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NEGOTIATED AGREEMENT

Between

THE LONDON CITY SCHOOLS

AND

THE OHIO ASSOCIATION OF PUBLIC SCHOOL
EMPLOYEES/AFSCME, AFL-CIO
LOCAL #657

July 1, 2014 through June 30, 2016
For financial issues

July 1, 2014 through June 30, 2017
For all other articles

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The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

ARTICLE 1
AGREEMENT/RECOGNITION

- 1.01 The London City Board of Education (hereinafter called the "Board") recognizes the Ohio Association of Public School Employees OAPSE/AFSCME Local 4/AFL-CIO and its Local #657 (hereinafter called the "Union") as the exclusive bargaining representative for all regular part-time and full-time classified employees in the bargaining unit. Recognition shall continue for the term of this Agreement.
- 1.02 When such satisfactory evidence is submitted by the Union, the Board will recognize the Union as the official bargaining representative for the classified employee bargaining unit, which shall be, defined as all regular part-time and full-time classified employees with the exception of the following classified employees.
1. Treasurer of the Board
 2. All classified employees in the Treasurer's office
 3. All classified employees in the Superintendent's office
 4. Food Service Supervisor
 5. Head Mechanic
 6. Substitute Employees
 7. Student Employees
 8. Information Technology Director
 9. Building & Grounds Director
 10. Transportation Supervisor
- 1.03 The Board and the Union recognize and agree that all members of the bargaining unit have the right to join, participate in, and assist the Union, and the right to refrain from such without limitation or coercion. Membership in any organization or the payment of any fee or assessment to an organization shall not be a condition of employment or continuation of employment.

ARTICLE 2
GOOD FAITH BARGAINING

- 2.01 "Good Faith" negotiations, as provided for in this document, includes, but not by way of limitation, reasonable positions on bargainable issues; and indicates willingness to reach an Agreement thereon; sound consideration of fiscal, professional or administrative judgment in setting forth, evaluating or declining to agree to proposals; a search for counter proposals not accepted; abstention from the breach of existing Agreements and from encouraging, engaging in, or condoning unlawful or improper conduct, sanctions, threats, or other means of coercion; and refraining from unexplained changes in position and from raising new and

additional issues calculated to avoid the reaching of an Agreement; but does not compel the parties to agree to a proposal or to require the making of a concession.

ARTICLE 3
SCOPE OF BARGAINING/SUBMISSION OF ISSUES

- 3.01 The Union shall have the bargaining rights for all employees in the bargaining unit with respect to wages, hours, economic fringe benefits, and other working conditions.
- 3.02 A. The party requesting to open negotiations shall file notice with the State Employment Relations Board (SERB) not more than ninety (90) days nor less than sixty (60) days prior to the expiration of this Agreement.

B. Issues proposed for negotiations shall be exchanged between the negotiating team for the Union and the negotiating team for the Board on a date mutually agreed to between the Superintendent and the OAPSE Staff Field Representative.
- 3.03 Issues must be written in contract language and all changes in salaries, wages, hours, fringe benefits, and other working conditions must be clearly stated.
- 3.04 No additional issues may be introduced for negotiations after the initial submission unless mutually agreed upon by both parties.

ARTICLE 4
NEGOTIATING TEAMS

- 4.01 The Board and the Union shall be represented at all negotiation meetings by a team of negotiators, not to exceed seven (7) members each. Neither party shall have control over the selection of the negotiation team of the other.
- 4.02 The parties mutually pledge that their teams will be clothed with all necessary power and authority to make proposals and to consider proposals in the course of negotiations. All negotiations shall be conducted exclusively between said teams and conducted in executive session.
- 4.03 In addition to said teams, each team shall be authorized to admit one (1) consultant to each meeting. Consultants may interchange ideas with members of the teams. Consultants may act as chief negotiators.

- 4.04 The cost of consultants shall be borne by the party requesting them.
- 4.05 Observers will be permitted in the negotiation meetings but each party shall be limited to one (1) observer per meeting.
- 4.06 Negotiation meetings are to commence no later than the first full week of May unless mutually agreed to between the Superintendent and the OAPSE Staff Field Representative.
- 4.07 Each negotiation meeting will last no longer than four (4) hours, including time out for caucus. Meetings may be extended by mutual agreement of each party.
- 4.08 The following procedure shall be adhered to at the initial negotiations meeting:
 - A. The Union's team will present its written proposals and give an explanation.
 - B. The Board's team will present its written proposals and give an explanation.
 - C. An agenda shall be adopted by the teams. Once adopted, no items shall be added for negotiations without the mutual consent of the teams.
- 4.09 Subsequent negotiation meetings shall be scheduled until tentative agreement is reached or impasse declared.
- 4.10 Negotiations shall be conducted at a mutually accepted time. If a negotiations meeting occurs during the regular work hours of the Union team member(s), such members shall be released with pay from school duties to attend negotiation meetings. Such meetings shall be scheduled so as to not interfere with the normal school schedules when possible.
- 4.11 Upon request of either party, the negotiations meeting shall be recessed to permit the requesting party to caucus. A caucus shall not normally exceed thirty (30) minutes unless by mutual agreement.

**ARTICLE 5
EXCHANGE OF INFORMATION**

- 5.01 Upon reasonable request, the Board shall make available to the Union and the Union shall make available to the Board, all available information pertinent to the issues under negotiations, such as the financial condition of the District. The Board and the Union shall incur no special expense in providing such information to the other party. Nothing contained herein

shall require the parties to make available any confidential information or reports expressly compiled for the use of the negotiating teams.

- 5.02 No release of information may be issued to the public during negotiations except releases jointly agreed upon by the Union and the Board.
- 5.03 If consensus is reached on those matters being negotiated, each agreed upon proposal shall be initiated by the spokesperson for the Board and the Union. When all items being negotiated are tentatively agreed upon, each of the teams, shall respectively urge and recommend adoption of the Agreement. Such Agreement shall be reduced to writing and submitted to the membership of Local #657 of OAPSE for ratification. If ratified, said written Agreement shall be submitted to the Board for its approval at the next regular/special Board meeting. The Negotiated Agreement, when approved by both parties, shall be signed by the respective Presidents of the Union and the Board and shall become a part of the official minutes of the Board.
- 5.04 This Agreement supersedes and cancels all previous Agreements between the Board and the Union, and constitutes the entire Agreement between the parties.
- 5.05 In the event an Agreement is not reached by negotiations after full consideration of proposals and counter proposals, either of the parties shall have the option of declaring impasse.
- 5.06 Impasse is whenever the parties have stopped talking to each other at the negotiating table or after many bargaining sessions have been held and the position of the parties have solidified and the parties have become intransigent pertaining to unresolved negotiation issues.
- 5.07 If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all the issues where Agreement has not been reached by the parties.
- 5.08 The parties shall jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service. Any costs, should they occur for Federal Mediation and Conciliation Service shall be shared equally between the Union and the Board.
- 5.09 The assigned Mediator shall have the authority to call meetings for the purpose of promoting an Agreement between the parties.
- 5.10 The Mediator has no authority to recommend or to bind either party to any Agreements.

**ARTICLE 6
WAIVER OF NEGOTIATIONS**

- 6.01 Issues proposed for negotiations are those submitted in writing in accordance with Section 4 of the procedural Agreement. It is agreed by all concerned that issues not submitted in accordance with Article 3 are not subject to negotiations during the life of the Agreement regardless of whether such issues are specifically referred to in the Agreement. All dates, terms, conditions and policies herein before specified may be changed or modified by mutual agreement of the Board and the Union.

**ARTICLE 7
CONSISTENCY WITH LAW/AMENDMENTS**

- 7.01 The Union recognizes that the Board has the responsibility and authority to manage and direct in behalf of the public of all operations and activities of the school district to the full extent authorized by law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board in the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and expressed terms of this Agreement.
- 7.02 Any amendments to these collective negotiations procedures during the terms of recognition shall be made only by mutual consent of the Board and the Union.

**ARTICLE 8
NO STRIKE PLEDGE**

- 8.01 The union in consideration of the rights and privileges extended by the Board pursuant to or arising from foregoing provisions of this instrument, and in further consideration that the Board, upon request will check off the dues of Local #657, OAPSE, does agree that there will be no work stoppages, strikes, concerted withdrawals of service or slowdowns of any kind during the life of this Negotiated Agreement. In recognition of this continuous performance pledge, the Board agrees there will be no "lockout" of members of the Union except of such "lockout" is a result of the Board's inability to pay which results in the closing of all regular schools.
- 8.02 During succeeding negotiations of this Agreement, in accordance with Section 4117 of the Ohio Revised Code, the Union agrees to provide not less than ten (10) days advance notice to the Board prior to engaging in any strike or other concerted refusal to work activity. It further agrees not to induce or encourage any individual in connection with a labor relations

dispute to picket the residence or any place of private employment of any public official or representative of the public employer.

ARTICLE 9 AUTHORIZED PAYROLL DEDUCTION

9.01 Payroll Dues Deductions

OAPSE shall have the sole and exclusive right to have membership dues deducted for employees in the bargaining unit by the Board during the term of this Agreement.

The Board shall deduct dues from the wages of all employees who are members of OAPSE on the date of the execution of this Agreement and whose dues authorization forms have been submitted to the Board Treasurer on or before September 1 of each year, by the Local Union Treasurer. The Treasurer of OAPSE Local #657 shall notify the Board Treasurer on or before September 1 of each year of the amount of the local and state dues to be deducted from each OAPSE member employee's wages. Once authorized, such deductions shall remain continuous unless the employee revokes such membership in writing to the OAPSE State Treasurer during the last ten (10 days) June 21 through June 30) of this Negotiated Agreement or until such time as the employee quits, resigns or is terminated.

Union dues deductions will normally be in eighteen (18) payroll deductions encompassing a nine (9) month period beginning with the first pay in October. New employees employed after October 1 shall be entitled to payroll deduction privileges if their authorized payroll deduction forms are submitted to the Board Treasurer within thirty (30) days from the date of their initial employment.

Deductions for any given month shall be remitted to the State Union of OAPSE by the 10th of the following month.

9.02 PEOPLE Deduction

The Board agrees to deduct from the wages of any Employee who is a member of the Union a voluntary PEOPLE deduction as provided for in written authorization to the Board Treasurer. Such authorization must be executed by the Employee. However, this deduction shall not be implemented until such time as there are ten (10) or more Union members requesting the deduction. Further, a Union member may only revoke this deduction by giving written notice to the Board Treasurer during the open withdrawal period beginning June 21 through June 30 annually.

The Board agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

9.03 Hold Harmless Clause

It is agreed that it is the responsibility of the Union to resolve any and all errors and adjustments with its members from said payroll deductions. The Union shall indemnify and hold the Board harmless from any and all claims, demands, or suits or any other action arising from said dues deduction.

The Board is hereby permitted to hire, at its own expense, its own attorney to represent the Board in any and all claims, suits, or any other action arising from this dues deduction provision.

9.04 Fair Share Fee

Fair Share Fees will only be for full time employees and do not include cooks who work less than six (6) hours per day. In recognition of the Union's services to the bargaining unit, employee's who choose not to be a Union member will share in the financial support of the Union by paying to the Union a service fee, but not to exceed the amount of dues uniformly required of member of Local #657 of the Ohio Association of Public School Employees. The payment of dues or a service fee shall be a condition of employment.

- A. Each bargaining unit member hired who does not elect to join the Union within the first forty-five (45) days after their first work day shall be required to pay a Fair Share Service Fee in lieu of Union Dues. This Fair Share Service Fee shall be deducted from their paycheck beginning with their first paycheck in the same manner as Union dues. The Union dues or Fair Share Service Fee will be calculated on a pro-rated basis from the date of employment.
- B. It shall be the responsibility of the Union to prescribe an internal rebate procedure for rebate of monies spent on political or ideological matters opposed by the unit member which are not related to the purposes of administration of or negotiating the Agreement or grievances.
- C. Payments by unit members holding religious conscientious objection shall be governed by O.R.C. 4117.09 (Q).

- D. The Board's obligation to deduct the service fee shall terminate upon a change to a position outside of the bargaining unit.

ARTICLE 10 GRIEVANCE PROCEDURE

10.01 Purpose

It is the policy of the Board and the Union that alleged grievances be resolved informally or at the earliest possible stage of this grievance procedure. Both parties recognize that the procedure prescribed herein is available without fear of discrimination because of its use. Settlements at any stage of this procedure shall bind the parties to the settlement. Representation will be available to bargaining unit members, at their request, at any level of this grievance procedure.

10.02 Definitions

- A. A grievance is defined as an alleged misapplication, misinterpretation, or violation of the current Negotiated Agreement.
- B. A member is herein referred to as any member of the bargaining unit.
- C. An aggrieved party is the member or group of members of the Union on the behalf of the members in the bargaining unit that are seeking redress.
- D. A day as herein referred is a calendar day.

10.03 Procedure

The time limits herein stipulated shall be adhered to as strict maximums. Failure to act in a timely manner as herein stipulated will waive further claims to future redress on the specific grievance. Failure of the aggrieved party to adhere to the maximum time limits will result in the grievance being settled at the last level of hearings. Failure of the administration to act in a timely manner as herein stipulated shall move the grievance to the next step. Time limits may only be extended in writing by mutual agreement of both parties.

Employees will attempt to resolve their disputes first with an oral conference and discussion with their supervisor before filing the grievance in written form.

10.04 Level One – Informal

Within twelve (12) calendar days of an alleged violation, misinterpretation or misapplication of the terms of this Negotiated Agreement, the aggrieved party must only notify his/her immediate supervisor, in writing on the form provided by the Superintendent, of his/her desire to arrange a meeting with his/her immediate supervisor to attempt to resolve the grievance. Said meeting shall be held within ten (10) calendar days of receipt of his/her request. The disposition of the immediate supervisor shall be committed in writing on the appointed form within seven (7) calendar days of the meeting.

10.05 Level Two – Formal

In the event the aggrieved party is not in agreement with the disposition of the grievance in Level One above, he/she within seven (7) calendar days, may petition in writing on the grievance report form for a hearing on the grievance at Level Two. (In all levels of the grievance procedure, the official grievance report form shall be made in triplicate with copies going to 1) the aggrieved party, 2) the Superintendent, 3) the President of the Local. Within ten (10) calendar days of receipt of the grievance report form, a meeting will be arranged between the grievant, the grievant's representative, the grievant's immediate supervisor, and the Superintendent's representative. The disposition of the immediate supervisor shall be committed in writing on the appointed form within seven (7) calendar days of the meeting.

10.06 Level Three – Formal

In the event that the aggrieved party is not satisfied with the disposition received in Level Two, he/she may seek a hearing with the Superintendent by requesting same in writing on the grievance report form seven (7) calendar days after the receipt of the disposition form Level Two. Within seven (7) calendar days from receipt of the grievance report form, the Superintendent shall call a meeting between himself, the grievant and the grievant's representative. The Superintendent shall in writing, give a disposition of the grievance within seven (7) calendar days from the date of the hearing.

10.07 Level Four – Formal

In the event the Union is not satisfied with the statement of the Superintendent, he/she may within fifteen (15) days after the receipt of the statement, refer the grievance to arbitration.

10.08 Arbitration

- A. The parties shall use the Federal Mediation Consolation Services (FMCS).
- B. The arbitrator's decision will be in writing and will set forth the findings, reasonings, and conclusions on the issue submitted. The arbitrator will be without power or authority to amend, add to, or modify the terms of this Negotiated Agreement. The decision of the arbitrator shall be binding upon both parties.
- C. The loser, to be specifically designated by the arbitrator, shall pay the fees and expenses of the arbitrator and any expenses incidental to the arbitration proceeding. Each party, however, shall be responsible for the fees and expenses of its representative(s). Costs of a reporter and/or copies of the transcript of the arbitration hearing shall be borne by the party(ies) requesting service and/or receiving copies of the transcript.
- D. All grievance arbitration hearings shall be scheduled so as not to conflict with regular employee assignment(s) and as not to disrupt the normal operations of the school as much as possible.

10.09 Miscellaneous

- A. A grievance may be withdrawn at any level listed above without prejudice or record.
- B. No records, documents, or communications concerning a grievance shall be placed in the personnel files of any of the participants in procedures described herein.
- C. Nothing contained in this procedure shall be construed as limiting the individual right of an employee having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communication.

ARTICLE 11 EVALUATION

- 11.01 The Board shall provide for the establishment of a program to evaluate employee performance for the purpose of improving job performance and providing information for employment decisions. The following provisions, as a minimum, will govern the evaluation program:

- A. Each year, classified personnel shall receive a minimum of one (1) formal personal interview and written evaluation of their job performance from their respective building administrators or work supervisors prior to June 30th or no later than the last workday of the employee, whichever comes first.
- B. Classified employees may request an additional evaluation of job performance at any time.
- C. Written evaluations shall be recorded on Board approved forms. Each classification shall have its own evaluation form based on the job description.
- D. The written evaluation shall be reviewed with the employee by the appropriate administrator or supervisor.
- E. The classified employee shall have the right to review his/her evaluation a minimum of two (2) days prior to the evaluation conference and shall have the right to attach written comments hereto.
- F. The written evaluation shall be signed and dated by the parties involved (supervisor/administrator and the employee). Such signature by the employee does not necessarily indicate agreement with the content of the evaluation but simply that the evaluation was reviewed by the employee and that the employee received a signed copy of his/her written evaluation.

ARTICLE 12 EMPLOYEE CONTRACT

12.01 Probation

All employees shall be hired for a ninety (90) working day probationary period upon initial employment. Exceptions to this probationary period may be made for individuals with similar experience or for those individuals classified as temporary, part-time or substitute help. During the probationary period, an employee cannot bid on any other position(s).

12.02 Continuing Contract

All regular employees shall be granted a continuing contract after twelve (12) months of continued employment as provided under the Ohio Revised Code Section 124.271. Continuing contract status shall be granted for those employees classified as permanent part-time.

12.03 Contract Language

Said contracts provided under Article 12, section 12.02, shall contain the following information:

- A. Effective dates of contract
- B. Name and social security number
- C. Base hourly rate
- D. Job classification
 - 1. Years of experience in classification
 - 2. Years of experience in school system

12.04 Termination

The Board shall terminate an employee's contract in accordance with the procedures outlined in Section 124.32 or Section 124.34 O.R.C., except those employees covered by Sections 3319.03 and 331.22 O.R.C. Any employee whose employment is terminated during a contracted period shall be informed, in writing, as to those reasons for termination. An employee's contract may be terminated for those reasons listed in Section 124.32 or Section 124.34 which in part include but not limited to: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violations of such sections or the rules of the Director Administrative Services or the Commission, or any other failure of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance.

12.05 Discipline/Reprimand Procedure

- A. Members of the bargaining unit may be disciplined for violating Board Policies and Procedures and Administrative Rules and Regulations governing the management and control of the London City School District and/or for those reasons listed in Section 124.32 or Section 124.34 as stated in Section 12.04 above and for just cause.
- B. The disciplinary options, which may be imposed, by the supervisor, building principal or Superintendent are as follows:
 - 1. Verbal Warning
 - 2. Verbal Reprimand
 - 3. Written Reprimand
 - 4. Suspension without pay
 - 5. Termination

Only the Superintendent may suspend a member without pay.
Only the Board may terminate a member's contract.

- C. Nothing contained herein shall require that a lesser sanction be imposed before a more severe sanction may be imposed.
- D. All records of disciplinary actions will be placed in the personnel file and a copy given to the bargaining unit member.
- E. All bargaining unit members having material of a disciplinary nature placed in their personnel file shall have the right to attach comments to that material within ten (10) days of the date of the dated material. Disciplinary action contained in an employee's personnel file shall not be used against the employee after two (2) years from the date of the action as long as no further similar infractions occur within that two-year period.

ARTICLE 13 REDUCTION IN FORCE

13.01 Whenever it becomes necessary to reduce the number of employees within the bargaining unit due to a shortage of funds, lack of work, abolition of a position, return of an employee from a leave of absence, school closing, or staff reorganization, the layoff shall be conducted as follows:

- A. The employee with the least classification seniority in each affected classification shall be laid off first. They will be notified at sixty (60) calendar days prior to the effective date of the lay-off. Upon being notified of Reduction in Force (RiF), staff will have five (5) calendar days to notify the superintendent in writing of their intention to displace (i.e., "bump") and the position they are requesting. The first day of the five calendar days will be the day after notification. The superintendent must be notified no later than four p.m. on the fifth day. If a staff member is bumped, this procedure will continue until the bumping and displacement process is complete.

Non-notification of intent to displace within the five-day period will result in forfeiture of employment.

The superintendent will accept or reject with specific reasons the employee's request in a timely manner.

In the event of a rejection, the employee may elect to bump a different staff member or appeal the rejection to a joint committee

equally represented by the OAPSE and the administration. The president of the OAPSE will select its representatives, and the superintendent will select the administrative representatives.

If the committee cannot arrive at a decision, the superintendent will make the final determination.

- B. Any employee laid-off in one (1) classification may displace a less senior member of another classification provided that the laid-off employee has the required licensure and/or certification for the other classification.
 - 1. The employee must have experience in the former classification and shall have thirty (30) work days before being evaluated by individual's supervisor.
 - 2. The employee must be willing to accept the pay scale of the former classification.
- C. All laid-off employees shall maintain recall rights for a period of 24 months during which time the Board shall not hire any new employee to any classification affected by a reduction until all employees within the classification who were reduced or laid-off have been offered an opportunity to be reinstated. Reinstatement from the recall list shall be to the same or equivalent position as previously held prior to layoff. However, an employee who may be offered lesser hours or a lesser position may refuse and shall not lose his/her standing on the recall list. If reinstated during this period, the employee may resume all rights related to salary and fringe benefits. Notice of reinstatement shall be made by certified mail.
- D. Recall shall be in reverse order of layoffs within classification.
- E. It shall be the responsibility of the laid-off employee to keep the Superintendent or designee informed of his/her telephone number and address where he/she may be reached. Failure of an employee to respond to a certified letter within ten (10) days after the certified letter has been signed by the recipient then it shall be considered a decline of the position.

**ARTICLE 14
SENIORITY**

14.01 District Seniority is defined as the length of employee service beginning with the first day of continuous service as a regular employee of the London City School District.

Job Classification Seniority shall be defined as the employee's length of service in a job classification as computed from the employee's most recent date of entry into such job classification.

A regular employee shall be defined as any employee other than a temporary, or substitute status employee.

14.02 All seniority is forfeited with termination of employment.

14.03 Job Classification Seniority shall be used to determine:

- A. Shift preference at an assigned center.
- B. Assignment change in district when a vacancy exists within a classification.
- C. Reduction in force.

14.04 Rates of pay in a job classification will be determined by Job Classification Seniority. An employee moving from one job classification to another may begin no higher than the 10th step on the salary schedule for that classification based upon previous experience. Such experience must have been acquired within the school district as a regular employee.

Ties in seniority as defined in 14.01 shall be resolved by lottery. The Union will supply tickets with one part going into a tumbler or box and the other to the employees tied in seniority. The superintendent or his designee will draw from the box one ticket and the number related to the drawn ticket will identify the most senior. This will continue until all ties are broken and seniority is then established from that date forward.

**ARTICLE 15
WORKER'S COMPENSATION**

15.01 All employees covered under this Agreement are protected under Ohio Revised Code Section 4123, Worker's Compensation, in cases of injury or death incurred in the course of or arising out of their employment.

15.02 An injury incurred while performing assigned responsibilities shall be reported to the injured employee's supervisor or other designated representative within twenty-four (24) hours or disciplinary action may be taken. It is the responsibility of the injured employee to file the proper application with the Bureau of Worker's Compensation.

ARTICLE 16 UNION ACTIVITIES

16.01 Equipment and Supply Use

The Union shall be permitted to use individual school equipment, including typewriters, mimeograph machines, calculators, and all types of audio-visual equipment when such equipment is not otherwise in use. Duplicating equipment may be used only for official Union correspondence and with the prior approval of the Local Union President or other officer designated by the President. Supplies used by the Union for its activities shall be furnished or paid for by the Union. Any damage to school equipment that occurs during Union use shall be repaired at Union cost.

16.02 Internal Mail System

The Union may use the internal mail system of the school and place Union communications in the mailboxes provided each employee in the system.

16.03 Privilege of Office

The President of the Union or his/her designated official shall be permitted to visit schools. Upon his/her arrival, he/she shall notify the principal of his/her presence and purpose of the visit. Visits to discuss special problems must be arranged so as to not conflict with the classified staff member's normal duties.

16.04 Board Agenda

An OAPSE Local #657 representative shall have the right to be placed on the agenda of any regular or special Board meeting providing written notification is given to the Superintendent two (2) working days prior to the meeting.

16.05 Union Meeting

Any member of the bargaining unit attending a Union meeting during his/her shift must record the time off duty on their time sheet. The work time missed must be made up at the close of the shift the same workday. The Union President shall submit to the Superintendent or his/her

designee a list of all bargaining unit members who missed part of their work shift to attend the meeting. This list shall be presented no later than the first workday immediately following the Union meeting.

ARTICLE 17 LEAVES

17.01 Sick Leave

- A. Each full-time employee of the Board will be entitled to fifteen (15) days sick leave with pay for each year under contract and shall accrue sick leave at the rate of one and one-quarter (1-1/4) days for each month of service.
- B. Employees may use sick leave for absence due to illness, injury, pregnancy, exposure to contagious disease, illness, or death in the employee's immediate family or for any emergency, which warrants sick leave privileges as determined by the Superintendent.
- C. Immediate family is interpreted as meaning spouse, children, father, mother, brother, sister, parents-in-law, grandparents, grandchildren, aunts, uncles, legal guardians, adult living in the same household who shares the responsibility of joint dwelling, or others for whom the bargaining unit member has legal power of attorney. Sick leave is not to be used for the purpose of well-child care.
- D. Sick leave is cumulative to a maximum of three hundred fifty (350) days.
- E. Should an employee exhaust sick leave during the year, and upon written request of the employee, the Board may advance up to five (5) days of sick leave to the employee. Advanced sick leave will be charged against the sick leave the employee subsequently accumulates. Should employment of employee be terminated all advanced sick leave will be deducted from final pay.
- F. The employer shall require an employee to furnish a signed form prescribed by the Board to justify use of sick leave. This form must be completed and returned to the employee's immediate supervisor the day the employee returns to work from sick leave. Any bargaining unit member using a total of ten (10) or more days of sick leave per school year without a physician's statement will be required to furnish a physician's statement justifying the use of any further sick leave. Failure to furnish a physician's statement may result in the loss of pay. Consideration will be given to absences

due to extended illness. Employees who call in sick are required to do so on a daily basis at least two (2) hours prior to the start of their shift unless other arrangements have been made with their supervisor.

- G. Sick leave shall be charged in minimum units of one-half (1/2) day. Employees shall be charged sick leave only for the days and hours for which they would have otherwise been regularly scheduled to work.
- J. Employees may be subject to discipline for excessive use of sick time. Excessive use may be indicated when an employee has had:
 - Four (4) separate uses (occurrences) of sick leave in the previous six (6) month period beginning each January and July.

When a bargaining unit member has reached three (3) separate uses (occurrences), an informational meeting shall be set up to include the supervisor/principal, and the affected member.

During any review of sick leave usage involving a member, a Union representative will be invited to be present.

If occurrences continue, management may take action including:

1. Require a physician's statement for all usage for six (6) month periods. Failure to present a physician's statement will result in the denial of sick leave and loss of pay for the days the leave was requested.
2. Proceed with progressive disciplinary action for violation of this occurrence standard.

Previously scheduled medical appointments are not considered occurrences when the employee has notified, in writing, his/her supervisor prior to the requested use.

Notwithstanding the provisions of this section, employees remain subject to discipline for the misuse of sick leave.

17.02 Sick Leave Donation

Employees who run out of sick leave may request bargaining unit members to donate a portion of their sick leave time for the employee's

use on a case by case basis. All other leave must be exhausted before sick time can be requested. Donated days will be donated at their earned value. For example, if a four (4) hour employee donates a day to an eight (8) hour employee, the value of the donated day is .5 day. The bargaining unit will manage this process. Application forms will be made available in each building. (Appendix B) Notification will be made to the Superintendent of the request for donation.

17.03 Unpaid Leave of Absence

- A. An unpaid leave of absence is defined as a period of extended absence from duty by an employee of the Board for which a written request was submitted and approval given by the Superintendent and the Board. The Board may grant an unpaid leave of absence for a period of not more than 24 months for educational, professional, or other purposes or may grant such leave for illness or other disabilities, if certified by a medical doctor. (No leave of absence shall be granted for employment in another business or occupation).
- B. Upon return to service at the expiration of the leave of absence, the employee shall resume the same contract status and return to the same position held at the time the leave commenced, if available. Otherwise, the employee shall be transferred.
- C. Classified employees on unpaid leave of absence shall not receive regular or supplemental salary, accrue sick leave or seniority, nor shall said leave count toward experience level on the salary schedule upon return. Employees on unpaid leave of absence shall be responsible for the entire amount of their Board insurance program premiums.
- D. Classified employees on unpaid leave of absence due to injury or accident shall provide a doctor's statement that they are able to resume regular duties.
- E. A bargaining unit member on unpaid leave of absence must notify the Superintendent, in writing, no later than five (5) days prior to the end of his/her unpaid leave of absence of his/her intention to return or not return to duty. The leave of absence becomes a resignation of the member fails to comply with this notification requirement.

17.04 Maternity/Paternity/Adoption Leave

A bargaining unit member may request a leave of absence without pay for

the purpose of maternity, paternity, and/or adoption leave. Whenever possible, the written request and FMLA paperwork (see faculty forms on district website) must be submitted to the Superintendent at least thirty (30) days prior to the start of the requested leave of absence. The request shall state the length of absence and the anticipated date of return. Upon returning to the employment of the Board, the bargaining unit member shall return to the same position held at the time the leave began, if available; otherwise he/she will be assigned to a position for which he/she is certified.

Bargaining unit members shall have the option of requesting a maternity leave under FMLA. The bargaining unit member shall receive twelve (12) weeks paid leave if the bargaining unit member has the proper amount of sick leave to cover the twelve (12) weeks. Maternity/paternity leave begins upon the birth of a child. A bargaining unit member may request the remainder of a semester on a non-paid status. If the insurance is carried through the school district, the employee will pay the full premium during the non-paid leave.

Any bargaining unit member whose accumulated sick leave days are insufficient to cover the period of leave set forth in this article (12 weeks of paid) may use accumulated sick leave and following the exhaustion of accumulated unused sick leave, shall be granted maternity leave without pay for the remainder of the twelve (12) weeks allowed by FMLA, following the birth of a child.

Paternity leave shall be granted, upon request, via the Family Medical Leave Act.

A bargaining unit member adopting a child will be entitled, upon request, to use his/her accumulated sick leave up to six (6) weeks in connection with adoption of a child. Thereafter, the unit member will be entitled to leave without pay. If the insurance is carried through the school district, the employee will pay the full premium during the non-paid leave.

The continuing contract status of any such bargaining unit member shall not be adversely affected by parental leave, but the normal annual salary increment shall not be granted unless one hundred twenty (120) days of the contract have been fulfilled.

17.05 Family Medical Leave Act

Employees who qualify shall be entitled to a leave under the Family Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement. To the extent that provisions of the FMLA are covered by paid leave provisions of this Agreement, the

twelve (12) weeks of leave and benefit coverage to which an employee is entitled under the FMLA shall run concurrently with existing paid leave benefits.

For purposes of this section, an employee may exercise rights under FMLA during any "rolling" twelve (12) month period, meaning once the employee completes leave under FMLA, the twelve (12) month time period shall begin.

17.06 In Service Leave

Three (3) professional days may be used for in service leave related to the employee's assignment or for visitation to exemplary programs. Such leave must be approved by the proper supervisor and affirmed by the Superintendent. (If necessary, additional days may be granted by the Superintendent).

17.07 Personal Leave – Unrestricted

Each bargaining unit member may be granted three (3) days of unrestricted personal leave on July 1 of each year. Personal leave will be prorated on the first year for new employees based upon their hire date. Such leave will be granted upon submitting a request on a form approved by the Board to the employee's immediate supervisor at least five (5) workdays prior to taking of the personal leave. The request form shall make provision for the bargaining unit member's signature.

The following limitations shall prevail:

- A. No more than ten percent (10%) of any buildings' staff shall be granted restricted or unrestricted personal leave at the same time.
- B. In cases where the building has less than ten (10) staff members, only one (1) bargaining unit member will be granted restricted or unrestricted personal leave on any given day.
- C. This leave shall be used in one-half (1/2) day increments.
- D. Unrestricted personal leave shall not be cumulative.
- E. Unrestricted personal leave shall not be granted the day before or the day after a scheduled holiday or vacation or the last two (2) weeks of the student school year. In the event of an extreme emergency, a written request explaining the circumstances for the request may be submitted to the Superintendent for consideration and approval. The decision of the Superintendent shall be final.

- F. This leave shall not be used for remuneration from another source unless such remuneration is turned in to the Board.
- G. Members of the bargaining unit employed one hundred twenty (120) days or more during any one (1) contract year (July 1 – June 30) who do not use unrestricted personal leave shall be reimbursed as follows:

Use "0" days of unrestricted personal leave	\$150.00
Use "1" day of unrestricted personal leave	\$100.00

Eligible bargaining unit members shall be reimbursed no later than the second pay date in July.
- H. On any given day that absenteeism exceeds fifteen percent (15%) of a given building's classified staff, requests for personal leave may be refused. Prior approval requests for personal leave shall not be rescinded without the approval of the bargaining unit member.
- I. Eligible bargaining unit members may choose to be reimbursed or rollover into sick leave any unused personal leave at the end of the contract year (June 30).

17.08 Attendance in Court (Subpoena or Jury Summons)

- A. A classified staff member who is summoned for jury duty during normal working hours will be granted a leave of absence from normal working hours to permit compliance provided the classified staff member meets the following stipulations:
 1. Notifies the Superintendent within two (2) days after receipt of any jury summons. Notification shall include a copy of the summons.
 2. Submits a statement signed by the classified staff member to the Treasurer stating:
 - a. The date and time in attendance at the proceeding
 - b. The actual amount of compensation which was received as a result of the appearance or, of no compensation was received, a statement stating so.
 3. The amount of any compensation, except that which is paid specifically for expenses incurred by reason of summons,

must be remitted by the classified staff member to the office of the Treasurer before the end of the pay period in which the absence occurred.

- B. In court cases in which the classified staff member's presence is required for school purposes, the Superintendent may authorize absence with no loss in salary in accordance with the provisions of this section. The decision of the Superintendent with respect to such matters shall be final. Said approval shall require the classified staff member to meet the following stipulations:
1. Notifies the Superintendent within two (2) days after receipt of the jury summons. Notification shall include a copy of the summons.
 2. Submits a statement signed by the classified staff member to the Treasurer stating:
 - a. The date and time in attendance at the proceeding
 - b. The actual amount of compensation which was received as a result of the appearance or, if no compensation was received, a statement so stating.
 3. The amount of any compensation, except that which is paid specifically for expenses incurred by reason of summons, must be remitted by the classified staff member to the office of the Treasurer before the end of the pay period in which the absence occurred.

17.09 Union Leave

The Board will permit the Union officers/designees up to three (3) days each of leave per school year, not to exceed twelve (12) total days, to carry out official Union business (e.g., delegate conference, etc.) with no loss in pay.

17.10 Assault Leave

In case of an assault on a classified employee arising out of and in the course of the classified employee's employment, including co-curricular activities, which result in the employee's being disabled from performing assigned duties, the Board shall grant, without charge to sick leave, ten (10) days of paid absence. Additional days may be granted if the situation warrants by the Superintendent. The Board may require an examination and certification from a licensed physician chosen and paid by the Board

indicating that the employee is disabled from performance of his/her duties and the nature and duration of such disability.

17.11 Military Leave of Absence

Military leave shall be in accordance with the provisions of the Ohio Revised Code, Section 3319.14.

17.12 Return to Work Program

1. When the employee sustains an injury believed to be work-related, he/she will immediately report said injury to the immediate supervisor and complete all forms/procedures required by the BWC/MCO (Bureau of Workers' Compensation/Managed Care Organization).
2. If time off the employee's regularly scheduled assignment is necessary due to the allowed condition(s) in his/her BWC claim as certified by the attending physician, the following will take place to determine whether the employee qualifies for light duty:
 - a. Before any injured employee is permitted to perform light duty work in any classification, the employee shall be required to undergo a physical exam by the employee's attending physician. The attending physician will evaluate the employee's job description in order to determine which duties may still be performed. In addition, the attending physician will provide specific guidelines and limitations as to what job functions the injured employee may perform in a light duty capacity.
 - b. Management, the Employee, and, at the employee's request, the Union, will work collaboratively in finding a temporary light duty position for which the employee is otherwise qualified. Before the light duty assignment becomes effective, the Superintendent and Union will review the assignment.
 - c. As the medical condition improves, the employee may move from one temporary reassignment to another temporary reassignment, as they are able to perform other duties not previously approved. Before an employee moves to another temporary assignment or takes on additional duties, the

attending physician must certify the employee's ability to perform such duties. This option allows the employee a more progressive avenue for rehabilitation.

- d. While the employee is assigned to another classification, the procedures under Article 25 will not govern the filling of the employee's regular assignment.
 - e. Once placed into the light duty job, the employee will be expected to perform the job responsibilities as if it were his/her regular position. If the employee is unsuccessful in performing those responsibilities, management, the employee and at the employee's request, the Union will continue to collaborate to find an appropriate light duty position for which the employee is qualified.
 - f. Employees will be paid at their regular wages while in the temporary assignment of another classification.
 - g. The employees will remain in this position until they are released by their attending physician or do not meet the responsibilities as stated in "e" of this section.
3. All parties recognize their responsibilities with respect to seniority, and understand that this temporary assignment to another classification does not constitute a vacancy or regular position and does not give the employee seniority in that classification. However, system seniority in the employee's regular department/classification will be maintained.
4. All regulations, policies, and procedures of the BWC will be followed. Neither the Board nor the employee waives any rights or obligation under the Workers' Compensation statutes, rules, or regulations.
5. The District shall not place an injured employee into any classification nor assign the injured employee any duties that have not been pre-approved by the attending physician.
6. An employee who declines light duty will not be disciplined. However, the Board reserves the right to challenge the employee's rejection of light duty in accordance with the

Workers' Compensation statutes, rights, and regulations.
Likewise, the employee reserves the right to defend his/her refusal of light duty.

ARTICLE 18 HOLIDAYS

18.01 Eleven (11) and twelve (12) month employees are entitled to the following holidays for which they shall be paid their regular rate of pay providing they worked the regularly scheduled work day preceding and the regularly scheduled work day following the holiday where an authorized excused absence for which prior permission was granted by the immediate supervisor or the Superintendent. In lieu of proper permission, the employee may submit a signed medical statement from his/her attending physician for the day(s) in question. Said physician's medical statement must be submitted within five (5) calendar days immediately following the holiday in question:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Eve Day
11. Christmas Day
12. New Year's Eve Day

When any of these holidays fall on a Saturday, the holiday will be observed on the immediately preceding Friday. When any of these holidays fall on a Sunday, the holiday will be observed on the immediately succeeding Monday.

18.02 Nine (9) and ten (10) month employees are entitled to the following holidays for which they will receive their regular rate of pay providing they worked the regularly scheduled work day preceding and the regularly scheduled work day following the holiday or were on authorized excused absence for which prior permission was granted by the immediate supervisor or the Superintendent. In lieu of proper permission, the employee may submit a signed medical statement from his/her attending physician for the day(s) in question. Said physician's medical statement must be submitted within five (5) calendar days immediately following the holiday in question.

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

When any of these holidays fall on a Saturday, the holiday will be observed on the immediately preceding Friday. When any of these holidays fall on a Sunday, the holiday will be observed on the immediately succeeding Monday.

- 18.03 Bus drivers who drive an extra trip on Good Friday or any eleven (11) month holiday, shall be compensated as follows: Regular daily rate pay plus, regular rate of pay for the trip with an additional one dollar and fifty cents (\$1.50) per hour.
- 18.04 All employees who receive holiday pay shall be paid at the shift rate in which the employee is assigned for the school year.
- 18.05 All twelve (12) month employees shall schedule their non-paid, non-work days every year based on the total number of workdays for that particular year. (i.e.; 261 workdays equals one non-paid, non-work day and 262 workdays equals two non-paid, non-work days, and so on.) Any Floater Day will be determined by the Administration and labor management committee.

ARTICLE 19 VACATIONS

- 19.01 Paid vacations will be granted to eleven (11) and twelve (12) month employees. Dates of vacation are subject to the approval of the Superintendent. Requests for vacation must be entered into AESOP for approval a minimum of two (2) weeks prior to the first day of requested vacation.
- 19.02 Vacation time for employees is accumulated accordingly:
1. After one (1) full year of service and annually thereafter employees will receive two (2) weeks vacation with regular pay excluding legal holidays.

2. After seven (7) full years of service and annually thereafter employees will receive three (3) weeks vacation with regular pay excluding legal holidays.
3. After fifteen (15) full years of service and annually thereafter employees will receive four (4) weeks vacation with regular pay excluding legal holidays.

19.03 Vacations accrue annually on the employee's anniversary date of current employment.

19.04 Vacation may be carried over, not to exceed the current year's vacation and the year immediately preceding. For example: If a bargaining unit member accrues 10 days in 2013-2014 and 15 days in 2014-2015, the maximum vacation balance allowed would be a total of 25 days.

19.05 Classified employees who terminate their employment with the London City School District are entitled to receive their earned vacation days as of the date of their termination. They may request equivalent pay in lieu of earned vacation and receive this with the approval of the Superintendent.

19.06 Unless there are extenuating circumstances, vacation leave will not be granted the two (2) weeks following the end of the school year or the two (2) weeks prior to the beginning of the school year.

ARTICLE 20 RETIREMENT SEVERANCE PAY

20.01 Retirement severance will be paid to each employee retiring from the London City School system at a per diem rate of the annual salary at the time of retirement and after ten (10) years of continuous service in the London City School District.

20.02 Eligible days for retirement shall be one quarter (1/4) of the employee's accumulated unused sick leave.

20.03 To qualify for retirement severance an employee shall:

1. Retire from the school system by submitting a written statement of retirement to the Board.
2. Provided the Treasurer of the Board evidence from the School Employees Retirement System (SERS) that substantiates the employee's eligibility for service or disability retirement as of the last day of employment.

3. After the Board accepts the resignation, the employee, shall provide to the Treasurer of the Board, a statement that items #1 and #2 have been completed and severance pay is requested.

The Treasurer will make the entire payment to the employee within sixty (60) days of receipt of the request.

Payment on this basis shall be considered to eliminate all sick leave credit accrued by the employee.

Payment on this basis shall be made only once to any employee.

ARTICLE 21 TIME SHEETS

- 21.01 All bargaining unit members shall use time sheets/time clock. The time sheets/time clocks will be used to maintain payroll records.
- 21.02 All members of the bargaining unit will be required to sign in at the beginning and at the end of their workday and for any overtime. Bus drivers will sign in and out after each AM, Noon, and PM and shall sign in and out for all extra-curricular trips.
- 21.03 Employees shall only sign in and out for themselves. A violation of this provision will result in disciplinary action.
- 21.04 All members of the bargaining unit will be given scheduled work time by their respective supervisors. Bargaining unit members who work outside of their regularly scheduled hours without prior approval from their supervisor will be subject to discipline.

ARTICLE 22 JOB DESCRIPTIONS

- 22.01 All job classifications shall have job descriptions. New job descriptions will be developed with input of bargaining unit members.

ARTICLE 23 MEDICAL EXAMINATIONS

- 23.01 For the protection of children, the Board may require any classified staff member to submit a health certificate from a medical doctor. The health certificate, if required, shall be filed in the office of the Superintendent. The Board shall bear the cost for such examination. The Board reserves the right to determine the medical doctor.

**ARTICLE 24
ABSENCE FROM WORK
CALLING THE AUTOMATED CALL-IN SYSTEM**

24.01 An employee who will be absent shall register their absence with the automated call-in system. If the employee missed the window for using the call-in system, he/she must notify his/her supervisor/designee to record the absence in the system.

**ARTICLE 25
JOB VACANCIES**

25.01 All buildings owned and operated by the Board and staffed by Board employees shall include a location accessible to all bargaining unit members for the purpose of posting announcements of job vacancies.

25.02 All job vacancies (bids) shall be posted for a minimum of five (5) working days. The bargaining unit member desiring the position shall submit his/her bid in writing to the Superintendent prior to the close of the bid period. All postings shall contain the position's location, area of responsibility, range of hours and shift.

25.03 Substitutes will not be used to fill a Board approved permanent position within a classification for more than forty-five (45) work days. After forty-five (45) work days, the position shall be posted and filled unless agreed upon by the Local Union President and the Superintendent not to fill the position at this time.

25.04 In the event of a job vacancy, a bargaining unit member shall have the opportunity to request the work assignment before outside candidates are interviewed for the vacancy. If no internal applicants meet the qualifications, the position will be posted externally. All bargaining unit members requesting a change in assignment under this provision must meet the established qualifications for the vacant bid position in order to be considered for the vacancy. All applications shall be reviewed considering the following criteria: qualifications, experience, education, skills, and abilities to perform the work, attendance, discipline and other work records. Where applicant's qualifications are relatively equal according to the above criteria, the job shall be awarded to the applicant with the greatest seniority.

- A. When two (2) or more employees' job classification seniority is the same, system seniority shall prevail. In the event system seniority is the same, then prior work experience as a substitute in the district shall prevail.

25.05 When, as a result of being awarded a position through the bid procedure and the employee moves from one classification to another, he/she shall be placed at the step of the respective pay scale that reflects service with the district, but no higher than the 10th step on the salary schedule for that position.

All newly hired employees shall start at Step 0 except those who have proven experience in a same or similar position in the public or private sector. Those employees with proven experience may be credited with up to five (5) years of experience.

25.06 All employees new to a classification or position shall serve a ninety (90) workday probationary period. The Board shall have the right to return the employee to his /her previous classification, position, or one similar thereto within that period of time. The employee shall be given the reason for his/her return.

25.07 Permanent job postings during the months of June and July will be in effect for ten (10) working days and postings during the months of June and July will be emailed to all classification representatives as designated in writing to the Superintendent by the OAPSE Local President.

25.08 Upon request by the Local President, the Union shall be provided with a current seniority list of all employees contained in the bargaining unit.

25.09 Management reserves the right to transfer employees into a vacant position, prior to posting. This does not apply if it involves a shift change.

Unit members involuntarily transferred shall be notified of the transfer at the earliest possible date. An OAPSE representative will be notified at that time. Upon request, unit members involuntarily transferred shall be provided the relevant reasons and need for the transfer either orally or in writing.

Upon request, unit members involuntarily transferred shall have the opportunity to meet the Superintendent regarding the transfer. Involuntary transfers will not be enforced when it involves a shift change.

ARTICLE 26 PAY DAYS

- 26.01 There will be 24 paydays in the school year. For all twelve-month employees, their wage increases shall begin on July 1st of every year.
- 26.02 Bargaining unit members will be paid semi-monthly on the fifth (5th) and twentieth (20th) of each month. Should the 5th or the 20th fall on Saturday, bargaining unit members will be paid on the preceding Friday. Should the 5th or 20th fall on a Sunday, bargaining unit members will be paid on the following Monday-
- 26.03 If the aforementioned days coincide with a banking holiday, the pay notices will be dated the banking date immediately prior to the holiday. Also, if the payday falls during a period when school is not in session, the Treasurer will send the pay notices, unless otherwise requested by the bargaining unit member.
- 26.04 Bargaining unit members shall be paid through electronic transfer of funds to a bank of their choosing (direct deposit). Employees should see the Treasurer's office regarding direct deposit and the required forms to be completed.
- 26.05 Each direct deposit stub will include those deductions required by law, and bargaining unit member authorized deductions for the credit union, annuity payments, Union dues, sick leave accumulation, and insurance premiums.
- 26.06 W-2 forms for bargaining unit members will be distributed as soon as possible, but no later than required by Federal regulations.

**ARTICLE 27
SHIFT DIFFERENTIAL**

- 27.01 A shift differential shall be paid to each employee assigned to regular work on the second shift and third shift for all hours on such shift. For this purpose, any regular shift beginning after 11:00 a.m. to before midnight shall be considered as a second shift. Third shift is any regular shift beginning at midnight or before six (6) a.m. Any shift beginning between 6 a.m. and 11:00 a.m. shall be considered as a first shift. Bargaining unit members who work a second or third shift shall be paid a shift differential during each of the 178 days students are scheduled for classes. All other days paid will be paid at the first shift hourly rate.

**ARTICLE 28
TRAVEL REIMBURSEMENT**

- 28.01 Those employees who are required to travel by their private vehicle from one building location to another during the regular school day to fulfill a

work assignment shall be reimbursed by the Board at the IRS rates as of August 30th of each year, provided the following conditions are met:

- A. Monthly travel sheets are returned to the Treasurer by the 10th of the following month indicating the days traveled and the miles.
- B. Eligible mileage will be those miles traveled from one building assignment to another building assignment. If an employee is required to return to his/her original building assignment or another building assignment additional mileage will become eligible for reimbursement.
- C. The London City Schools will maintain a secondary vehicle liability policy to cover employees who must use their own personal vehicle in the performance of their assigned duties. This policy will be for liability only and will come into effect once the limits of the employee's primary vehicle insurance policy have been reached.

**ARTICLE 29
WORK WEEK**

29.01 The normal workweek in the London City School District is Monday through Friday. This article shall not restrict the extension of the regular workday or work week on an overtime basis.

**ARTICLE 30
OVERTIME/COMPENSATORY TIME**

30.01 Overtime shall be classified by the Superintendent or designee as either emergency or non-emergency overtime. Non-emergency overtime shall be subject to rotation.

30.02 Emergency overtime shall not be subject to rotation.

30.03 Non-emergency custodial/maintenance overtime shall be offered using the following formula, only when an absence occurs:

- A. Custodial/ maintenance shall be awarded overtime within their job location and classification by rotation before it is offered to an employee from another location within the same classification.
- B. If a custodial/maintenance within a job location declines overtime, it shall be offered to the next senior employee by rotation to an employee where the overtime is needed. Such overtime out of location within the same classification shall be by rotation.

- C. If no custodial/maintenance worker accepts the overtime, the overtime will then be offered to a maintenance/custodian by rotation.
- D. If no maintenance/custodian accepts the overtime, then the overtime will be offered to the employees on a rotation basis.
- E. If no maintenance/custodian accepts the overtime, then the overtime will be designated as mandatory and assigned to the maintenance/custodian at the top of the rotation list at the location.
- F. Anytime a custodial/maintenance worker accepts or declines overtime, the employee's name will be placed at the bottom of the rotation list.

30.04 All other non-emergency overtime shall be offered to custodial/maintenance workers using the following formula:

- A. Custodial/maintenance workers shall be awarded overtime within their job location and classification by rotation before it is offered to an employee from another location within the same classification.
- B. If an employee within a job location declines overtime, it shall be offered to the next custodial/maintenance worker within the job classification at the top of the rotation list where overtime is needed. Such overtime out of location within the same classification shall also be by rotation.

30.05 A bargaining unit member is not eligible for overtime pay until he/she has actually worked forty (40) hours during the given work week. Paid holiday time, vacation time, and Superintendent declared calamity daytime shall be considered as time actually worked in applying this section of this Article. All overtime must be approved by Superintendent/Designee, prior to it's occurrence.

30.06 Overtime shall be paid/accrued at the rate of time and one-half (1-1/2) except all overtime work on holidays, as defined in Article 18, shall be paid at the rate of two (2) times the employee's regular rate of pay.

30.07 The language of this section does not apply to bus drivers.

ARTICLE 31 CALAMITY DAY

31.01 On days when school is closed district-wide for students and teachers due to a calamity (e.g., snow days) classified personnel that are eleven (11)

and twelve (12) month employees may be required to work. In accordance with Ohio Revised Code 3319.081 (G), all classified employees will be paid their appropriate rate of pay for the calamity day. If employees are required to report prior to their regular shift time, those early report hours will be paid at the rate of one and one-half (1 ½). Employees will be expected to work their regularly scheduled shift that day. In cases of extreme conditions, the Superintendent has the right to modify work schedules.

- 31.02 If school is dismissed early due to a calamity situation, eleven (11) or twelve (12) month classified personnel will be given direction by their immediate supervisor concerning their dismissal time. No premium pay will be made in this situation unless actually working hours exceed assigned work hours.

ARTICLE 32 PERSONNEL POLICIES

32.01 Maintenance and Custodial Staff

- A. Overtime Assignment: Staff may be assigned overtime up to four (4) hours per day by the administration before such assignment can be refused with the exception of an employee with less than forty (40) hours of actual work time for the week may refuse assignment on Saturday or Sunday.
- B. Opening/Closing Buildings: When a staff member is required to open and/or close a building during other than regular working hours, he/she shall receive his/her regular hourly rate for the time involved. If this time is in excess of forty (40) hours actually worked during the given workweek or on a contract recognized holiday, said time shall be paid at the overtime rate time and one-half (1-1/2). Opening/closing time shall be recorded by time sheet.

32.02 Head Custodian/Custodian

- A. Overtime Assignment: The Head Custodian/Custodian may be assigned overtime to four (4) hours per day by the administration before such assignment can be refused with the exception of an employee with less than forty (40) hours of actual work time for the week may refuse assignment on Saturday or Sunday.
- B. Opening/Closing Buildings: When the Head Custodian/Custodian is required to open and/or close a building during other than regular working hours, he/she shall receive his/her regular hourly rate for the time involved. If this time is in excess to forty (40) hours

actually worked during the given workweek or on a contract recognized holiday, said time shall be paid at the overtime rate time and one-half (1/2). Opening/closing time shall be recorded by time sheet.

32.03 Head Cook and Cook

- A. Classified employees in either of these classifications shall work equal to the student school calendar and shall be paid an additional 2 days pay each school year for completion of duties required to prepare for the opening and/or closing of the school year, subject to the discretion of the Food Service Supervisor. This shall include mandatory attendance at convocation. Failure to work this assigned time will cause an appropriate deduction in pay. In addition, they shall receive the negotiated paid holidays for 9-10 month employees.
- B. Hours in addition to regular daily hours up to four (4) hours per day may be assigned by the administration before such additional time can be refused.
 - 1. Supervisors shall not perform bargaining unit work, except in Emergency situations.
- C. Pay for Special Events: Employees in either of these classifications shall be paid at their regular hourly rate for their services when assigned to cover kitchen duties at an event occurring during a time other than regular working hours. If this time is in excess of forty (40) hours actually worked during the given workweek or in a contract recognized holiday, said time shall be paid at the overtime rate time and one-half (1-1/2). Said time shall be recorded by time sheet.

32.04 Bus Driver

- A. Central Parking: There will be a central parking area for school buses and all other school vehicles. All buses and other school vehicles will be parked in said areas at the end of each day's routes. In the event of an employee's planned or previously approved day off, the assigned bus of the employee will remain at the bus garage until the employee returns to work.
- B. Extra Trip Pay: Extra Trip pay shall be compensated at the regularly hourly rate as per the attached pay schedule.

Extra trips on Sundays shall receive a premium of one dollar twenty-five cents (\$1.25) per hour. All extra trips shall be recorded by trip sheet. All hours over forty (40) hours actually worked during a given work week shall be at a weighted overtime rate according to the Fair Labor Standards Act.

- C. Pre-scheduled weekend trips cancelled after the driver has reported for duty, will be paid their hourly rate of pay for a minimum of two hours. Drivers taking trips on a weekend day will be granted one-half (1/2) hour for pre-tripping the bus and one-half (1/2) hour for post-tripping the bus, to be paid at the drivers regular rate of pay.
- D. Meeting Time Pay: All drivers shall be granted 4.5 hours annually for In-Service class typically held during the summer. All regular drivers shall be granted 4.0 hours to be used for year end bus cleaning. All regular drivers shall be granted 3.5 hours for attending LCS Orientation in August. Total Hours = 12 hours paid as part of annual salary.
- E. Daily Preparation Pay: Each regular bus driver shall be granted ¼ hour per day to pre-trip their bus. Each regular bus driver shall be granted ¼ hour per day to post trip their bus. This includes normal cleaning of the interior and exterior of their bus and fueling. The Transportation Supervisor will adjust driver hours to include pre-trip and post-trip time each year.
- F. Route Time: Once a route salary time level is established, the Board will not change the driver's salary if he/she gains or loses passengers. Specific changes may be authorized by the Superintendent and/or Transportation Supervisor if a particular route is increased, especially in the case of the handicapped student's route.
- G. Annual Physical Examination: All school bus drivers are to have a Board paid physical examination by the Board's designated physician each year prior to driving the first day of school. In lieu of an examination by the Board's designated physician, a bus driver may have an examination by his/her personal physician. However, the examination shall be entirely at the employee's expense. School bus drivers who fail the required school bus driver's physical examination shall be suspended with the right to use sick leave until they can pass the required exam. Failure to pass the required examination within sixty (60) workdays of the date of the first failed examination will result in termination of the employee's contract.

Management reserves the right to request appropriate documentation from the employee's attending physician.

- H. State Department Rules and Regulations: All bus drivers are required to meet the rules and regulations for bus drivers promulgated by the State Department of Education.

- I. Use of Spare Bus Rules:
 - 1. Each driver will be required to perform a pre-trip inspection as per state statute each time he/she uses a spare bus.
 - 2. A spare bus is defined as one not regularly assigned to one specific bus driver.
 - 3. The keys for each spare bus are left in the school bus garage.
 - 4. A spare bus will be used by a bus driver only until his/her regularly assigned bus is again operable.
 - 5. A spare bus can be reassigned to a driver depending upon the needs of the School Transportation System at the discretion of the Transportation Supervisor and/or his/her designee.

- J. Assignment of Regular Route Buses: Assignment of regular route buses shall be according to the following guidelines:
 - 1. Drivers who do not properly care for the bus assigned to them will be re-assigned another bus at the discretion of the Superintendent and/or Transportation Supervisor.
 - 2. Buses will be assigned on a yearly basis only at the discretion of the Superintendent and/or Transportation Supervisor.
 - 3. New buses will be designated, as needed, as field trip buses. These buses will be used as needed and as assigned by the Transportation Supervisor and/or his/her designee.
 - 4. Assigned routes are the responsibility of the driver that is assigned to that route, regardless of the district not being in session. If a driver refuses to run their assigned route,

without good and just cause, or doctors note, the driver will be disciplined. The following will apply:

- Written reprimand given to the employee
- Employees pay will be docked for the days not driven
- Employees will be ineligible for extra curricular trips

After second offense within a school year, a two-day suspension without pay will be given to the employee.

K. School Bus Drivers Extra Curricular Trip Assignment Method:

1. All regular drivers will attend a required weekly, one half (1/2) hour Transportation Department meeting unless excused by the Transportation Supervisor. Total of 18 hours per school year paid as part of annual salary. This shall include mandatory convocation.
2. A driver's regular route would take priority over all assigned extra-curricular trips except in cases of emergency as defined by the Board's transportation policy.
 - a. The regular route is defined as that time which the driver is regularly paid for driving his/her regular route.
 - b. Trips which are scheduled for early departure or weekends will be driven by qualified school personnel (coaches, substitute, and regular full time drivers.)
3. All coaches and/or advisors may drive school buses to their own events provided they are certified to drive a school bus. However, first opportunity for all bus trips shall be given to regular full-time bus drivers, so long as the bus trip does not interfere with the drivers' regularly scheduled route. This language is restricted to bus trips only.
4. The Transportation Supervisor will read off the available extra curricular trips during the weekly Transportation Department meeting.

Trip(s) that come up for bid after the weekly meeting will be posted by the Transportation Supervisor at a designated location within the bus garage.

- a. Non-routine trips will be offered on a volunteer basis with the most senior driver present having first choice at available trips, second most senior driver having second choice, etc.
 - b. If no driver will volunteer a non-routine trip, then the Transportation Supervisor and/or his/her designee will assign a driver on a rotation basis by seniority to the trip. Once a driver has been assigned a trip by seniority, he/she will not be assigned to another trip until all other bus drivers have been assigned trips on a descending seniority list basis. This process shall be continuous from year to year.

- 5. In the event an emergency/last minute trip becomes available it will be given to the most available senior driver as defined in the Transportation policy. This driver will then turn in a time sheet for time over and above his/her regular route time.

- 6. Non-routine field trips will be posted seven (7) or more working days in advance of the schedule trip except in an emergency. School bus drivers who fail to attend the weekly Transportation Department meetings forfeit any right to non-routine trips for the following seven (7) working day period.

- 7. If a driver does not drive his/her scheduled trip it must be turned into the Transportation Supervisor and the following steps will be followed. The only exception would be the death of an immediate family member or a severe illness, at which time the employee must produce sufficient documentation upon return to work.
 - a. First offense: Written warning.
 - b. Second offense: Suspension of all non-routine trips for fourteen (14) working days.
 - c. Third offense: Suspension of all non-routine trips for the school year. School year is defined as July 1 – June 30 of the current fiscal year.

- L. A school bus driver who has been convicted of Driving Under the Influence and/or has accumulated a total of six (6) or more points

on his/her BMV driving operator's license will have his/her contract terminated.

32.05 Secretary

- A. Secretaries shall work equal to the student school calendar, plus two (2) days for Parent/Teacher Conferences, plus the following number of additional days excluding paid holidays for 9-10 month employees. Extended days include the two (2) days prior to the first day of school.
 - 1. Elementary 12 days +10 extra as needed
 - 2. Middle School 22 days
 - 3. High School I 32 days
 - 4. High School II 12 days
- B. Secretaries shall work eight (8) hours per day exclusive of a one-half (1/2) hour lunch.
- C. Secretaries shall not dispense medications to students on a day that the school nurse is assigned to the building in which the secretaries works, unless an emergency prevents the school nurse from doing so. However, he/she will not be expected to perform nursing services beyond the level of basic first aid measures unless he/she is specifically trained and agrees to provide such services.

32.06 Paraprofessionals

- A. All Paraprofessional Aides shall work equal to the student school calendar with the exception of the two (2) days designated as parent-teacher conference days. In addition, all aides shall work two (2) days prior to the first day of school. The regular schoolwork year for aides shall be a total of 180 days.
- B. Although the Paraprofessional Aides are not covered by Civil Service, they are part of the bargaining unit and are covered under this contract except for Civil Service Provisions.
- C. Paraprofessionals shall not dispense medications to students on a day that the school nurse is assigned to the building in which the paraprofessional works, unless an emergency prevents the school nurse from doing so.

ARTICLE 33 INSURANCE

33.01 The Board's contribution toward the cost of this insurance program shall be eighty percent (80%) of the total cost of each insurance plan for full-time employees. The Board's group insurance program is the following:

1. \$45,000 Life Insurance Plan
2. Dental Insurance Plan
3. Vision Insurance Plan
4. Hospital, Surgical and Major Medical Insurance Plan.

33.02 If the bargaining unit member selects no health insurance coverage, the Board shall pay 100% of the cost of the bargaining unit member's life, vision, and/or dental coverage.

33.03 If a husband and wife are both members of the staff, the Board will provide eighty percent (80%) of the total cost of the following coverage:

- Two (2) Single Life Insurance plans
- Two (2) Single or One (1) Family Dental Insurance plan
- Two (2) Single or One (1) Family Vision Insurance plan
- Two (2) Single or One (1) Family Health Insurance

33.04 The Board retains the right to send this coverage out for bid(s) in an attempt to reduce costs. Any coverage selected will be equal to or greater than that currently in effect.

33.05 Any bargaining unit member assigned to twenty (20) or more hours of duty each week shall be eligible for full benefits under this section.

33.06 Insurance benefits for each respective year of this Negotiated Agreement shall be effective October 1 of the given year. Payroll deductions will begin September of the given year. Insurance benefits will begin the first day of the month after the employee has worked thirty (30) days in the district.

ARTICLE 34 SUBSTANCE ABUSE

34.01 Possession, use, distribution, or being under the influence of any alcoholic beverage, narcotic, drug, mind-altering substance, or regulated drug without prescription on school property, including buses, or at any school-sponsored activity is strictly prohibited. No bargaining unit member shall make, sell, and/or possess a counterfeit controlled substance and/or related tools.

- 34.02 Bargaining unit members shall not wear any apparel, which advertises and/or advocates drug and/or alcohol use while on duty. Articles of clothing that contain profanity, suggestive comments, and/or obscenities are strictly prohibited.
- 34.03 The administration observes the right to order mandatory testing of any bargaining unit member thought to be in violation of this Article in whole or in part. Failure to cooperate with such request for testing will result in an immediate suspension of the employee without pay and termination of his/her contract.
- 34.04 Compliance with Federal Highway Administration (FHWA) Controlled Substances and Alcohol Provisions:
- A. Any position in the London City School District that requires a Commercial Driver's License (CDL) is defined as a safety sensitive position for which controlled substance and alcohol testing is required.
 - B. Controlled Substance Testing
 - 1. There shall be a zero tolerance for any CDL certified bargaining unit member who test positive for a controlled substance. The penalty for a positive test shall be termination of the employee's contract with the Board.
 - 2. There shall be a zero tolerance for any CDL certified bargaining unit member who refuses to be tested for a controlled substance. The penalty for such refusal shall be termination of the employee's contract with the Board.
 - C. Alcohol testing
 - 1. One time only, if a CDL certified bargaining unit member tests positive between .02 and .04, the employee is to be sent home without pay for a minimum of eight (8) hours. (Such tests may be grounds for suspension or termination.)
 - 2. A second positive test between .02 and .04 or any test at .04 or greater, the penalty shall be termination of the employee's contract with the Board.

**ARTICLE 35
UNIFORM ALLOWANCE**

35.01 Employer provided uniforms

The Board will provide six (6) uniform shirts or smocks to the following classifications each year. These uniforms/smocks will be mandatory.

1. Custodian
2. Maintenance/Custodian
3. Maintenance Worker
4. Head Custodian
5. Head Cook/Cook

35.02 Employees shall give proper care to uniforms. The Board and the Union further agree that school uniforms are to be worn while on duty. Uniforms may be worn to and from work. Uniforms are not to be worn at any other times.

**ARTICLE 36
OAPSE DAY**

36.01 There is hereby established OAPSE Day, which shall be the same day as COTA day on the school calendar. Bargaining unit members upon application to and approval of the Superintendent shall be released without pay to attend the Annual District OAPSE meeting as a professional day on said day. An employee wishing to attend the OAPSE meeting shall make prior written request to their immediate supervisor. Where the operation of the school district requires that certain personnel be on duty, priority in the following order shall be given on those making a written request to attend OAPSE day:

1. Officers of the OAPSE Central District
2. Local Officers
3. Others

**ARTICLE 37
IN SERVICE TRAINING**

37.01 In Service Training Program

The Board shall provide a program of in service training for employees in the bargaining unit designed to maintain a high standard of performance and to increase the skills of employees in the bargaining unit.

37.02 Training Advisory Committee

A Training Advisory Committee composed of three (3) employees in the bargaining unit to be selected by OAPSE and three (3) members

appointed by the Board shall be formed. The purpose of the Advisory Committee will be to plan training programs, to monitor the programs and to provide recommendations concerning improvements of programs.

37.03 Labor/Management Committee

There shall be established a Labor/Management Committee to address concerns of both the Union and the Board. This committee shall be comprised of a maximum of twelve (12) individuals. The Superintendent shall appoint a maximum of six (6) members and the Local Union President shall appoint a maximum of six (6) members. This committee shall not be clothed with the authority to interim bargaining nor is this the purpose of a Labor/Management Committee.

**ARTICLE 38
COMMERCIAL DRIVER'S LICENSE**

38.01 For any regular employee employed twenty (20) hours per week or more during the student school year, the Board will pay the cost of a Commercial Driver's License (CDL) upon presentation of a proper receipt to the District Treasurer. Repayment must be made to the Board if employee leaves employment within 24 months.

**ARTICLE 39
ADMINISTRATIVE HEARING**

- 39.01 The Local Union President shall submit a list of Union officers and grievance stewards to the Superintendent by May 1st.
- 39.02 When an administrative hearing is held, the bargaining unit member's Local Union Representative is required to make up one-half of the actual work he/she misses due to representing the bargaining unit member who is the subject of the hearing.
- 39.03 The bargaining unit member's representative is responsible for completing his/her duties missed during the hearing.

**ARTICLE 40
SALARY SCHEDULE**

40.01 Salary Schedule

- A. Effective July 1, 2014 Salary Index (See Appendix A)

PAYROLL PRACTICES

Bargaining unit members will be paid by direct deposit semi-monthly on the fifth (5th) and the twentieth (20th) of each month. Should the fifth (5th) or the twentieth (20th) fall on Saturday, bargaining unit members will be paid on the preceding Friday. Should the fifth (5th) or the twentieth (20th) fall on a Sunday, bargaining unit members will be paid on the following Monday.

If the aforementioned days coincide with a banking holiday, the notice will be dated the banking date immediately prior to the holiday. Also, if the payday falls during a period when school is not in session, the Treasurer will mail the pay notices, unless otherwise requested by the bargaining unit member.

- B. Each pay notice will include those deductions required by law, and bargaining unit member authorized deductions for the credit union, annuity payments, Association dues, sick leave accumulation, and insurance premiums.
- C. W-2 forms for bargaining unit members will be distributed as soon as possible, but no later than required by Federal regulations.

40.02 Every year, all employees shall receive a work calendar showing all work days, holidays, and non-workdays.

40.03 Each bargaining unit member with twenty-two (22) complete years of service or more with London City Schools, will receive a Seven Hundred Fifty Dollar (\$750.00) longevity bonus in addition to his or her regular salary.

ARTICLE 41 SERS PICK-UP

41.01 The Board of Education and the London City School District herewith agrees with OAPSE Local #657 to pick-up utilizing the salary reduction method contributions to the State Employees Retirement System (SERS) paid upon behalf of the employees in the bargaining unit under the following terms and conditions:

- A. The amount to be picked-up and paid on behalf of each bargaining unit member shall be the total bargaining unit member's total contribution as required in Section 3307.51 of the Ohio Revised Code. The bargaining unit member's annual compensation shall be reduced by an amount equal to the amount picked-up and deducted by the Board.

- B. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment.
- C. The pick-up shall apply to all compensation including supplemental earnings.
- D. The parties agree that should the rules and regulations of the IRS, the Retirement System and/or the Ohio Revised Code change making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/employer contributions.
- E. Payment for sick leave, personal leave, severance, and supplementals, including unemployment and Workers' Compensation shall be based on the employee's daily gross pay prior to reduction.

**ARTICLE 42
MANAGEMENT RIGHTS**

42.01 The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it in accordance with the provisions of Section 3313.47, 4117.08 and related statutes of the Ohio Revised Code and the Constitutions of the State of Ohio and the United States.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, shall be limited only by law and the specific and express terms of this Agreement, to the extent such terms may be legally negotiated.

**ARTICLE 43
DURATION**

43.01 This Agreement shall become effective at 12:01 A.M. on July 1, 2014 and shall remain in effect through midnight June 30, 2017. Article 40 Salary Schedule will be a reopener by June 30, 2016.

Those items in the existing Agreement and *memoranda of understanding*, not specifically removed or spoken to in the negotiations that produced this contract, shall be incorporated in this successor contract unchanged.

This Agreement shall supersede and cancel all previous contracts, verbal or written or based on alleged past practice between the Board and the Association and constitutes the entire Agreement between the parties. Any amendment or supplemental agreement attached hereto shall not be binding upon either party unless executed in writing and properly ratified by both parties.

If any provision of this Agreement or any application of this Agreement is found to be contrary to law, then such provision or application shall not be deemed valid, but all other provisions of this Agreement shall continue in full force and effect. Upon mutual consent, the parties will meet to negotiate any provision found to be contrary to law.

Signed and entered into this 15th day of July, 2014.

For the Board of Education:

Kristina Blend
Thomas Ben

For the Association:

David Dumas
Michelle Durbin
Ray L. Underhill

Appendix A

LONDON CITY SCHOOLS

School Year 2014-2015 Salary Schedule															
Classification & Years of Service	00	01	02	03	04	05	07	10	13	15	17	18	19	20	Over 20
Bus Driver	14.90	15.08	16.34	17.25	17.50	18.15	18.87	19.47	19.75	20.09	20.41	20.78	21.14	21.49	22.10
Custodian Shift 01	13.96	14.38	15.59	16.48	16.65	17.09	17.60	18.10	18.37	18.67	19.05	19.40	19.72	20.04	20.66
Custodian Shift 02 (1st shift rate + 45 cents)	14.41	14.83	16.04	16.93	17.10	17.54	18.05	18.55	18.82	19.12	19.50	19.85	20.17	20.49	21.11
Custodian Shift 03 (1st shift rate + 50 cents)	14.46	14.88	16.09	16.98	17.15	17.59	18.10	18.60	18.87	19.17	19.55	19.90	20.22	20.54	21.16
Head Custodian Shift 01 (1st shift rate +50 cents)	14.46	14.88	16.09	16.98	17.15	17.59	18.10	18.60	18.87	19.17	19.55	19.90	20.22	20.54	21.16
Head Custodian Shift 02 (2nd shift rate + 50 cents)	14.91	15.33	16.54	17.43	17.60	18.04	18.55	19.05	19.32	19.62	20.00	20.35	20.67	20.99	21.61
Maintenance Worker	15.39	15.54	16.74	17.64	17.91	18.54	18.92	19.41	19.57	19.97	20.31	20.65	21.01	21.37	21.95
Maintenance Custodian	14.46	14.63	15.85	16.73	16.97	17.60	18.21	18.73	18.88	19.31	19.66	19.99	20.30	20.65	21.27
Paraprofessionals	13.00	13.25	14.39	15.21	15.39	15.84	16.53	17.03	17.25	17.59	17.93	18.26	18.61	18.96	19.56
Nurse Asst	13.81	14.06	15.20	16.02	16.20	16.65	17.33	17.84	18.06	18.41	18.74	19.07	19.43	19.77	20.37
Head Cook	13.33	13.48	14.06	14.63	15.37	15.84	16.26	16.74	16.98	17.34	17.58	18.00	18.34	18.67	19.31
Cook	12.51	12.66	13.24	13.82	14.57	15.04	15.45	15.95	16.20	16.52	16.86	17.15	17.52	17.89	18.49
Secretary	14.46	14.63	15.85	16.73	16.97	17.60	18.21	18.73	18.88	19.31	19.66	19.99	20.30	20.65	21.27

LONDON CITY SCHOOLS

School Year 2015-2016 Salary Schedule															
Classification & Years of Service	00	01	02	03	04	05	07	10	13	15	17	18	19	20	Over 20
Bus Driver	15.05	15.23	16.50	17.43	17.67	18.33	19.06	19.66	19.94	20.29	20.62	20.98	21.35	21.70	22.32
Custodian Shift 01	14.10	14.52	15.74	16.64	16.81	17.27	17.78	18.28	18.56	18.86	19.24	19.60	19.92	20.24	20.87
Custodian Shift 02 (1st shift rate + 45 cents)	14.55	14.97	16.19	17.09	17.26	17.72	18.23	18.73	19.01	19.31	19.69	20.05	20.37	20.69	21.32
Custodian Shift 03 (1st shift rate + 50 cents)	14.60	15.02	16.24	17.14	17.31	17.77	18.28	18.78	19.06	19.36	19.74	20.10	20.42	20.74	21.37
Head Custodian Shift 01 (1st shift rate +50 cents)	14.60	15.02	16.24	17.14	17.31	17.77	18.28	18.78	19.06	19.36	19.74	20.10	20.42	20.74	21.37
Head Custodian Shift 02 (2nd shift rate + 50 cents)	15.05	15.47	16.69	17.59	17.76	18.22	18.73	19.23	19.51	19.81	20.19	20.55	20.87	21.19	21.82
Maintenance Worker	15.54	15.69	16.91	17.82	18.09	18.73	19.11	19.61	19.77	20.17	20.51	20.86	21.22	21.58	22.17
Maintenance Custodian	14.60	14.77	16.00	16.90	17.14	17.78	18.40	18.92	19.07	19.51	19.86	20.19	20.50	20.86	21.48
Paraprofessionals	13.13	13.38	14.53	15.36	15.54	15.99	16.69	17.21	17.43	17.77	18.11	18.45	18.80	19.15	19.76
Nurse Asst	13.95	14.20	15.35	16.18	16.36	16.81	17.51	18.02	18.24	18.60	18.93	19.26	19.63	19.97	20.58
Head Cook	13.46	13.61	14.20	14.77	15.52	15.99	16.42	16.91	17.15	17.52	17.76	18.18	18.53	18.86	19.51
Cook	12.63	12.79	13.37	13.96	14.71	15.19	15.60	16.11	16.36	16.68	17.03	17.33	17.70	18.07	18.68
Secretary	14.60	14.77	16.00	16.90	17.14	17.78	18.40	18.92	19.07	19.51	19.86	20.19	20.50	20.86	21.48

**London City School's
Classified Employee
Sick Day Donations**

Person requesting donated time: _____

Department/Location: _____

Reason: _____

Number of days requested: _____

NOTE: By signing this document you are requesting sick time with the understanding that you have exhausted all other forms of leave. Time will only be donated in increments of no more than the equivalent of five (5) work days. If more time is required, an addition to this request must be made.

Signature: _____ Date: _____

Yes, I will donate sick time to the person mentioned above requesting days.

Name: _____

Department/Location: _____

I will donate _____ days.

Signature: _____ Date: _____