_\_\_\_

Supervisor's Signature

Copy to: Payroll Department

LAKWOOD CITY SCHOOL DISTRICT

OAPSE 129  
PROGRESSIVE DISCIPLINE – VERBAL REPRIMAND RECORD

STEP I

On \_\_\_\_\_ I verbally reprimanded \_\_\_\_\_  
(employee’s name)  
at \_\_\_\_\_ regarding the following concern (problem):  
(name of school)

\_\_\_\_\_  
Principal’s Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Employee’s Signature

Date \_\_\_\_\_

\_\_\_\_\_  
OAPSE 129 President’s Signature  
(if applicable)

Date \_\_\_\_\_

The employee’s signature is merely acknowledgement that a reprimand was given. It does not indicate agreement or disagreement. This form shall not be placed in the employee’s personnel file and will be destroyed after (2) two years.

Copies: Assistant Superintendent  
OAPSE 129 President

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## Packing Commitment Form

Employee Name: \_\_\_\_\_  
(Please Print)

School/Department: \_\_\_\_\_

***This form must be completed and returned to the building administrator by \_\_\_\_\_.  
Choose one of the following:***

\_\_\_\_\_ The District packed my workspace.

\_\_\_\_\_ I packed my entire workspace in exchange for one relocation essential business leave day to be taken during the 20\_\_ - 20\_\_ school year.

\_\_\_\_\_ I have packed my entire workspace, but I plan to retire or resign at the end of the 20\_\_ - 20\_\_ school year. The essential business day shall be added to the employee's total sick leave accumulation pursuant to Section 14.12 of the negotiated agreement.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Completed

Note: After packing is confirmed, the building administrator is to forward the original to Human Resources

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Date of Confirmation

# Application for Relocation Essential Business Leave Form

Employee Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Requested Relocation Essential Business Leave Date: \_\_\_\_\_ Day: \_\_\_\_\_

Note: The Relocation Essential Business Leave Day follows the procedures as outlined in Section 14.12 of the Agreement. These days may not be taken on Mondays or Fridays during the months of April, May, or June. No more than three (3) relocation essential business leave days will be approved for Mondays and Fridays in August through March. These days must be preapproved and will be granted on a first-come, first-served basis as received at the Department of Human Resources.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Completed

**To be completed by the Department of Human Resources  
and a copy sent to the employee and immediate supervisor.**

Approved: \_\_\_\_\_  
Director of Human Resources

Not Approved: \_\_\_\_\_  
Date

**OVERTIME AUTHORIZATION REPORT**  
**Prior approval by appropriate supervisor/designee is required**

Employee Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

School/Building: \_\_\_\_\_

Reason/Need for Overtime: \_\_\_\_\_

Anticipated Hours Needed: \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Appropriate Supervisor/designee signature: \_\_\_\_\_

**Log of Additional Hours Worked:**

| Date | Start Time<br>(am/pm) | End Time<br>(am/pm) | Amt of Time<br>Worked | Overtime/Straight<br>Time (check one)                   |
|------|-----------------------|---------------------|-----------------------|---------------------------------------------------------|
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |
|      |                       |                     |                       | OT <input type="checkbox"/> ST <input type="checkbox"/> |

This completed and signed form is to be submitted with regular bi-weekly payroll.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Supervisor/designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original to Payroll Department, Copy to Supervisor

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**PAYROLL USE ONLY:** Hours @ Reg Rate: \_\_\_\_\_ Hours @ OT Rate: \_\_\_\_\_

**LAKWOOD CITY SCHOOL DISTRICT**  
**Human Resources Department**

**EMPLOYMENT PREFERENCE FOR SCHOOL YEAR \_\_\_\_\_**

**OAPSE 129 Personnel**

The information is for the confidential use of the Department of Human Resources.

The Human Resources department will collect this information electronically.

\_\_\_\_ I wish to be re-appointed and to retain my same position with the Lakewood City Schools during the 20\_\_\_\_-20\_\_\_\_ school year.

\_\_\_\_ I wish to be re-appointed, but I would like a change of building. My preference is detailed on the back of this sheet.

\_\_\_\_ I wish to be re-appointed, but I would like a change of assignment. My preference is

\_\_\_\_\_

\_\_\_\_ I am planning to retire at the end of the school year under the provisions of the Ohio School Employees Retirement System and do not wish to be considered for re-appointment.

\_\_\_\_ I am planning to resign from my Lakewood City Schools' position effective \_\_\_\_\_ and do not wish to be considered for re-appointment. I will submit my letter of resignation to the Director of Human Resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School or Department

Date \_\_\_\_\_

I wish to be re-appointed, but I would like a change of building. I would like to be considered for the schools listed below, in the order of preference listed.

ELEMENTARY SCHOOLS

MIDDLE SCHOOLS

HIGH SCHOOL

\_\_\_ Emerson

\_\_\_ Horace Mann

\_\_\_ Garfield

\_\_\_ Lakewood High School

\_\_\_ Grant

\_\_\_ Lincoln

\_\_\_ Harding

\_\_\_ Lakewood City Academy

\_\_\_ Harrison

\_\_\_ Roosevelt

\_\_\_ Hayes

\_\_\_ Central Office

\_\_\_ Other \_\_\_\_\_

If you desire, please give a brief explanation for your request.

---

---

---

\_\_\_\_\_ 9, 10, 11-month employees check here if you are interested in substituting over the summer. Please list the positions for which you wish to substitute

---

Information will be distributed in the spring to inform members of how to “opt-in” to a text messaging system for job postings when school is not in regular session.

**LAKWOOD CITY SCHOOLS DECLARATION OF DOMESTIC PARTNERSHIP**

**I. DECLARATION**

We, \_\_\_\_\_ and, \_\_\_\_\_,  
(employee—print name) (domestic partner—print name)

each certify and declare that we are domestic partners in accordance with the following criteria:

**II. STATUS**

1. We affirm that this domestic partnership began on or about \_\_\_/\_\_\_/\_\_\_.
2. We are each other's sole domestic partner, and we intend to remain so indefinitely.
3. Neither of us is married to or legally separated from anyone else.
4. We are both at least 18 years of age and mentally competent to consent to contract.
5. We are not related by blood to a degree of closeness that would prohibit legal marriage in the state in which we legally reside.
6. We cohabit and reside together in the same residence and intend to do so indefinitely.
7. We are engaged in a committed relationship of mutual caring and support and are jointly responsible for our common welfare and living expenses. Our interdependence is demonstrated by

\_\_\_ Proof of marriage from a state that recognizes same-sex marriage

OR at least three of the following (please check appropriate items):

- \_\_\_ Common ownership of real property (joint deed or mortgage agreement) or a common leasehold interest in property
- \_\_\_ Common ownership of a motor vehicle
- \_\_\_ Driver's license listing a common address
- \_\_\_ Proof of joint bank accounts or credit accounts
- \_\_\_ Proof of designation as the primary beneficiary for life insurance or retirement benefits, or primary beneficiary designation under a partner's will
- \_\_\_ Assignment of a durable property power of attorney or health care power of attorney

8. We are not in this relationship solely for the purpose of obtaining benefits coverage.

**III. DEPENDENT CHILDREN OF DOMESTIC PARTNER**

We understand that dependent children of the domestic partner signing below are eligible for coverage when they are:

- unmarried
- dependent on the employee for support, and
- meet the age/school and all eligibility requirements of the plan of benefits.

**IV. CHANGE IN DOMESTIC PARTNERSHIP**

1. We have an obligation to notify the Lakewood City School District by filing a Declaration of Termination of Domestic Partnership if there is any change in our domestic partnership status as attested to in this Declaration that would terminate this Declaration (e.g., due to death of a partner, a change in







**Lakewood City School District**  
**A Member of Suburban Health Consortium**  
**Spouse Eligibility/Reimbursement Certification**  
*(To be completed by the School District Employee – PLEASE PRINT)*

**1. DISTRICT EMPLOYEE INFORMATION**

| FULL NAME (Employee) | DATE OF BIRTH | MMO ID NUMBER |
|----------------------|---------------|---------------|
|                      |               |               |

- I am not married. (STOP HERE, sign under #3, and return form).
- I am married, but my spouse does not have health and/or prescription drug insurance coverage under my plan. (STOP HERE, sign under #3, and return form)
- I am married, but my spouse is NOT employed, NOT self-employed, or NOT retired. (STOP HERE, sign under #3, and return form.)
- I am married, and my spouse has health and/or prescription drug insurance coverage under my plan. (CONTINUE – Complete this form in full.)

| SPOUSE'S FULL NAME | DATE OF BIRTH |
|--------------------|---------------|
|                    |               |

Spouse is:  Retired on \_\_\_\_\_ (date)  Employed or Self-Employed  
 from \_\_\_\_\_  Other \_\_\_\_\_  
 (former employer name)

**If spouse is NOT EMPLOYED, NOT SELF-EMPLOYED, NOT RETIRED, STOP, sign below and return form. Otherwise, complete the rest of this form. Have your spouse's employer, self-employer, former employer or retirement plan [system] complete the appropriate section of this form.**

Is group health insurance and/or prescription drug insurance available to your spouse through his/her employment (whether as a current employee, self-employed individual (other than a sole proprietor) in a business or organization (e.g., partner, member), or retiree)?  YES  NO

**Regardless of your answer:**

**If your spouse is employed, your spouse must have his/her employer, (or your spouse if self-employed) complete sections 4-7 of this form.**

**If your spouse is retired, (1) have your spouse's former employer/retirement plan [system] complete sections 4-7 of this form, (2) be sure you provided his/her retirement date and the employer from which he/she retired in the space above, sign and date the form.**

The District requires that if your spouse is eligible to participate in group health insurance and/or prescription drug insurance sponsored by his/her employer, business, organization, or any retirement plan, your spouse must enroll for at least single coverage in such employer-sponsored group insurance coverage(s) regardless of cost. **Any spouse who fails to enroll in any health and/or prescription drug insurance coverage sponsored by his/her employer, business, organization, or any retirement plan as required by the School District shall be ineligible for such coverage under the Lakewood City School District Plan.**

**Check if your spouse is eligible to remain on the Plan with secondary coverage:**

Yes, I certify that my spouse has enrolled with his/her employer, business or organization (if self-employed), or retirement plan for health insurance and/or prescription drug insurance (effective \_\_\_\_\_), as detailed on the back side of this form, and is therefore entitled to remain on the Plan with secondary coverage. **Please attach a copy of spouse's plan I.D. card or other documentation verifying enrollment in his/her employer's plan or other plan.**

**3. DISTRICT EMPLOYEE CERTIFICATION**

I HEREBY CERTIFY THAT I AM NOT MARRIED or I AM LEGALLY MARRIED TO THE ABOVE NAMED SPOUSE AND THAT THE INFORMATION PROVIDED ABOVE IS CORRECT, and understand that, to ensure benefits are coordinated properly between employers, the Plan will verify the accuracy of information by conducting audits, contacting me, and contacting my spouse's employer.

X

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| DISTRICT EMPLOYEE'S SIGNATURE & DATE (Required) | AREA CODE / PHONE NO. |
|-------------------------------------------------|-----------------------|

**SPOUSE'S EMPLOYER/RETIREMENT PLAN [SYSTEM] CERTIFICATION**

**Sections 4 through 7 must be completed by the employer/self-employer/former employer/retirement plan (system) of the spouse of the District employee identified on the front side of this form.**

Please be advised that your employee/retiree, who is the spouse of the District employee, will lose health insurance and/or prescription drug insurance coverage through the District if he/she fails to enroll in group health insurance and/or prescription drug insurance coverage available to him/her through his/her employer, business or organization (if self-employed) or retirement plan.

**4. SPOUSE'S EMPLOYER/RETIREMENT PLAN [SYSTEM] INFORMATION**

|                             |                      |
|-----------------------------|----------------------|
| <b>EMPLOYEE'S FULL NAME</b> | <b>DATE OF BIRTH</b> |
|-----------------------------|----------------------|

SPOUSE'S EMPLOYER'S NAME/RETIREMENT PLAN [SYSTEM] NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Do you offer group health insurance and/or prescription drug insurance (including, but not limited to, insurance requiring employee premium contributions) to:

- (a) Employees?  YES  NO      (b) Owners/partners/principals?  YES  NO  
 (c) Retirees?  YES  NO

What type(s) of plans do you offer:  Traditional, PPO or POS  HMO  HRA  HSA

Is this employee/retiree eligible to participate?  YES  NO If no, explain why and skip Sections 5 and 6 below. (Please be sure to complete Section 7.)

What is the minimum number of hours required to be worked per week for an employee/owner to be eligible to participate (regardless of the amount of contribution required)? \_\_\_\_\_

If this employee/owner is not eligible to participate due to number of hours worked, please indicate number of hours this employee/owner works: \_\_\_\_\_

**5. HEALTH INSURANCE PLAN INFORMATION**

PLAN TYPE:  Traditional, PPO or POS  HMO  HRA  HSA

INSURANCE COMPANY/TPA NAME: \_\_\_\_\_

Effective Date of this employee's/retiree's Health Insurance Coverage? \_\_\_\_\_  
 When was this employee/retiree first eligible for Health Insurance Coverage? \_\_\_\_\_

**SINGLE COVERAGE COST ONLY:**  
 MONTHLY EMPLOYEE/RETIREE COST \$ \_\_\_\_\_ equals \_\_\_\_\_ % OF TOTAL MONTHLY COST

**6. PRESCRIPTION DRUG PLAN INFORMATION**

Do you have coverage for prescription drugs?  Yes  No If Yes, please complete the following information:

PRESCRIPTION DRUG INSURANCE COMPANY/PBM NAME: \_\_\_\_\_

Effective Date of this employee's/retiree's Prescription Drug Insurance Coverage? \_\_\_\_\_

When was this employee/retiree first eligible for Prescription Drug Insurance Coverage? \_\_\_\_\_

**SINGLE COVERAGE COST ONLY:**  
 MONTHLY EMPLOYEE/RETIREE COST \$ \_\_\_\_\_ equals \_\_\_\_\_ % OF TOTAL MONTHLY COST

**7. EMPLOYER/RETIREMENT PLAN [SYSTEM] CERTIFICATION**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION (SECTIONS 4-6) IS CORRECT.

|                                                                                     |                            |
|-------------------------------------------------------------------------------------|----------------------------|
| <b>X</b>                                                                            |                            |
| <b>SPOUSE'S EMPLOYER SIGNATURE<br/>(OR RETIREMENT PLAN [SYSTEM] REPRESENTATIVE)</b> | <b>AREA CODE/PHONE NO.</b> |
| <b>PRINTED NAME &amp; TITLE</b>                                                     | <b>DATE COMPLETED</b>      |

**ATTENTION EMPLOYER:** Please return this completed and certified form to your employee.  
**ATTN. SCHOOL DISTRICT EMPLOYEE:** Please return this completed form to your School District's Treasurer's office.

**LAKEWOOD CITY SCHOOLS**  
**Option 1**  
**SuperMed Plus – Non Grandfathered**

| Benefits                                                                                  | Network                                                   | Non-Network          |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------|
| Benefit Period                                                                            | January 1 <sup>st</sup> through December 31 <sup>st</sup> |                      |
| Dependent Age Limit                                                                       | 26; Removal End of Birth Month                            |                      |
| Pre-Existing Condition Waiting Period                                                     | None                                                      |                      |
| Lifetime Maximum                                                                          | Unlimited                                                 |                      |
| Benefit Period Deductible – Single/Family <sup>1</sup>                                    | \$100 / \$200                                             | \$200 / \$400        |
| Coinsurance                                                                               | 90%                                                       | 70%                  |
| Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family                  | \$250 / \$500                                             | \$500 / \$1,000      |
| <b>Physician/Office Services</b>                                                          |                                                           |                      |
| Office Visit (Illness/Injury) <sup>2</sup>                                                | \$20 copay, then 100%                                     | \$20 copay, then 70% |
| Urgent Care Facility Services <sup>2</sup>                                                | \$20 copay, then 100%                                     | \$20 copay, then 70% |
| All Immunizations                                                                         | 100%                                                      | 70% after deductible |
| <b>Preventative Services</b>                                                              |                                                           |                      |
| <b>Preventative Services, in accordance with state and federal law<sup>3</sup></b>        | 100%                                                      | 70% after deductible |
| Routine Physical Exam (Age 21 and over)                                                   | 100%                                                      | 70% after deductible |
| Well Child Care Services including Exam and Immunizations (To age 21)                     | 100%                                                      | 70% after deductible |
| Well Child Care Laboratory Tests (To age 21)                                              | 100%                                                      | 70% after deductible |
| Routine vision Exams – including Refraction (Age 21 and over)                             | 100%                                                      | 70% after deductible |
| Routine Hearing Exam (Age 21 and over)                                                    | 100%                                                      | 70% after deductible |
| Routine Mammogram (One per benefit period)                                                | 100%                                                      | 70% after deductible |
| Routine Pap Test & Associated Office Visit                                                | 100%                                                      | 70% after deductible |
| Routine Lab, X-Ray and Medical Testing (All Ages)                                         | 100%                                                      | 70% after deductible |
| Routine Endoscopic Services (All Ages)                                                    | 100%                                                      | 70% after deductible |
| <b>Outpatient Services</b>                                                                |                                                           |                      |
| Surgical Services                                                                         | 90% after deductible                                      | 70% after deductible |
| Diagnostic Services                                                                       | 90% after deductible                                      | 70% after deductible |
| Physical/Occupational - Facility and Professional (60 combined visits per benefit period) | 90% after deductible                                      | 70% after deductible |
| Chiropractic Therapy – Professional Only (30 visits per benefit period)                   | 90% after deductible                                      | 70% after deductible |
| Speech Therapy – Facility and Professional                                                | 90% after deductible                                      | 70% after deductible |
| Cardiac Rehabilitation                                                                    | 90% after deductible                                      | 70% after deductible |
| Emergency use of an Emergency Room <sup>4</sup>                                           | \$50 copay, then 100%                                     |                      |
| Non-Emergency use of an Emergency Room <sup>4,5</sup>                                     | \$50 copay, then 100%                                     | \$50 copay, then 70% |
| <b>Inpatient Facility</b>                                                                 |                                                           |                      |
| Semi-Private Room and Board                                                               | 90% after deductible                                      | 70% after deductible |
| Maternity                                                                                 | 90% after deductible                                      | 70% after deductible |
| Skilled Nursing Facility                                                                  | 90% after deductible                                      | 70% after deductible |
| <b>Additional Services</b>                                                                |                                                           |                      |
| Allergy Testing and Treatments                                                            | 90% after deductible                                      | 70% after deductible |
| Ambulance                                                                                 | 90% after deductible                                      | 70% after deductible |
| Durable Medical Equipment                                                                 | 90% after deductible                                      | 70% after deductible |
| Home Healthcare (120 days per benefit period)                                             | 90% after deductible                                      | 70% after deductible |
| Hospice                                                                                   | 90% after deductible                                      | 70% after deductible |
| Private Duty Nursing                                                                      | 90% after deductible                                      | 70% after deductible |
| Organ Transplants                                                                         | 90% after deductible                                      | 70% after deductible |

| Benefits                                              | Network                                                                                                                                                     | Non-Network |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Mental Health and Substance Abuse</b>              |                                                                                                                                                             |             |
| Inpatient Mental Health and Substance Abuse Services  | Benefits paid are based on corresponding medical benefits.                                                                                                  |             |
| Outpatient Mental Health and Substance Abuse Services |                                                                                                                                                             |             |
| <b>Prescription Drug</b>                              |                                                                                                                                                             |             |
| Retail – up to 31 Day Supply                          | \$5 Generic / \$20 Formulary Brand / \$35 Non- Formulary Brand. Includes Step Therapy, Quantity Management and Prior Authorization (Coverage Management).   |             |
| Mail Order – up to 90 Day Supply                      | \$10 Generic / \$40 Formulary Brand / \$700 Non- Formulary Brand. Includes Step Therapy, Quantity Management and Prior Authorization (Coverage Management). |             |

Note: Services requiring a copayment are not subject to the single/family deductible.

Deductible expenses incurred for services by a network provider will only apply to the network deductible out-of-pocket limits. Deductible expenses incurred for services by a non-network provider will only apply to the non-network deductible out-of-pocket limits.

Coinsurance expenses incurred for services by a network provider will only apply to the network coinsurance out-of-pocket limits. Coinsurance expenses incurred for services by a non-network provider will only apply to the non-network coinsurance out-of-pocket limits.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

<sup>1</sup>Maximum family deductible. Member deductible is the same as single deductible. 3 month carry over.

<sup>2</sup>The office visit copay applies to the cost of the office visit only.

<sup>3</sup>Preventive Services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.

<sup>4</sup>Copay waived if admitted.

<sup>5</sup>The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

**SHC – Minimum Value Plan  
SuperMed Plus  
(Non-Grandfathered)  
Effective 10/1/2014**

| Benefits                                                                                                                                                               | Network                                                   | Non-Network          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------|
| Benefit Period                                                                                                                                                         | January 1 <sup>st</sup> through December 31 <sup>st</sup> |                      |
| Dependent Age                                                                                                                                                          | 26; Removal End of the Month                              |                      |
| Pre-Existing Condition Waiting Period                                                                                                                                  | None                                                      |                      |
| Blood Pint Deductible                                                                                                                                                  | 2 pints                                                   |                      |
| Overall Annual Benefit Period Maximum                                                                                                                                  | Unlimited                                                 |                      |
| 3 month Deductible Carryover                                                                                                                                           | Does Apply                                                |                      |
| Benefit Period Deductible – Single/Family <sup>1</sup>                                                                                                                 | \$6,350 / \$12,700                                        | \$12,700 / \$25,400  |
| Coinsurance                                                                                                                                                            | 100%                                                      | 70%                  |
| Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family                                                                                               | \$0                                                       | \$1,000 / \$2,000    |
| <b>Physician/Office Services</b>                                                                                                                                       |                                                           |                      |
| Office Visit (Illness/Injury) PCP or Specialist                                                                                                                        | 100% after deductible                                     | 70% after deductible |
| Urgent Care Office Visit <sup>2</sup>                                                                                                                                  | 100% after deductible                                     | 70% after deductible |
| Immunizations (tetanus toxoid, rabies vaccine, and meningococcal polysaccharide vaccine are covered services)                                                          | 100%                                                      | 70% after deductible |
| <b>Preventive Services</b>                                                                                                                                             |                                                           |                      |
| <b>Preventive Services, in accordance with state and federal law<sup>3</sup></b>                                                                                       | 100%                                                      | 70% after deductible |
| Routine Physical Exam (Age 21 and over)                                                                                                                                | 100%                                                      | 70% after deductible |
| Well Child Care Services including Exam, Routine Vision, Routine Hearing Exams, Well Child Care Immunizations and Laboratory Tests (To age 21; 31 visits per lifetime) | 100%                                                      | 70% after deductible |
| Routine Mammogram (One per benefit period)                                                                                                                             | 100%                                                      | 70% after deductible |
| Routine Pap Test (One per benefit period)                                                                                                                              | 100%                                                      | 70% after deductible |
| Routine Labs & X-Rays                                                                                                                                                  | 100%                                                      | 70% after deductible |
| Routine EKG, Chest X-ray, Complete Blood Count, Comprehensive Metabolic Panel, Urinalysis (Age 9 and over, one each per benefit period)                                | 100%                                                      | 70% after deductible |
| <b>Outpatient Services</b>                                                                                                                                             |                                                           |                      |
| Surgical Services                                                                                                                                                      | 100% after deductible                                     | 70% after deductible |
| Diagnostic Services                                                                                                                                                    | 100% after deductible                                     | 70% after deductible |
| Physical, Occupational and Chiropractic Therapy – Facility and Professional (Professional: 10 visits per benefit period, then Medical Review)                          | 100% after deductible                                     | 70% after deductible |
| Speech Therapy – Facility and Professional (Professional: 10 visits per benefit period, then Medical Review)                                                           | 100% after deductible                                     | 70% after deductible |
| Cardiac Rehabilitation                                                                                                                                                 | 100% after deductible                                     | 70% after deductible |
| Emergency use of an Emergency Room                                                                                                                                     | 100% after deductible                                     |                      |
| Non-Emergency use of an Emergency Room                                                                                                                                 | 100% after deductible                                     | 70% after deductible |

| <b>Benefits</b>                                                         | <b>Network</b>                                                   | <b>Non-Network</b>   |
|-------------------------------------------------------------------------|------------------------------------------------------------------|----------------------|
| <b>Inpatient Facility</b>                                               |                                                                  |                      |
| Semi-Private Room and Board                                             | 100% after deductible                                            | 70% after deductible |
| Maternity                                                               | 100% after deductible                                            | 70% after deductible |
| Skilled Nursing Facility                                                | 100% after deductible                                            | 70% after deductible |
| <b>Additional Services</b>                                              |                                                                  |                      |
| Allergy Testing and Treatments                                          | 100% after deductible                                            | 70% after deductible |
| Ambulance                                                               | 100% after deductible                                            | 70% after deductible |
| Durable Medical Equipment                                               | 100% after deductible                                            | 70% after deductible |
| Home Healthcare                                                         | 100% after deductible                                            | 70% after deductible |
| Hospice                                                                 | 100% after deductible                                            | 70% after deductible |
| Organ Transplants                                                       | 100% after deductible                                            | 70% after deductible |
| Private Duty Nursing                                                    | 100% after deductible                                            | 70% after deductible |
| <b>Mental Health and Substance Abuse – Federal Mental Health Parity</b> |                                                                  |                      |
| Inpatient Mental Health and Substance Abuse Services                    | <b>Benefits paid are based on corresponding medical benefits</b> |                      |
| Outpatient Mental Health and Substance Abuse Services                   |                                                                  |                      |

Note: Services requiring a copayment are not subject to the single/family deductible.

Coinsurance expenses incurred for services by a non-network provider will also apply to the network coinsurance out-of-pocket limits. Coinsurance expenses incurred for services by a network provider will also apply to the non-network coinsurance out-of-pocket limits.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

<sup>1</sup>Maximum family deductible. Member deductible is the same as single deductible.

<sup>3</sup>Preventive services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.

## CONSENSUS STATEMENTS

1. During the 2014-2015 school year, a combined committee of Board and Union representatives will be established to update job descriptions as per Article 5.1. The committee will gather input from the membership regarding core qualifications and potential ways to test or validate necessary job-related skill sets in order to bring all job descriptions up to date.
2. During the 2014-2015 school year, a combined committee of Board and Union representatives will be established to research and recommend potential ways to test or validate necessary job-related skill sets that can be used in the process of filling vacancies.
3. A co-facilitated committee including three OAPSE 129 members and three Board representatives will meet in June 2014 to review the salary placement and benefits of newly hired employees (including those who may already be retired from a public retirement system). This committee will conduct a survey of other regional districts and request salary schedules for comparison. The committee will provide a report of their findings and recommendations to the superintendent and OAPSE 129 President not later than November 14, 2014. In the interim, status quo without prejudice will be maintained until the committee makes their report.
4. During the 2014-2015 school year, OAPSE 129 representatives will participate in providing input to an LTA-Board co-facilitated committee charged with studying the concept of a shorter school year based on an 8 hour school day. In the event that the Board and Lakewood Teachers Association reach a decision regarding changing the school calendar and effective work day, a co-facilitated committee including three OAPSE 129 members and three Board representatives will convene to study the effects of the changes and how they will impact OAPSE members and current contract language. The committee will provide a report of their findings and recommendations to the superintendent and OAPSE 129 President not later than May 29, 2015.
5. During the 2014-2015 school year, the Labor/Management Committee will reconvene according to Article 14.1 of the negotiated agreement. In the first meeting of the year, the following previous Consensus Statements will be discussed: Professional Development: Role of the Paraprofessional; Employee Training; Flexible Scheduling for Paraprofessionals; and Paraprofessional/Teacher Collaboration.
6. Labor/Management Retreat: It is suggested and recommended, if economically feasible, that a labor/management retreat takes place prior to each contract negotiations year.
7. Emergency Communication: Study Hall, before and after school programs will have a method of immediate communication to contact emergency personnel and/or main office.