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NEGOTIATIONS AGREEMENT

between the

OAK HILLS BOARD OF EDUCATION

and the

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES, CHAPTER #200

Effective

July 1, 2014

Through

June 30, 2019

TABLE OF CONTENTS

ARTICLE			PAGE
I	RECOGNITION		1
	1.01	Recognition of Association	1
	1.02	Scope of Bargaining	3
	1.03	Definitions	5
	1.04	Designees	6
II	PROCEDURES		6
	2.01	Opening Negotiations	6
	2.02	Negotiations Sessions	7
	2.03	Item Agreement	7
	2.04	Non-Discrimination on Basis of Membership	8
	2.05	Agreement	8
	2.06	Mediation	8
	2.07	Printing of the Contract	9
III	ASSOCIATION RIGHTS		9
	3.01	Membership Dues	9
	3.02	Access to Buildings	11
	3.03	Calendar Committee	11
	3.04	Access to Information	11
IV	GRIEVANCE PROCEDURE		12
	4.01	Purpose	12
	4.02	Definitions	12
	4.03	Time Limits	13
	4.04	Grievance Process	13
	4.05	Exclusive Representation	18
	4.06	Miscellaneous	18
V	EMPLOYMENT PRACTICES		19
	5.01	Personnel File	19
	5.02	Posting and Filling Vacancies	19
	5.03	Mandatory Interviews	21
	5.04	Job Specifications	22
	5.05	Transfers	22
	5.06	Evaluation	22
	5.07	Discipline and Discharge	24
	5.08	Contract Renewal	26
	5.09	Seniority	27
	5.10	Layoff/Recall Procedure	28
	5.11	Mechanic and Maintenance Tools	32
	5.12	Physical Exams	32
	5.13	Criminal Records Check	32

ARTICLE **PAGE**

5.14 Drug Testing 34
5.15 Failure to Maintain License..... 34

VI WORKING CONDITIONS..... 34
6.01 Work Week and Overtime Pay 34
6.02 Calamity Days..... 37
6.03 Rules and Regulations..... 38
6.04 Released Time for Meals..... 39
6.05 Occupational Safety and Health 39

VII VACATIONS 41
7.01 Scheduling of Vacation 41

VIII LEAVES OF ABSENCE..... 42
8.01 Sick Leave 42
8.02 Personal Leave..... 45
8.03 Incentive for Non-Use of Sick Leave and Personal Leave..... 46
8.04 Assault Leave 47
8.05 Professional Leave/Association Leave 48
8.06 Jury Duty/Court Leave 48
8.07 Unpaid Leave of Absence For Reasons Other Than Family and Medical Leave..... 49
8.08 Family and Medical Leave 50

IX COMPENSATION..... 53
9.01 Increments..... 53
9.02 Paid Holidays..... 53
9.03 Classification Pay 56
9.04 Miscellaneous..... 57
9.05 Mileage Reimbursement..... 58
9.06 Professional Development Reimbursement 58

X FRINGE BENEFITS..... 59
10.01 Insurance..... 59
10.02 Longevity 61
10.03 Uniforms 61
10.04 Reimbursement of Testing Fee for CDL 61
10.05 Severance Pay 61

XI TRANSPORTATION..... 62
11.01 Assignment and Selection of Routes..... 62
11.02 Openings of Routes During the School Year..... 65
11.03 Definition and Time of Regular Routes..... 65

ARTICLE **PAGE**

11.04 Field Trips 65

XII CONCLUSION 68
12.01 Length of Agreement 68
12.02 Savings Clause/Waiver of Negotiation/
Entire Agreement 68
12.03 No Subcontracting 70
12.04 Reorganization of Contents of Agreement..... 70
12.05 Six Hour Bus Drivers 70
12.06 Execution of Agreement..... 70

XIII WAGES 70
13.01 Wage Increases 70

Understanding on Section 5.09(d)..... 72

Wage Schedules

NEGOTIATIONS AGREEMENT

This Agreement made and entered into this ___ day of May, 2014, by and between the Board of Education of the Oak Hills Local School District, hereinafter referred to as the Board, and the Ohio Association of Public School Employees (OAPSE) and its Chapter #200, hereinafter referred to as the Association.

ARTICLE I - RECOGNITION

1.01 Recognition of Association

The Board of Education of the Oak Hills Local Schools hereby recognizes the Ohio Association of Public School Employees, Chapter #200 as the sole and exclusive representative for all classified employees, now employed or to be employed by the Board for the purpose of negotiations.

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

Food Service Managers
Food Service Workers
Custodians
Head Custodian
Night Lead Custodian
Custodian with Maintenance Skills
Craftsmen
Maintenance Specialist
Maintenance Communications Design Assistant
Building Secretaries
Mechanics
Mechanic Helper
Drivers
Pony Driver
Various Instructional Assistants Classifications
Athletic Secretary

1.013 All regularly contracted instructional assistants with certificates issued pursuant to O.R.C. §3319.088 shall be in the bargaining unit. The Superintendent may designate instructional assistants into particular classifications, such as bus aide, health aide, library aide, classroom aide, and the like. Instructional assistants may be laid off and shall have recall rights by seniority only within the particular classification to which they are designated at the time of a layoff. All terms of this Agreement shall apply to instructional assistants except that they will be issued only one-year limited contracts. Those contracts shall be considered automatically nonrenewed on a year-to-year basis. Prior to the beginning of the next student instructional year, the Superintendent shall advise each aide from the prior school year whether his or her services will be needed for the upcoming school year and the number of hours per day. A written one-year contract shall be issued on the basis of the Superintendent's notification.

In the event a new non-supervisory classified position is created that has a community of interest with the existing bargaining unit, the Board and Association will meet to discuss inclusion or exclusion of the position from the unit. If the parties agree to include the new position in the unit, the Association shall have the opportunity to bargain about an appropriate wage rate.

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

Food Service Supervisor	Operations Coordinator
Supervisor of Transportation	Crossing Guards
Administrative Assistant/ Superintendent	Assistant Treasurer
District Office Secretaries	

1.015 For the negotiation of the ensuing contract, the Board agrees to bargain with the Association as the sole and exclusive bargaining agent for all employees as defined in Section 1.012 of this Article of the contract.

1.016 A Labor Management Committee consisting of no more than four members of the Association designated by the President and four persons appointed by the Superintendent shall meet at least once per calendar quarter (July-September, October-December, January-March, and April-June) to discuss matters of concern to either party. The Committee shall meet at a mutually agreed time and place. The Committee shall not engage in negotiations. The parties shall exchange agenda items for the Committee at least one workday before the meeting.

1.02 <u>Scope of Bargaining</u>

A. Except as specifically abridged, delegated, granted or modified by a specific and express term of this Agreement, the Board hereby retains and reserves to itself, the Superintendent and other personnel in management all

powers, rights, authority, duties and responsibilities conferred upon and vested in it or them by the laws and the Constitution of the State of Ohio, and of the United States, including but not limited to the right to: determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions, programs, and services of the Board, standards of services, its budget, utilization of technology, and organizational structure; direct, supervise, evaluate, and hire employees; maintain and improve the efficiency and effectiveness of school operations; determine the work hours of employees and the overall methods, processes, means, and personnel by which school operations are to be conducted; suspend, discipline, demote, or terminate employees for just cause; lay off, nonrenew, transfer, assign, schedule, promote, or retain employees; determine the adequacy of the work force; determine the mission of the School District as an educational unit; effectively manage the work force; adopt policies not inconsistent with the specific written terms of this Agreement; issue, implement and modify work rules; take actions to carry out the mission of the School District; and the Superintendent's right to direct, assign, supervise, evaluate, schedule, and transfer employees; and to direct,

assign and schedule pupils and their instruction. The exercise of any of the foregoing management rights requires neither prior negotiation with nor agreement of the Union.

B. The Board rights set forth above shall not be subject to arbitration or impairment by arbitration award or otherwise except to the extent that they are limited by specific provisions of this Agreement. Failure to exercise a right or exercising it in a particular way shall not be deemed a waiver of any Board right.

Wages, hours, and working conditions shall be negotiated in conformance with the procedures outlined in this document.

1.03 Definitions:

DAYS - Refers to calendar days unless otherwise indicated.

GOOD FAITH - The willingness to consider, propose, make concessions, and counterproposals in an effort to reach mutually agreed upon positions on matters which are negotiable. The unwillingness of one or the other party to change its position shall not constitute bad faith.

TEAMS - The Board and Association each shall designate a bargaining representative per Chapter 4117 and a bargaining team of up to six other persons.

1.04 DESIGNEES - References in this contract to the Board of Education or to a specific administrator includes reference to the Board's or the administrator's designee.

ARTICLE II - PROCEDURES

2.01 Opening Negotiations

A written request shall be submitted between February 1 and February 28 of the year in which this Agreement expires by the Association President or his designee to the Superintendent or by the Superintendent to the Association President or his designee. The written request of the initiating party shall include the following:

A. Date of request

B. Name of chairperson of negotiations team

C. Three (3) proposed possible initial meeting dates which shall be no later than ten (10) days later than the date of the letter, and which shall include times and places.

The receiving party shall respond in writing within five (5) days of its receipt of the initiating party's request, and shall include the following:

A. Date of response

B. Acknowledgment of receipt of initiating party's request

C. Name of chairperson of team

D. Acceptance of one (1) of the three (3) proposed possible initial meeting dates, or the listing of proposed possible

alternative meeting dates which shall be no later than ten (10) days later than the date of its letter, and which shall include times and places.

2.02 Negotiations Sessions

The Board, or the designated representative of the Board, will meet with representatives designated by the Association for the purpose of discussing and reaching agreements. All negotiations shall be conducted exclusively between said teams. The Board's negotiating team and the Association's negotiating team will be limited to six team members. Neither party shall have control over the selection of the other party's team members. While no final agreement shall be executed without ratification by the Association and adoption by the Board, the negotiating teams will have the authority to make proposals, consider proposals and determine items acceptable to both parties involved in negotiations. A field representative of the Association may be included in the Chapter's negotiating team.

2.03 Item Agreement

As negotiating items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding, nor as a final agreement by the parties, and it is expressly understood by the parties that the tentative

agreement reached on any items may be withdrawn by either party at any time during the negotiations process.

2.04 Non-Discrimination on Basis of Membership

No provision of the resulting agreement shall discriminate against any staff member because of membership or non-membership in the Association.

2.05 Agreement

When an agreement is reached through negotiations, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted to the Association and the Board for ratification and adoption. When adopted by the Board, the Agreement shall become part of the official Board Minutes and binding on both parties. Said Agreement shall be signed by the Board's President and by the Association's President.

2.06 Mediation

In the event an agreement is not reached by negotiations after full consideration of proposals and counterproposals, either of the parties shall have the option of declaring impasse. 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 has solidified.

a. Either party shall prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service (and the other party).

b. The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties.

c. The mediator has no authority to recommend or to bind either party to any agreement.

2.07 Printing of the Contract

The Board shall arrange to have copies of the Agreement made for each bargaining unit member, each administrator, and ten (10) additional copies for the Board and the Association. The Board and the Association will split equally the cost of the copying.

ARTICLE III - ASSOCIATION RIGHTS

3.01 Membership Dues

The Oak Hills Board of Education agrees to withhold all OAPSE membership dues (local and state) from the paychecks of all present OAPSE members on a continuing basis. Deductions will begin as soon as feasible after the Treasurer's receipt of written notice from OAPSE of the amounts to be deducted in the annual pay cycle and shall be spread over the pay periods when the employee is in active pay status. The District and Treasurer will have no financial responsibility for deductions or remaining dues

after the employee separates from employment or goes into unpaid status. It will be the responsibility of OAPSE to furnish the Board Treasurer's Office with a list of names and the formula for calculating membership dues to be withheld. An employee returning from an authorized leave of absence shall continue to pay dues to the Association through authorization previously documented. Dues deduction authorization shall be continuous once requested for the duration of this Agreement, except that such an authorization may be revoked by the employee in writing to the OAPSE State Union in Columbus between June 1 and June 15, 2017 and between June 1 and June 15, 2019. Once deducted, all monies shall be forwarded to the State Association with a list of all members. A local officer of the Union will provide a copy of a valid revocation to the Treasurer of the District.

3.012 <u>People Program</u>

The Board agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer 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.

3.02 Access to Buildings

The OAPSE field representative and/or Chapter representative shall be given access to school buildings and will be permitted to confer with employees on breaks or lunch periods and shall notify the building principal of their presence in the building.

3.03 Calendar Committee

OAPSE shall have a representative on the committee that establishes the school calendar.

3.04 Access to Information

3.041 Board Meeting Notices/Agendas

3.0411 Notice to the Association President of Board meetings in the same manner as a person requesting notification pursuant to the Ohio Revised Code Section 121.22 and/or successor sections. In the case of an emergency meeting, the Association President will be notified of said meeting by email or at the telephone number he/she provides to the Superintendent for that purpose.

3.0412 A copy of the agenda of each regular Board meeting shall be provided to the Association President, for each regularly scheduled Board meeting. The agenda for each regular Board meeting held during the school year will be delivered

to the Association President's building and for those meetings held during the non-school year, mailed to the Association President's home.

3.042 Board Policies

All Board policies and selected miscellaneous forms are available on the district's web site at www.ohlsd.us.

3.043 OAPSE Presentation

The Union shall be given up to thirty (30) minutes at a District-wide in-service day to present information to classified employees.

ARTICLE IV - GRIEVANCE PROCEDURE

4.01 Purpose

The grievance procedure is a method by which a member of the bargaining unit, a group of members of the bargaining unit, or the Association, can express a grievance as defined in this written contract, without fear of reprisal, and obtain a fair hearing at the lowest level possible. The primary purpose of this procedure shall be to obtain equitable solutions to grievances at the lowest level and in the shortest period of time.

4.02 Definitions

a. A "grievance" is defined as a complaint involving the alleged violation, misinterpretation or misapplication of the contract entered into between the Board of Education and the Association.

(1) Individual Grievance: A grievance affecting an individual person or persons, which shall be signed by each of the individuals affected.

(2) Association Grievance: A grievance which affects at least the majority of the bargaining unit or is an alleged violation of the contract as respects rights and/or privileges granted to the Association.

b. A "day" is defined as a Monday through Friday, except for legal holidays.

4.03 Time Limits

Every effort shall be made to expedite the grievance process. Failure of either party to adhere to the time limits in appealing a decision shall result in the resolution which was obtained at the prior level of hearing. The time limits may, however, be extended by mutual agreement of the parties concerned. Such extension shall be expressed in writing.

If any grievance is not initiated at Level Two within fifteen (15) days after the occurrence of the act or condition which is the basis of the grievance, said grievance and the right to file it shall be waived.

4.04 Grievance Process

a. Level One: Informal Procedure

The grievant(s) shall first discuss the grievance with his/her/their/its supervisor or principal who is the subject of

the grievance. Neither the grievant(s) nor the supervisor/principal shall be accompanied by anyone at this level of the grievance procedure. Said supervisor/principal shall reply within three (3) days to the grievant(s) with reference to the grievance.

b. Level Two: Supervisor/Principal

In the event the grievant(s) is/are not satisfied with the disposition of the grievance at the informal level, the grievant(s) may file a grievance, in writing, with the supervisor/principal using the form furnished by the Board of Education, which shall contain a statement of the alleged facts upon which the grievance is based and a reference to the specific provisions of the contract. After the receipt of a written grievance, timely filed, the supervisor/principal shall arrange a hearing with the grievant(s) within five (5) days at a time mutually agreeable. The grievant(s) may be accompanied at said hearing by an Association representative. A written statement of the action taken and the specific reason(s) therefor shall be sent to the grievant(s) on the prescribed form within five (5) days after the hearing.

c. Level Three: Superintendent/Designee

1. In the event that the grievant(s) is/are not satisfied with the disposition of the grievance at Level Two, the

grievant(s) may appeal the grievance, in writing, to the Superintendent or his/her designee on the prescribed form. Such appeal in writing must be filed with the Superintendent or his/her designee no later than ten (10) days after the grievant(s) receives the response of the supervisor/principal under Level Two of this procedure.

2. Upon receipt of the Level Three appeal, the Superintendent shall arrange a hearing within seven (7) days concerning the grievance at a time mutually agreeable. The grievant(s) may be represented by an Association representative at this level of the grievance procedure.

3. Within seven (7) days after this hearing, the Superintendent or his/her designee will issue his/her decision along with the specific reasons, in writing, on the prescribed form. A copy/copies will be furnished to the grievant(s). All Association grievances, as previously defined herein, shall be initiated at Level Three of the grievance procedure.

d. Level Four: Board of Education

1. If the action taken by the Superintendent or his/her designee does not resolve the grievance to the

satisfaction of the grievant(s), the grievant(s) may appeal in writing to the Board of Education. The notice of appeal must be filed with the Treasurer of the Board within seven (7) days of the receipt of the written decision of the Superintendent or his/her designee.

2. The grievance shall be heard by the Board of Education or its designee in executive session within fifteen (15) days of the filing of the notice of appeal.

3. The grievant(s) may be accompanied at this level by a representative of the Association.

4. The Board or its designee shall act upon such appeal within ten (10) days of the hearing. A copy/copies of the written decision of the Board or designee shall be sent to the grievant(s) on the prescribed form.

e. Level Five: Arbitration

1. In the event that the grievance is not resolved at Level Four, the Association may submit the grievance to arbitration. The request for arbitration shall be made within twenty (20) days of the Board's or designee's response.

2. The parties shall attempt to select a mutually agreeable arbitrator from the AAA list, except that

either party may request a second list. On a second list, the Board and Association will determine the arbitrator using the alternate strike method.

3. The arbitrator shall have the authority to hold hearings and shall report his/her decision to the Association and the Board in accordance with the rules and regulations of the American Arbitration Association. Processing of grievances shall be during non-school hours except as otherwise approved by the administration or Superintendent.

4. It is agreed by the parties that the decision of the arbitrator shall be final and binding. No facts may be presented which were not presented at Level Four. Such hearing shall be held at the earliest time mutually convenient to the Association, the Board, and the arbitrator. In case of disagreement concerning the time of the hearing, the arbitrator shall have the authority to determine the date, time and location of the hearing.

5. The arbitrator shall not have the power to add to, subtract from, or modify this contract, including the language of the management rights clause. The arbitrator shall expressly confine himself/herself to the

precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted.

6. The Board and the Association shall equally share the fees and expenses of the arbitrator and any expenses incidental to the arbitration proceeding. Each, however, shall be responsible for the fees and expenses of its representative(s).

4.05 Exclusive Representation

During the term of this negotiated contract, no member of the bargaining unit may be represented by any organization other than the Association in any grievance initiated.

4.06 Miscellaneous

4.061 A grievance may be withdrawn at any level without prejudice on record.

4.062 Forms for filing and appealing grievances shall be stored electronically by the Board of Education. Forms will be printed upon request in the office of every school.

4.063 This grievance and arbitration procedure is the exclusive remedy for an alleged violation, misapplication or misinterpretation of this Agreement.

4.064 The Board and the Association will cooperate with each other in the investigation of any grievance.

4.065 No reprisals of any kind will be taken by or against any party of interest, any participant in the grievance procedure, or any member of the Association by reason of such participation. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

4.066 Records of the grievance will be kept confidential. When a member with a grievance applies for other employment or is employed outside the District, all records, documents, and communications relating to said grievance only shall be removed from said member's personnel file before the file is forwarded to or shared with the other employer.

ARTICLE V - EMPLOYMENT PRACTICES

5.01 Personnel File

5.011 The Board agrees to comply with the provisions of Section 1347.01, Revised Code, through Section 1347.10, Revised Code, with regard to personnel files.

5.012 Upon request, an employee shall receive a copy of all material placed in his/her personnel file.

5.02 Posting and Filling Vacancies

5.021 Employees in the bargaining unit shall be given first consideration in filling any job vacancy which can be considered a promotion after the announcement of the position vacancy.

5.022 When vacancies occur in the following classifications, those vacancies will be filled according to the procedure outlined in this provision.

These classifications are:

Food Service Managers	Building Secretaries
Food Service Workers	Mechanics
Custodians	Mechanic Helper
Head Custodian	Drivers
Night Lead Custodian	Pony Driver
Custodian with Maintenance Skills	Maintenance Craftsmen
Various Instructional Assistants Classifications	Maintenance Specialist
Communications Design Assistant	Athletic Secretary

Excluded from this provision of filling vacancies are all non-bargaining unit positions.

5.023 <u>Posting of Notice</u>

a. Notice of all job vacancies shall be posted on bulletin boards in prominent locations at each School District job site and a copy of such notice sent to the Chapter President.

b. The job vacancy notice shall remain posted for a period of five (5) work days, Monday through Friday, excluding holidays, during which time employees may file for the vacancy. If the new vacancy is caused by movement within the District (the domino effect), then the posting period shall be three (3) work days.

c. Notice Contents - The job vacancy notice shall include: The job title; a brief description of the position and duties; the minimum qualifications required for the position; the assigned job site; the anticipated number of hours per day; initial assigned work shift; days per week and months per year assigned to the position; the salary range; and, the deadline for filing to fill the vacancy. This notice shall be filled out by the Director of Staff Personnel.

d. Filing - Any employee in the bargaining unit may file for the vacancy by submitting written notice to the designee listed on the job posting within the filing period.

5.024 Seniority, qualifications, length of service in the classification, range of experience/training in the District, work record/evaluation, and attendance will be criteria in the consideration for filling job vacancies. If two or more candidates for a position are deemed equally qualified by the administration, the most senior candidate shall be given the position.

5.025 Job bid awards will be implemented as soon as practicable, and if a job award is not implemented within thirty (30) days, the affected employee will be informed of the status of the job bid award.

5.03 <u>Mandatory Interviews</u>

All bargaining unit members who apply for a position opening and who are determined by the administration to be qualified will be

granted an interview. If more than five bargaining unit applicants are determined to be qualified, the administration may limit the number of interviewees to five.

5.04 Job Specifications

The Board of Education shall prepare job specifications, description of duties, responsibilities, requirements, and desirable qualifications. The Association shall be furnished a copy of each job description for employees covered by this Agreement.

5.05 Transfers

5.051 Assignments and reassignments shall be made according to the needs of the school system. Prior to an involuntary transfer taking effect, the Superintendent or designee shall provide the affected employee with an opportunity for a conference to learn the reasons for the transfer.

5.052 If under grievance procedure, it is determined that the employee so reassigned has suffered an undue hardship, he may be assigned to avoid such hardship whenever possible.

5.053 Temporary assignments may be made in the event of an emergency. Such assignments shall end with the termination of the emergency.

5.06 Evaluation

5.061 A periodic evaluation form, completed on each employee's work performance, may be examined by the employee prior to being

placed in his/her file folder. A copy of each evaluation shall be furnished to the employee.

5.062 An employee may write comments upon such evaluation form.

5.063 An employee may review his/her personnel file folder, so long as he/she does not remove any article.

5.064 The employee shall have the right to file a written appeal of the evaluation within two weeks of its receipt, to the Director of Human Resources to reach some understanding with regard to the evaluation. Nothing in this Article prevents an employee from having a written statement of his or her disagreement attached to an evaluation or other document in the file.

5.065 The employee shall have the right to have a fellow employee accompany him/her at this meeting.

5.066 An employee shall sign his/her completed evaluation before it is put into any file. If the employee refuses to sign, it may be placed in the file without the employee's signature.

5.067 Should an employee be found deficient in a given area, the evaluator will provide suggestions and/or instructions which are designed to improve the employee's job performance. Appraisals are intended to assist the employee in improving his/her job performance.

5.07 Discipline and Discharge

5.071 Subject to Section 5.08 below, the employment of every employee shall be continuous until he/she:

1. resigns;
2. retires;
3. is laid-off in accordance with the negotiated lay-off policy;
4. is disciplined or discharged for cause;
5. fails to return to work by the end of the third work day after expiration of an approved leave of absence;
6. fails to make timely acceptance of an offer of recall.

5.072 An employee may be demoted or suspended by the Superintendent for up to ten (10) work days without pay or discharged from his job by the Board for any of the following causes:

1. incompetency;
2. inefficiency;
3. dishonesty;
4. drunkenness;
5. immoral conduct;
6. insubordination;
7. discourteous treatment of the public;
8. neglect of duty;
9. any other acts of misfeasance, malfeasance, or nonfeasance in his job.

5.073 Disciplinary Procedure

A. Before implementing a suspension without pay, demotion or discharge of an employee, the Superintendent or his/her designee shall hold a conference with the employee to give the employee an opportunity to learn the reasons for the intended disciplinary action and to challenge the reason for the intended action or otherwise to explain the alleged

misconduct or other cause. At least 24 hours before this formal pre-disciplinary conference is held, the Superintendent or designee shall give the employee notice of the time, date, place and purpose of the conference. The employee has the right to be accompanied at the conference by an Association representative. The conference will be scheduled as promptly as possible. If the Superintendent or his/her designee determines that the employee's continued presence in employment prior to the conference poses a danger to persons or property or a threat of disrupting operations, he may suspend the employee without pay for up to three days pending the conference to determine final disciplinary action.

B. Discipline should be to instruct as well as to correct and will be progressive in nature. Except when an alleged offense is serious enough to merit a written reprimand, suspension without pay, demotion, or immediate discharge:

1. The first instance of misconduct by an employee may, at the discretion of management, result in a verbal reprimand, memorialized in the personnel file.
2. A second instance of misconduct may, at the discretion of management, result in a written reprimand.

3. A third instance of misconduct may, at the discretion of management, result in a suspension without pay, imposed by the Superintendent or designee.

4. Further misconduct thereafter may result in further suspension by the Superintendent, demotion by the Superintendent, or discharge by the Board.

C. When imposing a suspension by the Superintendent or designee or a discharge by the Board, the Superintendent shall sign a written notice of suspension or discharge. The statement shall state the grounds for the action. The Superintendent or designee shall furnish a copy of the statement to the employee and to the Union President. Disciplinary action is effective according to the terms of the notice. The employee may file a grievance concerning his discipline or discharge in accordance with the time limits and procedures set forth in that Article.

5.08 Contract Renewal

The renewal and nonrenewal of limited contracts shall be in accordance with the Ohio Revised Code. An employee's first regular contract must consist of at least ninety (90) actual work days in order to be counted as the first contract.

5.09 Seniority

The principle of seniority, as hereinafter defined, shall prevail for layoffs, vacation and personal days.

a. System seniority shall be defined as the length of employment by an employee with the Board, as computed from the employee's most recent date of hire by the Board.

b. Job classification seniority shall be defined as the length of employment by an employee in a particular job classification as computed from the employee's most recent date of entry into such job classification.

c. Substitute employees shall not accumulate seniority and are not considered as either regular full-time or regular part-time or employees subject to the terms of this Agreement. Only full-time or regular short-hour employees shall accumulate seniority.

d. Each February the Association President shall be provided with a current seniority list of all employees in the bargaining unit. For the purposes of this Article, the classifications shall be:

Food Service Managers	Building Secretaries
Food Service Workers	Mechanic
Custodians	Mechanic Helper
Head Custodian	Drivers
Night Lead Custodian	Pony Driver
Custodian with Maintenance Skills	Maintenance Craftsmen
Communication Design	Maintenance Specialist

Assistant
Athletic Secretary

Instructional Assistants Classifications

V- Health Room (licensed)
Licensed Health
Handicapped Attendants

IV- Health Room

III- Media Center
Computer
Intervention Room
Intervention/Reading
Reader/Guide

II- Instructional
(Kdg., classroom,
special education)
Health Handicapped
Attendants

I- Transportation

This seniority list will delineate both the system and classification seniority dates of each bargaining unit employee.

e. If two or more employees have identical seniority date, date of application shall be used in determining order of seniority.

5.10 Layoff/Recall Procedure

Layoff becomes necessary in a job classification due to abolishment of position, lack of funds or lack of work. The following procedure shall govern.

a. The number of people affected by reduction in the force will be kept to a minimum by not employing replacements

insofar as practical of employees who resign, retire or otherwise vacate a position.

b. 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. Authorized illness and/or injury leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, date of application shall be used in determining order of seniority. The employee with the least seniority within a job classification who is laid off, reduced or displaced from that job classification, has the right to displace any employee with less overall seniority in the bargaining unit, who is in any lower paying job classification in the displacing employee's same classification series, or who had been regularly assigned to another classification at some time within the last five (5) years and who meets the current qualifications, as updated, for the position in that classification.

c. The following classifications shall be used for the purpose of defining classification seniority in the event of layoff:

Food Service	Custodial
Food Managers	Head Custodian
Food Service Workers	Night Lead Custodian
	Custodian with Maintenance Skills

Custodian

Maintenance

Maintenance Craftsmen
Maintenance Specialist

Mechanic

Mechanic
Mechanic's Helper

Secretaries

Building Secretaries
Athletic Secretary

Drivers

Driver
Pony Driver
Transportation Instructional Assistant

Communication Design Asst.

Instructional Assistants Classifications

V- Health Room (licensed)
Licensed Health
Handicapped Attendants

IV- Health Room

III- Media Center
Computer
Intervention Room
Intervention/Reading
Reader/Guide

II- Instructional
(Kdg., classroom,
special education)
Health Handicapped
Attendants

d. The Board shall determine in which classifications the layoff should occur and the number of employees to be laid off.

e. Twenty (20) days prior to the effective day of layoffs, the Board shall prepare and post for inspection in a conspicuous place, a list containing the names, seniority dates and

classifications, and indicate which employees are to be laid off. The Association and each employee to be laid off shall be given advance written notice of the layoff.

(1) Reasons for the layoff or reduction.

(2) The effective date of layoff.

(3) A statement advising the employee of their rights of reinstatement from the layoff.

f. For the classifications in which the layoff occurs, the Board shall prepare a reinstatement list and the name of all employees who are laid off shall be placed on the reinstatement list in the reverse order of layoff. Reinstatement shall be made from this list before any new employees are hired in that classification.

g. Vacancies which occur in the classification of layoff shall be offered to or declined in writing by the employee standing highest on the layoff list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement list.

h. The employee's name shall remain on the recall list for the period of 24 months. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority.

i. The notice of reinstatement shall be made by certificate of mailing to the person's last known address, and the employee shall reply, accepting the reinstatement, within seven (7) days of mailing, otherwise, said employee shall be removed from the reinstatement list.

5.11 Mechanic and Maintenance Tools

All mechanics, maintenance craftsmen, and maintenance specialists hired on or after July 1, 1991 must provide their own hand tools as required by the Director of Operations. The aforementioned employee will be responsible for the replacement of his own tools.

5.12 Physical Exams

In an event it is deemed necessary for any employee, except bus drivers' routine physicals, to have a physical exam at the request of the Board, the cost of such exam shall be paid by the Board.

5.13 Criminal Records Check

The parties acknowledge that R.C. §3319.39 requires the Board of Education to release from employment someone who has been hired subject to the condition that he or she have a clean record on a criminal records check and who receives a negative report. If the records check on such a person discloses a conviction or guilty plea which disqualifies the person from employment in a position in this bargaining unit, the following procedure shall be followed:

a. Upon receipt of the report from the law enforcement agency, the Superintendent or designee shall contact the person and provide the person with a notice containing the date of release from employment, or if the person is eligible for a rehabilitation determination under current law, the date by which evidence of rehabilitation must be submitted to the Superintendent.

b. If a records check discloses a conviction or guilty plea which disqualifies the person from employment, but is eligible for a rehabilitation determination under current law, the Superintendent will verify whether the individual meets the rehabilitation criteria. If the person does not meet the criteria, he or she will be released from employment.

c. This Section is the exclusive procedure for release of a bargaining unit employee from employment because of an adverse criminal records check in accordance with R.C. §3319.39. The bargaining unit member's release shall not be subject to any other provision of law or of this collective bargaining agreement with respect to the dismissal, nonrenewal, or termination of employees. The release of an employee pursuant to this Section is subject to the grievance procedure as to compliance with this procedure only, not the

grounds for or the requirement of releasing the conditionally hired employee.

5.14 Drug Testing

The Superintendent may require members of the bargaining unit to undergo testing for alcohol or illegal drugs pursuant to the usual and customary protections of the individual's dignity and privacy, based upon reasonable suspicion that the employee is at work under the influence or manifesting use of illegal drugs or alcohol, or if the employee has been involved in an accident on school time or involving students or school property, or if the employee has been involved in a "near miss" involving students, school property, or on school time. Drug testing procedures are required to conform to federal guidelines.

5.15 Failure to Maintain License

A person who does not timely obtain or renew a license required by law to perform his or her job shall be released from employment, except that the Superintendent may postpone the release for up to 60 days during which the employee shall be paid at the casual substitute rate.

ARTICLE VI - WORKING CONDITIONS

6.01 Work Week and Overtime Pay

6.011 The regular work week shall be forty (40) hours (12:01 a.m. Sunday through 11:59 p.m. Saturday).

6.012 Overtime assignments shall be distributed fairly and as nearly equal, as is reasonably possible, by the immediate superior.

6.013 Employees shall be paid time and a half for work time over 40 hours in a workweek, subject to the qualifications and limitations provided in this section and its subsections.

a. “Work time” will not include sick leave or personal leave time but will include holidays, approved vacation time, and jury duty.

b. The overtime rate shall not be paid for a job that an employee does occasionally and sporadically that is different from his or her usual job. For example, a custodian selling or taking tickets at a home football game. The rate for such work will be set by the Treasurer’s office.

c. If a bargaining unit member is employed as a coach or activity advisor, the Treasurer shall notify the employee in writing of the hourly rate for the position and the maximum authorized work hours for the entire contract and/or per week. No employee may work more hours for the position than stated in the Treasurer’s written notice unless approved in advance in writing by the Superintendent. If the employee completes the supplemental contract and has not worked all the authorized hours, the employee shall be paid the remainder of the full supplemental contract salary.

d. Upon agreement of the supervisor and employee, the employee may be compensated through compensatory overtime (time and one-half) in lieu of overtime payment for work time exceeding 40 hours in a workweek. Compensatory time may be accumulated only to a total of twenty-four (24) hours. With the approval of the Director of Human Resources or Director of Operations, the 24-hour cap may be increased due to additional work on calamity days that year. The employee may use compensatory time only upon advance approval of his or her supervisor. The supervisor will not unreasonably withhold approval for the use of the time when requested. If any accumulated compensatory time remains to the employee's credit on June 30 (the end of a school year), the Treasurer shall pay the employee for all such accumulated time by August 31 at the employee's overtime rate in effect on June 30.

6.014 Employees not regularly scheduled to work on Saturday or Sunday, who are called in to work on an emergency basis shall be guaranteed a minimum of two (2) hours' work, and shall be compensated at the rate of time and one-half (1-1/2) their regular rate of pay for hours worked.

6.015 For the purpose of calculating overtime payment, a holiday falling within the work week during which overtime occurs, shall be counted as hours worked.

6.016 Payment of overtime and/or premium rates shall not be duplicated or pyramided for the same hours worked, and under no circumstances shall more than one basis of calculating overtime and/or premium pay be used for the same hours.

6.017 Employees who are regularly scheduled for eight hours per work day shall have two fifteen-minute breaks as scheduled or approved by their supervisor.

6.02 Calamity Days

6.021 In the event that the School District is closed or delayed due to an epidemic or other public calamity as stated by O.R.C. §3319.081(G), employees shall be paid for all hours contracted to work.

6.022 The administration reserves the right to require any and all employees to report for work on delay or calamity days. If employees in a classification are required to work on all calamity days, the employees working all such days shall be given as a paid holiday (in addition to July 4) one (1) workday before or after July 4. Employees who are on an approved vacation leave day when a calamity day is declared, will be considered on duty for the day.

6.023 The administration will determine when and how time lost due to closing, delay or early dismissal due to weather or other public calamity is to be made up during any school year.

6.024 If an employee who is required to report for work on a calamity day resides in a county where the Sheriff has closed the roads generally to traffic due to weather, or if the Sheriff of Hamilton County has closed the roads generally, at and shortly before the time the employee is to report to work, the employee will be excused at his or her regular rate of pay for the work hours when the closure is in effect.

6.025 Employees who are on paid sick leave or personal leave when a calamity day is declared shall have the paid sick leave or personal leave day returned to them and will not be charged for the day. Certain classifications are expected to work on days that schools are closed due to weather or other public calamity. If an employee in such a classification calls off work before a closing repeatedly, that constitutes abuse of leave and can be the subject of discipline.

6.03 Rules and Regulations

As recognized in §§4117.08(C)(1), (2), (3), (4), (5), (8), and (9) of the Ohio Revised Code, the Board may issue and require employees to observe and obey rules, regulations and policies and employees shall be subject to disciplinary actions for just cause for violation of the rules, regulations and policies. Rules, regulations and policies shall be made available to the Association.

6.04 Released Time for Meals

Except for second and third shift custodians, all employees working five (5) or more hours per day shall be entitled to one-half (1/2) hour of released time, without pay, for a meal at a time to be determined by his/her supervisor. Second- and third-shift custodians get one-half hour paid lunch. The employee will be allowed to return to an area within the assigned building which is apart from the designated work station. Employees shall be permitted to leave the grounds for lunch, provided that coverage is maintained and no more than the allotted time is used.

6.05 Occupational Safety and Health

a. Before exercising his or her right under R.C. §4167.06, an employee must contact his or her immediate supervisor or Superintendent and review all the existing facts. The employee may be temporarily reassigned without regard to other provisions of this Agreement.

b. An employee who wishes to assert a claim of discrimination as defined in R.C. §4167.13 shall use the grievance procedure of this labor contract to assert such a claim. The grievance procedure of this contract shall be the exclusive means for an employee to assert such a claim, to the exclusion of an appeal to the State Personnel Board of Review, a lawsuit, or other means of challenge.

c. The parties desire to deal with safety and health complaints, and to attempt to correct any health or safety violations, internally. Accordingly, neither the Union nor an employee may file a complaint alleging a health or safety violation with the Ohio Department of Industrial Relations pursuant to R.C. §4167.10 until the following process has been completely exhausted:

1. An employee or Union representative shall first bring an alleged health or safety violation to the attention of the affected employee(s)' immediate supervisor, within two work days of the occurrence of the alleged violation.

2. If the immediate supervisor does not resolve the alleged violation to the employee's satisfaction, the employee or Union must file a formal complaint with the Superintendent within two (2) work days of the supervisor's response. If the supervisor does not respond by his deadline, then the employee or Union may file their appeal within two (2) work days of that deadline. The Superintendent or his designee shall meet with the employee or Union representative in an attempt to resolve the alleged violation. Within ten (10) work days after the conference, the

Superintendent shall provide his written response to the alleged violation.

3. Imminent danger situations shall be controlled by the Department of Industrial Relations regulations and paragraph (a) above, not this paragraph (c).

ARTICLE VII - VACATIONS

7.01 Scheduling of Vacation

Vacation leave for employees who work eleven (11) or more months during a school year shall accrue on a monthly basis for each entire month employed since the date of hire in a bargaining unit position. Only continuous service for the Oak Hills Local School District shall be considered in crediting vacation leave. An employee cannot take vacation time until it has been accrued. The monthly accrual will be based on the proportionate amount, with each whole month counting as one-twelfth, based on the following:

LENGTH OF SERVICE	VACATION DAYS ACCRUED PER MONTH
0-5 years	.83
6 years completed	1.25
15 years completed	1.67

For purposes of vacation, a “year completed” means that the person must have been employed on or prior to October 1 of the previous calendar year.

7.011 Vacation Leave may accumulate to 1.5 times the employee’s annual vacation entitlement. (For example, if an employee is

entitled to ten (10) working days of vacation, he may accumulate no more than fifteen (15) working days of vacation.)

7.012 Vacations will be scheduled whenever possible to allow for employee preference. Peak work load requirements shall take precedent in this determination. At least one custodian per building will be approved for vacation during Christmas and spring breaks, if requested, and at least one mechanic and at least one maintenance person during Christmas and spring breaks, if requested. An employee may not take more than two weeks' vacation (ten (10) working days) between June 1 and August 15, except as approved by the Superintendent or designee. To the extent that an employee has remaining vacation time to use, he may take it at his discretion with advance approval by the Superintendent or designee. An employee may not use vacation leave during the ten (10) working days before school opens and five (5) days after school ends for students, except as approved by Superintendent or designee.

ARTICLE VIII - LEAVES OF ABSENCE

8.01 Sick Leave

8.011 Each employee may use sick leave in accordance with Ohio Revised Code §3319.141 and Board policy. Sick leave shall be earned at the rate of one and one-quarter (1-1/4) days per month,

for a minimum of fifteen (15) days per contract year, and may be accumulated to a total of 260 days.

8.012 An employee who transfers from an Ohio public agency, or an Ohio school district shall be credited with the unused balance of his sick leave.

8.013 Notwithstanding O.R.C. 3319.141, only newly hired bargaining unit members within their first year of employment shall be advanced five days' sick leave to be earned through future service or repaid to the Board in the fiscal year in which the sick leave was advanced.

8.014 Application for Sick Leave. Each member of the bargaining unit shall furnish a written signed statement to justify the use of sick leave on the "Application for Sick Leave" form. If medical attention is required, the attending physician shall so indicate in a signed statement. If three or more consecutive days are missed, a doctor's statement may be required by the immediate supervisor. Nothing in this section shall be construed to waive the physician-patient privilege provided by Section 2317.02 of the Ohio Revised Code. Only half-days or percentage, where applicable, of sick leave will be granted for doctor's appointment, unless previously approved by supervisor.

8.015 Falsification of Sick Leave. Falsification of a statement on the application for sick leave or of a physician's statement shall be grounds for disciplinary suspension or termination of employment.

8.016 Abuse and Excessive Use of Sick Leave. Abuse of sick leave is the taking of sick leave for a reason other than as allowed in this Agreement, and/or the falsification of a sick leave document, and/or a pattern of use. An employee may be charged with excessive use of sick leave if during the twelve (12) month period between July 1 and June 30, the employee uses five (5) or more days of sick leave for reasons other than:

A. A serious health condition;

B. A condition which could expose other employees to illness if the employee reported to work or exposure to contagious disease which could be communicated to other employee;

C. Hospitalization of the employee or a member of the employee's immediate family;

D. Death in the immediate family, limited to five (5) working days; and

E. A doctor's visit for the employee, or a member of the employee's immediate family.

A physician's certification must support (A, B, C, or E) above or in the case of "D", written verification of death (funeral home certificate, obituary notice, etc.).

8.017 Discipline. The discipline procedures shall be as follows for all bargaining unit members:

A. Counseling with written documentation of the counseling in the personnel file within ten (10) work days of the administration's knowledge of the alleged infraction;

B. Written warning letter/reprimand;

C. Suspension without pay; and

D. Discharge.

A more serious level of discipline may be imposed for flagrant or repeated falsification or abuse of sick leave.

8.02 Personal Leave

8.021 Each employee shall be entitled to two (2) days of unrestricted personal leave each work year without loss of pay and fringe benefits.

8.022 New hires employed less than an entire school year in the unit shall be entitled to personal leave pro rata, with one (1) personal leave day accrued for each ninety (90) regular work days.

8.023 When possible, application for personal leave shall be made to the employee's supervisor no less than three (3) work days in advance of such leave.

8.024 No more than ten percent (10%) of the employees in any one classification, and no more than one employee in a classification assigned to any one building will be granted personal leave on the

same day. Any employee requesting personal leave after such ten percent (10%) in the classification or one in a building have been granted personal leave may be granted personal leave if the leave request is approved by the Director of Human Resources or Director of Operations. Personal leave cannot be used during the first five (5) student attendance days of a school year unless approved by Director of Human Resources or Director of Operations.

8.025 Employees employed in more than one job classification must use their personal leave based on the hours they regularly work in each job classification. For example, an employee who works 4 hours per day in food service and 4 hours per day in custodial must use his or her 2 personal days so that 8 hours are from his or her custodial duties and 8 hours are from his or her food services duties.

8.03 Incentive for Non-Use of Sick Leave and Personal Leave

8.031 "Eligible employees" shall be employees under contract for the entire school year, including nine-month employees. An employee will not be deemed ineligible because he or she resigned or retired effective at the end of the school year.

8.032 An employee who uses no sick leave or personal leave in an entire school year shall be paid an incentive bonus as follows:

>6 hrs	4<6	<4 hrs
$400	$300	$200

8.033 The payment shall be made with the first pay in September following the school year.

8.04 Assault Leave

8.041 An employee who is absent due to physical disability resulting from a clearly unprovoked attack upon said employee, which assault occurs on Board premises or while in attendance at an official school function and in the course of said employee's employment shall, subject to the approval of the Superintendent, be granted up to five (5) working days of assault leave. During such assault leave, said employee shall be maintained on full pay status.

8.042 Assault leave will not be granted under this policy unless said employee:

a. Has signed a written statement justifying the granting and use of assault leave;

b. Provides a certificate from a licensed physician stating the nature and duration of the disability and the necessity of absence from regular employment;

c. Agrees to file criminal charges against the person or persons involved;

d. Agrees not to file a workers' compensation claim for lost wages; and

e. Agrees not to take legal action against the School District for alleged negligence.

8.043 Falsification of these statements shall be grounds for suspension or termination of employment.

8.05 Professional Leave/Association Leave

8.051 Two authorized delegates shall be permitted to attend the Annual OAPSE Conference without loss of pay.

8.052 A collective total of fifteen (15) days of leave with pay and fringe benefits (Association Leave) per school year to Association members for Association business.

8.053 The administration shall make reasonable adjustments in the work schedule of the Chapter President, Vice-President, Treasurer, and Secretary if their shift conflicts with officially called Chapter meetings.

8.06 Jury Duty/Court Leave

8.061 Jury Duty:

Employees shall be released from duty without loss of pay or benefits for jury duty.

a. Employees must report anticipated jury duty absence to their immediate supervisor(s) as soon as possible.

b. The employee may retain the per diem fee, as well as mileage or other out-of-pocket reimbursement from the court for jury duty.

8.062 Court Leave

a. Employees shall be released from duty, without loss of pay or benefits, for absence due to the employee's compliance with a subpoena to appear in a court of law, provided that:

(1) Neither the employee nor the Association is a party in the litigation adverse to the Board or adverse to any individual Board member or administrator; and,

(2) The court appearance is somehow connected with the employee's employment or school activities (for example, where the employee is required to appear as a witness in a lawsuit by a student for personal injuries which occurred in a school activity or where the employee is subpoenaed to be a witness in custody litigation involving a pupil).

b. Such leave shall not be deducted from the employee's sick leave or personal leave, except that an employee may use his/her personal leave for an absence required by court subpoena that does not come within the terms of Section 8.062(a) above, if personal leave otherwise is available to the employee.

8.07 <u>Unpaid Leave of Absence for Reasons Other Than Family and Medical Leave</u>

8.071 Upon written request, an employee may be granted a leave of absence, without pay, for professional or educational purpose, for a period not to exceed one (1) year.

8.072 Upon the return of the employee from the leave of absence, the Board may terminate the employee hired for the purpose of replacing the employee while he/she was on leave.

8.073 The Superintendent or designee may grant up to ten (10) days of unpaid leave to an employee for urgent and compelling personal reasons upon three work days' advance request to the Superintendent from the employee.

8.08 Family and Medical Leave

a. In accordance with the federal Family and Medical Leave Act of 1993, an employee who has been employed for at least twelve (12) months and for at least 1,250 hours during the previous twelve (12) month period is entitled to an unpaid leave of absence of up to twelve (12) continuous weeks during any contract year (July 1 - June 30) for one of the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for a spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter or parent has a serious health condition; or

4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

5. For qualifying exigencies, as defined under federal law, arising out of the fact that the employee's spouse, son, daughter, or parent is a member of the National Guard or Reserves and is on active duty of any branch of the Armed Forces, or has been notified of an impending call or order to active duty, in support of a contingency operation.

6. Because the employee is a spouse, son, daughter, parent or next of kin of a covered servicemember with a serious illness or injury. Covered servicemember and serious illness or injury have the same meaning as defined in the National Defense Authorization Act of 2008, which amended the FMLA.

b. If the employee already has been absent during the contract year for one of the reasons listed in (1) through (5) above, the leave will be considered a part of the 12-week period such that any other leave the employee is entitled to take under this policy will be for twelve (12) weeks less the amount of such absent time already taken in that contract year. If the employee is absent for reason (6) above, he or

she is limited to a combined total of 26 weeks in a 12 month period, for any of the reasons listed in (a). For purposes of reason (6) only, the 12 month period begins on the first day the employee takes leave for this reason.

c. Under (1) and (2) above, the employee must use all personal and vacation leave first as a part of the 12-week period and then any remaining portion of the 12-week period will be unpaid. Under (3) through (6) above, the employee must use all personal, vacation and sick leave first as a part of the 12-week period and then any remaining portion of the 12-week period will be unpaid.

d. If the Superintendent or designee has reason to doubt the validity of the certification of the employee's need for the leave or return from leave, he may require the employee to obtain a second opinion from a school physician. If the second opinion is in conflict with the first, the Superintendent or designee may require the employee, at the Board's expense, to see a mutually agreed upon health care provider to give a final and binding opinion.

e. The employee must pay his or her contribution to health benefits to the Treasurer by the 25th of each month if the employee wants continued coverage for the following month.

f. During the employee's leave, the Superintendent or designee may require the employee to report in writing periodically on the employee's status and intent to return to work.

g. If an employee goes on leave due to his or her own serious health condition that made the employee unable to perform his or her job, the employee must obtain and present a certification from the health care provider that the employee is able to resume work before returning to work.

ARTICLE IX - COMPENSATION

9.01 Increments

Employee compensation shall be uniform for like positions except for salary increments based upon length of service within the Oak Hills School District. A year of service requires at least one hundred and twenty (120) days in actual pay status in a contract year. During the term of this Agreement employees shall begin receiving salary step advancements from the step they are placed in 2013-14 and then going forward. However, this paragraph has no effect on employee length of service for seniority, vacation leave or SERS credit.

9.02 Paid Holidays

9.021 Paid holidays are as follows for each classification:

HOLIDAY SCHEDULE (7-8)

Oak Hills Local School District

Nurse Attendant

184 work days
8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Kindergarten

Classroom
Special Ed
Health Handicapped

Instructional Asst II
186 work days
8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Media Center

Computer
Intervention
Reader/Guide

Instructional Asst III
186 work days
8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Tech Specialist

Non-license health room
Braille Specialist

Instructional Asst IV
186 work days
8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Licensed Health Room
Licensed Health-Handicapped

Instructional Asst V
186 work days
8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Preschool Aide
137 work days
7 holidays

Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Attendance Clerk
204 work days
8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Pony Driver
8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Food Service

182 work days
including 8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

Food Service Manager/Caterer
191 work days
including 8 holidays

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
MLK Day
Presidents Day
Good Friday
Memorial Day

HOLIDAY SCHEDULE (11-12)

Oak Hills Local School District

System Support Tech	AD Secretary	Secretary I 42 week	Comm/Design Attendant
261 work days	248 work days	225 work days	261 work days
12 holidays	12 holidays	11 holidays	12 holidays
July 4th	July 4th		
Labor Day	Labor Day	Labor Day	July 4th
Veterans Day	Veterans Day	Veterans Day	Labor Day
Thanksgiving	Thanksgiving	Thanksgiving	Veterans Day
Black Friday	Black Friday	Black Friday	Thanksgiving
Christmas Eve	Christmas Eve	Christmas Eve	Black Friday
Christmas Day	Christmas Day	Christmas Day	Christmas Eve
New Years Day	New Years Day	New Years Day	Christmas Day
MLK Day	MLK Day	MLK Day	New Years Day
Presidents Day	Presidents Day	Presidents Day	MLK Day
Good Friday	Good Friday	Good Friday	Presidents Day
Memorial Day	Memorial Day	Memorial Day	Good Friday
			Memorial Day

Transportation **Instructional Asst I**	**Custodians**	**Bus Driver**
189 work days	261 work days	189 work days
11 holidays	12 holidays	11 holidays
	July 4th	
Labor Day	Labor Day	Labor Day
Veterans Day	Veterans Day	Veterans Day
Thanksgiving	Thanksgiving	Thanksgiving
Black Friday	Black Friday	Black Friday
Christmas Eve	Christmas Eve	Christmas Eve
Christmas Day	Christmas Day	Christmas Day
New Years Day	New Years Day	New Years Day
MLK Day	MLK Day	MLK Day
Presidents Day	Presidents Day	Presidents Day
Good Friday	Good Friday	Good Friday
Memorial Day	Memorial Day	Memorial Day

In order to be compensated for holidays, an employee must accrue earnings on his or her next preceding and next following scheduled work days before and after the holiday or be properly excused from attendance at work on either or both of those days.

9.022 When a paid holiday falls on a Saturday or Sunday, the designated holiday will be moved forward or backward pursuant to the adopted school calendar for the year.

9.023 School employees may be required to work on the holidays listed in Section 9.021. Employees who are required to work on one of those holidays shall receive regular holiday pay plus time and one-half for time actually worked on such days with a minimum of two (2) hours of paid time. There shall be no pyramiding of overtime with this holiday rate of pay. On days other than the holidays listed in Section 9.021, when either parochial or public schools are not in session, bus drivers will be paid their regular hourly rate of pay for hours they actually work on that day with a minimum of two (2) hours of paid time. On holidays listed in Section 9.021, bus drivers required to work shall receive their holiday pay per normal procedure plus 1.5 times their regular hourly rate of pay for a minimum of two (2) hours on that day.

9.03 Classification Pay

Any employee who is asked to perform the job of any employee at a higher job rate shall receive the zero (0) Step of the higher

classification or be placed on a Step in the higher classification which would pay not less than Ten Cents ($.10) an hour more than the Step in the current classification, when the assignment is for an extended period of time; normally considered seven (7) days or more. If the absence is known to exceed seven (7) days and the individual is assigned the full term, the higher rate of pay will begin from the first day.

9.04 Miscellaneous

9.041 Payday on a Holiday

The Board shall provide paychecks on the first and fifteenth day of each month. The Board will provide twenty-four (24) paychecks to each bargaining unit member currently receiving twenty-four (24) pays, and all new hires. Only employees on twenty (20) pays as of July 1, 2010 may remain on 20 pays. Payment on a special time-card basis is an exception to this paragraph.

A. If the first or fifteenth of the month falls on Saturday or Sunday, that paycheck shall be provided on the preceding Friday or last non-holiday before Saturday. This procedure shall be followed except that the January first paycheck shall be provided on the first workday in January, so it will not be switched to a different calendar year.

B. Any employee as of July 1, 2010 on 20 pays wishing to be paid year-round (24 pays) may do so by contacting the

Treasurer's office. An employee may change their pay schedule by giving written notice to the Treasurer by July 1.

C. All employees shall be on direct deposit.

9.042 Salary Notice

No annual salary or wage notice is required for employees.

9.043 Compensation for Required Bus Driver Training

Bus drivers shall be paid their regular hourly wages for the time that they are authorized and required to attend in-service training prior to the beginning of the school year.

9.05 Mileage Reimbursement

Any employee authorized to use his own vehicle on school business shall be reimbursed during that school year at the rate approved by the IRS which is in effect at the beginning of that school year (July 1).

9.06 Professional Development Reimbursement

When the Board requires an employee to attend training outside the District, the employee shall be compensated for all hours spent in the training and mileage, if any, will be reimbursed at the current I.R.S. rate, so long the employee successfully passes any test or assessment that is required.

ARTICLE X - FRINGE BENEFITS

10.01 Insurance

10.011 Employees regularly scheduled to work less than twenty (20) hours per week are eligible to participate in the Board's health insurance plan at the employee's cost for the full premium. Except for June, July and August, an employee will be eligible for Board contributions to insurance benefits under Sections 10.012, 10.013, and 10.014 below for a month if, on the first work day of the month, he or she is regularly assigned to at least (20) hours per week.

10.012 A. For full-time employees (thirty [30] hours or more per week) enrolled in the health benefits plan, the Board shall contribute an amount based on the same terms and formula that exist in the OHEA contract for full-time teachers as those terms and formula exist or are modified over time during the term of the Agreement.

B. The Board shall pay fifty percent (50%) of the cost of single health insurance or forty-five percent (45%) of the cost of double or family health insurance for those employees scheduled to work less than thirty (30) hours per week, subject to paragraph (10.011) above.

C. Where both spouses are employed by the Board, the Board shall pay its share for only one family plan.

D. The Board may make changes in the health benefits plan which are occurring in health benefit plans in the greater Cincinnati area.

10.013 Dental Premiums:

A. For single or family dental insurance, the Board shall pay ninety percent (90%) and the employee shall pay ten percent (10%) of the total premium cost, for employees who work six hours or more per day.

B. The Board shall pay the sum of Forty Dollars ($40.00) per month - family and Fifteen Dollars ($15.00) per month - single for those employees scheduled to work less than six (6) hours but more than four (4) hours per day, toward the dental plan comparable to the plan in effect in April, 2014.

10.014 The Board shall pay one hundred percent (100%) of the premium for term life insurance in the amount of Twenty Thousand Dollars ($20,000.00) for each member of the bargaining unit who works four (4) or more but less than six (6) hours per day. Term life coverage shall be Thirty Thousand Dollars ($30,000.00) for employees regularly scheduled to work thirty (30) or more hours per week.

10.015 If the District forms a joint insurance committee, OAPSE will have three (3) members on it, appointed by the OAPSE President.

10.02 Longevity

Employees shall receive $.10 per hour longevity upon completion of the 15th year, and an additional $.05 per hour longevity (not cumulative with the $.10) upon the completion of the 20th and upon completion of the 24th year.

10.03 Uniforms

The Board shall provide and pay the full cost of six (6) uniforms for mechanics, maintenance, custodial, transportation and food service employees. Wearing of such uniforms on duty is mandatory.

10.04 Reimbursement of Testing Fee for CDL

If the driver or mechanic does not complete the next full school year as an employee of Oak Hills Schools, then the amount of reimbursement shall be deducted from any final paycheck or, if no such paycheck, shall be repaid to the Board. The District will reimburse drivers for testing fees but not for license fees. The Board shall pay one-half (1/2) the cost of legally required periodic (not the initial) fingerprinting and background check.

10.05 Severance Pay

10.051 Within thirty (30) days of the retired employee's submission to the Treasurer of proof that he/she has begun receiving retirement payment from an Ohio public retirement system, the Treasurer shall issue a check to the employee for severance pay in an amount equal to one-fourth (1/4) of the employee's accumulated

and unused sick leave up to a maximum of 65 days. This payment shall be based on the employee's regular rate of pay at the time of retirement. Three additional days of severance shall be paid for those employees who retire at the maximum sick leave accumulation provided under this Agreement (i.e. – those who retire with an accumulated balance of 260 days will receive severance calculated at 68 days).

10.052 Payment for sick leave on this basis shall eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to an employee.

ARTICLE XI - TRANSPORTATION

11.01 Assignment and Selection of Routes:

a. In August of 2014, 2016, and 2018, and the year when and if all day kindergarten begins, all routes will be completed by the Transportation Supervisor and selected by the drivers in order of seniority before the In-Service Training Day, if possible. In other years, when an existing route or number of hours for a route needs to be changed, the Transportation Supervisor shall notify the driver of the adjustment by the In-Service Training Day, if possible. Drivers are responsible for notifying the Transportation Supervisor, in writing, if they will not be available during the selection period. Their preference(s) shall be given at that time. In the event

circumstances prohibit notification, the Transportation Supervisor may assign the driver according to seniority. If the number of hours for a route increases or decreases by one-half hour or more between school years, it will be rebid in August. Nothing in this Article, however, prevents the Board from posting and rebidding routes mid-contract due to the opening, closing, or consolidation of a school. A list of drivers and their daily route hours shall be posted and kept updated in the drivers' room area.

b. Drivers shall select, insofar as possible, the same routes for morning and afternoon runs. Drivers awarded a route shall not be eligible for bidding on a different route for a period of twelve months after the award of the bid selection, unless a position of equal or greater hours becomes available. Each driver will select no more than the same number of routes as he/she had the previous school year. When all returning drivers have so selected, any remaining routes will be open for bid by drivers in order of seniority. This means that after each driver has selected no more than the same number of routes he/she had the previous year, a driver may bid any combination of available a.m., noon, and p.m. routes. A driver must have successfully passed the annual physical exam before bidding on a route.

c. Handicapped student routes will be bid under (a) except that the Transportation Supervisor may deviate from seniority if he/she can clearly demonstrate in writing that the use of some other factor is necessary for efficiency, safety, discipline or welfare of the affected students. The Transportation Supervisor may change the number of hours in a handicapped route during the school year without the route being rebid. An employee will be eligible to participate in the group insurance plan for the month if he is regularly assigned to at least 20 hours per week as of the beginning of the month; thereafter, his right to continue in the plan will be governed by applicable law. If an employee's runs fall below six hours per day after adjustment under this paragraph, his eligibility for Board full-time contribution to the plan shall continue for the month of the adjustment and the following calendar month.

d. The Transportation Supervisor shall assign all routes left after the completion of Steps (a) through (c) to complete the routing schedule.

e. A driver may not select or be assigned routes which causes him/her to drive more than forty (40) hours per week without the approval of the Superintendent or his designee.

f. Mechanics will only be assigned to drive regular routes if no substitute bus driver is available or another emergency situation arises.

11.02 Openings of Routes During the School Year:

a. When a route is open by reason of driver death, retirement, resignation, leave of absence (90 days or more for leave), or newly created routes, the route opening will be posted for three (3) working days.

b. When a driver wishes to drop one or more routes, such a request must be made in writing at least two weeks in advance to the Transportation Supervisor.

11.03 Definition and Time of Regular Routes:

a. A regular route is considered to include the time spent when a person leaves Transportation on the run till he/she returns, and cleaning and warm-up time. Each a.m., noon, and p.m. run shall be considered as separate times. These times shall be a two (2) hour minimum.

11.04 Field Trips - Classroom and Athletic:

a. Drivers wishing to be eligible to drive these trips shall sign a list for either or both categories (2 lists). A sign-up sheet shall be provided by the Transportation Supervisor during the In-service Training Day. New regular drivers shall sign

for either or both of the categories, within ten (10) days after employment.

b. Assignments for field trips, activity runs and athletic trips shall be made by the Transportation Supervisor or designee.

c. Drivers may not choose trips which interfere with their regular route.

d. Regular drivers will be listed by seniority and given the opportunity to drive in rotating order.

e. When an event is cancelled, the driver losing the trip shall be given opportunity for a trip from the next available listing of trips. Tournament trips will not be replaced.

f. When a driver refuses a trip, he/she shall wait until his/her name next appears on the list. The trip will then be assigned to the next eligible driver on the list.

g. Drivers may remove their name from the list by submitting their request in writing. Their name shall be removed from the list upon completion of his/her last posted trip.

h. Drivers may not trade trips without the approval of the Transportation Supervisor or his/her designee.

i. Request for trips will be sorted in chronological order weekly, wherein possible, by date, and then posted for selection.

j. Current rotation list shall be posted, visible to all drivers.

k. All time reported for a field trip shall be paid at the 0 step on the drivers' salary schedule. If the duration of a field trip is six and a half (6.5) hours or more, the first six and a half (6.5) hours will be paid at the zero (0) Step on the drivers' salary schedule and any additional hours will be paid at $9.00 per hour.

l. All drivers shall be paid no less than two (2) hours minimum time for driving a co-curricular trip.

m. Extra driving assignments shall be offered to employees in the driver classification on a rotating seniority basis**.** The Transportation Supervisor may deviate from the rotation if an extra assignment can be added efficiently to a regular run, in which case the two-hour minimum above will not apply. The driver will be paid for the time driving such an extension beyond his/her regular route time based on the type of time for which the relieved or replaced driver would have been or is being paid (field trip or regular route rate).

n. A driver cancelling their selection of a field trip will not be allowed to select their first round pick for a field trip for the next week, unless the following reasons for cancelling the trip are verifiable. Any second or additional field trip picks shall be allowed.

A. A condition which could expose other employees to illness if the employee reported to work or exposure to contagious disease which could be communicated to other employees;

B. Hospitalization of the employee or a member of the employee's immediate family;

C. Death in the immediate family.

ARTICLE XII - CONCLUSION

12.01 Length of Agreement

12.011 This Agreement shall become effective on July 1, 2014 and remain in effect through June 30, 2019. Either party may reopen negotiations in 2017 pursuant to Article II on the issues of wages and insurance for the last two years of this Agreement. This language does not preclude mutually agreed MOUs during the term of the contract.

12.012 If membership in the Union reaches at least sixty-five percent (65%) during the term of this Agreement, negotiations will be reopened at the Union's request on the issue of fair share fee for employees regularly scheduled to work four (4) or more hours per day.

12.02 Savings Clause/Waiver of Negotiations/Entire Agreement

The Board and the Association acknowledge that during negotiations resulting in this Agreement, each party had the right

and the opportunity to make demands and proposals with respect to any negotiable matter and that this Agreement was arrived at by the parties after the exercise of that right and opportunity. The Board and the Association shall voluntarily waive, during the life of this Agreement, said rights and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter irrespective of whether such matter or subject is specifically referred to or covered in this Agreement, and even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time negotiations were being conducted or at the time the party signed this Agreement. This Agreement supersedes all previous oral and written agreements or practices between the Board and the Association and between the Board and any employee within the collective bargaining unit. The parties hereby agree that the relations between them shall be governed exclusively by the terms of this Agreement only and no prior agreement or practice, amendments, modifications, alterations, additions, or changes, oral or written, pertaining thereto shall be controlling or in any way affect the relations between the parties or the wages, hours and working conditions of the employees covered by this Agreement.

12.03 No Subcontracting

The Board shall not subcontract bargaining unit work that is currently being performed. This sentence means the Board may subcontract work like or similar to work that has been subcontracted in the past. This paragraph shall become ineffective on June 30, 2019.

12.04 Reorganization of Contents of Agreement

The Board will provide a typed copy of the contract for review purposes to OAPSE. Once the contract is ratified, the Board of Education and OAPSE agree to each pay one-half (1/2) of the printing to provide signed copies for all bargaining unit members.

12.05 Six Hour Bus Drivers

The Board shall maintain for the length of this Agreement at least the number of six hour or more scheduled per day bus drivers as it has on May 3, 2000.

12.06 Execution of Agreement

In witness whereof, the parties hereto have set our signatures verifying the acceptance of the parties to the items so delineated herein.

ARTICLE XIII - WAGES

13.01 Wage Increases

a. The attached wage schedules reflect a fifty (50) cent per hour increase in the bus driver rates for the 2014-15 school

year. Other classification rates are increased by one and one-half percent (1.5%) in 2014-15.

b. All classification rates shall be increased by one and one-half percent (1.5%) in each of the 2015-16 and 2016-17 school years.

President Oak Hills Local School District Board of Education	President OAPSE Chapter #200
Treasurer	
Superintendent	
May __, 2014	May __, 2014

Understanding on §5.09(d)

Annually the parties will review and correct the updated seniority list in February.

President Oak Hills Local School District Board of Education	President OAPSE Chapter #200
Treasurer	
Superintendent	

R.C. 5705.412 CERTIFICATION OF
ADEQUATE REVENUE FOR 2014-2019 NEGOTIATIONS AGREEMENT

The Oak Hills Local School District, Hamilton County, Ohio, has in effect the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs for all the days set forth in its adopted school calendars and in future fiscal years for the term of the Negotiations Agreement between the Board and the Ohio Association of Public School Employees, Chapter #200, effective from July 1, 2014 through June 30, 2019.

The District estimates of revenue and determination of whether such revenue is sufficient to provide necessary operating revenue for the purpose of making certifications required were made consistent with relevant rules of the Auditor of State and Department of Education.

_____ _____
Treasurer Superintendent

_____
Board President

May ___, 2014

1.50%

Oak Hills Local School District
Instructional Assistant I
Transportation

STEPS FY 2015	INSTRUCTIONAL ASSISTANT DEGREE I-D	INSTRUCTIONAL ASSISTANT NON-DEGREE I-ND
0	$12.15	$11.35
1	$13.03	$11.96
2	$13.96	$12.60
3	$14.83	$13.25
4	$15.76	$13.87
5	$15.76	$13.87
6	$15.76	$13.87
7	$16.12	$14.23
8	$16.12	$14.23
9	$16.12	$14.23
10	$16.60	$14.71

1.50%

Oak Hills Local School District
Instructional Assistant I
Transportation

STEPS FY 2016	INSTRUCTIONAL ASSISTANT DEGREE I-D	INSTRUCTIONAL ASSISTANT NON-DEGREE I-ND
0	$12.33	$11.52
1	$13.23	$12.14
2	$14.17	$12.79
3	$15.05	$13.45
4	$16.00	$14.08
5	$16.00	$14.08
6	$16.00	$14.08
7	$16.36	$14.44
8	$16.36	$14.44
9	$16.36	$14.44
10	$16.85	$14.93

1.50%

Oak Hills Local School District
Instructional Assistant I
Transportation

STEPS FY 2017	INSTRUCTIONAL ASSISTANT DEGREE I-D	INSTRUCTIONAL ASSISTANT NON-DEGREE I-ND
0	$12.51	$11.69
1	$13.43	$12.32
2	$14.38	$12.98
3	$15.28	$13.65
4	$16.24	$14.29
5	$16.24	$14.29
6	$16.24	$14.29
7	$16.61	$14.66
8	$16.61	$14.66
9	$16.61	$14.66
10	$17.10	$15.15

1.50%

Oak Hills Local School District
Instructional Assistant II
Kindergarten, Classroom, Special Education
Non-Licensed Health Handicapped Attendants
FY 15

STEPS FY 2015	INSTRUCTIONAL ASSISTANT DEGREE II-D	INSTRUCTIONAL ASSISTANT NON-DEGREE II-ND
0	$12.15	$11.35
1	$13.03	$11.96
2	$13.96	$12.60
3	$14.83	$13.25
4	$15.76	$13.87
5	$15.76	$13.87
6	$15.76	$13.87
7	$16.12	$14.23
8	$16.12	$14.23
9	$16.12	$14.23
10	$16.60	$14.71

1.50%

Oak Hills Local School District
Instructional Assistant II
Kindergarten, Classroom, Special Education
Non-Licensed Health Handicapped Attendants
FY 16

STEPS FY 2016	INSTRUCTIONAL ASSISTANT DEGREE II-D	INSTRUCTIONAL ASSISTANT NON-DEGREE II-ND
0	$12.33	$11.52
1	$13.23	$12.14
2	$14.17	$12.79
3	$15.05	$13.45
4	$16.00	$14.08
5	$16.00	$14.08
6	$16.00	$14.08
7	$16.36	$14.44
8	$16.36	$14.44
9	$16.36	$14.44
10	$16.85	$14.93

1.50%

Oak Hills Local School District
Instructional Assistant II
Kindergarten, Classroom, Special Education
Non-Licensed Health Handicapped Attendants
FY 17

STEPS FY 2017	INSTRUCTIONAL ASSISTANT DEGREE II-D	INSTRUCTIONAL ASSISTANT NON-DEGREE II-ND
0	$12.51	$11.69
1	$13.43	$12.32
2	$14.38	$12.98
3	$15.28	$13.65
4	$16.24	$14.29
5	$16.24	$14.29
6	$16.24	$14.29
7	$16.61	$14.66
8	$16.61	$14.66
9	$16.61	$14.66
10	$17.10	$15.15

1.50%

Oak Hills Local School District
Instructional Assistant III
Media Center, Computer, Intervention Room
Intervention/Reading, Reader/Guide
FY 15

STEPS FY 2015	INSTRUCTIONAL ASSISTANT DEGREE III-D	INSTRUCTIONAL ASSISTANT NON-DEGREE III-ND
0	$12.49	$11.70
1	$13.41	$12.33
2	$14.38	$12.97
3	$15.27	$13.63
4	$16.24	$14.27
5	$16.24	$14.27
6	$16.24	$14.27
7	$16.61	$14.64
8	$16.61	$14.64
9	$16.61	$14.64
10	$17.08	$15.11

1.50%

Oak Hills Local School District
Instructional Assistant III
Media Center, Computer, Intervention Room
Intervention/Reading, Reader/Guide
FY 16

STEPS FY 2016	INSTRUCTIONAL ASSISTANT DEGREE III-D	INSTRUCTIONAL ASSISTANT NON-DEGREE III-ND
0	$12.67	$11.88
1	$13.61	$12.52
2	$14.59	$13.17
3	$15.50	$13.84
4	$16.48	$14.49
5	$16.48	$14.49
6	$16.48	$14.49
7	$16.86	$14.86
8	$16.86	$14.86
9	$16.86	$14.86
10	$17.34	$15.34

1.50%

Oak Hills Local School District
Instructional Assistant III
Media Center, Computer, Intervention Room
Intervention/Reading, Reader/Guide
FY 17

STEPS FY 2017	INSTRUCTIONAL ASSISTANT DEGREE III-D	INSTRUCTIONAL ASSISTANT NON-DEGREE III-ND
0	$12.86	$12.05
1	$13.81	$12.70
2	$14.81	$13.36
3	$15.74	$14.04
4	$16.73	$14.70
5	$16.73	$14.70
6	$16.73	$14.70
7	$17.11	$15.09
8	$17.11	$15.09
9	$17.11	$15.09
10	$17.60	$15.57

STEPS FY 2015	INSTRUCTIONAL ASSISTANT IV (1.50%)
0	$12.86
1	$13.80
2	$14.79
3	$15.73
4	$16.71
5	$17.70
6	$18.77

STEPS FY 2016	INSTRUCTIONAL ASSISTANT IV (1.50%)
0	$13.05
1	$14.00
2	$15.01
3	$15.96
4	$16.96
5	$17.97
6	$19.05

STEPS FY 2017	INSTRUCTIONAL ASSISTANT IV (1.50%)
0	$13.25
1	$14.21
2	$15.24
3	$16.20
4	$17.22
5	$18.24
6	$19.33

1.50%

Oak Hills Local School District
Instructional Assistant V
Licensed Health Room
Health-Handicapped Attendants
FY 15

STEPS FY 2015	INSTRUCTIONAL ASSISTANT V
0	$14.96
1	$16.07
2	$17.23
3	$18.32
4	$19.49
5	$20.66
6	$21.69

1.50%

Oak Hills Local School District
Instructional Assistant V
Licensed Health Room
Health-Handicapped Attendants
FY 16

STEPS FY 2016	INSTRUCTIONAL ASSISTANT V
0	$15.19
1	$16.31
2	$17.48
3	$18.60
4	$19.78
5	$20.97
6	$22.01

1.50%

Oak Hills Local School District
Instructional Assistant V
Licensed Health Room
Health-Handicapped Attendants
FY 17

STEPS FY 2017	INSTRUCTIONAL ASSISTANT V
0	$15.42
1	$16.56
2	$17.75
3	$18.87
4	$20.08
5	$21.28
6	$22.34

1.50%

Oak Hills Local School District
Nurse Attendant for Medically Fragile Student
Communication & Design Asst.
FY 15

STEPS FY 2015	Nurse Attendant Comm & Design Asst. Special Needs Asst.
0	$22.88
1	$23.65
2	$24.41
3	$25.16
4	$25.90
5	$26.67
6	$27.43
7	$28.18
8	$29.01
9	$29.90
10	$30.79

1.50%

Oak Hills Local School District
Nurse Attendant for Medically Fragile Student
Communication & Design Asst.
FY 16

STEPS FY 2016	Nurse Attendant Comm & Design Asst. Special Needs Asst.
0	$23.22
1	$24.01
2	$24.77
3	$25.54
4	$26.28
5	$27.07
6	$27.84
7	$28.61
8	$29.44
9	$30.35
10	$31.25

1.50%

Oak Hills Local School District
Nurse Attendant for Medically Fragile Student
Communication & Design Asst.
FY 17

STEPS FY 2017	Nurse Attendant Comm & Design Asst. Special Needs Asst.
0	$23.57
1	$24.37
2	$25.15
3	$25.92
4	$26.68
5	$27.48
6	$28.26
7	$29.03
8	$29.88
9	$30.80
10	$31.72

1.50%

STEPS FY 2015		Attendance Clerk
0		$13.26
1		$14.17
2		$15.15
3		$16.06
4		$17.03

1.50%

STEPS FY 2016		Attendance Clerk
0		$13.46
1		$14.38
2		$15.37
3		$16.30
4		$17.29

1.50%

STEPS FY 2017		Attendance Clerk
0		$13.66
1		$14.60
2		$15.61
3		$16.54
4		$17.55

1.50%

Oak Hills Local School District
Athletic Director Secretary

FY 15

STEPS FY 2015		Athletic Director Secretary
0		$19.30
1		$19.75
2		$20.52
3		$21.25
4		$22.01
5		$22.80
6		$23.59
7		$24.28
8		$25.08
9		$25.85
10		$26.57

1.50%

Oak Hills Local School District
Athletic Director Secretary

FY 16

STEPS FY 2016		Athletic Director Secretary
0		$19.59
1		$20.04
2		$20.83
3		$21.57
4		$22.34
5		$23.14
6		$23.94
7		$24.65
8		$25.45
9		$26.24
10		$26.97

1.50%

Oak Hills Local School District
Athletic Director Secretary

FY 17

STEPS FY 2017		Athletic Director Secretary
0		$19.89
1		$20.34
2		$21.14
3		$21.90
4		$22.67
5		$23.49
6		$24.30
7		$25.02
8		$25.83
9		$26.63
10		$27.38

1.50%

Oak Hills Local School District
Secretaries
FY 15

STEPS FY 2015	42 Week Secretary I	Secretary II
0	$15.15	$15.80
1	$15.47	$16.16
2	$16.05	$16.78
3	$16.63	$17.39
4	$17.24	$18.01
5	$17.84	$18.65
6	$18.41	$19.29
7	$19.00	$19.87
8	$19.59	$20.52
9	$20.20	$21.14
10	$20.81	$21.74
11	$21.45	$22.39
12	$22.09	$23.07

1.50%

Oak Hills Local School District
Secretaries
FY 16

STEPS FY 2016	42 Week Secretary I	Secretary II
0	$15.38	$16.04
1	$15.70	$16.40
2	$16.29	$17.03
3	$16.88	$17.65
4	$17.50	$18.28
5	$18.10	$18.93
6	$18.69	$19.58
7	$19.29	$20.17
8	$19.89	$20.82
9	$20.50	$21.45
10	$21.12	$22.06
11	$21.77	$22.73
12	$22.42	$23.41

1.50%

Oak Hills Local School District
Secretaries
FY 17

STEPS FY 2017	42 Week Secretary I	Secretary II
0	$15.61	$16.28
1	$15.94	$16.64
2	$16.53	$17.29
3	$17.13	$17.91
4	$17.76	$18.56
5	$18.37	$19.21
6	$18.97	$19.88
7	$19.58	$20.47
8	$20.18	$21.14
9	$20.81	$21.78
10	$21.44	$22.39
11	$22.10	$23.07
12	$22.76	$23.76

1.50%

Oak Hills Local School District
Transportation
Mechanics, Mechanic's Helper, Bus Drivers, Pony Driver, Crossing Guards
FY 15

STEPS FY 2015	Mechanic I	Mechanic Helper II	Bus Driver III	Pony Driver IV	Crossing Guard V
0	$19.53	$12.87	$16.00	$14.92	$9.74
1	$19.91	$13.17	$16.28	$15.16	$10.02
2	$20.34	$13.49	$16.78	$15.40	$10.32
3	$20.82	$13.77	$17.13	$15.66	$10.62
4	$21.28	$14.17	$17.22	$15.75	$10.95
5	$21.76	$14.54	$17.49	$15.83	$11.27
6	$22.21	$14.92	$17.65	$15.94	$11.59
7	$22.65	$15.27	$17.71	$16.02	
8	$23.12	$15.71	$18.12	$16.13	
9	$23.56	$16.10	$18.42	$16.23	
10	$24.00	$16.48	$18.86	$16.31	
11	$24.44	$16.84	$19.17	$16.42	
12		$17.20	$19.49	$16.52	
13		$17.57	$20.17	$16.61	
14		$17.93	$20.83	$16.71	

1.50%

Oak Hills Local School District
Transportation
Mechanics, Mechanic's Helper, Bus Drivers, Pony Driver, Crossing Guards
FY 16

STEPS FY 2016	Mechanic I	Mechanic Helper II	Bus Driver III	Pony Driver IV	Crossing Guard V
0	$19.83	$13.07	$16.24	$15.15	$9.88
1	$20.21	$13.37	$16.63	$15.39	$10.17
2	$20.65	$13.69	$17.03	$15.63	$10.48
3	$21.13	$13.98	$17.39	$15.90	$10.78
4	$21.63	$14.38	$17.58	$15.98	$11.11
5	$22.08	$14.76	$17.75	$16.07	$11.44
6	$22.54	$15.15	$17.91	$16.18	$11.77
7	$22.99	$15.50	$17.98	$16.26	
8	$23.46	$15.95	$18.29	$16.37	
9	$23.91	$16.34	$18.70	$16.47	
10	$24.36	$16.73	$19.14	$16.56	
11	$24.81	$17.09	$19.46	$16.67	
12		$17.46	$19.78	$16.76	
13		$17.83	$20.47	$16.86	
14		$18.20	$21.14	$16.96	

1.50%

Oak Hills Local School District
Transportation
Mechanics, Mechanic's Helper, Bus Drivers, Pony Driver, Crossing Guards
FY 17

STEPS FY 2016	Mechanic I	Mechanic Helper II	Bus Driver III	Pony Driver IV	Crossing Guard V
0	$20.12	$13.26	$16.48	$15.37	$10.03
1	$20.51	$13.57	$16.88	$15.62	$10.33
2	$20.96	$13.89	$17.29	$15.87	$10.64
3	$21.45	$14.19	$17.65	$16.14	$10.94
4	$21.92	$14.60	$17.84	$16.22	$11.28
5	$22.41	$14.98	$18.02	$16.31	$11.61
6	$22.88	$15.37	$18.18	$16.42	$11.94
7	$23.34	$15.73	$18.25	$16.51	
8	$23.81	$16.19	$18.67	$16.62	
9	$24.27	$16.58	$18.98	$16.72	
10	$24.73	$16.98	$19.43	$16.80	
11	$25.18	$17.35	$19.75	$16.92	
12		$17.72	$20.08	$17.01	
13		$18.10	$20.78	$17.11	
14		$18.47	$21.46	$17.21	

1.50%

Oak Hills Local School District
Food Service
Managers and Cafeteria Workers
FY 15

STEPS FY 2015	High School Manager I	Middle School Manager II	Elementary School Manager III	Cafeteria Worker IV
0	$18.46	$16.40	$14.56	$12.07
1	$18.56	$16.48	$14.67	$12.83
2	$18.69	$16.62	$14.80	$13.54
3	$19.22	$17.09	$15.21	$14.08
4	$19.75	$17.57	$15.59	$14.62
5	$20.28	$18.05	$16.00	$15.19
6	$20.81	$18.49	$16.41	$15.72
7	$21.34	$18.98	$16.81	$16.26
8	$21.89	$19.41	$17.21	$16.81
9	$22.35	$20.05	$17.76	$17.41
10	$22.78	$20.62	$18.29	
11	$23.32	$21.27	$18.86	
12	$23.86	$21.92	$19.43	
13	$24.40	$22.56	$19.99	

1.50%

Oak Hills Local School District
Food Service
Managers and Cafeteria Workers
FY 16

STEPS FY 2016	High School Manager I	Middle School Manager II	Elementary School Manager III	Cafeteria Worker IV
0	$18.73	$16.64	$14.78	$12.25
1	$18.84	$16.73	$14.89	$13.02
2	$18.98	$16.87	$15.02	$13.75
3	$19.51	$17.35	$15.44	$14.30
4	$20.04	$17.83	$15.83	$14.84
5	$20.58	$18.32	$16.24	$15.41
6	$21.13	$18.77	$16.65	$15.96
7	$21.66	$19.27	$17.07	$16.51
8	$22.22	$19.70	$17.47	$17.07
9	$22.68	$20.35	$18.03	$17.67
10	$23.12	$20.93	$18.56	
11	$23.67	$21.59	$19.15	
12	$24.21	$22.24	$19.72	
13	$24.76	$22.90	$20.29	

1.50%

Oak Hills Local School District
Food Service
Managers and Cafeteria Workers
FY 17

STEPS FY 2017	High School Manager I	Middle School Manager II	Elementary School Manager III	Cafeteria Worker IV
0	$19.01	$16.89	$15.00	$12.44
1	$19.12	$16.98	$15.11	$13.21
2	$19.26	$17.13	$15.25	$13.95
3	$19.80	$17.61	$15.67	$14.51
4	$20.35	$18.10	$16.06	$15.06
5	$20.89	$18.59	$16.48	$15.64
6	$21.44	$19.05	$16.90	$16.20
7	$21.99	$19.56	$17.32	$16.76
8	$22.55	$20.00	$17.73	$17.32
9	$23.02	$20.65	$18.30	$17.93
10	$23.47	$21.25	$18.84	
11	$24.02	$21.91	$19.43	
12	$24.58	$22.58	$20.01	
13	$25.13	$23.24	$20.59	

1.50%

Oak Hills Local School District
Food Service Manager
With Catering Responsibilities
FY 15

STEPS FY 2015	Food Service Manager w/ Catering Responsibility
0	$13.63
1	$13.78
2	$13.90
3	$14.28
4	$14.63
5	$14.97
6	$15.37
7	$15.71
8	$16.11
9	$16.62
10	$17.13
11	$17.65
12	$18.18
13	$18.69

1.50%

Oak Hills Local School District
Food Service Manager
With Catering Responsibilities
FY 16

STEPS FY 2016	Food Service Manager w/ Catering Responsibility
0	$13.83
1	$13.99
2	$14.11
3	$14.49
4	$14.85
5	$15.19
6	$15.60
7	$15.95
8	$16.35
9	$16.87
10	$17.38
11	$17.92
12	$18.45
13	$18.98

1.50%

Oak Hills Local School District
Food Service Manager
With Catering Responsibilities
FY 17

STEPS FY 2017	Food Service Manager w/ Catering Responsibility
0	$14.04
1	$14.20
2	$14.32
3	$14.71
4	$15.08
5	$15.42
6	$15.83
7	$16.19
8	$16.59
9	$17.13
10	$17.64
11	$18.19
12	$18.73
13	$19.26

1.5%

Oak Hills Local School District
Custodians / Maintenance

STEPS FY 2015	Head Custodian I	Head Custodian II	Head Custodian III	District Maintenance Specialist IV	Maintenance Craftsman V	Night Supervisor Maint Skills VI	Night Supervisor No Maint Skills VII	Custodian Maint Skills VIII	Custodian No Maint Skills IX	Third Shift Maint Skills X	Third Shift No Maint Skills XI
0	$17.32	$16.68	$16.12	$13.64	$20.36	$13.29	$12.86	$12.86	$12.49	$13.24	$12.83
1	$17.76	$17.11	$16.50	$13.96	$21.04	$13.60	$13.13	$13.13	$12.80	$13.56	$13.12
2	$18.22	$17.54	$16.92	$14.30	$21.56	$13.92	$13.45	$13.45	$13.10	$13.86	$13.43
3	$18.62	$17.93	$17.33	$14.61	$22.11	$14.22	$13.77	$13.77	$13.38	$14.17	$13.75
4	$19.01	$18.34	$17.76	$15.01	$22.64	$14.61	$14.17	$14.17	$13.75	$14.57	$14.16
5	$19.35	$18.73	$18.07	$15.37	$23.19	$15.01	$14.57	$14.57	$14.16	$14.93	$14.53
6	$19.81	$19.15	$18.49	$15.75	$23.73	$15.37	$14.93	$14.93	$14.53	$15.27	$14.93
7	$20.17	$19.46	$18.87	$16.16	$24.26	$15.75	$15.27	$15.27	$14.93	$15.70	$15.26
8	$20.52	$19.90	$19.26	$16.54	$24.81	$16.16	$15.70	$15.70	$15.26	$16.07	$15.66
9	$20.92	$20.28	$19.68	$16.95	$25.36	$16.54	$16.07	$16.07	$15.66	$16.48	$16.05
10	$21.28	$20.68	$20.05	$17.32		$16.95	$16.48	$16.48	$16.05	$16.84	$16.45
11	$21.68	$21.05	$20.42	$17.75		$17.32	$16.84	$16.84	$16.45	$17.18	$16.83
12	$22.10	$21.44	$20.80	$18.07		$17.75	$17.18	$17.18	$16.84	$17.57	$17.19
13	$22.52	$21.87	$21.17	$18.40		$18.18	$17.53	$17.53	$17.21	$17.95	$17.58
14	$22.92	$22.30	$21.56	$18.72		$18.61	$17.89	$17.89	$17.59	$18.32	$17.96

1.5%

Oak Hills Local School District
Custodians / Maintenance

STEPS FY 2016	Head Custodian I	Head Custodian II	Head Custodian III	District Maintenance Specialist IV	Maintenance Craftsman V	Night Supervisor Maint Skills VI	Night Supervisor No Maint Skills VII	Custodian Maint Skills VIII	Custodian No Maint Skills IX	Third Shift Maint Skills X	Third Shift No Maint Skills XI
0	$17.58	$16.93	$16.36	$13.85	$20.66	$13.49	$13.05	$13.05	$12.68	$13.43	$13.02
1	$18.03	$17.37	$16.75	$14.17	$21.35	$13.81	$13.33	$13.33	$12.99	$13.76	$13.32
2	$18.49	$17.81	$17.18	$14.51	$21.89	$14.12	$13.65	$13.65	$13.30	$14.07	$13.63
3	$18.90	$18.20	$17.59	$14.83	$22.44	$14.43	$13.98	$13.98	$13.58	$14.38	$13.96
4	$19.29	$18.61	$18.03	$15.23	$22.98	$14.83	$14.38	$14.38	$13.96	$14.78	$14.37
5	$19.64	$19.01	$18.34	$15.60	$23.53	$15.23	$14.78	$14.78	$14.37	$15.15	$14.75
6	$20.11	$19.44	$18.77	$15.98	$24.09	$15.60	$15.15	$15.15	$14.75	$15.49	$15.15
7	$20.47	$19.75	$19.16	$16.40	$24.62	$15.98	$15.49	$15.49	$15.15	$15.94	$15.48
8	$20.82	$20.20	$19.55	$16.79	$25.18	$16.40	$15.94	$15.94	$15.48	$16.31	$15.90
9	$21.24	$20.58	$19.97	$17.20	$25.75	$16.79	$16.31	$16.31	$15.90	$16.73	$16.29
10	$21.60	$20.99	$20.35	$17.58		$17.20	$16.73	$16.73	$16.29	$17.09	$16.70
11	$22.00	$21.37	$20.73	$18.01		$17.58	$17.09	$17.09	$16.70	$17.44	$17.08
12	$22.43	$21.76	$21.11	$18.34		$18.01	$17.44	$17.44	$17.09	$17.83	$17.45
13	$22.85	$22.20	$21.49	$18.67		$18.45	$17.79	$17.79	$17.47	$18.21	$17.84
14	$23.27	$22.63	$21.88	$19.00		$18.89	$18.16	$18.16	$17.85	$18.60	$18.22

1.5%

Oak Hills Local School District
Custodians / Maintenance

STEPS FY 2017	Head Custodian I	Head Custodian II	Head Custodian III	District Maintenance Specialist IV	Maintenance Craftsman V	Night Supervisor Maint Skills VI	Night Supervisor No Maint Skills VII	Custodian Maint Skills VIII	Custodian No Maint Skills IX	Third Shift Maint Skills X	Third Shift No Maint Skills XI
0	$17.84	$17.19	$16.61	$14.05	$20.97	$13.70	$13.25	$13.25	$12.87	$13.64	$13.22
1	$18.30	$17.63	$17.00	$14.39	$21.67	$14.02	$13.53	$13.53	$13.19	$13.97	$13.52
2	$18.77	$18.08	$17.43	$14.73	$22.22	$14.34	$13.86	$13.86	$13.50	$14.28	$13.83
3	$19.19	$18.47	$17.85	$15.05	$22.78	$14.65	$14.19	$14.19	$13.78	$14.60	$14.17
4	$19.58	$18.89	$18.30	$15.46	$23.32	$15.05	$14.60	$14.60	$14.17	$15.01	$14.59
5	$19.94	$19.30	$18.62	$15.83	$23.89	$15.46	$15.01	$15.01	$14.59	$15.38	$14.97
6	$20.41	$19.73	$19.05	$16.22	$24.45	$15.83	$15.38	$15.38	$14.97	$15.73	$15.38
7	$20.78	$20.05	$19.44	$16.64	$24.99	$16.22	$15.73	$15.73	$15.38	$16.18	$15.72
8	$21.14	$20.51	$19.84	$17.04	$25.56	$16.64	$16.18	$16.18	$15.72	$16.55	$16.13
9	$21.55	$20.89	$20.27	$17.46	$26.13	$17.04	$16.55	$16.55	$16.13	$16.98	$16.53
10	$21.92	$21.31	$20.65	$17.84		$17.46	$16.98	$16.98	$16.53	$17.35	$16.95
11	$22.33	$21.69	$21.04	$18.29		$17.84	$17.35	$17.35	$16.95	$17.70	$17.34
12	$22.76	$22.09	$21.43	$18.62		$18.29	$17.70	$17.70	$17.35	$18.10	$17.71
13	$23.20	$22.53	$21.81	$18.95		$18.73	$18.06	$18.06	$17.73	$18.49	$18.11
14	$23.62	$22.97	$22.21	$19.28		$19.17	$18.44	$18.44	$18.12	$18.87	$18.50