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AGREEMENT  
  
OF THE  
  
VAN WERT CITY SCHOOL DISTRICT  
  
BOARD OF EDUCATION  
  
FOR  
  
CLASSIFIED EMPLOYEES OF  
  
VAN WERT CITY SCHOOLS  
  
AUGUST 1, 2014 to JULY 31, 2017

ARTICLE I – RECOGNITION AND PROCEDURES FOR CONDUCTING  
NEGOTIATIONS

A. Recognition

The Van Wert City Board of Education (Board) recognizes the Classified Employees of Van Wert City Schools (CE/VWCS) as the sole and exclusive representative for all full-time classified employees; including Bus Drivers, Cafeteria Workers, Custodians, Secretaries, Educational Assistants, and excluding all substitute classified employees, supervisory personnel, and confidential employees.

B. Term of Recognition

The recognition of the CE/VWCS for the purpose of professional negotiations shall be for an indefinite term.

C. Definitions

"Professional negotiations" means conferring, discussing, and negotiating in good faith by a Board or its designated representatives, and the CE/VWCS through its designated representatives in an effort to reach agreement with respect to matters being negotiated by the Board and CE/VWCS.

"Good Faith" involves coming to the negotiating table with the intention of negotiating, not of dogmatically pursuing preconceived stands. Good faith requires that the CE/VWCS unit and the Board be willing to react to each other's proposals. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons and offer counter-proposals. The obligation of a Board or its representatives and the representatives of CE/VWCS to meet for purposes of professional negotiations does not compel either party to agree to a proposal or require the making of a concession.

D. Submission of Issues

1. Either party may notify the other of its intent to initiate negotiations for a successor agreement not later than three (3) months and not earlier than four (4) months, prior to the expiration date of this agreement. Notification in writing from the CE/VWCS will be submitted to the Superintendent. Notification in writing from the Board will be addressed to the President of the CE/VWCS. The above notification may include a list of items from each party to be the subjects of negotiations. These lists may be exchanged at a mutually agreed time within one (1) week of notification.
2. Choice of Format - Within ten (10) days after receipt of such notice, an initial meeting will be held between the representatives of the CE/VWCS and the Superintendent and his/her designee(s) to determine the format for negotiations described as either the "Problem Solving Approach" or the "Traditional Collective Bargaining Approach".
3. If the Traditional Approach is chosen, then within fifteen (15) working days after that decision, an initial meeting will be held at which CE/VWCS and the Board will submit in writing their proposals.

4. The items proposed will constitute the total negotiations. No new items may be submitted unless by mutual agreement of both parties. Any items not submitted for negotiations and in the current contract will remain in full force and effect in the successor contract.

E. Rights of Minorities and Individuals

Individuals and minority classified staff organization units may present their views and recommendations in writing to the Superintendent, provided that professional negotiations shall be conducted only with the recognized classified staff organization. A copy of such views and recommendations shall be filed concurrently with the treasurer of the Board.

F. Negotiating Teams

The Board and the CE/VWCS shall be represented at all negotiation meetings by a team of negotiators not to exceed five members each. Either party may include an outside consultant as one of the five members of their team. All negotiations shall be conducted exclusively between said teams.

In addition to said teams, each party shall be authorized, to admit no more than two observers to each meeting.

G. Negotiation Meetings

An agreement will be reached by the negotiating teams of the Board and the CE/VWCS after issues are submitted, for meetings to begin within a reasonable time but no longer than thirty days after the date of issues being submitted, unless both parties agree to an extension of times. Additional meetings shall be held at the request of either party involved and negotiations shall be completed within sixty (60) days or by a mutually agreed time. Meetings shall be scheduled so as to minimize school day interruptions. If deemed necessary by the Board, CE/VWCS members of the team may be released from school duties without loss of pay to attend meetings. Negotiation meetings shall be in executive session unless mutually agreed by both parties. Unless all negotiation meetings are completed, each meeting shall include a decision on an agreed time and place for the next meeting.

H. Caucus

Either party may caucus at any time. Caucuses shall be no longer than thirty (30) minutes in length.

I. Exchange of Information

The Board and Superintendent agree to make available to the CE/VWCS negotiating committee, upon request and in reasonable time, both prior to and during negotiations, all public information concerning financial resources of the district and such other public information as will assist the CE/VWCS in developing intelligent, accurate, and constructive programs on behalf of the students, professional staff and the educational program.

The CE/VWCS agrees to furnish all available public information on its proposals to the Board's negotiation team, to support the development of sound programs

for the school district.

J. Progress Reports

Periodic progress reports may be issued during negotiations to the public only if such release has the prior approval of both parties.

K. Record of Meeting Proceedings

Each party may keep a record of significant proceedings.

L. Protocol

No action to coerce, censor or penalize any negotiating participant shall be made or implied by any other member as a result of participation in the negotiation process.

M. Item Agreement

As negotiation items receive tentative agreement they shall be reduced to writing and initialed by each party as being accurately recorded.

N. Agreement

When an agreement is reached through negotiating, the agreement shall be reduced to writing and submitted to the CE/VWCS unit for formal approval. Following ratification by the CE/VWCS it shall be submitted to the Board. If approved by the Board it shall adopt a formal resolution setting forth the contract and the duration of its several parts. The contract shall then be signed by both parties and shall become part of the official minutes of the Board. The resulting contract shall be binding on both parties, and when necessary, the provisions shall be reflected in individual contractual terms. No provisions of the resulting contract shall discriminate against any staff member in regard to membership or non-membership in the CE/VWCS.

O. Disagreement

1. Mediation

In the event agreement is not reached by the parties after sixty (60) days of bargaining, either party may request the use of mediation in an effort to reach an acceptable settlement. The negotiation teams will request a mediator from the Federal Mediation and Conciliation Services whose rules and regulations will cover the mediation.

In the event there are costs and expenses for said services, the costs will be shared equally by the Board and CE/VWCS. However, if after sixty (60) days from commencement of negotiations, should either side request that negotiations be extended before mediation; and, if both parties mutually agree to do so, negotiations before mediation will be extended up to thirty (30) additional days; making ninety (90) days - from the days of the initial meeting - the total number of days for any one negotiation session.

Mediation will continue for thirty (30) days unless both parties mutually

agree to extend this process.

2. Fact-Finding

In the event mediation fails to help the teams reach agreement, the fact-finding process as provided by the State Employment Relations Board will be implemented upon mutual agreement of the Board and CE/VWCS,

3. Work Stoppage

The CE/VWCS agrees that they will not participate in any work stoppage of any kind while the provisions of this contract are being complied with.

## ARTICLE II – RE-NEGOTIATION

If agreed to by the Board and the CE/VWCS, a negotiated contract or any part thereof may be re-negotiated prior to the termination of the minimum effective time of the contract or of such part. On request of the Board or the CE/VWCS, following such action by the Ohio General Assembly, changes in Federal Law, changes in rules and regulations of the State Department of Education, or changes in the financial status of the school district, substantially affecting any agreement or part thereof in effect, re-negotiation shall occur on any or all of those parts of the contract so affected by such actions.

Issues not covered in a negotiated contract, or which were negotiated but upon which agreements were not reached during the most recent negotiations may be negotiated or re-negotiated with the mutual consent of the Board and the CE/VWCS.

## ARTICLE III – PROVISIONS CONTRARY TO LAW

This collective bargaining contract shall supersede, to the extent permitted by ORC 4117/10 (A) provisions of the Ohio Revised Code which are contrary to the express provisions of this contract.

If any section(s) of this contract is in conflict with federal or state law, except as permitted by ORC 4117.10 (A), then that section is null and void while those sections that are not in conflict with federal or state law remain in full force. Any section(s) found to be in conflict with federal or state law by a court of competent jurisdiction shall be renegotiated by the parties in compliance with the Article III, Re-Negotiation of this contract.

## ARTICLE IV – MANAGEMENT RIGHTS

The Board shall have the sole and exclusive right to control all functions and operations and set all policies regarding the Van Wert City Schools, including but not limited to, the sole and exclusive right to:

- A. Determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy such as the functions programs of the public employer, standards of services, its overall budget, utilization of technology and organization structure;

- B. Direct, supervise, evaluate or hire employees;
- C. Maintain and improve the efficiency and effectiveness of educational operations;
- D. Determine the overall methods, process, means or personnel by which educational operations are to be conducted;
- E. Suspend, discipline, demote or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees;
- F. Determine the adequacy of the work force;
- G. Determine the overall mission of the employer as a unit of government;
- H. Effectively manage the work force;
- I. Take actions to carry out the mission of the public employer as an educational unit.

#### ARTICLE V – GRIEVANCE PROCEDURE

The Board and CE/VWCS recognize that for resolving of grievances it is necessary that a procedure be established in the interest of effective personnel management.

The primary purpose of the grievance procedure shall be to obtain equitable solutions at the lowest administrative level and in the shortest period of time.

This procedure shall not limit the right of an employee having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communications.

Such procedures shall be available to all employees and no reprisals of any kind shall be taken against any employee or the Board for participating in the grievance procedure.

#### A. Grievance Definition

A grievance is a complaint involving the alleged violation of the terms of the written adopted negotiated agreements, board policy and administrative rules. Only a grievance involving the alleged violation of the terms of this written agreement may be taken to Level Six of this procedure.

#### B. Grievance Provisions

1. An individual grievance shall be initiated by the employees so aggrieved;
2. A group grievance shall have arisen out of identical circumstance affecting each member of said group;
3. An alleged violation shall be first discussed informally with the appropriate

immediate supervisor prior to initiating the grievance procedure;

4. A grievance shall be put into writing on the standard grievance form provided by the Board. This shall include (a) the alleged violation; (b) relief sought; and (c) date of initiating procedure. This form shall be completed at each level of the grievance procedure;
5. Time limits given shall be considered as maximum, unless otherwise extended by mutual written agreement by the parties involved. The parties will agree to reasonable extensions of timelines due to illness or death in the employees' or administrator's family, for professional reasons, or similar reasons beyond the control of the employee or administrator;
6. Failure of the aggrieved to proceed within the specified time limits to the next level of the procedure shall mean the grievance has been resolved by the action stated at the previous level. Failure of the administration to respond in the time limit stated shall mean the relief sought as stated in previous level of the proceedings shall be implemented;
7. Resolution of a grievance at any level shall apply to the stated grievance and shall in no way infringe on the statutory obligations or other policies of the Board or administrative rules;
8. A day shall be a school day;
9. Grievance may be withdrawn at any level without prejudice or record;
10. This grievance procedure may be altered provided both CE/VWCS and the Board agree upon any changes to be implemented;
11. Date of receiving notice of grievance (Day One) shall mean when administration or Treasurer of Board or employee personally received notice or report;
12. Grievance or the fact that grievances were filed shall neither be recorded nor placed in the personnel files nor any other file used to evaluate for reemployment, transfer, and/or assignment.

C. Level One

Any employee having a complaint shall first discuss such complaint with his/her immediate superior or administrator directly responsible for the complaint within five (5) days of the cause or basis of the grievance.

D. Level Two

Any employee who feels he or she has a grievance shall make contact with the Association Grievance Committee to determine if there is a legitimate grievance, which will be supported by the Association. The employee's contact with the Committee and the Committee's decision whether to support the grievance shall

be completed within ten (10) days of the Level One conference.

E. Level Three

The written grievance must be filed within ten (10) days of the Level Two Grievance Committee decision with the administrator or supervisor directly responsible for the complaint. If the grievance is filed with the Superintendent or Treasurer as the administrator responsible for the complaint, the grievance will be considered as filed at Level Four and shall bypass Level Three.

1.
  - a. Written grievance shall contain a concise statement of the basis for the grievance.
  - b. Written grievance shall contain a reference to the specific provision of the alleged violation.
  - c. Copy of such written grievance shall be filed with the Superintendent of Schools and Treasurer of the Board.
2. Each employee shall have the right to request a hearing before the administrator or supervisor.
  - a. Hearing shall be conducted within ten (10) days after the receipt of such request.
  - b. The aggrieved employee shall be advised in writing of the time, place and date of such hearing.
  - c. The employee shall have the right to be accompanied by a representative of the CE/VWCS Grievance Committee.
  - d. The administrator or supervisor shall have the right to be accompanied by a colleague of his/her choice.
3. The administrator or supervisor shall take action on grievance as follows:
  - a. If no hearing is requested within ten (10) school days after receipt of grievance; or
  - b. If a hearing is requested, within ten (10) days after the conclusion of the hearing.
  - c. The action taken and the reasons for said action shall be put into writing and copies sent to the employee, to the Superintendent, to the Treasurer of the Board, and to the President of CE/VWCS.

F. Level Four

If the employee does not have grievance resolved satisfactorily at Level Three, such employee may appeal to the Superintendent as follows:

1. Appeal is to be filed within ten (10) school days from receipt of the written report of action taken by the administrator or supervisor or right of appeal is waived. Appeal is to be based on facts and references submitted in Level Three.
2. The employee shall have the right to request a hearing as follows:
  - a. Hearing shall be conducted within ten (10) school days after receipt of the request.

- b. The aggrieved employee and administrator or supervisor shall be advised in writing of the time, place and date of such hearing.
  - c. The employee shall have the right to be accompanied by a representative of the CE/VWCS Grievance Committee.
  - d. The Superintendent shall have the right to be accompanied by a colleague of his/her choice.
3. The Superintendent shall take action on grievance as follows:
  - a. If no hearing is requested within ten (10) school days after receipt of said grievance; or
  - b. If hearing is requested within ten (10) school days after the conclusion of the hearing.
  - c. The action taken and the reasons for said action shall be put in writing and copies sent to employee, the administrator or supervisor, Treasurer of the Board and to the President of CE/VWCS.

G. Level Five

If action taken at Level Four does not resolve the grievance such employee may appeal to the Board as follows:

1. Appeal is to be filed within ten (10) days with the Treasurer of the Board and Superintendent from receipt of the written report of action taken by the Superintendent or right of appeal is waived. Appeal is to be based on facts and references submitted at Level Three and Level Four.
2. The Board shall hear the appeal as follows:
  - a. Appeal to be held at an executive session within ten (10) days of filing request of appeal.
  - b. The employee shall have the right to be accompanied by a representative of the CE/VWCS Grievance Committee.
  - c. The Board shall have the right to be accompanied by counsel of their choice.
3. The Board shall take action on grievance as follows:
  - a. At a meeting following the executive session or at the next regularly scheduled meeting.
  - b. The action taken and the reasons for the action shall be reduced to writing and copies given to the employee, the administrator or supervisor, the Superintendent and the President of CE/VWCS.

H. Level Six

If action taken by the Board does not resolve the grievance to the satisfaction of the employee, CE/VWCS may make a written request to the Board and the CE/VWCS that the grievance be submitted to arbitration by the American Arbitration Association. This written request must be made within ten (10) days after receiving the Board's written action on the grievance.

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

The jurisdiction and authority of the arbitrator shall be limited to the interpretation of the written provisions of this Agreement. The arbitrator shall have no power to alter, add to, or subtract from or in any way modify the terms and conditions of this Agreement.

The ruling and recommendations of the arbitrator shall be made in writing to the grievant, the Superintendent, the Board, and the CE/VWCS, and shall be final to the limit of the grievance as stated. Decisions of the arbitrator shall be binding on both parties.

Any costs for the services of the arbitrator shall be borne equally by the Board and the CE/VWCS.

## ARTICLE VI – INSURANCE

### A. Eligible Employees

For the purpose of qualifying for benefits, effective for all classified employees hired after September 1, 1991, the following definitions will apply:

Full time employee - works 30 or more hours per week

Part time employee - works 15 or more hours per week but less than 30

Employees hired prior to September 1, 1991 will be "grandfathered" as described herein:

Full time employee - works 15 or more hours per week

Note: The "grandfathered" clause only applies to employees who are working between 15 and 30 hours per week as of the date of this agreement.

Note: For Dental Coverage only, part-time employees, as of the date of this agreement, who had dental premiums paid at the full-time employee rate will continue to receive this benefit.

### B. Comprehensive Major Medical Insurance

It is hereby agreed by the Board, that if and when there is created a jointly administered trust fund for the provision of health insurance and/or other employee benefits for members of the bargaining unit, with representation between employers and employees on the board of trustees of such fund, to be administered under Sections 9.833 and/or 3313.02 of the Ohio Revised Code, and initially called the Van Wert Area School Insurance Group (VWASIG), that:

1. The benefits provided by VWASIG shall replace any similar type of

benefits currently being provided under this agreement.

C. Life Insurance

\$30,000.00 of life insurance will be provided each employee per the VWASIG Plan. Additional life insurance will be available at the option of the employee with the employee paying the additional cost.

D. Dental Insurance

Dental Insurance will be provided each employee per the VWASIG Plan.

E. Payment of Premiums

1. For the plan period from October 1, 2014 until September 30, 2017 the Board shall pay 80% and the Employee shall pay 20% of monthly premiums for VWASIG PPO Medical Insurance Coverage's for all full-time employees who elect such coverage. For married couples, the Board shall pay 94% and the Employee shall pay 6%. The Board shall pay 50% and the employee shall pay 50% of monthly premiums for part-time employees who are eligible for coverage and are employed at least fifteen (15) hours per week. The Board shall pay 25% and the employee shall pay 75% of monthly premiums for part-time employees who are eligible for coverage and are employed less than fifteen (15) hours per week.
2. For the plan period from October 1, 2014 until September 30, 2017 the Board shall pay 80% and the Employee shall pay 20% of monthly premiums for VWASIG Dental Insurance coverages for all employees who elect such coverage. For married couples, the Board shall pay 85% and the Employee shall pay 15%.
3. For the plan period from October 1, 2014 until September 30, 2017 the Board shall pay 97% and the Employee shall pay 3% of monthly Life Insurance Premiums for the employee basic coverage and the Board shall pay 100% and the Employee 0% for the dependent basic coverage.
4. For the plan period from October 1, 2014 until September 30, 2017 the Board and Employee shall pay the monthly premium for the High Deductible Health Plan (HDHP) according to the following:
  - a. 96% Board Contribution/4% Employee Contribution for 2014-2015
  - b. 95% Board Contribution/5% Employee Contribution for 2015-2016
  - c. 94% Board Contribution/6% Employee Contribution for 2016-2017
  - d. 97% Board Contribution/3% Employee Contribution for Married Couples

For the plan period from October 1, 2014 until September 30, 2017, the Board shall fund the employee's Health Savings Account (HSA) according to the following chart:

	YEAR 1	YEAR 2	YEAR 3
Family	\$2,250.00	\$1,400.00	\$1,100.00
Employee/Spouse	\$1,200.00	\$804.00	\$600.00
Employee/Children	\$1,000.00	\$670.00	\$500.00
Employee	\$600.00	\$402.00	\$300.00

\*Employees who switched to HDHP prior to the 2014-2015 plan year and are in years two and three, will be compensated according to the 2013-2014 plan year amounts. Upon reaching year four, the above noted employees will move to the new HSA contribution plan.

	YEAR 1	YEAR 2	YEAR 3
Married Couples – Family	\$3,900.00	\$3,750.00	\$3,600.00
Married Couples – ES	\$3,300.00	\$3,200.00	\$3,100.00

The Board shall deposit 50% of its share of the HSA contribution on October 1<sup>st</sup> each year and the remainder on April 1<sup>st</sup>. The Board shall deposit 100% of its share of the HSA contribution on October 1<sup>st</sup> the first year only when the employee is new to the HDHP/HSA plan.

#### F. Waiver of Coverage

The Van Wert City School District Board of Education will establish a Medical Insurance Waiver Pool for the purpose of determining the cash stipend to be paid out to all full-time employees of the Van Wert City Schools who decide to waive their medical insurance coverage provided by the Board. Part of the consideration as to the amount of the stipend will be the coverage provided the eligible employee as of the date of May 1, 1996, and that coverage will be among one of the following: family medical, single medical, and no medical insurance taken. This stipend is not available when both spouses are employed by the Board.

A written waiver must be presented to the Treasurer, no later than September 10<sup>th</sup> each year. If an employee has need to resume the medical insurance program of the Board, he/she can do so only for the following reasons spelled out by the present carrier: adoption, birth, death, divorce, marriage, legal separation, spouse's employment status from full-time to part-time or vice versa, significant change in the spouse's health coverage at his/her place of employment or loss of other group coverage. These reasons and pre-existing conditions requirements will be provided by the medical insurance carrier. Employees who resume the medical insurance program of the Van Wert City Schools will be ineligible to receive the stipend for that year.

The stipend will be paid out to each participant by the 15<sup>th</sup> of November (subject to I.R.S. regulations) following the October to September period of participation. New employees will be eligible to waive their medical insurance upon being hired in the District, with the appropriate type of insurance determined at that time.

The stipend for eligible new employees will be on a pro-rated basis following the September 30<sup>th</sup> closing date.

Each November, the Board will pay \$3,000 for family/\$1,500 single for coverage waived. No amount will be provided by the Board for those employees who as of May 1, 1996, had no insurance coverage, however, they will be accorded single status for the purpose of receiving the stipend.

Employees opting for the Medical Insurance Waiver Pool will not be eligible for dental insurance.

G. Flexible Spending Plan

A flexible spending plan in accordance with Section 125 of the Internal Revenue code of 1986 will be available for all employees' participation.

- H. The Board may, at its discretion, change providers, the plan design or benefits. If this occurs, the Board will provide employees with prior notice to the extent required by state and federal law.

ARTICLE VII – LEAVES

A. General Sick Leave Policies

1. Each regular full-time employee shall be granted one and one-fourth (1-1/4) days per month sick leave, accumulative to a maximum of one hundred ninety-five (195) days with full pay. Regular part-time employees will earn sick leave in accordance with state law and Board policy.
2. Sick leave earned in other Ohio schools and/or governmental agencies may be transferred to the Van Wert City Schools to the extent permitted by law.
3. After a new full-time employee has completed one (1) complete day, five (5) days of sick leave credit will be advanced until it is earned.
4. Sick leave may be taken in full, one-half (1/2), or one-quarter (1/4) day increments.
5. The immediate family is interpreted to include parent, step-parent, child, step-child, spouse, in-law, sibling, grandparent, grandchild, foster child, and any individual living in the same household in permanent residency.

B. Emergency/Personal Leave

1. Emergency Leave - One Day

Employees will be granted one (1) day of emergency leave for emergency reasons. Emergency reasons are defined as the necessity to conduct unanticipated business that must be taken care of during a regular school day.

The following procedure is to be followed and provisions apply:

- a. Application is to be made in advance to administrator or supervisor by completing emergency leave form or, if not possible, by the telephone.
- b. Reason for use of emergency leave is to be provided.
- c. Days are not accumulative and are not deductible from sick leave.
- d. This day may not be used for gainful employment or seeking other gainful employment.

2. Personal Leave - Two Days

Employees may apply for and be granted up to two (2) personal days for transaction of personal business and/or civic duties that cannot be conducted outside the normal school day.

The following procedures are to be followed and these provisions apply:

- a. Application is to be made one (1) week in advance of date of requested personal day. Applications must be made to the administrator or supervisor, subject to the Superintendent's approval.
- b. Day(s) cannot be used to extend any holiday period at beginning or end of a scheduled holiday.
- c. A substitute must be available for requested personal day.
- d. Personal days shall be limited to not more than two employees from each classification and no more than 10 members of the bargaining unit in any given day.
- e. These days may not be used for gainful employment or seeking other gainful employment.
- f. Unused personal leave days and emergency leave days will be added to the employee's retirement severance pay bank described in Article VIII-Retirement Severance Pay, Section (B) unless the employee files with the treasurer by June 15<sup>th</sup> following the particular school year an election to cash out those unused days. Such payment will be at the casual substitute teacher rate in effect at the end of that school year. Such payment will be made by the second pay in July.

C. Sick Leave for Maternity Reasons or Adoption Reasons

An employee desiring to use sick leave for maternity reasons shall be required to provide the Board an official statement from his/her doctor certifying the date that he/she is no longer able to perform his/her duties prior to delivery of the child.

Said employee shall notify the Board no later than the 35th day of absence for maternity of his/her intention either to continue usage of accumulated sick leave days or to request that a leave of absence be granted.

The request for an employee to furnish an official statement from his/her doctor as to his/her ability to continue his/her duties prior to delivery of the child or to

return to his/her duties after delivery of the child is at the option of the Board. Adoption of a child by an employee shall be treated like birth of a child. The thirty-five (35) days shall begin with the date on which the child is placed with the employee, or days immediately preceding placement with the employee that are connected with the placement and adoption, whichever is earlier.

D. Adoption Leave

A leave of absence without pay of up to one year and not to exceed one year may be granted upon request when a child is to be adopted who is under five (5) years of age.

The effective date of such adoption leave will be that as determined by the regulations of the adoption agency. The Superintendent shall be notified of this date as soon as possible so arrangements for filling the vacated position can be made.

The leave of absence is to be for one complete or continuous year, not for part of two school years.

E. Jury Leave

An employee called for jury duty before a judicial or governmental tribunal shall be compensated at the regular personal per diem rate, provided the pay, if any, for performance of such legally required obligations is turned into the Treasurer's Office.

If the employee is excused by the Court, the employee is expected to return to school during their normal work day, if practicable.

F. Leave of Absence

Upon the written request of an employee, the Board may grant a leave of absence for a period of not more than two consecutive school years for educational, professional or other purposes, and shall grant such leave where illness or other disability is the reason for the request. Upon subsequent request, such leave may be renewed by the Board. Without request, the Board may grant similar leave of absence and renewals thereof to any employee because of physical or mental disability, but such employee may have a hearing on such unrequested leave of absence or its renewals. Upon the return to service of an employee at the expiration of a leave of absence, he shall resume the contract status which he held prior to such leave.

Any employee on leave of absence who wishes to return to his duties the following year shall notify the Superintendent prior to April 1st of the year leave of absence was granted. Failure to notify the Superintendent shall be considered a violation of the terms of the leave of absence and result in loss of leave of absence rights.

G. Association Activities and Professional Leave

1. Members of the CE/VWCS may have up to two (2) professional leave days of their preference that are to be approved by the building principal and the Superintendent.

Any professional leave days taken at the request of the administration (employee or administration initiated) will not count toward the two (2) days of employee preference.

2. Two (2) elected representatives of CE/VWCS, may use the two (2) professional leave days to attend bargaining unit leadership training with continuation of salary. The Board shall pay the costs of substitutes, but will not pay any other expenses.
3. Requests for professional leave are to be filed with the employee's building principal at least one week (7 days) previous to the date for which leave is requested.

H. Bereavement Leave

Up to three (3) work days plus necessary travel time will be granted with pay to attend the funeral/memorial service of a member of the employees' immediate family (as outlined above) to take care of family business. It is the employee's responsibility to reasonably determine the number of days that will be necessary. In the event of an additional occurrence within the contract year, up to three (3) days plus necessary travel time may be approved by the Superintendent.

These days will not accumulate and will be deducted from sick leave.

If there is a funeral/memorial service for a person not in the immediate family, personal leave may be requested to attend the service. If all personal days have been taken, the employee may use sick leave (maximum of three (3) days plus necessary travel time for this purpose).

I. Assault Leave

1. Leave for employee absences resulting from a physical injury attributable to an assault while the employee is engaged in the performance of job-related duties will be granted without loss of pay and/or benefits.
2. Assault leave will be limited to a maximum of ten (10) work days per contract year (July 1 through June 30), not chargeable, to sick leave or personal leave, and will be non-accumulative from year to year.
3. If upon exhaustion of the allowed ten (10) assault leave days, the individual is unable to perform his/her work duties, he/she may apply for sick leave, Workers' Compensation (if eligible), an unpaid leave of absence, or disability retirement. Should the individual qualify for Workers'

Compensation, he/she shall receive the difference in pay between his/her regular rate of pay and the Workers' Compensation benefit until such time as the benefit terminates.

J. Holiday Pay

1. The following days shall be granted as holiday with pay unless school is in session: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Independence Day.
2. Twelve month employees shall receive the following additional holidays, unless school is in session or the holiday occurs on the weekend.
  - a. December 24 and December 31
  - b. 1/2 day Good Friday afternoon
  - c. Friday after Thanksgiving
  - d. Presidents Day.

K. Vacation Pay - Twelve Month Employees

1. After one year, full-time (12 month) employees shall have ten (10) working days of vacation with pay.
2. After eight (8) years of full-time (12 months) employment, employees shall have fifteen (15) working days of vacation with pay.
3. After sixteen (16) years of full-time (12 month) employment, employees shall have twenty (20) working days of vacation with pay.
4. After twenty-five (25) years of full-time (12 month) employment, employees shall have twenty-five (25) working days of vacation.
5. Vacation days in excess of 5 days may not be carried over from one year to the next, without approval from the superintendent.
6. Vacation time should be scheduled when school is not in session. However, a twelve (12) month employee may take up to two (2) weeks of vacation time when school is in session, with the approval of the Superintendent and a substitute is available.
7. Building level custodians may not schedule vacation days two weeks before the first day of school, without prior approval of the building level administrator and Superintendent.
8. All vacation leaves of one week or greater must be submitted two weeks prior to the dates requesting. A maximum of three weeks may be approved, pending availability of workforce.

## ARTICLE VIII – RETIREMENT SEVERANCE PAY

- A. The Board will pay employee severance pay for 25.7 percent of unused accumulative sick leave earned as an employee of the Van Wert City Schools up to a maximum of one hundred ninety-five (195) days of accumulated sick leave at the per diem rate of pay for the employee at the time of his/her official retirement from the Van Wert City Schools. Any employee with less than ten (10) years of experience in the Van Wert City Schools will be paid severance only on the basis of severance earned as an employee in the Van Wert City Schools. The total earned amount will be paid in one lump sum and the employee must make application within ninety (90) days after the last contract day.
- B. The maximum number of days for which retirement severance pay will be granted is 50.12 except as follows:
- Once an employee has accumulated the maximum of 195 days of sick leave, any additional sick leave will be recorded and upon retirement from the Van Wert City Schools such employee shall receive one fifth (1/5) of the accumulated days over 195 as additional severance pay up to an additional (25) days for a maximum of 75.12 days of severance pay at retirement.
- Any days over the 195 of maximum sick leave listed in Article VII - Section A (General Sick Leave Policies) shall not be available for regular or maternity sick leave payment or purposes.
- C. Retirement Severance Pay shall be paid at the death of current staff member provided said employee was eligible for retirement at the time of death under the rules of SERS of Ohio.
- D. Upon retirement from the Van Wert City School District, the employee must provide evidence to the Treasurer of receipt of the first SERS retirement check or verification from SERS of the employee's retirement. The Treasurer shall pay the employee his/her severance pay within three (3) weeks of verification, or if the employee so chooses (unless legal requirements or the Board preclude it), the severance will be paid the first pay in January of the year following the retirement.

## ARTICLE IX – WORKING CONDITIONS

- A. Contracts
- Contracts will be according to Civil Service Rules of the State of Ohio, except as otherwise provided by law.
- B. Separation of Employment
1. A written notice of resignation shall be filed with the Superintendent at

least fifteen (15) days prior to the effective date of resignation.

2. Should an employee leave by giving notice, the employee will receive pay pro-rated according to how much vacation time he or she had earned.
3. Employees may be placed on probation, suspended and/or dismissed because of unsatisfactory work, insubordination, inability or refusal to cooperate with others, or misconduct.
4. Any person whose employment is terminated for any reason previously listed, shall forfeit all accrued rights and privileges including vacation rights.
5. Such termination of employment shall become final unless the employee requests in writing a hearing before the Board of Education within ten (10) days after date-of-separation notice is received by a registered letter from the Superintendent.
6. Employee rights may be pursued under rules & regulations of Ohio Civil Service Rules & Laws except as otherwise provided by law.

C. Vacancies

1. Vacancies in classified positions will be made known to the staff by posting such vacancies via email, text and/or on the school website as soon as practicable after such resignation is accepted by the Board.
2. Any employee may apply for such vacancy subject to the application deadline dates set by the Superintendent for all applications. The application deadline date will be included with notice of vacancy to be posted.
3. During the summer months, notice of vacancies will be given in paychecks if feasible and/or to those staff members who have given written notice of interest to transfer to the Superintendent.

D. Assignment of Work Location - Transfer and Bidding

It shall be the policy of the Board to use district-wide seniority and current employees as a considering factor in permanently filling vacancies or in the assignment of work locations.

1. Job Opening and Position

- a. A notice indicating that a job opening in a school exists (or is expected to exist, if known ahead of the actual vacancy) shall be posted on an appropriate bulletin board in each school. To the extent practicable, notice will be posted for five (five) work days.
- b. The notice will state the deadline for employees to apply for said

- job opening by sending a request for transfer to the Superintendent.
- c. The final decision on transfers rests with the Superintendent and Board.

E. Evaluations

To the extent practicable, annual evaluations of all classified personnel will be done by the immediate supervisor.

F. Reduction in Work Force or Layoffs

If it becomes necessary to reduce the number of Employees in a job classification due to abolishment of positions, lack of funds, lack of work, or other reasons, the following procedures shall govern such layoffs.

The number of people affected by reduction in the force will be kept to minimum by attempting to not employ replacements insofar as practical of Employees who resign, retire, or otherwise vacate a position.

Whenever it becomes necessary to layoff Employees by reasons as stated above, affected Employees shall be laid off according to seniority within the classification with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board from the original hire date. Authorized leaves of absence do not constitute an interruption in continuous service.

In the event seniority statute of employees under consideration is equal, seniority shall be determined by:

1. Date of Board meeting at which employee was hired.
2. If, after application of 1 above seniority is still equal, a recommendation will be made by the Superintendent to the Board for its consideration. The Board shall determine in which classification the layoff should occur and the number of Employees to be laid off.

Laid off persons are eligible for re-employment for the classification from which they were laid off for one (1) year. Laid off Employees shall be offered re-employment in the reverse order of layoff.

Any employee who is laid off and is subsequently eligible for re-employment shall be notified in writing by the Board of an opening in the classified area. Such notice shall be sent by certified mail to the last address given the Board by the Employee.

It is the employee's responsibility to keep the Board informed of his/her up-to-date address. Any certified mail returned undelivered for any reason shall be cause for removal of the employee's name from the recall list.

An Employee shall notify the Board of his/her intent to accept or refuse employment within the ten (10) working days following receipt of the re-employment notice. If the Employee accepts re-employment, the Employee must report to work within the ten (10) working days following receipt of the re-employment notice. An Employee given notice of re-employment and does not accept the re-employment, relinquishes the Employee's eligibility to remain on the re-employment list.

The terms of this agreement specifically supersede the provisions of R.C. Chapter 124 with regard to layoffs, including without limitation R.C. Sections 124.321 through 124.328, inclusive.

G. Work Week & Overtime

1. The normal work week for all classified employees shall be Monday through Friday
2. Any employee required to work in excess of forty (40) hours in any one week shall be paid for such overtime worked at one and one-half (1-1/2) times the regular rate of pay.
3. Any employee required to work on a paid holiday shall be paid one and one half (1-1/2) times the regular rate.
4. Custodians are permitted to leave after four (4) hours on calamity days if their work is complete and approval is granted by the building principal or supervisor. Those working all eight (8) hours will be permitted to "bank" hours worked over four (4), up to twenty (20) per year to be used at another time without using vacation or other type of leave.

H. Pay Periods

The Board will utilize a twenty-six (26) pay system for payment of wages. The Board reserves the right to set up the order of the twenty-six (26) pay periods according to the most convenient procedure in balancing out old contracts and starting new contracts and setting up schedule of deductions. All employees will receive all payroll payments via direct deposit including electronic check stub notice.

I. Payroll Deductions and Dues

1. Payroll deductions for the payment of local dues for members of the CE/VWCS must be made in writing to the Treasurer of the Board before October 1st. Dues deductions will be continuous from year to year unless an employee revokes the authorization by October 1st.
2. Classified staff employees shall have the right to join or not to join any classified staff organization and membership in any organization shall not be a condition of continued employment in the Van Wert City School

District.

3. The Board further agrees to authorize deductions for the Van Wert County United Way, tax sheltered annuities, savings bonds, credit unions, and payroll savings plus other deductions mutually agreed upon by the CE/VWCS and the Board.

J. Board Paid Mileage

The Board of Education shall pay upon approval of the Superintendent, a mileage allowance at the I.R.S. mileage rate which is in effect on the first of July. This rate will be paid up to June 30<sup>th</sup> of the next calendar year. Such allowance to cover actual distance traveled to and from the meeting and to be paid only to those actually operating cars to and from the meeting and submitting proper forms for reimbursement.

K. Reimbursements

The Board shall reimbursement all classified employees for any type of license or certificate required for employment including FBI/BCI Background Checks.

L. Scheduling of Drivers for Extra Curricular Bus Trips

1. Regular Route Drivers will be assigned extra curricular trips based on their seniority (consecutive years' service) as a regular route driver.
2. The remaining trips will be divided among Substitute Bus Drivers on a rotating basis as evenly as possible.
3. Consideration will be given to a driver with a connection to a team (parent, scorekeeper, etc.), but that will not constitute a guarantee of trip assignment.

M. Tutoring Assistant/Detention

1. Tutoring Assistant shall paid at the employee's hourly rate.
2. Detention shall be paid at the hourly rate of \$15.00 per hour.

N. Replacement Positions

When it becomes necessary for an individual to fill in for an individual at a different (higher) job level, employee will fill out a time sheet to be paid at one hour minimum increments for the difference in wages.

O. Three Hour Delay

If conditions merit, the Superintendent or designee may call for a three hour delay in the start of school. If a three-hour delay is implemented, the school day

may be extended up to sixty minutes past the regular end of the school day for staff and students.

Cafeteria workers will be paid for the extra hour, if needed, to compensate for the extension of the day and change in time for serving lunches. Hours worked by cafeteria employees during days cancelled beyond five (5) allowable calamity days will be subject to review by a committee consisting of the superintendent, treasurer, cafeteria supervisor and a representative of CE/VWCS.

Cafeteria workers are not required to work professional development days when extra time is required due to delays or cancellations.

## ARTICLE X – SALARY SCHEDULE

### A. Salary

Salaries shall be paid in accordance with the salary schedule adopted by the Board (Appendix B), effective August 1, 2014.

### B. Salary Notices

Salary notices will not be issued for a school year until 30 days following the adoption of the salary schedule for said school year, or July 1st prior to said school year, whichever is later.

A member of the bargaining unit who: (1) will be eligible for SERS service retirement by June 30 of said year; (2) gives the Superintendent by January 1 of said year written irrevocable notice of his/her intent to retire at the end of the school year; and (3) remains under contract throughout the school year; shall be eligible for their regular salary for the school year per Appendix A plus 3%. The 3% adjustment shall be made within a reasonable time after the eligible employee gives the Superintendent the written irrevocable notice of intent to retire and shall be spread over the remaining pays in the pay cycle. Pay shall begin no later than the first pay in February.

### C. Salary Schedule Provisions

1. A partial year must consist of at least 120 days as a public school employee or six months of military service to be credited as one year's experience.
2. The Superintendent shall evaluate the training and experience of each employee.
3. The Board reserves the right to revise a schedule within the provisions of state law.
4. Base Salary will be figured on 52 weeks, 5 days per week and 260 days for 12 month employees.
5. Overtime will be paid when earned and time slip processed. Payment will be

at next pay day.

6. Compensatory time off for overtime or holiday worked will be available according to Fair Labor Standard Act and its rules.
7. Employees on salary and working less than 12 months will have salary figured on basis of actual work days plus eligible holidays.
8. The Board may provide additional compensation for special duties and responsibilities over and beyond the normal school year, or the regular school day.

D. Experience Credit

1. A permanent employee or full-time substitute will be granted one year of experience credit in the Van City Schools upon the completion of at least one hundred twenty (120) days employment during the preceding year. .
2. "Days worked" for permanent employees are earned and used sick leave, personal days, and vacation days.

## ARTICLE XI – IMPLEMENTATION

A. Effective Date

It is the purpose of this document to establish the relationship between the Board and the CE/WCS to set forth as orderly procedure for the consideration and efforts to resolve negotiable items. This contract shall be effective August 1, 2014, through July 31, 2017.

B. Amendments

If changes in this document are desired, written notification shall be given by the party proposing the changes. Negotiation shall occur in accordance with the procedures in this document. All amendments hereafter made shall be attached in the form of Articles.

C. Successor Contract

The adopted agenda of amendments to this contract shall constitute the total for negotiations. The remaining items of the then current contract shall remain in force and effect, and shall be part of any successor agreement. This agreement shall become effective on August 1, 2014 and shall remain in full force and effect through July 31, 2017. This agreement will expire July 31, 2017 except if mutually extended by both parties.

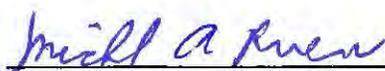
Signed and sealed this 17<sup>th</sup> day of December, 2014.



\_\_\_\_\_  
President, Board of Education



\_\_\_\_\_  
CE/WCS Negotiation Team Member



\_\_\_\_\_  
Treasurer, Board of Education



\_\_\_\_\_  
CE/WCS Negotiation Team Member



\_\_\_\_\_  
Superintendent of Schools



\_\_\_\_\_  
CE/WCS Negotiation Team Member

## APPENDIX A

### CLASSIFIED SALARY SCHEDULE

<b>SECRETARIAL (\$0.20 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	11.32	11.55	11.78
1	11.76	12.00	12.24
2	12.21	12.45	12.70
3	12.66	12.91	13.17
4	13.13	13.39	13.66
5	13.59	13.86	14.14
6	14.01	14.29	14.58
7	14.45	14.74	15.03
8	14.92	15.22	15.52
9	15.36	15.67	15.98
10	15.82	16.14	16.46
11	16.27	16.60	16.93
15	16.37	16.70	17.03
20	16.47	16.80	17.14
25	16.60	16.93	17.27
<b>Substitute Rate</b>	11.32	11.55	11.78

<b>BUS DRIVER (\$0.10 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	17.82	18.18	18.54
1	17.95	18.31	18.68
2	18.07	18.43	18.80
3	18.24	18.60	18.97
4	18.36	18.73	19.10
5	18.49	18.86	19.24
6	18.69	19.06	19.44
7	18.81	19.19	19.57
8	18.94	19.32	19.71
9	19.11	19.49	19.88
10	19.23	19.61	20.00
11	19.35	19.74	20.13
15	19.45	19.84	20.24
20	19.56	19.95	20.35
25	19.68	20.07	20.47
<b>Substitute Rate</b>	17.82	18.18	18.54
<b>Non-Routine Trips</b>	10.86	11.08	11.30

Note: On-board Instructors and Shuttle Bus Routes will be paid at a rate of \$18.00 per hour.

<b>CUSTODIAL/MAINTENANCE (\$0.10 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	12.90	13.16	13.42
1	13.40	13.67	13.94
2	13.91	14.19	14.47
3	14.44	14.73	15.02
4	14.93	15.23	15.53
5	15.43	15.74	16.05
6	15.94	16.26	16.59
7	16.46	16.79	17.13
8	16.96	17.30	17.65
9	17.47	17.82	18.18
10	17.98	18.34	18.71
11	18.47	18.84	19.22
15	18.59	18.96	19.34
20	18.71	19.08	19.46
25	18.81	19.19	19.57
<b>Substitute Rate</b>	12.90	13.16	13.42
Night Work	1,040.00	1,040.00	1,040.00

The Assistant Director of Maintenance/Technology and those assigned as Head Custodian of the MS/HS will be paid 12.7% above their base salary of the Custodial/Maintenance schedule. Head Custodian assigned to the ES will be paid 6.35% of their base salary.

\*\* Includes \$35.00 per year for boiler license renewal to be paid to full-time custodians who are required to maintain a boiler license and are assigned to a building requiring a boiler license. All other full-time custodians who have and maintain a boiler license are to be paid \$150.00 per contract year. Full-time custodians who obtain their boiler license during the contract year will be paid a pro-rated share, based on the contract year, of the appropriate stipend.

<b>CUSTODIAL/CLEANING (\$0.15 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	9.74	9.93	10.13
1	10.12	10.32	10.53
2	10.52	10.73	10.94
3	10.90	11.12	11.34
4	11.28	11.51	11.74
5	11.65	11.88	12.12
6	12.04	12.28	12.53
7	12.43	12.68	12.93
8	12.80	13.06	13.32
9	13.18	13.44	13.71
10	13.58	13.85	14.13
11	13.95	14.23	14.51
15	14.06	14.34	14.63
20	14.16	14.44	14.73
25	14.26	14.55	14.84
<b>Substitute Rate</b>	9.74	9.93	10.13

<b>PARA-PROFESSIONAL (\$0.40 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	8.67	8.84	9.02
1	9.11	9.29	9.48
2	9.54	9.73	9.92
3	9.98	10.18	10.38
4	10.46	10.67	10.88
5	10.86	11.08	11.30
6	11.30	11.53	11.76
7	11.74	11.97	12.21
8	12.21	12.45	12.70
9	12.66	12.91	13.17
10	13.09	13.35	13.62
11	13.53	13.80	14.08
15	13.64	13.91	14.19
20	13.76	14.04	14.32
25	13.86	14.14	14.42
<b>Substitute Rate</b>	<b>8.67</b>	<b>8.84</b>	<b>9.02</b>

NOTE: Para-professionals assigned to an SBH or MH classroom and/or student are to receive an additional \$200.00 per contract year.

<b>CAFETERIA HEAD COOK (\$0.20 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	9.95	10.15	10.35
1	10.49	10.70	10.91
2	10.98	11.20	11.42
3	11.49	11.72	11.95
4	12.01	12.25	12.50
5	12.53	12.78	13.04
6	13.04	13.30	13.57
7	13.55	13.82	14.10
8	14.07	14.35	14.64
9	14.55	14.84	15.14
10	14.69	14.98	15.28
11	14.82	15.12	15.42
15	14.92	15.22	15.52
20	15.03	15.33	15.64
25	15.14	15.44	15.75
<b>Substitute Rate</b>	<b>9.95</b>	<b>10.15</b>	<b>10.35</b>

<b>CAFETERIA ASSISTANT (\$0.30 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	8.96	9.14	9.32
1	9.42	9.61	9.80
2	9.87	10.07	10.27
3	10.40	10.61	10.82
4	10.82	11.04	11.26
5	11.30	11.53	11.76
6	11.75	11.99	12.23
7	12.22	12.46	12.71
8	12.67	12.92	13.18
9	13.14	13.40	13.67
10	13.60	13.87	14.15
11	14.04	14.32	14.61
15	14.15	14.43	14.72
20	14.25	14.54	14.83
25	14.35	14.64	14.93
<b>Substitute Rate</b>	<b>8.96</b>	<b>9.14</b>	<b>9.32</b>

<b>CAFETERIA GENERAL WKR (\$0.40 + 2% / 2% / 2%) YEARS OF EXPERIENCE</b>	<b>2014-2015 HOURLY RATE</b>	<b>2015-2016 HOURLY RATE</b>	<b>2016-2017 HOURLY RATE</b>
0	8.67	8.84	9.02
1	9.11	9.29	9.48
2	9.54	9.73	9.92
3	9.98	10.18	10.38
4	10.46	10.67	10.88
5	10.86	11.08	11.30
6	11.30	11.53	11.76
7	11.74	11.97	12.21
8	12.21	12.45	12.70
9	12.66	12.91	13.17
10	13.09	13.35	13.62
11	13.53	13.80	14.08
15	13.64	13.91	14.19
20	13.76	14.04	14.32
25	13.86	14.14	14.42
<b>Substitute Rate</b>	<b>8.67</b>	<b>8.84</b>	<b>9.02</b>

APPENDIX B

GRIEVANCE REPORT FORM

NAME OF GRIEVANT: \_\_\_\_\_  
ASSIGNMENT: \_\_\_\_\_  
BUILDING: \_\_\_\_\_  
DATE: \_\_\_\_\_

LEVEL THREE (3)

DATE GRIEVANCE OCCURRED: \_\_\_\_\_

GRIEVANCE REPRESENTATIVE  
CONTACTED: \_\_\_\_\_  
DATE: \_\_\_\_\_

GRIEVANCE DEEMED LEGITIMATE BY GRIEVANCE REPRESENTATIVE ON:  
\_\_\_\_\_, 20\_\_\_\_.

STATEMENT OF GRIEVANCE:-

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

RELIEF SOUGHT:

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

\_\_\_\_\_  
SIGNATURE OF GRIEVANT                      DATE

\_\_\_\_\_  
SIGNATURE OF ASSOCIATION GRIEVANCE      DATE  
COMMITTEE

DISPOSITION BY SUPERVISOR OR PRINCIPAL:

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

\_\_\_\_\_  
ADMINISTRATOR OR PRINCIPAL                      DATE

LEVEL FOUR (4)

I HEREBY APPEAL MY GRIEVANCE TO LEVEL FOUR.

\_\_\_\_\_  
SIGNATURE OF GRIEVANT                      DATE

RECEIVED BY SUPERINTENDENT ON \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF SUPERINTENDENT

DISPOSITION BY SUPERINTENDENT:

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

\_\_\_\_\_  
SIGNATURE OF SUPERINTENDENT                      DATE

LEVEL FIVE (5)

I HEREBY APPEAL MY GRIEVANCE TO THE BOARD OF EDUCATION.

\_\_\_\_\_  
SIGNATURE OF GRIEVANT                      DATE

RECEIVED BY TREASURER ON \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF TREASURER                      DATE

FINAL DISPOSITION BY THE BOARD OF EDUCATION:

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

\_\_\_\_\_  
SIGNATURE OF TREASURER OR BOARD  
PRESIDENT

\_\_\_\_\_  
DATE

