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# **NEGOTIATED AGREEMENT**

**BETWEEN**

**TROY CITY SUPPORT STAFF ASSOCIATION**

**AND THE**

**TROY CITY SCHOOL DISTRICT**



July 1, 2014 to June 30, 2017

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**ARTICLE 1  
RECOGNITION**

The Board of Education of the Troy City School District (herein after referred to as the “Board”) hereby recognizes the Troy City Support Staff Association, affiliate of Ohio Education Association (OEA), and National Education Association (NEA), (herein after referred to as the “Association”), as the sole and exclusive bargaining representative for all employees now employed or to be employed in the bargaining unit as defined in Article 2, Unit Defined. Except as otherwise provided, the “Board” means the Board of Education as a corporate body, and administrators, supervisors, and others acting on its behalf. References to gender shall include both sexes unless the context clearly means a particular sex.

**ARTICLE 2  
UNIT DEFINED**

**A. Definition of the Bargaining Unit:**

The bargaining unit shall include all contracted “full-time” and contracted “part-time” employees employed by the Board who are assigned to work, as defined in Article 10, Section C(2), Job Classifications and Levels.

**B. Bargaining Unit Exclusions:**

Employees working in the following classified positions will be excluded from the bargaining unit:

- a) Director of Transportation
- b) Director of Facilities and Maintenance
- c) Director of Food Service
- d) Director of Technology
- e) Administrative Assistant to the Superintendent
- f) Administrative Assistant to Business Manager/Director of Human Resources
- g) Employees of Hayner Cultural Center
- h) Treasurer
- i) Business Manager/Director of Human Resources
- j) Substitute Employees
- k) Employees of schools chartered by the state of Ohio
- l) Employees of West Central Juvenile Detention Center
- m) Other administrative or supervisory personnel
- n) Assistant to the Treasurer

**ARTICLE 3**  
**DEFINITIONS**

BARGAINING UNIT MEMBERS – All personnel eligible for membership in the Association as defined in Article 2, UNIT DEFINED.

BARGAINING UNIT – Classified employees who are listed in Article 2, Unit Defined.

BARGAINING UNIT WORK – Work or similar work that is currently done by bargaining unit members.

FULL-TIME – Six (6) hours or more of work per day or thirty (30) or more hours per week.

PART-TIME – Less than (6) hours of work per day and less than thirty (30) hours per week.

REGULAR EMPLOYEE – A bargaining unit member.

CLASSIFICATION SENIORITY – Length of continuous service within a classification listed in Article 10, Section C, EMPLOYMENT, ASSIGNMENT, TRANSFER AND LAYOFF since last date of hire.

CONTRACT YEAR – Shall begin on July 1 and end on June 30.

SERVICE YEAR – A service year is at least one-hundred and twenty (120) days during the contract year.

DAY – A day shall mean a school calendar day, except that, in the summer a “day” shall mean any Monday through Friday, exclusive of calamity days, recognized state and/or federal holidays.

BASE DAILY RATE – Current hourly rate multiplied by number of hours worked per day, excluding supplemental pay.

**ARTICLE 4**  
**RE-TITLED AND NEWLY CREATED POSITIONS**

Re-titled positions shall be included or excluded in accordance with their placement under the previous title. Any newly-created bargaining unit position(s) will be bargained as to:

- 1) whether or not that position shall be included in, or excluded from, the bargaining unit
- 2) rate of pay

**ARTICLE 5**  
**NEGOTIATIONS**

**A. Negotiations**

Either party may request negotiations in writing at least sixty (60) days before this agreement expires. The parties then shall schedule an initial bargaining session within fifteen (15) days to exchange proposals. The parties shall schedule future meetings as necessary until either a settlement is reached or impasse is declared by either party.

**B. Mediation**

If the parties fail to reach agreement on a negotiated settlement prior to the expiration date and/or impasse is declared as previously stated, both parties will jointly request the services of the Federal Mediation and Conciliation Service.

**C. Item Agreement**

As negotiated items are agreed upon, they shall be reduced to writing and initialed by the chief negotiator of each party. Such initialing shall be construed as tentative agreement by both parties on that item or issue, subject to finalization by ratification by the membership of the Association and adoption by the Board.

**ARTICLE 6**  
**LABOR MANAGEMENT COMMITTEE**

**A.** As a means to provide ongoing communication between the Association and the Board, a Labor Management Committee (LMC) shall be established. The LMC shall determine its own By-Laws including such things as scheduling of meetings at mutually agreeable dates, times and locations.

1. The Board will be responsible for taking minutes of the meetings and distributing them to all bargaining unit members
2. Meetings may be waived upon mutual agreement.

**B.** The LMC shall be composed of not more than six (6) members of the Association appointed by the Association President or his designee for a three (3) year term and not more than six (6) Administrators appointed by the Superintendent or his designee. If a member of the team is unable to fulfill their term, a new member will be appointed to complete the remainder of the three (3) year term.

**C.** The parties agree that the participation and concurrence with actions taken by this Committee do not waive the contractual provisions of the Negotiated Agreement and that no contractual provisions will be waived to allow this Committee to function. Furthermore, participation in and dis-

cussion of issues within this Committee does not constitute a waiver of rights or obligations of the parties as established by law or contract.

- D. The Board shall provide training on an annual basis to all committee members.
- E. No reprisals of any kind shall be taken against any bargaining unit member participating in the activities of the LMC or any other District committee.

## **ARTICLE 7**

### **GRIEVANCE PROCEDURE**

#### **A. Definitions**

1. Grievance – An allegation of a violation, misinterpretation, or misapplication of the Negotiated Agreement. A grievance shall not include a matter which is referable to the Federal EEOC, Title IX Compliance Commission or the Ohio Civil Rights Commission.
2. Grievant – The “grievant” shall mean the bargaining unit member, bargaining unit members, or the Association filing the grievance. Grievances will identify each individual alleged to have been harmed by the action(s) being grieved
3. Day - A “day” as used in the Grievance Procedure shall mean a school calendar day, except that, in the summer, a “day” shall mean any Monday through Friday, exclusive of calamity, recognized state and/or federal holidays.

#### **B. Grievance Procedure**

The Association has the exclusive right to file grievances and to be present for the adjustment of any and all grievances.

STEP ONE: The grievant shall present the grievance orally to the immediate supervisor within ten (10) days after knowledge of the facts giving rise to the grievance. The presentation of the oral grievance will be documented on the Grievance form (Addendum A) as step one. The grievant shall receive a written response to the grievance from the immediate supervisor within ten (10) days after such discussion. Grievances, which by their nature are not capable of being settled at a preliminary step of the Grievance Procedure may, by mutual agreement between Business Manager/Director of Human Resources or the Director’s designee and the Association President or the Association President’s designee, be filed at the appropriate advanced step where the action giving rise to the grievance was initiated or where the requested relief could be granted. The grievant may request representation by the Association at any step in the grievance procedure.

1. In the event of a group grievance, the oral discussion shall include thirty-percent (30%) of the members of the group grievance.

STEP TWO: If the grievant(s) is not satisfied with the response of the immediate supervisor in Step One, the grievant(s) shall present the grievance in writing on the Grievance Form (Addendum A) within ten (10) days after receiving the response in Step One and submit to the Immediate Supervisor. The Immediate Supervisor or designee will investigate the alleged grievance. Upon request of either party, a conference may be held for the purpose of obtaining facts necessary to make a decision. The Immediate Supervisor shall render a written decision to the grievant within ten (10) days from receipt of the written grievance or conference, whichever is later.

STEP THREE: If the grievant is not satisfied with the response of the Immediate Supervisor, the grievant may refer his grievance, in writing, on the Grievance Form (Addendum A) within ten (10) days after receiving the response and submit it to the Superintendent. The Superintendent or designee shall render a decision to the grievant and the Association in writing within ten (10) days. Upon request of either party, a conference may be held for the purpose of obtaining facts necessary to make a decision. The Superintendent or designee shall render a written decision to the grievant within ten (10) days from receipt of the written grievance or conference, whichever is later.

STEP FOUR: If the Superintendent or his designee's reply does not resolve the grievance to the satisfaction of the grievant, the Association may request arbitration in writing within ten (10) days of the receipt of the Step Three response.

**C. Arbitration**

1. Upon request for arbitration, the Association and the Superintendent will jointly submit a request to the Federal Mediation and Conciliation Services (FMCS) to provide the parties with a panel of seven (7) arbitrators experienced in public employment disputes from which the parties can select an arbitrator in accordance with the rules of the FMCS provided, however, that the Board must have raised the issue of arbitrability in at least one of the steps prior to arbitration. Either party may reject one entire list submitted by the FMCS. The loser will pay arbitration fees and expenses of arbitrator, FMCS, and expenses for a court reporter. The other party will pay for its own copy of the report. Each party shall be responsible for the fees and expenses of its representatives and of its witnesses.
2. Only grievances as defined herein shall be subject to arbitration; and arbitrability will be heard by the arbitrator in an expedited hearing and awarded separate from a hearing to determine the substantive issues, or merits of a grievance; provided, however, that the Board

must have raised the issue of arbitrability in at least one of the steps prior to arbitration. The jurisdiction and the authority of the arbitrator and his opinion and award shall be exclusively limited to the interpretation of the explicit provisions of this Agreement. He shall have authority only to interpret and apply the specific provisions of this Agreement, which shall constitute the sole basis upon which the arbitrator's decision shall be rendered, and shall consider only bargaining unit member grievances arising under the application of the current existing Agreement between the parties hereto. The arbitrator's decision shall be final and binding on all parties.

3. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement, or to add to, detract from or modify the language therein in arriving at a determination of any issue presented that is proper within the limitations expressed herein. The arbitrator shall expressly confine himself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issues(s) not so submitted to him or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall in no way interfere with management rights, nor limit or interfere in any way with the powers, duties and responsibilities of the Board under its policies, applicable law, and rules and regulations having the force and effect of law.

**D. Miscellaneous**

1. If the Board administrators named herein to administer this grievance procedure should fail to answer any grievance within the time limits established, then the grievance shall be automatically advanced to the next step. Any grievance not referred to the next step will be considered termination of the grievance.
2. No censure or other adverse action will be taken against any bargaining unit member or administrator participating in this grievance procedure.
3. The procedures contained in this Article constitute the sole and exclusive method of considering the redressing of grievances arising during the life of this Agreement and any extensions thereof. It is expressly understood and agreed that neither the Association nor any bargaining unit member shall engage in actions which are not expressly provided for in the grievance procedures such as the initiation of litigation or charges with a state or federal agency in connection with any dispute which is or could have been a matter presented as a grievance within the grievance procedure. It is further understood and agreed that a decision at any level of the grievance procedure that is mutually acceptable to the Association's and

the Board's representatives shall be final and binding upon the grievant, the Association, the Administration and the Board.

## *ARTICLE 8*

### *COMPLAINTS AGAINST EMPLOYEES*

**A. Informal Procedure**

Complaints against employees shall be handled as follows:

1. A complaint shall be referred to the Superintendent or his designee.
2. The Superintendent or designee shall inform the bargaining unit member of the complaint and the name of the complaining party. Neither the Board nor administration will reprimand, non-renew, or terminate a bargaining unit member based on hearsay or an anonymous complaint.
3. If the Superintendent informs the supervisor rather than the bargaining unit member, the supervisor will inform the bargaining unit member of the complainant and the complaint directed toward him and offer him an opportunity to settle the complaint.

**B. Formal Procedure**

If the complaint cannot be settled informally, the following procedures shall be followed:

1. At the request of the complainant or bargaining unit member, a meeting of the bargaining unit member, supervisor and the complainant will be arranged at a mutually convenient time to discuss the complaint. At the bargaining unit member's request, he may be represented by an Association member employed by the Board.
2. If the complainant is not satisfied with the results of the meeting, the complaint shall be directed in writing to the Superintendent of Schools or his designee. A copy of the written complaint shall be supplied to the bargaining unit member by the Superintendent at the time it is submitted to him. At the bargaining unit member's request, he or she may be represented in any meeting involving the complainant and the Superintendent or his designee by an Association member employed by the Board.

## *ARTICLE 9*

### *PROVISIONS OF EMPLOYMENT*

Every bargaining unit member of the Board is required to abide by the Board policies and the rules and regulations, including assignments to buildings and jobs; to perform appropriate special duties; to carry

out directions and suggestions made by the appropriate supervisors and administrators; and to maintain good personal relations with school personnel, pupils and the public. Bargaining unit members may terminate their employment by giving two (2) weeks written notice to the Board Treasurer (3319.081 ORC).

## **ARTICLE 10**

### **EMPLOYMENT, ASSIGNMENT, TRANSFER AND LAYOFF**

#### **A. Qualifications and Appointment of Employees**

Educational background, successful work experiences, successful completion of a criminal background check, good character and evidence to get along with people shall be among the factors considered in the appointment of personnel. There shall be no illegal discrimination because of sex, race, color, national origin, age, or disability as provided by law.

#### **B. Job Description and Classification**

1. A complete, hardcopy job description and a copy of the bargaining unit member's signed contract with the Board shall be given to each bargaining unit member upon hire and shall include all duties that pertain to his job classification and duties reasonably related to said job. A complete copy of classified job descriptions shall be maintained on the district website, which is accessible to all bargaining unit members in all buildings. No bargaining unit members shall be required to perform a duty outside the bargaining unit member's job description, unless on temporary assignment.
2. The Board shall give the Association and affected bargaining unit members changes in job descriptions at least thirty (30) days before job duties of a classification are changed. The Board shall furnish the Association President and affected bargaining unit members with the rationale for said changes. The Association may request bargaining about changes in rates of pay based on the changes.
3. TEMPORARY ASSIGNMENT:
  - a. Bargaining unit members who work outside their job classification/level for a full day or longer shall be paid the rate for such classification/level while they are so assigned. The bargaining unit member will be paid at a lateral step of pay for the assigned classification/level or their current rate of pay, whichever is greater.
  - b. Acting Supervisor  
In the event that a building principal or department supervisor is absent from duty for a full day or longer, and there is not a designated, substitute administrator, and the absence causes the building/department administrative assistant to assume additional du-

ties above and beyond his/her normal duties, the most senior building/department administrative assistant will be paid an additional fifty percent (50%) of their hourly rate for the duration of the absence. During such time, the administrative assistant shall not be considered an agent of the Board and shall not hold any authority or responsibility contractually.

**C. Seniority and Classification Defined**

1. For purpose of position bidding and reduction in force procedures, “district seniority” is defined as the bargaining unit member’s length of continuous employment since his most recent date of hire as a regular bargaining unit member of the Board.
  - a. Starting with the 2010-2011 Negotiations Agreement, the date of hire shall be defined as the date of the Board meeting at which the bargaining unit member was hired. Prior to the 2010-2011 Negotiations Agreement, the June 30, 2010 Seniority List (Addendum I) shall be referenced.
  - b. In the event two (2) or more bargaining unit members have the same district seniority, the following steps will be used to break a tie: A final tie break will be made within three (3) days of determining it is necessary.
    - 1) The date and time of notification regarding intent to employ listed on the Administrator’s Recommendation for Employment Form.
    - 2) Total number of years of service with Board prior to hire date.
    - 3) Pull from a lot, as supervised by the Superintendent, Association President, and members affected.
  - c. Seniority is not broken by approved leaves of absence, but is extinguished and all employment rights lost when the bargaining unit member: (1) is removed for cause; (2) retires; (3) resigns; (4) is laid off without recall for more than one year; (5) fails to return to work within 2 days of expiration of an approved leave of absence; or (6) fails to make timely acceptance of a recall offer.
2. A draft seniority list shall be prepared by the Board no later than November 1<sup>st</sup> of each school year. Such seniority lists shall be posted for ten (10) days, during which time any bargaining unit member who believes his seniority date is incorrect may meet with his Supervisor to resolve the matter. Differences concerning the accuracy of the lists shall be resolved before the final lists are posted. Once agreement has been reached on the list, the list shall be initialed by the Association President and the Business Manager/Director of Human Resources. Once initialed, the seniority list shall be deemed final, shall be posted

on the district’s internal website, and shall be the base from which additions/deletions/adjustments shall be made thereafter.

- For purpose of position bidding and reduction in force procedures, job classifications shall be grouped as follows:

### Job Classifications and Levels

Classification	Administrative Assistants	Treasurer’s Office	Delivery	Mechanic	Custodial	Maintenance	Transportation
Level 1	Administrative Assistant	Treasurer’s Assistant	Delivery/Maintenance	Lead Bus Mechanic	Lead HS Custodian	Plumber/Boiler Maintenance	Bus Driver Trainer
Level 2			Delivery Helper/Courier	Bus Mechanic	Head Custodian	General Maintenance	
Level 3					Custodian	Maintenance Helper/Painter	

Classification	Para-Professional	Technology	Library/Media Assistants	Food Service	Translator	Clinic
Level 1	Intervention Assistant/Special Education Assistant	Senior District Network Coordinator	Library Assistant Library Clerk	Head HS Kitchen Manager	Translator	Health Clinic LPN
Level 2	Education Assistant/Teaching Assistant	District Network Coordinator/District Client Services Coordinator		Kitchen Manager/Cook		Clinic Assistant
Level 3		Technology Assistant		Assitant Manager/Cook		
Level 4		Computer Facilitator		Cook		
Level 5				Elementary Manager		
Level 6				Elementary Assis- tant/Food Service Assis- tant		

**D. Position Bid Procedure**

**1. VACANCY DEFINED**

A vacancy shall be defined as any open bargaining unit position(s) due to retirement, resignation, termination, death, transfer or creation of a new position. The Board shall post all vacancies, unless the Board determines that the work performed in the bargaining unit position no longer exists, within ten (10) days of receipt of knowledge of a vacant position and fill said position no later than thirty (30) days of the position being vacated by the bargaining unit member.

**2. NOTIFICATION OF POSTING**

- a. Written notice of a vacancy and Summer Work shall be posted. The Board shall attach the job description to each posting. The Association president shall receive a copy of all job postings. Jobs will be posted on or at all of the following:
  - 1) School email
  - 2) Home email, providing the bargaining unit member gives his email address to the Human Resource Department
  - 3) Channel 21 (Troy Education Channel)
  - 4) Troy City School's web page
  - 5) Board office
  - 6) Main Office
  - 7) Kitchens
  - 8) Warehouse
  - 9) Boiler Rooms
  - 10) Transportation Center
- b. Positions shall be posted a minimum of five (5) days. Bargaining unit members shall have five (5) days, excluding the date of posting, to apply for the position via the Internet. Written confirmation of submission shall be provided to the bargaining unit member via email.
- c. Bargaining unit members who are on approved leaves of absence and who request notification in writing of vacancies and summer work shall receive notice by mail. They will be eligible to fill the position only if such position is one that the bargaining unit member is capable of performing in spite of the illness for which he is on extended sick leave and such illness is not a danger to others as certified by a physician.

**E. Selection Criteria**

1. Bargaining unit members who have an evaluation rating of satisfactory or better on the most recent evaluation shall have the right to advance to higher-paid positions and newly created positions or similar positions in other classifications when vacancies occur.
2. All bargaining unit members applying for the position must go through the interview process.
3. The bargaining unit member so awarded the position shall maintain the option of accepting or declining the position and shall lose no rights in his present position as a result of the decision. Should a bargaining unit member decline to accept the position, it shall be awarded to the next best qualified bargaining unit member. If the Board determines in good faith that there is no qualified bargaining unit member, then the Board can fill the position with someone from outside the bargaining unit, so long as the outside hire is not placed above Step 1 for the Library Clerk, Library Assistant, Intervention Assistant, Educational Assistant, Helper/Painter, Custodian, Cook, Elementary Manager, Food Service Assistant, Delivery Maintenance, and Delivery Helper classifications; Step 5 for all other classifications except for Plumber/Boiler Maintenance and Bus Mechanic positions, which have no step limitations. The Board will give written explanation to all bargaining unit members who interviewed for the position and were not awarded the position. Upon request, the Director of Human Resources will schedule a meeting with an applicant not awarded the position to help determine what skills the applicant lacked that caused him to not get the position and provide suggestions for how he can better his qualifications.
4. A new position shall not be withheld from a bargaining unit member based upon their current contracted hours. When applying for on any position that afford hours which would take the bargaining unit member over forty (40) hours per week, the bargaining unit member will be given the opportunity to give up their current position to ensure that they will only be contracted for forty (40) hours or less per week. The position relinquished shall be posted in accordance with Article 10, Section D.
5. When a bargaining unit member moves to a new position, he will be placed on the same step in the new classification/level.
6. All bargaining unit members new to a classification/level shall serve a twenty (20) day probationary period and shall retain the right to return to their previous position until they successfully complete the probationary period in the classification/level. All transfers, reassignments or other promotions resulting from a promotion shall be considered temporary until the end of the promotion probationary period. The Board, with just cause, may return the

promoted bargaining unit member to his previous job and previous rate of pay at any time during the probationary period.

**F. Layoff Procedure**

1. When the Board determines to reduce the number of bargaining unit positions (other than through attrition of bargaining unit members who resign, retire, are on leave or are terminated), the Board shall follow the procedure set forth in this Article rather than that set forth in O.R.C. Ch. 124. The Board shall determine in which classification(s)/level(s) the layoff should occur and the number of bargaining unit members to be laid off in each affected classification/level. For the purpose of layoffs, a noon bus route will be considered as a separate position and the elimination of a noon route shall be considered a layoff.
2. Bargaining unit members shall be laid off within a classification/level of layoff in reverse order of seniority. A bargaining unit member to be laid off shall have the following displacement rights:
  - a. A bargaining unit member who is entitled to health/dental benefits may displace the least senior bargaining unit member who is entitled to health/dental benefits within that classification/level. If there is no less senior bargaining unit member with health/dental benefits, then the laid off bargaining unit member will displace the least senior bargaining unit member in that classification/level. A bargaining unit member displaced under this section shall have similar displacement rights if he has sufficient seniority.
  - b. A bus driver whose position is to be eliminated may displace a less senior bargaining unit member in a route having the next highest number of hours, the number of hours for each route being fixed in mid-September of each school year. A bus driver so displaced shall have similar displacement rights if he has sufficient seniority.
  - c. A bargaining unit member to be laid off from any classification/level shall have the right to displace the least senior bargaining unit member in any classification/level in which the bargaining unit member to be laid off formerly served on a regular basis, so long as the bargaining unit member is at the time qualified to fill the position in such other classification/level.
  - d. In all other situations of layoff or displacement, the bargaining unit member may displace the bargaining unit member with the least seniority in the next lower level within the job classification/level, so long as the bargaining unit member is at the time qualified to fill that position.

3. Bargaining unit members who have been laid off will be placed on appropriate lay-off lists by classification/level. The bargaining unit member with the highest seniority will be placed at the top of the list, followed by the bargaining unit member ranked in descending order of seniority. A bargaining unit member who is laid-off will retain reinstatement rights for a period of one year from that lay-off date. During the one-year period, the Board shall not hire nor promote anyone into the classification/level of lay-off until all laid-off bargaining unit members are reinstated or decline the position offered.
4. The Board shall make an offer of recall to a vacancy for which a bargaining unit member on the recall list is qualified and eligible by sending a written offer of the position by certified mail to the bargaining unit member's last address of record on school district files. It is the responsibility of the bargaining unit member to keep the school district records updated as to his address. A bargaining unit member shall be presumed to have rejected an offer of recall if he does not accept the position within ten (10) calendar days of the mailing of the offer of recall.

**G. Changes in Workload/Hours**

1. When the Board reduces the contracted hours of a position causing that position to go from full-time to part-time status, the bargaining unit member currently employed in the position for which the hours were reduced, shall have the right to displace the least senior, full-time bargaining unit member within that classification/level. The displaced bargaining unit member will then be given the position whose hours were reduced.
2. This section shall not apply to Transportation Bus Drivers whose route timings change in September.

***ARTICLE 11***

***TRANSPORTATION REGULATIONS***

Transportation regulations, as printed in the Bus Driver's Manual of Rules and Regulations, and approved by the Board, shall be maintained in an up-to-date manner and shall be used as the basis for operation in the Troy Schools Transportation Department. The Bus Drivers' Manual of Rules shall not conflict with the negotiated agreement.

**A. Bus Routes**

Bus drivers will be paid a minimum of two (2) hours for each route for up to a maximum of three (3) routes per day. Any additional routes will be paid at actual driving/warm-up time. Drivers will be paid overtime based on actual time for warm-up, morning layover time, and actual driving

time over forty (40) hours per week. Driving times will be established in September. On days when Troy City Schools is not in session, drivers/bus aides will be required to work their assigned routes for other schools and they will be paid a minimum of one (1) hour. If a driver/bus aide is unable to work for another school on a day when Troy City Schools is not in session for whatever reason, he must find another qualified bargaining unit member of his choice to work his route and notify the Director of Transportation of the change by filling out a Route Replacement Form, Addendum B. Both bargaining unit members shall sign the form to signify the agreement and turn into the Director of Transportation to serve as notification. If another bargaining unit member is not willing to work the route, the assigned bargaining unit member will be responsible for working the route. In the event the bargaining unit member, who has committed to working the route while the assigned driver/bus aide is out, cannot work do to unforeseen circumstances, the assigned driver/bus aide will not have any negative recourse brought against him, and the bargaining unit member replacement will then be responsible for finding another driver/bus aide. A driver may not be awarded any combination of routes that exceed forty (40) hours per week.

**B. Extracurricular Assignments**

All extracurricular trips, in which more than 14 students participate, will be assigned to bus drivers on a rotating basis. All bargaining unit members who desire to drive extra trips, shall be offered extra trips even though the extra trips may conflict with their regular route. Special extra curricular or field trips during normal school hours that are outside a 100 mile radius or sponsored by PTO or groups other than the Troy Board, will be assigned as mutually agreed between the Association Executive Committee and the Superintendent or his designee on a discretionary basis. If a driver takes an extra trip that conflicts with one or more parts of his regular route, the Director of Transportation shall assign sub drivers to drive the regular routes not taken by the driver. Regular drivers taking extra trips shall be paid their regular hourly rate of pay for hours worked up to the daily contracted hours and the extra trip hourly rate for all additional hours worked that day. The extracurricular trip hourly rate shall be paid at Step One Bus Driver rate of pay for the given school year. Board approved, non-routine, extra trips will be paid at the driver's current rate of pay. If a bargaining unit member performs another job during the layover/field trip, he may be paid at that job's rate of pay, or the layover rate, whichever is greater, but in no event can an bargaining unit member be paid more than one hourly rate for the same hours worked. The Director of Transportation may withhold any extracurricular trips from a bargaining unit member who is on his probationary period.

**C. Bus Route Changes**

In the event of bus route additions or changes, seniority shall be observed in making the assignment. If no contracted driver applies for the open route, it should then be offered to the present substitute drivers.

**D. Noon Routes**

Noon routes will be considered separate routes. The present noon route drivers shall retain their routes for the next school year if they so desire. Noon routes temporarily vacated shall be passed down in order of seniority and driven by one driver for the duration of the temporary vacancy, except when time does not permit such a procedure. Once assigned to a temporary vacancy, the bargaining unit member must work the duration of the vacancy (excluding approved leaves of absences) or lose all rights to work the vacancy, and the next senior driver who desires it shall be assigned to it.

**E. Bus Preparation**

School bus drivers will be paid their regular hourly rate of pay for preparation and cleaning of the buses prior, during, and at the close of the school year, subject to the approval of the Director of Transportation. Upon completion of this work, a time sheet will be filled out, and submitted to the Director of Transportation for approval.

**F. Assignment of Buses**

Assignment of new buses will be made based on the following factors:

1. Age, mileage, and condition of bus to be replaced
2. Number of students on the route
3. Length of bus route

In the event all three factors are equal, seniority will be the determining factor.

**G.** When a regular driver substitutes on a noon route, the driver will be paid at his regular hourly rate.

**H.** Bus drivers shall be paid their regular rate of pay except as noted elsewhere in this article for additional time worked when authorized by their Director of Transportation.

**I.** The Board shall reimburse bargaining unit bus drivers for their regular licensing fees required for a Commercial Driver's License.

**J.** Driver-trainers shall receive their regular rate of pay for all hours affiliated with training.

**K. Driver Insurability**

1. The Board will provide annual training on driver insurability for all bargaining unit members who drive district-owned vehicles.

2. A bargaining unit member who is uninsurable per insurance company criteria will be automatically placed on an unpaid leave of absence, not to exceed six (6) months, without Board action. If, at any time during that six-month period, the bargaining unit member becomes insurable, he will be placed back in his former position. If a bargaining unit member fails to meet these criteria within six (6) months, he will be terminated by the Superintendent without Board action. The bargaining unit member may exercise this right only one (1) time during his employment with Troy Schools.
- L.** The list of grandfathered bus driver names and physician names, approved April 1, 2004 will be maintained in the transportation office. These drivers will be reimbursed for the actual cost they incur for this physical, up to the standard negotiated cost incurred by the Board for Board provided physicals. All other drivers will be required to obtain their bus driver physicals by the Board approved physician/facility.
- M.** School Bus Safety Classes - Assignment of bus safety class presentations will be made on a rotating basis for all regular drivers who sign up at the beginning of each school year. No driver will be assigned any safety class that would require a sub driver for any part of his bus routes.

## *ARTICLE 12*

### *STAFF EVALUATION*

**A. Schedule of Evaluation**

The performance of classified personnel shall be evaluated each school year, and shall be completed by June 15. If a bargaining unit member is contracted to work in more than one classification/level, he will be evaluated for each position every year.

**B. Purpose of Evaluation**

The purpose of the evaluation is:

1. To facilitate and improve communication and understanding among administration and staff.
2. To improve job performance and competency and provide a means for growth through establishment of long and/or short range goals.
3. To provide an opportunity for each bargaining unit member to periodically assess his performance.
4. To provide assistance that the bargaining unit member may need for growth and self improvement.

5. To provide a bargaining unit member means for a better understanding of the scope of one's duties and/or responsibilities.
6. To provide documentation in question of promotion or dismissal.

C. This Article does not limit or prevent the Board or administration from issuing written reprimands, directions, instructions or notices of deficiencies to bargaining unit members. Any charges of undesirable traits or practices must be bona fide, verifiable and clearly stated to the bargaining unit member in writing. These charges should be based upon reports made by supervisors and administrators concerning the bargaining unit member's ability to perform his duties. The information in these reports should be made known to the bargaining unit member.

All evaluations (Addendum F) are to be in writing, signed by the bargaining unit member and his evaluator. The original copy is to be given to the bargaining unit member, with the third copy to be kept by the evaluator. A conference between the bargaining unit member and his evaluator will be held at the time of the evaluation. All copies of the evaluation form will be signed by both the bargaining unit member and evaluator at the conclusion of the conference. The signature does not necessarily signify approval of the evaluation, just that the evaluation has been discussed.

D. **Access to File**

Bargaining unit members shall have access to their own personnel file and shall be able to challenge any information contained therein, in compliance with O.R.C. Ch. 1347. All derogatory material placed in the file will be signed and dated by both the bargaining unit member and employer. The signature does not necessarily signify approval of the document, only that the document has been received. Bargaining unit members must sign such documents when presented to them. Any such document may be grieved. Any bargaining unit member may, pursuant to O.R.C. Ch. 1347, inspect his personnel file and, in writing, dispute the accuracy, relevancy, timeliness, or completeness of the personnel information pertaining to him. The inclusion of any anonymous, unsigned or inaccurate documents shall be prohibited. When a bargaining unit member wants to glean his file, he must first review the file in the presence of the Business Manager/Director of Human Resources or his administrative assistant. The bargaining unit member will receive his personnel file along with an empty file folder. The bargaining unit member should then indicate to the Business Manager/Director of Human Resources or his administrative assistant the items requested to be removed. The materials requested to be removed from a bargaining unit member's file will be checked, and within five (5) days, will be disposed of by the bargaining unit member and Business Manager/Director of Human Resources. Removal of file items must be with the consent of the bargaining unit member's immediate supervisor and the

Business Manager/Director of Human Resources and follow the district policy on records retention and destruction. Any derogatory record placed in a personnel file shall be moved to an auxiliary file after five (5) years at the request of the bargaining unit member.

### **ARTICLE 13**

#### **DISCIPLINE AND DISCHARGE**

- A.** The employment of every bargaining unit member, after he successfully satisfies the probationary period for his job, shall be continuous until he:
1. resigns;
  2. retires;
  3. is laid-off in accordance with the negotiated lay-off policy;
  4. is discharged for cause;
  5. fails to return to work by the second day after expiration of an approved leave of absence;
  6. fails to make timely acceptance of an offer of recall;
  7. dies.
- B.** **Disciplinary Procedure**
1. The following steps shall be followed when disciplinary action against a bargaining unit member is deemed necessary by the administration. The existence of these steps does not prevent the administration from taking other action if deemed appropriate. The first instance of misconduct by a bargaining unit member shall result in a verbal reprimand. A verbal warning of the improper act will be given, in private, to the bargaining unit member, and a conference with the principal or supervisor will be held. Such verbal warning shall not be recorded in the bargaining unit member's file, but may be recorded and kept by the administrator with the bargaining unit member's or TCSSA representative's signature acknowledging the verbal warning. The next instance of misconduct shall result in a written reprimand from his/her supervisor. Further misconduct shall result in suspension without pay imposed by the Superintendent. Further misconduct thereafter may result in further suspension or discharge by the Superintendent.
  2. A non-probationary bargaining unit member may be suspended by the Superintendent for up to twenty-five (25) workdays without pay or discharged from his job by the Superintendent for any of the following causes:
    - a. incompetency;
    - b. inefficiency;

- c. dishonesty;
  - d. immoral conduct;
  - e. insubordination;
  - f. discourteous treatment of the public;
  - g. neglect of duty (includes excessive absenteeism);
  - h. sexual harassment;
  - i. violation of work rules or personnel policies of the Board or administration;
  - j. theft of or damage to property of the Board;
  - k. theft of or damage to the property of Board personnel;
  - l. the uttering of threatening language toward management personnel, other Board personnel, students, or the public;
  - m. intoxication, working under the influence of a controlled substance, or the sale, possession, or use of alcohol or any controlled substance on the job;
  - n. falsification of any records, including employment records;
  - o. fighting (bargaining unit member striking another physically except for immediate self-defense);
  - p. testing positive for any illegal drug or has alcohol content greater than .04 as a result of a random, probable cause or incident drug test administered to a bargaining unit member required to hold a Commercial Driver's License as a condition of his/her employment; or
  - q. any other acts of misfeasance, malfeasance, or nonfeasance in his job.
3. Before implementing a suspension or discharge of a non-probationary bargaining unit member, the Superintendent or his designee shall hold a conference with the bargaining unit member to give the him 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. The bargaining unit member has the right to be accompanied at the conference by one Association representative. The conference will be scheduled as promptly as possible by the Superintendent or designee. If the Superintendent or designee determines that the bargaining unit member'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 bargaining unit member without pay for up to three (3) days pending the conference to determine final disciplinary action.
4. Before imposing a suspension or discharge, the Superintendent shall sign a written notice of suspension or discharge. The statement shall state the ground for the action. The Superintendent shall furnish a copy of the statement to the bargaining unit member and to the Association president. Disciplinary action is effective according to the terms of the notice. The bargaining unit

member may file a grievance concerning his discipline or discharge in accordance with the time limits and procedures set forth in Article 7, Grievance Procedure.

**C. Probation**

Each new bargaining unit member shall serve a probationary period of ninety (90) actual work days, during which the Superintendent or his designee may discharge the bargaining unit member at any time without providing reasons and without the need to establish cause. In the event a probationary bargaining unit member is discharged, the Association president and bargaining unit member shall receive a copy of the notice of discharge. If a bargaining unit member is retained after completion of the ninety (90) workday probationary period, he may not be discharged except as provided in this Article. Neither the Association nor bargaining unit member may file a grievance or any other challenge to a bargaining unit member's discharge during this probationary period. The bargaining unit member, however, may file a timely grievance concerning any rights he may have under other articles of this Agreement if he believes any such rights have been violated.

**D.** Notwithstanding O.R.C. Ch. 124, this Article shall exclusively govern the initial probation, discipline and removal of bargaining unit member.

***ARTICLE 14***

***HEALTH REQUIREMENTS***

The Board shall make provisions for all health examinations required by the Board or State Law for bargaining unit members. All bargaining unit members will receive their physical exams from the Board-approved physician.

The parties recognize that the Board and administration are authorized to investigate possible bargaining unit member misconduct, including misconduct involving alcohol or controlled substance abuse, subject to federal due process requirements.

**A. Alcohol and Substance Abuse**

1. Any bargaining unit member who is proved to have distributed, dispensed or sold an illegal controlled substance or alcohol while on duty at school, or while serving in a contractual duty beyond the school day will be subject to termination of employment.
2. Any bargaining unit member who is proved to have consumed alcohol or any illegal controlled substance on school property or at a school sponsored event while serving in a contractual role beyond the school day shall be subject to disciplinary action up to and including termination according to Article 13, Discipline and Discharge.

3. Any bargaining unit member whose has proved to be under the influence of alcohol or any illegal substance on school property or at a school sponsored event while serving in a contractual role beyond the school day shall be subject to disciplinary action up to and including termination according to Article 13, Discipline and Discharge.
4. In the event of a violation, in addition to disciplinary action being taken, the bargaining unit member will be required to undergo an evaluation by a trained drug/alcohol evaluator in the Employee Assistance Program, and upon the recommendation of the trained drug/alcohol evaluator, and with the approval of the Business Manager/Director of Human Resources, will be required to successfully complete a substance assistance or rehabilitation program. If insurance is unavailable for any reason, all expenses involved with said program shall be paid by the Board. Failure to participate in such program may result in termination of employment.
5. If alcohol is detected on a bargaining unit member who is performing contractual duties the bargaining unit member will be subject to disciplinary action up to and including termination of employment according to Article 13, Discipline and Discharge.
6. In the event an administrator contacts an on-call bargaining unit member to come into work, the bargaining unit member has the option to refuse the work based upon the language contained in this Article.
7. Notwithstanding the foregoing, any bargaining unit member who, as a requirement of his position holds a Commercial Drivers License, and who tests positive for any illegal drug (marijuana, cocaine, opiates, amphetamines, phencyclidine PHP) or has a blood alcohol level greater than .04, as a result of a random, probable cause, or incident drug test, shall be terminated. A driver found to have an alcohol concentration of .02 or greater, but less than .04, shall not perform, nor be permitted to perform safety sensitive functions for at least twenty-four (24) hours, and shall have to pass a return to duty test before being permitted to return to work. The Disciplinary Procedure contained in Article 13 of the Negotiated Agreement shall apply to the termination under Article 14, Section A(7).
8. A bargaining unit member who refuses a drug or alcohol test will be subject to disciplinary action up to and including termination.

**B. Tobacco Policy** All building and vehicles of the Board will be tobacco free. The district will follow the rules established by the State of Ohio with regard to smoking. Smoking will be permitted outdoors and out of the sight of students.

**ARTICLE 15**

**WORKERS' COMPENSATION**

- A. All bargaining unit members are subject to standard benefit under Workers' Compensation Law (O.R.C.§4123.01 and §4123.54). Every school Board makes premium payments to the public insurance fund. The Workers' compensation law operates to provide for the rehabilitation of injured workers (or payments of death benefits to dependents) if the injury occurs in the course of employment.
- B. Standard and relatively adequate benefits are due all school persons who are injured while performing those duties which are defined as part of the established curriculum. At the time the bargaining unit member submits the proper Workers' compensation form for an injury for which a bargaining unit member is off work more than seven days, the bargaining unit member must determine whether to use sick leave or apply for payment from the bureau of Workers' Compensation.
- C. In no event can Workers' compensation be received if the bargaining unit member is on school sick leave, i.e., both cannot be received simultaneously.
- D. Notwithstanding the provisions of Article 10 (B), Job Description and Classification, a bargaining unit member who is off work on temporary total Worker's Compensation and who is determined by his physician to be able to return to work but not able to perform all of the duties of his position may be recalled to work to be assigned to any available work consistent with the physician's limitations of duty and shall be paid at his regular rate of pay.
- E. Bargaining unit members who are off work due to a work related injury shall not be negatively impacted on their evaluation for attendance purposes for days missed due to their work related injury.

**ARTICLE 16**

**REPORTING PROCEDURE**

A. **ABSENCE**

Any bargaining unit member who has been absent shall personally inform the principal or immediate supervisor if he intends not to return to duty the following day. Reporting shall be done on a daily basis, unless the bargaining unit member has indicated that he expects to be absent for a stated period of time longer than one (1) day. Any bargaining unit member reporting absence for a specific number of days cannot return to work sooner than the specified time without the consent of his immediate supervisor. An initial failure to report will be excused only if the bargaining unit member is hospitalized or physically incapable of reporting.

B. WAIVER DAYS

When the district schedules waiver days in full day increments, the food service and transportation department bargaining unit members will schedule their waiver day outside the scheduled student year, with supervisor approval.

**ARTICLE 17**

**ABSENCE DURING WORK PERIOD**

Once having reported to work, no bargaining unit member shall be absent from his assigned station or duty except in the event of any emergency related to his personal health or family's life or health. However, bargaining unit members may leave the premises for lunch breaks, provided the bargaining unit member does not exceed the normal lunch period. All bargaining unit members working an eight (8) hour shift beginning on or after 2:00PM and finishing after 9:00 PM shall be permitted to include a paid lunch period within their working hours, not to exceed twenty (20) minutes. All other bargaining unit members will have unpaid and uninterrupted lunch periods of not less than thirty (30) minutes.

**ARTICLE 18**

**OVERTIME**

- A. The Board may require a bargaining unit member to work overtime.
- B. Overtime work for bargaining unit member can be authorized only by the Superintendent of Schools, Business Manager/Director of Human Resources, or Building Principal or Supervisor.
- C. A work week for all bargaining unit members shall be considered Monday through Sunday. For bargaining unit members who work more than forty (40) hours per week, all overtime worked from Monday through Saturday will be paid at time and a half. For bargaining unit members who work more than forty (40) hours per week, all overtime worked on Sunday will be paid at double time however, third shift bargaining unit members whose workweek begins on Sunday night will not be paid double time for the regularly scheduled Sunday hours worked. Hours worked shall consist of paid holiday time, approved vacation leave, sick leave, and actual work hours.
- D. Where it's proved that a bargaining unit member was dishonest in his or her use of sick leave, or there is a proven pattern of abuse of sick leave in connection with overtime, the Board may take appropriate discipline.
- E. Where a bargaining unit member is called in, he will receive a minimum of one (1) hour's pay, and two (2) hour's pay if the call-in occurs after 11:00 PM and before 6:00 AM.

## **ARTICLE 19**

### **ELIGIBILITY FOR ADDITIONAL WORK**

Bargaining unit members will be given opportunities to perform additional work, substitute work and summer work, as long as it does not interfere with the employee's regular schedule. If a bargaining unit member is absent from work for a day or any part of a day, he will not be permitted to accept assignment for additional work that day.

### **ADDITIONAL WORK/SUBSTITUTE WORK**

Additional work is work outside the workday (i.e., building rental contracts, community use of facilities, extra-curricular activities, catering, etc.) and substitute work is work performed for another bargaining unit member who is absent. When there is work available, the principal or supervisor will ask the staff, on a rotating basis, in that classification in that building if they would like to perform the work. If there is no staff member in that building and in that classification who wants to work, the principal or supervisor will contact the appropriate supervisor or designee. A Bargaining unit member, who desires to be assigned work in other buildings, will submit a letter of interest to the Business Manager/Director of Human Resources by September 1 of the school year. When work is available in other buildings, the supervisor or designee will call bargaining unit members, who submitted a letter, on a rotating basis, first among bargaining unit members in the same classification, and then among bargaining unit members of other classifications. If a bargaining unit member does not answer a call, the supervisor or designee may call the next person on the list. Bargaining unit members who are not available after five (5) requests for work, will be taken off the list for the remainder of the contract year. In cases of emergency (less than 12 hours' notice), the supervisor or designee will take whatever action is needed, in good faith, to fill a need.

### **SUMMER WORK:**

Summer work is work that is performed during the summer on a temporary or fluctuating need (i.e., cleaning, grounds maintenance, moving furniture and supplies, etc.) When the Board determines there is a need for summer work, it will post a notice to all bargaining unit members. A bargaining unit member who desires to perform summer work will submit a letter of interest to the Business Manager/Director of Human Resources by the date listed on the posting notice. Bargaining unit members will be given first choice for summer work as long as the summer work hours do not interfere with current work hours, they are available to work forty (40) hours per week during the duration of the Board-determined need, and they are physically able to perform the job. The appropriate supervisor will provide the necessary training.

**ARTICLE 20**

**PAY FOR SCHOOL CLOSINGS**

- A. All custodians, maintenance workers, and mechanics are essential personnel and will be required to work when school is closed due to weather or other public calamity, unless the Superintendent states otherwise. The Superintendent reserves the right to require additional personnel to report to work on a calamity day if circumstances warrant. The bargaining unit members who are required to report to work will be paid double time, for a maximum of the first six (6) days. All other bargaining unit members contracted to work 210 days or more per year will be required to report to work after the first six (6) calamity days and they will receive their regular rate of pay.
  - A. 1 If during the first six school closings, an essential personnel member is absent due to a vacation day which was scheduled at least 48 hours in advance of the school closing, the member will not be charged for that vacation day.
- B. Bargaining unit members who are contracted for less than 210 days will be paid their regular rate of pay for a day on which school is closed due to calamity, and they shall not be required to report to work that day. Bargaining unit members, who report to work even though they are not required, will not receive any additional pay. If the number of calamity days exceeds 5 days, all bargaining unit member's will be required to work on the make-up days and they will not receive additional compensation except as required by the Fair Labor Standards Act.
- C. Bargaining unit members required to be at their jobs before school is cancelled will be paid double time for time spent on duty.
- D. In the event that a level 3 road emergency or its equivalent is declared in a bargaining unit member's local jurisdiction of residence, he will not be charged for any leave.
- E. On days when there is a delay, all bargaining unit members contracted for 210 days or more will report to work at their regular time. Transportation employees will report at a time equal to the delay, but will be paid at double time for one (1) hour for a 1-hour delay or for two (2) hours for a 2-hour delay, if they work their normal contract hours. Food service employees will be paid one (1) hour at double time for a 1- or 2-hour delay. Bargaining unit members who work in both transportation and another classification will only be paid double time for their transportation position. All other classifications will be required to report at a time equal to the time of the delay (e.g. on a 2-hour delay, these classifications will be required to report to work 2-hours later than their normal reporting time).
- F. On days when school is released early due to calamity, all bargaining unit members contracted less than 210 days will be released from work as soon as they complete their required duties. Transportation employees who work their full contracted hours will be paid double time for one (1) hour for

a 1-hour early release or for two (2) hours for a 2-hour release, if they work their normal contract hours.

***ARTICLE 21***

***MEETINGS***

Meetings deemed necessary by the Superintendent, Business Manager/Director of Human Resources, building principal, or supervisor shall require payment to bargaining unit members at their regular rate of pay. Meetings that are necessary for licensing are paid meetings under this paragraph.

***ARTICLE 22***

***HOLIDAYS***

All bargaining unit members will be paid for the following holidays if they fall within the bargaining unit members' work year:

- A. New Year's Day
- B. Presidents' Day
- C. Martin Luther King Day
- D. Good Friday
- E. Memorial Day
- F. July 4
- G. Labor Day
- H. Thanksgiving Day
- I. The day after Thanksgiving (for 260 day per year bargaining unit members)
- J. Christmas Eve (for 260 day bargaining unit members)
- K. Christmas Day
- L. New Year's Eve (for 260 day bargaining unit members)

***ARTICLE 23***

***VACATION***

- A. Bargaining unit members on 12-month contracts will be granted two (2) weeks paid vacation which will begin accruing at the rate of .8333 days per month on the bargaining unit member's hire date. Those who have worked 8-14 years will be granted three (3) weeks vacation which begin accruing at the rate of 1.25 days per month on the bargaining unit member's 8-year anniversary date, while those who have completed fifteen (15) or more years will be granted four (4) weeks vacation which

begin accruing at the rate of 1.67 days per month on the bargaining unit member's 15-year anniversary date, excluding legal holidays. (O.R.C. 3319.084)

- B. The time of the vacation must be approved in advance by the Superintendent/Designee. A vacation request must be completed through the KIOSK at least forty-eight (48) hours prior to the vacation start time.
- C. Vacation time which is accrued, posted, and unused at the time a bargaining unit member leaves the employment of the Board shall be paid in full at his current rate of pay with his final pay.

## *ARTICLE 24*

### *LEAVE POLICIES*

All requests for leave must be submitted through the KIOSK as soon as possible.

#### **A. Leaves of Absence with Pay**

Under conditions hereinafter specified, bargaining unit members of the Board will be granted leaves of absence with pay. The following amounts of days are hereby set aside for illness and for personal leaves of absences with pay in accordance with the following categories:

1. Five (5) days are set aside for illness for those bargaining unit members who have no accumulated sick leave or who have used available sick leave pursuant to 3319.141 O.R.C.
2. Sick Leave
  - a. In accordance with O.R.C. 3319.141, bargaining unit members must use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the bargaining unit member's immediate family.
  - b. After childbirth, a bargaining unit member normally may use sick leave for up to eight (8) calendar weeks for recovery.
  - c. A bargaining unit member may use sick leave to care for his/her immediate family. Immediate family shall be defined as parent, child, spouse, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, legal guardian, foster or step child, or foster or step parents of said bargaining unit member.
  - d. Each bargaining unit member shall be credited with one and one-fourth (1¼) days (at a rate of fifteen (15) days per year) of sick leave for each month of service rendered.

- e. Regular part-time bargaining unit members shall be entitled to sick leave for the time actually worked at their rate.
- f. Excessive absenteeism will be grounds for disciplinary action up to and including termination. Excessive absenteeism may be defined as six (6) or more days absence in a three-month period. In the event that a bargaining unit member is absent six (6) or more days in a three-month period, a doctor's note may be required. If an illness meets the criteria for SERS disability, the bargaining unit member shall apply for SERS disability.
- g. For non 260-day bargaining unit members, a written statement from a physician is required if elective surgery is needed to be performed during the school year instead of waiting until summer vacation.

3. Bereavement Leave

A bargaining unit member may use up to five (5) days of sick leave for the death of their spouse, parent, or child. A bargaining unit member may use up to three (3) days of sick leave for the death of a brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, legal guardian, foster or step-child, or foster or step-parents of the bargaining unit member. If additional days are needed or special circumstances arise, specific written requests may be made to the Superintendent whose decision will be final.

4. Sick Leave Bank

- a. The purpose of the Sick Leave Bank (SLB) is to provide paid days for serious personal illness or family illness to contributors to the Bank who have exhausted their accumulated sick, vacation, and personal leave days and who are experiencing prolonged personal or family illness. Allotments will be limited to participating bargaining unit members for use only in cases of illness, injury or non-elective surgery occurring under unusual, severe or emergency conditions as determined by the Sick Leave Bank Committee (SLBC). Utilization of the Sick Leave Bank for complications arising from pregnancy or childbirth may be authorized by the SLBC.
- b. Bargaining unit members may enroll in the Sick Leave Bank, during the enrollment period, which shall be during the month of September of each school year. New bargaining unit members will be given consideration on a case by case basis until the next enrollment period. An enrollment/donation form is attached as Addendum C.
- c. Upon enrollment, a bargaining unit member shall contribute one (1) of his/her accumulated sick days to the SLB. Days contributed to the SLB are non-returnable.
- d. Days contributed to the SLB will continue to accumulate year to year with no maximum.

- e. Enrollment in the SLB shall be continuous from year to year until a member withdraws. Withdrawals are accepted only during an enrollment period and only upon written notice by the member to the SLBC of his/her intent to withdraw.
  - 1. Sick Leave Bank Committee shall be composed of two (2) voting members as follows:
    - a. Business Manager/Director of Human Resources
    - b. The Association President or designeeIn case of a tie, the Superintendent will cast the deciding vote.
  - 2. The SLBC will review and approve or deny all applications to the Sick Leave Bank. The SLBC shall also determine the necessity for additional contributions to the Bank and shall notify Bank members of the need for said contributions. The SLBC shall be responsible for reporting data concerning the Sick Leave Bank to the District Treasurer.
  - 3. Decisions of the SLBC are final.
  - 4. The SLBC shall review the operation of the Sick Leave Bank as needed and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the Association and the Board.
- f. General Procedures
  - 1. An application for an allotment from the Sick Leave Bank will be accepted only from those individuals who have contributed to the Bank. The application form is attached in Addendum D.
  - 2. Allotments will be limited to use for personal illness and serious illness in the immediate family. A doctor's statement is required with the application in order for the request to be considered. For the purposes of the SLB only, immediate family will be defined as parent, child, or spouse.
  - 3. An application will be considered only after a member has used all of his/her accumulated sick, vacation and personal leave days, and available sick day advances.
  - 4. Days allotted from the Sick Leave Bank will be paid at 100% of the requesting member's daily rate of pay.
  - 5. Once qualified to receive an allotment from the Bank, the maximum number of days a member may receive from the Sick Leave Bank shall not exceed sixty (60) days per request. If additional time is needed, the bargaining unit member must make another application accompanied by a doctor's note and seek approval of the SLBC. The maximum number of days a bargaining unit member may receive from the SLB shall

not exceed one hundred twenty (120) days per contract year unless the bargaining unit member is scheduled to work less days in a contract.

6. Allotments from the Sick Leave Bank will be made only for absences of members who work between a 185 and 260 day contracted work. Allotments will not be made for absences in supplemental work.
7. Days may not be received from the Bank for absences due to disabilities which qualify the member for Workers Compensation personal benefits, unless the member has exhausted all such benefits and his/her own accumulated sick, vacation, and personal leave days.
8. Whenever the total number of available days in the Sick Leave Bank falls below fifteen (15), the SLBC may request the Sick Leave Bank enrollees to donate up to one (1) additional day of their accumulated sick days to the Sick Leave Bank.
9. Contributions to the Sick Leave Bank shall not count against a member's record of perfect attendance.

5. Personal Leave

A bargaining unit member is entitled to a maximum of seven (7) personal days per year. No more than four (4) of these personal days may be paid and of those four (4) paid days, two (2) days are restricted and two (2) days are unrestricted. No more than five (5) of these days may be unpaid and they are not restricted. An bargaining unit member who takes more than seven (7) personal days per school year may be considered to have abandoned his job and may be subject to disciplinary action up to and including termination. Paid personal leave may be used for any business which must be conducted at a time in conflict with the bargaining unit member's regular work hours or an emergency over which the bargaining unit member has no control and which requires immediate attention; however, paid personal leave shall not be used for any of the following:

- a. any reason for which paid leave is otherwise provided for in this agreement
- b. recreation
- c. shopping
- d. lodge meetings (except voting delegates)
- e. celebrating bargaining unit member's wedding anniversary
- f. gainful employment with the exception of civic responsibilities

Authorization for granting personal leave rests solely with the immediate supervisor.

Appeal may be made to the Superintendent or his designee.

Since the operation of the school program is the first concern, the principal or immediate supervisor may refuse to grant such leave if the operation of the school program is jeopardized. This leave shall not be granted on the first and last days of school nor on the school days preceding or following days when school is closed for a holiday, vacation, and on professional conference days, unless a valid condition exists and is approved by the Superintendent.

6. Professional Days

- a. Association Days: The Association shall have the right to use up to twenty (20) days for Association business without loss of pay as long as the use of those days does not jeopardize the operation of the school program. Use of Association Days must be approved by the Association President. Days may be taken in half-day increments. The use of Association days will be noted on the bargaining unit member's timesheets for tracking purposes.
- b. Bargaining unit members will be eligible for up to two (2) days beyond their normally contracted school year (excluding 260-day bargaining unit members) for professional development. These days must be Board approved and cannot be scheduled on a student school day. Bargaining unit members shall complete a time sheet for the amount of time spent attending a professional development event and they will be paid their regular hourly rate of pay.
- c. Conferences, Workshops, and Seminars: Pursuant to provisions of Section 3313.20 Ohio Revised Code, any bargaining unit member of the Board may receive compensation and expenses without deduction from sick leave for days on which he is excused, by the Superintendent or his designated representative, for the purpose of visiting other schools for observation, or attending meetings such as conferences, workshops, and seminars at the local, state, or national level which are designed for improvement of instruction or management of the school district and for other travel necessary for the conduct of official school district business, in accordance with the following stipulations:
  1. The operation of the school program will be the first concern.
  2. All bargaining unit member in the Troy Schools are encouraged to attend professional meetings. The number of staff members to be absent for such meetings at any one time is to be determined by the administrators involved.
  3. The value of the experience for the bargaining unit member and the school system and/or the contribution the bargaining unit member can make to the meeting or organization attended.

4. Approval is subject to the sole discretion of the Superintendent or designee and must be obtained in writing prior to travel and/or attendance at a meeting, on forms provided by the Superintendent's office.
5. Reimbursement will be paid for the necessary and reasonable expenses of:
  - a. Use of privately owned automobile at the prevailing rate
  - b. Common carrier fare which is supported by receipts
  - c. All meals traveling to, during, and from meetings
  - d. Lodging supported by receipts
  - e. All claims for reimbursement of expenses such as tax; and ferry fares; bridge, highway, and tunnel tolls; baggage storage; telephone calls; conference registration; rental fees; and other expenses necessary to the conduct of official school district business.
  - f. All claims for reimbursement of expenses must be submitted in writing for approval by the Superintendent or his designee, on forms provided by the Superintendent's office.
6. The request to visit another school should indicate the particular school and bargaining unit members who are to be visited. The local principal or supervisor should contact the principal of the school to be visited to secure his permission for the time and place of the visit.
7. Upon return from professional meetings, written summaries shall be submitted to building administrators upon request.

7. Assault Leave

A bargaining unit member who is hospitalized due to physical disability resulting from an assault which occurs in the course of the bargaining unit member's employment by the Board, shall be maintained upon full pay status for the first five (5) days of the bargaining unit member's hospital confinement and for a period of up to fifteen (15) work days after the bargaining unit member is released from the hospital, but only if the bargaining unit member is still physically disabled. Assault leave shall also be available to an bargaining unit member who is treated at a hospital and released without confinement for a physical disability resulting from such assault and for a period of up to five (5) work days thereafter, but only if the bargaining unit member is still physically disabled. These provisions shall apply in cases of rape. This leave shall only be granted to bargaining unit members who provide the Board with:

- a. a signed statement describing the facts of the incident; and

- b. a statement signed by the attending physician confirming the date(s) of any hospitalization and the nature of the disability and its probable duration.
- c. The Board may at any time have the bargaining unit member examined by the Board's doctor to justify use or continued use of assault leave.
- d. The Board shall provide any bargaining unit member who has assault leave with proper application forms for Workers' compensation. Assault leave shall not be charged against the bargaining unit member's sick leave or other leaves granted under the terms of the Negotiated Agreement.
- e. Upon return to service, the bargaining unit member shall resume the employment status held at the time the leave began except as otherwise provided in this Negotiated Agreement.
- f. The bargaining unit member must actively pursue prosecution of the assailant(s).
- g. If the bargaining unit member is disciplined for conduct in the assault situation and the discipline is not overturned or revised the bargaining unit member is disqualified from Assault Leave benefits.

**B. Leaves of Absence without Pay**

Request for a leave of absence without pay shall be submitted to the Human Resources Department, in writing, on the Unpaid Leave Form, which shall be supplied by the Board.

1. Ill Health

- a. A written application for leave of absence for ill health must be accompanied by a statement from the attending physician stating the nature of the illness and definitely recommending that a leave of absence be granted.
- b. Such request for leave of absence will be granted for a specified length of time. The leave may be renewed, but in no event will a leave extend for more than two (2) years. The request for extension of leave for personal illness will be accompanied by a doctor's statement recommending such an extension.
- c. If an bargaining unit member is unable to perform satisfactorily the duties of his/her position because of a physical or other disability, or if the bargaining unit member has been absent on account of personal illness for a continuous period of ninety (90) days following the expiration of his/her sick leave, the Superintendent may recommend, without the request of the bargaining unit member a leave of absence for a part of the school year, for the remainder of the school year, or for a full school year, and renewals thereof.
- d. The Board shall continue to carry on payroll records all school bargaining unit members whose sick leave accumulation has expired, or who are on a disability leave of absence, or

an approved leave of absence, for the purpose of group term life, hospitalization, surgical or major medical insurance. The bargaining unit member shall make the total premium payment to the Business Manager/Director of Human Resources by the first of each month.

This paragraph is contingent upon the approval of this procedure by the insurance carrier.

- e. Said bargaining unit members shall have the right of restoration to contract status, if any, prior to approval of leave.

## 2. Childrearing Leave

The Board may grant a leave of absence, without pay, for the purpose of rearing a newly-born child or a newly adopted child whose age is one (1) year or less at the time of the commencement of the leave of absence.

- a. A bargaining unit member who wishes to take leave under this policy shall make application in writing to the Board of Education at least forty-five (45) days prior to the commencement of said leave.
- b. Leave under this policy may be granted for a period of up to two (2) years plus the remaining portion of the school year in which the leave commences.
- c. Leave under this section shall expire on June 30 of the applicable school year unless the bargaining unit member gives notice by April 15 of his intent to: 1) extend the leave for an additional year (if eligible), or 2) return to active employment of the ensuing school year.

## 3. Military Leave

- a. Military leave of absence shall be granted to any bargaining unit member who is drafted or recalled to active duty with any branch of the armed services of the United States in accordance with the laws of the state of Ohio and the federal government.
- b. A bargaining unit member returning from military service shall be returned to a position comparable to that held before leave and given full credit on the salary schedule for such service.

## 4. Illness in the Immediate Family

Leave shall be granted because of serious illness in the immediate family for a period not to exceed two (2) years. A written application for such leave must be accompanied by a statement from the attending physician stating the nature of the illness.

## 5. Other Leaves

The Board, in its discretion, may grant an unpaid leave of absence to a bargaining unit member who requests a leave for professional study or self-improvement through travel.

6. Absence for Jury Duty

It is recognized that the policy of the State of Ohio as expressed in Section 2313.34 Ohio Revised Code, exempts from jury duty certain categories of persons. A bargaining unit member who is absent from duty for jury service shall be granted partial pay not to exceed the differences between the jury pay and the pay a bargaining unit member of the Board during such jury service. In accordance with the provisions of Sections 1901.24, 1913.14, and 2414.34 of the Revised Code, a bargaining unit member called to serve as a juror may seek an exemption, if available to him, from such service by forwarding the notice to the Superintendent or his designee who will, upon receipt of the notice, be responsible for notifying the appropriate Court of the available exemption.

7. Family and Medical Leave of Absence

a. Family and Medical Leave of Absence is provided in keeping with the Family and Medical Leave Act (FMLA) of 1993. This leave shall apply to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the twelve (12) weeks of leave to which the bargaining unit member may be entitled under this provision. In other words, if a bargaining unit member is entitled to paid leave under other provisions of this contract the bargaining unit member must take the paid leave first and if the paid leave is less than twelve (12) weeks, the additional weeks of leave necessary to attain the 12-work weeks of leave required by FMLA shall be taken without compensation.

b. **DEFINITIONS**

For purposes of administering FMLA the following definitions shall be and are adopted:

1. Health Care Provider – The term “health care provider” means:
  - a. a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or
  - b. any other person determined by Federal mandate to be capable of providing health care services.
2. Parent – The term “parent” means the biological parent of a bargaining unit member or an individual who stood in loco parentis to a bargaining unit member when the bargaining unit member was a son or daughter
3. Reduced Leave Schedule – The term “reduced leave schedule” means a leave schedule that reduces the usual number of hours per work week, or hours per work day, of an bargaining unit member.
4. Serious Health Condition – The term “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- a. inpatient care in a hospital, hospice, or residential medical care facility; or
  - b. continuing treatment by a health care provider.
5. Son or Daughter – The term “son or daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:
- a. under 18 years of age; or
  - b. 18 years of age or older and incapable of self care because of a mental or physical disability.
6. Spouse – The term “spouse” means a husband or wife, as the case may be.
7. Year – The term “year” means a twelve (12) consecutive month period measured forward from the date the bargaining unit member’s FMLA leave begins.

c. ELIGIBILITY FOR LEAVE

To be eligible for leave a staff member must have been employed for at least twelve months in total, and must have worked at least 1250 hours during the twelve-month period preceding the commencement of the leave. The leave may be granted for one or more of the following for a total of twelve (12) work weeks of leave during any 12-month period:

- (1) Because of the birth of a son or daughter of the bargaining unit member and in order to care for such son or daughter.
- (2) Because of the placement of a son or daughter with the bargaining unit member for adoption or foster care.
- (3) In order to care for the spouse, or a son, daughter, or parent, of the bargaining unit member, if such spouse, son, daughter, or parent has a serious health condition.
- (4) Because of a serious health condition that makes the bargaining unit member unable to perform the functions of the position of such bargaining unit member.

The entitlement leave under Article 24 (B) (7) (C) (1) (2) shall expire at the end of the 12-month period beginning on the date of such birth or placement. Leave under Article 24 (B) (7) (C) (1) (2) shall not be taken intermittently or on a reduced leave schedule.

The entitlement to leave under Article 24 (B) (7) (C) (3) (4) may be as follows:

- 1. The leave must be medically necessary. If leave is so requested then the employer may require bargaining unit members own serious health condition or to care for a seriously ill child, spouse, or parent. For the bargaining unit member’s own medical leave, the certification must include a statement that the bargaining unit member is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the bargaining unit member is needed to provide care. In its discretion, the company may require a se-

cond medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Board at its own expense, may require the binding opinion of a third health care provider, approved jointly by the company and the bargaining unit member.

2. If medically necessary for a serious health condition of the bargaining unit member or his spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Board may require the bargaining unit member to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.
3. Spouses who are both employed by the Board are entitled to a total of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth or adoption of a child or for the care of a sick parent.

d. NOTIFICATION AND REPORTING REQUIREMENTS

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the bargaining unit member must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt employer's operations. In cases of illness, the bargaining unit member will be required to report periodically on his or her leave status and intention to return to work.

e. STATUS OF BENEFITS DURING LEAVE OF ABSENCE

1. Any bargaining unit member who is granted an approved leave of absence under this policy is advised to provide for the retention of his or her group insurance coverage by arranging to pay the premium contributions, if any, during the period of unpaid absence.
2. In the event that a bargaining unit member elects not to return to work upon completion of an approved unpaid leave of absence, the employer may recover from the bargaining unit member the cost of any payments made to maintain the bargaining unit member's coverage, unless the failure to return work was for reason beyond the bargaining unit member's control. Benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.

A request for Family and Medical Leave of Absence Form must be originated by the bargaining unit member. This form should be completed in detail signed by the bargaining unit member, submitted to the immediate supervisor for proper approval. If possible, the form should be submitted thirty (30) days in advance of the effective date of the leave.

All requests for FMLA due to illness will include the following information attached to a completed Request for Family and Medical Leave of Absence: Sufficient medical certification stating (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; and (3) the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, for purposes of leave to care for a child, spouse, or parent, the certificate should give an estimate of the amount of time that the bargaining unit member is needed to provide such care. For purposes of leave for a bargaining unit member's illness, the certificate must state that the bargaining unit member is unable to perform the functions of his position. In the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

f. LIMITATIONS ON LEAVE

1. Any leave commenced more than five (5) weeks prior to the end of a school year and of at least three (3) weeks duration may not end during the last three (3) weeks of the school year.
2. Any leave commenced less than five (5) weeks prior to the end of the school year and of at least two (2) weeks duration may not end during the last two (2) weeks of the school year.
3. Any leave commenced less than three (3) weeks prior to the end of the school year and greater than five (5) days duration shall continue until the end of the school year.

**ARTICLE 25**

**ASSIGNMENT OF WORK/SUBCONTRACTING**

The Board reserves the right to assign bargaining unit work to administrators, to supervisors or to intermittent seasonal bargaining unit members where the Board determines that such assignment of work is needed to meet seasonal, temporary needs, to perform work efficiently or on the most cost-effective basis, to conduct training, instruction, or inspection, where no qualified bargaining unit member is available, in a weather or other emergency. The Board may subcontract work, however, the Board will not subcontract any bargaining unit work which would have the direct effect of eliminating a bargaining unit position or reducing the regular work hours of a bargaining unit member, provided, however, that the Board will not subcontract out any work which is so regular and extensive that it would justify the hiring of an additional bargaining unit member.

Vacancies caused by leaves of absence which are not expected to be of long duration (less than one year) may be filled temporarily by assigning a substitute, from a list approved by the Superintendent, on a casual or day-to-day basis.

**ARTICLE 26**

**BUILDING USAGE AFTER HOURS**

When school buildings are to be used after regular school hours, the custodian should be informed of the arrangements prior to the usage. A custodian shall be assigned to a building when the building is utilized by contracted arrangement with a group that is not affiliated with the Troy City Schools.

**ARTICLE 27**

**EMPLOYEE UNIFORM**

1. Lunchroom

The recommended and preferred uniform for all school lunchroom bargaining unit members is a white, pastel, or tan slack-type uniform. No slack-type uniform will be permitted if the pant bottom represents a safety hazard or if the material is of such composition that it constitutes an unacceptable appearance. Closed-toed shoes with a non-slip sole are required.

2. Uniform Service for Maintenance and Bus Mechanics

The Board will select and provide a uniform service for maintenance and mechanics.

3. Maintenance, bus mechanics and custodial staff will wear closed toed shoes during their scheduled work hours.

**ARTICLE 28**  
**INSURANCE**

**A. HEALTH INSURANCE**

1. All bargaining unit members are eligible for health insurance. Bargaining unit members working less than thirty (30) hours weekly may enroll in the benefits program and have payroll deductions for the cost of enrollment in the plan. The bargaining unit members cost shall equate to the providers COBRA rate.

Each year the Board will conduct an open enrollment. The Board will offer a PPO (Preferred Provider Organization) option.

The PPO options will be subject to the following:

	<u>In Network</u>	<u>Out of Network</u>
Single/Family Deductible	\$300/\$600	\$750/\$1,500
Single Family Maximum Out-of-Pocket Expense (Including deductible)	\$700/\$1,400	\$2,500/\$5,000
Co-Insurance	80%/20%	60%/40%
Office Visits/Urgent Care	\$15.00	
Emergency Room	\$100.00	
Prescription Drug Card	\$5.00 Generic Brand \$15.00 Preferred Brand \$25.00 Non-Preferred Brand	

Coverage shall not be less than the coverage in effect as of the date of this Agreement.

The bargaining unit member's per pay contribution toward the cost of health insurance through the PPO shall be: FY 15 - 4.0% of the COBRA rate for an Employee, Employee + Spouse, Employee + Children or Family plan, FY 16 – 6% and FY 17 – 8%.

In FY 16, staff members will be offered the option to participate in a High Deductible Health Plan/HSA.

Health Savings Account	In Network	Out of Network
Deductible – In Network/ Single	\$2,000	\$4,000
Family	\$4,000	\$8,000

Out of pocket max	included in deductible	included in deductible
Office/Emergency room visits	included in deductible	included in deductible
Pharmacy costs	included in deductible	included in deductible
Employee Contribution Rate	0% - FY15	4% - FY16
HSA Funding *	FY15	FY16
Single	\$1,500	\$1,500
Family	\$2,500	\$2,500

- Staff members who elect the HSA will have the option to have the annual employment stipend deposited to their HSA account.

**2. WELLNESS INCENTIVE**

Bargaining unit members who are enrolled in the Troy City Health Benefit Plan and who participate in the annual Health Risk Assessment (HRA) will be eligible for a one month premium “holiday” during the month of June. After participating in the annual Health Risk Assessment, bargaining unit members may continue to receive this premium “holiday” in June if the results of the HRA are maintained or improved from the previous year. Improvements will be based upon verification from Interactive Health Solutions who will submit documentation providing participation and improved health status. Interactive Health Solutions will maintain all confidentiality as required by law.

**3. INCENTIVE NOT TO TAKE INSURANCE**

- a. A bargaining unit member who is eligible for family coverage through his spouse’s plan (and the spouse does not work for Troy City Schools), and who elects not to enroll in the Troy City Schools plan, will be eligible for an annual lump sum payment in an amount equal to thirty percent (30%) of the Board’s COBRA family rate subject to proof of coverage elsewhere.
- b. A bargaining unit member who is eligible for employee+spouse coverage through his spouse’s plan (and the spouse does not work for Troy City Schools), and who elects not to enroll in the Troy City Schools plan, will be eligible for an annual lump sum payment in an amount equal to thirty percent (30%) of the Board’s COBRA employee + spouse rate subject to proof of coverage elsewhere.

- c. A bargaining unit member who is eligible for employee+spouse coverage (and the spouse does not work for Troy City Schools), and who elects single coverage will be eligible for an annual lump sum payment in an amount equal to thirty percent (30%) of the difference between the Board's COBRA employee+spouse rate and the Board's COBRA single rate subject to proof of coverage elsewhere.
- d. A bargaining unit member who is eligible for family coverage (and the spouse does not work for Troy City Schools), and who elects single coverage will be eligible for an annual lump sum payment in an amount equal to thirty percent (30%) of the difference between the Board's COBRA family rate and the Board's COBRA single rate subject to proof of coverage elsewhere.
- e. The health care incentive not to take insurance shall be made annually in the last pay in June following the conclusion of the contract year, provided the open enrollment form has been completed. If coverage is dropped for less than twelve (12) months the health care opt-out incentive will be paid in a lump sum in June determined by the number of whole months during the contract year for which coverage was dropped. Those who have not enrolled may enroll in insurance coverage during that plan year based upon verification of loss of other health insurance coverage due to changes in family status (such as death or unemployment of the person previous carrying health insurance or divorce) and other circumstances in accordance with the usual plan terms. A bargaining unit member enrolling outside of the open enrollment period shall receive a pro-rated amount for the incentive payment that year.

**B. FLEXIBLE SPENDING ACCOUNT**

The Board shall give each bargaining unit member the option of having a Flexible Spending Account (FSA) pursuant to Section 125 of the Internal Revenue Code. Bargaining unit members may designate their participation in the monthly cost of insurance coverage into their individual FSA accounts, and may designate individually such additional amounts not to exceed maximum amount allowed by law per month to their FSA to use of the medical care, child care, and elder care purposes permitted by Section 125. Less than fulltime bargaining unit members may participate in the FSA option if permissible by law.

**C. DENTAL INSURANCE**

The Board agrees to provide all bargaining unit members working six (6) hours or more per day dental insurance.

**D. LIFE INSURANCE**

The Board agrees to provide all bargaining unit members working six (6) hours or more per day at no cost to the bargaining unit member a term life insurance policy in the amount of \$100,000. The Board also agrees to provide all bargaining unit members working four (4) hours, but less than six (6) hours per day, a term life insurance policy in the amount of \$25,000, at no cost to the bargaining unit members.

**E. BENEFITS CONTINUATION**

The Board shall continue to carry on payroll records all classified bargaining unit members whose sick leave accumulation has expired, or who are on a disability leave of absence, or an approved leave of absence, for the purpose of term life/accidental death, hospitalization, surgical, major medical, and dental benefits. The bargaining unit member shall make the total payment for benefits to the Human Resource Department by the first of each month. In no event will any current contractual coverage be reduced unless TCSSA is given notice and opportunity to bargain.

***ARTICLE 29***

***SEVERANCE / RETIREMENT***

All eligible bargaining unit members shall be members of the School Employees Retirement System (SERS) and the Board shall file the necessary membership forms within one (1) week after their initial qualifying service. Bargaining Unit Members must have been employed by the Board for five (5) consecutive years prior to retirement for Section A and Section B below.

**A. Severance**

1. All bargaining unit members retiring with the SERS shall be paid twenty-five percent (25%) of their accumulated sick leave, not to exceed a total of fifty (50) days severance pay. Payment shall be calculated using the base daily rate formula as defined in Article 3.
2. Payment for sick leave shall be considered to eliminate all sick leave credit accrued by the bargaining unit member at that time.
3. If a bargaining unit member eligible for severance pay dies, severance pay will be made to the bargaining unit member's estate as though the bargaining unit member had left employment, in accordance with the above formula. Such bargaining unit member needs not to have applied for severance before his death for this benefit to be paid to his estate.

**B. Retirement Incentive Plan**

Early Retirement Incentive Plans are available to bargaining unit members who qualify as outlined below provided bargaining unit members retire with SERS by the end of their contract year in which they become eligible for one of the plans. Bargaining unit members who are in their first year of eligibility to retire at the end of FY 10 may have up to one (1) year from the adoption of this Negotiated Agreement to utilize this incentive. Bargaining unit members must notify the Board, in writing, at least three (3) months before the date of retirement in order to receive this incentive.

1. Plan A – The Board will pay a retirement incentive of fifty percent (50%) of the bargaining unit member’s annual base salary, excluding overtime pay, for the current school year to those bargaining unit members who have at least twenty-five (25) years of retirement service credit and resign in the first year in which they are eligible to retire. For the purpose of this section only, the expressions “first year of eligibility” and “first year in which they are eligible” shall not require a staff member with less than thirty (30) years of service in SERS to retire in order to be eligible for the incentive.

All staff members who retire in their first year of eligibility (as per SERS guidelines for retirement) will receive a severance payment of twenty-five percent (25%) of accumulated sick leave days up to 250 days for a maximum of 62.5 days. This severance is in lieu of Article 29, Section A(1).

2. Plan B - A bargaining unit member who retires with the SERS with at least twenty (20) years of retirement service credit shall receive an incentive of thirty percent (30%) of the bargaining unit member’s annual base salary, excluding overtime pay.

***ARTICLE 30***

***ASSOCIATION DUES DEDUCTIONS***

- A. The Board Treasurer shall make payroll deductions of Association dues based upon individual written bargaining unit member authorizations. The Association President shall submit to the Board Treasurer any new authorizations for the full school year by September 15. Written authorization shall be continuous and shall remain in effect for not less than one year. It may be revoked by the bargaining unit member in writing after at least one year of continuous membership between the dates of August 21 and August 31 annually. The written revocation must be received by the Board Treasurer between those dates. If the dues deduction is not revoked, it shall remain in effect from school year to school year. The Association President must advise the Board

Treasurer in writing by September 15 of the amount of dues to be deducted during that school year. In the case of new membership authorizations after September 15, the Association President or designee, shall inform the Board Treasurer and provide the pro-rated dues amount to be deducted.

- B. Bargaining unit member dues shall be deducted in equal amounts from each paycheck (between October 1 and August 30). Within ten (10) days of the date of the payroll, the Board Treasurer shall transmit the amount deducted, with a list of the bargaining unit members from whom deduction was made, to the Treasurer of the State Association, with a copy to the Association Treasurer. The Association President, on or before September 15, shall give the Board Treasurer written notice of the name of the Association Treasurer for the school year and the name and address of the State Association Treasurer. The Association will be given the opportunity to make a presentation promoting its membership at the initial meeting each year of the various classified groups.
- C. Upon termination as a bargaining unit member with Troy City Schools during the Membership Year, at the beginning of an unpaid leave lasting the remainder of the contract year, or upon notification from the Association President or designee that a member has terminated membership, the Board Treasurer shall commence the deduction of the balance of the Association dues with respect to the bargaining unit member. The deduction of said amount shall occur on or before the former bargaining unit member's last paycheck, up to the net amount available.
- D. The Association shall defend, indemnify, and hold harmless the Board, its individual members, the Board Treasurer, and any and all other officers and bargaining unit members of the Board against any and all claims arising from or in any way related to the deduction of dues under this Article.

**E. Representational Fee**

1. PAYROLL DEDUCTION OF FAIR SHARE FEE

The Board shall deduct from the pay of bargaining unit members who elect not to become or to remain members of the Association, a representational fee for the Association representation of such non-members during the term of this contract.

2. NOTIFICATION OF THE AMOUNT OF REPRESENTATIONAL FEE

Notice of the amount of the annual representational fee shall be transmitted by the Association to the Board Treasurer on or about September 15 of each year during the term of this Negotiated Agreement for the purpose of determining amounts to be deducted to the Association.

3. SCHEDULE OF REPRESENTATIONAL FEE DEDUCTIONS

- a. All Representational Fee Deductions Payroll deductions of such annual representation-  
al fees shall commence on the first pay date which occurs on or after January 15<sup>th</sup> an-  
nually, and be deducted in equal amounts from each paycheck through the last pay of  
August. In the case of bargaining unit members newly hired after the beginning of the  
school year, the Association President or designee, shall inform the Board Treasurer as  
to the earliest date that the payroll deduction shall commence and provide the prorated,  
annual fee to be deducted.
- b. Upon termination as a bargaining unit member with Troy City Schools during the  
Membership Year, or at the beginning of an unpaid leave of absence lasting the re-  
mainder of the contract year, the Board Treasurer shall, upon notification from the As-  
sociation President or designee that a member has terminated membership, commence  
the deduction of the representational fee with respect to the former bargaining unit  
member, and the amount of the fee yet to be deducted shall be the annual representa-  
tional fee less the amount previously paid through payroll deduction. The deduction of  
said amount shall occur on or before the former bargaining unit members last  
paycheck, up to the net amount available in that check.

4. TRANSMITTAL OF DEDUCTIONS

The Board agrees to accompany each such transmittal with a list of names of the bargaining  
unit members for whom all such representational fee deductions were made, the period  
covered, and the amounts deducted for each.

5. PROCEDURE FOR REBATE

The Association represents to the Board that an internal rebate procedure has been estab-  
lished in accordance with Section 4117.09 (C) of the Ohio Revised Code, and that a proce-  
dure for challenging the amount of representational fee has been established and will be  
given to each bargaining unit member who does not join the Association and that such pro-  
cedure and notice shall be in compliance with all applicable state and federal laws and the  
Constitution of the United States and State of Ohio.

6. ENTITLEMENT TO REBATE

Upon timely demand, non-members may apply to the Association for an advance reduc-  
tion/rebate of the representational fee pursuant to the internal procedure adopted by the As-  
sociation.

- F. The Board will make payroll payments to bargaining unit members for services performed for the  
Association, and make the appropriate federal, state, and local deductions. The Association will  
inform the Board of the amount of these payments and which pay period payment should be

made. The Association will provide the Board with a check in advance for the amount of the payments requested. Only one payment shall be made in a membership year per Bargaining Unit Member.

**ARTICLE 31**  
**SALARY SCHEDULES**

**A. Payment of Salaries**

1. PAYMENT OF SALARIES

Payment will occur twice a month (15<sup>th</sup> and 30<sup>th</sup>), except February, which will be the 15<sup>th</sup> and the last day of February.

In the event a pay date falls on a Saturday, Sunday or legal holiday, the payday shall occur on the last business day immediately preceding.

2. AUTOMATIC PAYROLL DEPOSIT

- a. Bargaining unit members may elect to be paid by automatic deposit at any time. New bargaining unit members as of January 1, 1997, must be on direct deposit. Once a bargaining unit member is on direct deposit, he must remain on direct deposit.
- b. All changes in account information (i.e. routing numbers) and status must be communicated to the Treasurer’s office in order for pay to be properly processed.

**B. Longevity**

An annual longevity step of \$300 will be paid to each bargaining unit member having worked 14 years in Troy City Schools; a longevity step of \$600 will be paid to each bargaining unit member having worked 20 years in Troy City Schools; a longevity step of \$900 will be paid to each bargaining unit member having worked 25 years in Troy City Schools; and a longevity step of \$1,200 will be paid to each bargaining unit member having worked 30 years in Troy City Schools. Payment will be made within thirty (30) days from the day the bargaining unit member completes his 14<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, or 30<sup>th</sup> year, respectively. A year of service shall mean at least 120 actual workdays in a contract year (July 1 – June 30).

**C. Additional Compensation Incentives**

Bargaining unit members will be eligible to receive an annual bonus for additional training or education according to the following table:

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>CEUs</u>	<u>Amount</u>
6	9	18	\$ 200.00
15	23	45	\$250.00

30	45	90	\$300.00
60	90	180	\$450.00
90	135	270	\$600.00
120	180	360	\$750.00

The Superintendent shall stipulate the additional amount received annually for other training, licensing or certification. The Superintendent shall provide a list of the additional compensation incentives to the Association President. Each bargaining unit member eligible for this additional compensation will submit a compensation incentive form to the Human Resources Department by May 1<sup>st</sup>. Payment will be made the first pay in June.

**D. Attendance Bonus**

The Board will pay a bonus to bargaining unit members who use two (2) or less days of combined sick and personal leave. The use of Bereavement leave as defined in Article 24, Section A(3), will not affect the ability to receive this bonus. Bargaining unit members employed on a 260 day contract shall be permitted to use up to five (5) vacation days in lieu of sick or personal days without the 48-hour notice. This option may only be exercised prior to the bargaining unit member’s scheduled start time for that day. A bargaining unit member who is not employed by the Board for their full contracted year will be paid on a prorated basis, at the rate of: the number of days worked, including paid holidays, divided by the number of days contracted, multiplied by the bonus rate they qualify for. This bonus will be made by the second pay in July, or on the bargaining unit member’s final paycheck if they leave prior to July.

Use 0 days .....	\$1,250
Use 1 restricted personal ...	\$1,000
leave day with reason	
given in the KIOSK	
Use 1 day .....	\$250
Use 2 days .....	\$100

**E. Travel Reimbursement**

Mileage, authorized for use of bargaining unit members’ personal automobile while conducting school business, shall be reimbursed at the rate allowed by the IRS effective on January 1, and shall apply for that entire calendar year. Administrative Assistants conducting official school business shall be reimbursed provided all business is cleared through the principal and the principal signs the monthly travel voucher.

**F. Pickup of Retirement Contribution**

1. Consistent with the provisions of Internal Revenue Service Rulings 77-462, 81-35, and 81-36, the Board shall pick-up each bargaining unit member's mandatory contributions to the School Employees Retirement System of Ohio (SERS), provided that no bargaining unit member's total salary is increased by such pickup nor is the Board's total contribution to SERS increased thereby. The Board will pick up 0.75% of the bargaining unit member's share of SERS paid by the Board.
2. The dollar amount to be designated as "picked up" by the Board:
  - a. shall equal the then-current percentage amount of the bargaining unit member's mandatory SERS contribution;
  - b. shall be credited by SERS as bargaining unit member contributions under authority of Ohio Attorney General Opinion 82-097;
  - c. shall be included in computing final average salary;
  - d. shall not be reported by the Board as subject to current federal and state income taxes;
  - e. shall be reported by the Board as subject to city income taxes.
3. Each bargaining unit member will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pickup" in combination with other tax deferred compensation plans.
4. If the foregoing "pickup" provisions are nullified by subsequent Internal Revenue Service Rulings, this provision of the Agreement shall be declared null and void.

**G. Payroll Deduction for Purchase of Retirement Credit**

1. Any bargaining unit member who elects to purchase eligible retirement credit pursuant to ORC 3307.32 or 3307.33, shall notify the Treasurer in writing and provide approval of the purchase from the State Employee Retirement System (SERS), the amount to be deducted from his pay each month, the length of time such deduction shall be made and whether the deduction is pre or post tax. Such deduction shall be made each month and remitted to the SERS by the District Treasurer.
2. The bargaining unit member may elect to have the deduction from his income after the withholding of federal and state income taxes, or subject to the limitations of subsection C of this section, prior to the withholding of federal and state income taxes.
3. It is understood that, once begun, pretax deductions are irrevocable and may not be terminated or modified until the purchase is complete or the member is no longer employed by the Troy City School District, except as permitted by federal regulations due to unforeseen circumstances or financial hardship. A deduction requested to be on a pretax

basis will remain as pretax so long as this is permitted by federal and state law so that income will be deferred upon the amount of the deduction.

**H. Third Shift Differential**

Any bargaining unit member who is regularly scheduled to work the third shift shall receive a 5% increase on his hourly rate of pay as a shift differential for those regular hours worked during the third shift, including overtime hours worked immediately before or after third shift. Any bargaining unit member who is not regularly scheduled to work third shift or whose hours may overlap into the third shift as a result of overtime will not receive the 5% shift differential.

**I. Criminal Background Checks**

The Board will reimburse to the bargaining unit member or pay directly to the provider all cost for background checks that bargaining unit members must complete to remain employable by the district in compliance with Ohio law.

**J. Cost of Certification/License**

The Board will reimburse the bargaining unit member for all costs paid for any certificate/license/permit and/or renewal or upgrade of a certificate/license/permit as required by their position.

**K. Annual Employment Stipend**

Annually, on the second pay in November, an employment stipend of five-hundred dollars (\$500) will be paid to each bargaining unit member who is on active pay status as of November 15<sup>th</sup> of that same year.

**L. ParaPro Test For Paraprofessionals**

The Board will provide training and pay the cost for intervention and teaching assistants to take the initial ParaPro Assessment Test. A bargaining unit member required to retake the test will do so at his own expense.

***ARTICLE 32***

***NO STRIKE***

In exchange for recognition and the covenants in this agreement, the Troy City Support Staff Association agrees not to engage in a strike or any other form of concerted activity which would amount to a withholding or partial withholding of the services for which the membership were hired to perform during the term of this agreement.

The Association further agrees to actively discourage a breach of its membership of the foregoing paragraph.

In event of a breach of this article by either party, neither party shall thereafter be required to meet, negotiate or confer and shall be left to pursue whatever remedies may be appropriate including those remedies in law or equity.

The Board, during a labor dispute with the Association, shall not lock out the bargaining unit members or prevent them from performing services during the terms of this agreement.

***ARTICLE 33***  
***MANAGEMENT RIGHTS***

Except as specifically abridged, limited or modified by a specific and express term of this Agreement, the Board retains and reserves to itself and the administration, without limitation, all powers and authority conferred upon them by law, including the right to assign, direct, supervise and evaluate bargaining unit members; to schedule bargaining unit members and determine work hours; to issue, implement and modify reasonable work rules; and otherwise to exercise the rights and responsibilities to the Board under O.R.C. 4117.08(C)(1-9). The above management rights may be exercised without prior negotiation with or agreement of the Association.

***ARTICLE 34***  
***ASSOCIATION PRIVILEGES***

The Association shall be accorded the following privileges:

- A. Use of bulletin boards for Association information.
- B. Use of public address systems in the schools to convey messages to the bargaining unit.
- C. Use of regular daily inter-school communication systems, but only within the District.
- D. The Association President shall receive a copy of the agenda for each Board meeting for which an agenda is prepared. He shall be sent a copy at the same time a copy is sent to the Board members.
- E. A directory of the bargaining unit, including addresses, phone numbers, place(s) of employment, job classification(s)/level(s), and number of contracted hours, shall be given to the Association President quarterly. The aforementioned directory information will be given to the Association President within ten (10) days for any bargaining unit member being newly hired or having a change in classification/level or contracted hours.

- F. The privileges set forth in Article 35, Sections A, B, and C may be exercised as rights so long as the exercise of such rights does not disrupt or interfere with school activities or bargaining unit member's job duties.
- G. The school calendar will be determined by mutual agreement as a separate item and will be established by January 1, two (2) years in advance. If the parties fail to reach agreement, the Board will make the final determination. Any changes in the agreed to school calendar must be negotiated between the Board and Association, unless there is insufficient time to conduct negotiations, in which case every reasonable attempt will be made to contract and consult with the Association prior to any change.

### ***ARTICLE 35***

#### ***INFORMATION PACKETS***

Each newly-hired bargaining unit member shall be given a packet of pertinent information upon employment containing the following:

- A. A letter of welcome from the Superintendent
- B. A list of available insurance programs
- C. A hardcopy of the negotiated agreement
- D. A written job description
- E. The Association information sheet

### ***ARTICLE 36***

#### ***IMPLEMENTATION***

1. The parties to this Agreement each acknowledge that this Agreement contains the entire agreement between the parties and neither party shall be obligated, during the term of this Agreement, to negotiate matters contained in this Agreement or matters not contained in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
2. This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices between the Board and Association and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by both parties.
3. If during the life of this Agreement, there exists an applicable rule, regulation or order issued by any governmental authority other than the Board, which shall render invalid or restrain compli-

ance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect thereafter so long as such law, rule, regulation or order shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any other remaining portions of this Agreement which shall continue in full force and effect.

In the event of suspension or invalidation of any provision of this Agreement, the parties will meet and negotiate within thirty (30) calendar days after such event for the purpose of arriving at a mutually satisfactory replacement for such provision. Where this Agreement makes no specification about a matter, the Board and the Association is subject to all applicable state or local laws or ordinances pertaining to the wages, hours and terms and conditions of employment for the bargaining unit members. (Section 4117.10[A])

ARTICLE 37

DURATION OF AGREEMENT

This agreement, developed and agreed to by the Troy, Ohio, Board of Education, hereinafter referred to as the "Board" and the Troy City Support Staff Association, hereinafter referred to as the "Association" shall be in force from July 1, 2014 to June 30, 2017.

For The Association:

Michael Walters, 7/23, 2014 Michael Walters, TCSSA President

Michele Caldwell, 7/25, 2014 Michele Caldwell, TCSSA Member

Deborah Elam, 7/28, 2014 Deborah Elam, TCSSA Member

Rick Henn, 7/24, 2014 Rick Henn, TCSSA Member

Janet Rhodes, 7/31, 2014 Janet Rhodes, TCSSA Member

For the Board: Ratification completed by Troy City Board:

Stephen Lucas, 7/31, 2014  
Board President, Stephen Lucas

Eric Herman, 7/31, 2014  
Superintendent, Eric Herman

Jeff Price, 7/31, 2014  
Treasurer, Jeff Price

Marion Stout, 7/31, 2014  
Business Manager/Director of HR, Marion Stout

GRIEVANCE FORM

Troy City Schools Support Staff Association

Name of Grievant(s): \_\_\_\_\_

Building: \_\_\_\_\_

**Step 1 (Oral Discussion)**

Date of knowledge of facts giving rise to the grievance \_\_\_\_\_

Date of oral presentation: \_\_\_\_\_ With Immediate Supervisor \_\_\_\_\_  
Name

Immediate Supervisor's Written Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date submitted: \_\_\_\_\_ Immediate Supervisor's Signature: \_\_\_\_\_

**Step 2 (Written Grievance)**

1. Statement of Grievance  
Cite provisions of the negotiated agreement which have been violated, misinterpreted, or misapplied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. State the relief sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Received By: \_\_\_\_\_  
Name Title

Signature of Aggrieved

Date

GRIEVANCE FORM

Troy City Schools Support Staff Association

Conference requested by: \_\_\_\_\_  
Name of Grievant(s) or Administrator

Date of Conference: \_\_\_\_\_

Persons Present at Conference: \_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor's Written Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Submitted: \_\_\_\_\_ Immediate Supervisor's Signature: \_\_\_\_\_

**Step 3 (Superintendent Hearing)**

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

Received by: \_\_\_\_\_, \_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature of Aggrieved Date

Conference requested by \_\_\_\_\_  
Name of Grievant(s) or Administrator

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

Persons Present at Conference: \_\_\_\_\_

\_\_\_\_\_

Superintendent's Written Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Superintendent's Signature: \_\_\_\_\_

**Step 4 (Arbitration)**

Date of Association's Notice of Intent to Arbitrate: \_\_\_\_\_

Received by: \_\_\_\_\_, \_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature of Aggrieved Date

**ROUTE REPLACEMENT FORM**

Troy City Schools Support Staff Association

I, \_\_\_\_\_ request the following day(s)  
Name

\_\_\_\_\_ off work when Troy City Schools are not in session.  
Date(s)

and I must work for another school district which is in session.

In return, the following Troy City Schools bargaining unit member, \_\_\_\_\_ ,  
Name

will be working for me on the following date(s): \_\_\_\_\_  
Date(s)

We, the undersigned, agree to this on \_\_\_\_\_ .  
Date

Driver/Bus Aide \_\_\_\_\_  
Signature Date

“Replacement” Driver/Bus Aide \_\_\_\_\_  
Signature Date

Director of Transportation \_\_\_\_\_  
Signature Date

Notice: Should the replacement driver/bus aide be unable to fulfill this agreement, he will be responsible for finding their own replacement.

**ENROLLMENT/DONATION FORM FOR SICK LEAVE BANK**

Troy City Schools Support Staff Association

Name \_\_\_\_\_ School \_\_\_\_\_

Section I. Voluntary Enrollment

I wish to donate a day to the Troy City Support Staff School District Sick Leave Bank. In authorizing this deduction, I understand that the donated sick leave will be deducted from my current sick leave balance.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**APPLICATION FORM FOR SICK LEAVE BANK**

Troy City Schools Support Staff Association

Article 24, Section A(4)(f)(5)

Upon depletion of accumulated sick leave, vacation and personal leave days, and available sick day advances, a bargaining Unit member may apply for up to sixty (60) sick leave days from the sick leave bank for a serious, personal or family, health condition. The bargaining unit member must have a doctor’s note when applying for days from the sick leave bank that should explain the serious health condition and the length of time needed to be off work. Another application is required if additional time is needed. For full terms and conditions, reference *Article 24, Section A(4), Sick Leave Bank*.

I wish to apply to the Troy School District Sick Leave Bank for days as follows:

Number of days requested: \_\_\_\_\_

Date all approved leave balances was/will be exhausted: \_\_\_\_\_

Sick leave being requested to the illness/injury of: \_\_\_\_\_  
(Name)

If other than self, relationship: \_\_\_\_\_

Bargaining unit member’s explanation of health condition: \_\_\_\_\_

\_\_\_\_\_

Length of time bargaining unit member expects to be off work due to the listed health condition: \_\_\_\_\_

\_\_\_\_\_

**ATTACHED NOTE SIGNED BY DOCTOR**

Bargaining Unit Member’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

-----

**Decision of Sick Leave Bank Review Panel**

Sick Leave Requested:     Approved     Denied

Number of Days Approved: \_\_\_\_\_

Explanation of Denial: \_\_\_\_\_

\_\_\_\_\_

Signature of Review Panel Representatives:

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Name of Employee \_\_\_\_\_

Classification/Level \_\_\_\_\_ No of yrs in current position \_\_\_\_\_

Consider the employee's performance during the last 12 months. Circle the appropriate number on the scale for each area.

**Quality of Work**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Quality of work is unsatisfactory. Seldom completes job correctly the first time.	Many job tasks have to be redone. Has difficulty in correctly completing the job the first time.	Correctly completes most jobs. Is conscious of the value of quality work. Strives to achieve error-free work.	Quality of work is very good. Work is usually error-free.	Understands and completes top quality work. Work is consistently outstanding.

**Position Knowledge**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Knowledge of job requirements is unsatisfactory. Does not possess required skills to do the job	Knowledge of the job requirements is limited. Required skills are weak.	Has the knowledge and the skills to handle day-to-day job duties. Still has some aspects of the job to learn and some skills that should be improved.	Has very good knowledge and skills. Looks for opportunities to improve knowledge and skills.	Has outstanding job knowledge and skills in all aspects of the job, including unpredicted aspects of the job.

**Attitude**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Has a negative attitude and shows no enthusiasm for the job.	Often has a negative attitude. Verbalizes negatives frequently. Shows minimal enthusiasm for the job.	Accepts most job assignments with enthusiasm. Can adapt readily to pressure situations.	Accepts job assignments enthusiastically. Adapts well to pressure and is positive about the job.	Accepts and completes job assignments. Sets an example for other employees. Verbalizes positive aspects of the job and the school district.

**Time Management**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Does not meet deadlines. Does not use time wisely.	Frequently misses deadlines. Does not efficiently use time to complete assigned job tasks on time.	Usually plans time well and meets commitments. Does not always provide for the unexpected. Gets job done within normal time limits.	Plans time well. Provides for the unexpected event.	Uses time efficiently. Completes all tasks assigned in a timely manner. Is flexible in completing extra assigned job tasks.

**Initiative**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Does not meet minimum job requirements.	Only meets minimum requirements. Requires supervision and direction.	Requires minimal supervision. Usually will proceed with tasks in Supervisor's absence.	Works well independently. Requires minimal supervision.	Works extremely well independently. Self-motivated.



**Troy City Schools Classified Staff**

2014/2015	Treasurer's Assistant	Administrative Assistant	Senior District Network Coordinator	District Network Coordinator	Client Service Coordinator	Technology Assistant	Computer Facilitator
<b>Step 1</b> Index 1.0000	\$ 14.04	\$ 14.01	\$ 23.04	\$ 19.52	\$ 19.52	\$ 14.01	\$ 12.01
<b>Step 2</b> Index 1.0300	\$ 14.46	\$ 14.43	\$ 23.73	\$ 20.11	\$ 20.11	\$ 14.43	\$ 12.37
<b>Step 3</b> Index 1.0600	\$ 14.88	\$ 14.85	\$ 24.42	\$ 20.69	\$ 20.69	\$ 14.85	\$ 12.73
<b>Step 4</b> Index 1.0900	\$ 15.30	\$ 15.27	\$ 25.11	\$ 21.28	\$ 21.28	\$ 15.27	\$ 13.09
<b>Step 5</b> Index 1.1200	\$ 15.72	\$ 15.69	\$ 25.80	\$ 21.86	\$ 21.86	\$ 15.69	\$ 13.45
<b>Step 6</b> Index 1.1500	\$ 16.15	\$ 16.11	\$ 26.50	\$ 22.45	\$ 22.45	\$ 16.11	\$ 13.81
<b>Step 7</b> Index 1.1800	\$ 16.57	\$ 16.53	\$ 27.19	\$ 23.03	\$ 23.03	\$ 16.53	\$ 14.17
<b>Step 8</b> Index 1.2100	\$ 16.99	\$ 16.95	\$ 27.88	\$ 23.62	\$ 23.62	\$ 16.95	\$ 14.53
<b>Step 9</b> Index 1.2400	\$ 17.41	\$ 17.37	\$ 28.57	\$ 24.20	\$ 24.20	\$ 17.37	\$ 14.89
<b>Step 10</b> Index 1.2700	\$ 17.83	\$ 17.79	\$ 29.26	\$ 24.79	\$ 24.79	\$ 17.79	\$ 15.25
<b>Step 11</b> Index 1.3000	\$ 18.25	\$ 18.21	\$ 29.95	\$ 25.38	\$ 25.38	\$ 18.21	\$ 15.61
<b>Step 12</b> Index 1.3300	\$ 18.67	\$ 18.63	\$ 30.64	\$ 25.96	\$ 25.96	\$ 18.63	\$ 15.97
<b>Step 13</b> Index 1.3600	\$ 19.09	\$ 19.05	\$ 31.33	\$ 26.55	\$ 26.55	\$ 19.05	\$ 16.33
<b>Step 14</b> Index 1.3900	\$ 19.52	\$ 19.47	\$ 32.03	\$ 27.13	\$ 27.13	\$ 19.47	\$ 16.69

2014/2015	Health Clinic LPN	Clinic Assistant	Library Clerk	Library Assistant	Intervention Assistant	Educational Assistant	Special Educational Assistant	Teacher Assistant
<b>Step 1</b> Index 1.0000	\$ 14.41	\$ 11.95	\$ 11.80	\$ 11.80	\$ 11.50	\$ 10.62	\$ 11.50	\$ 10.62
<b>Step 2</b> Index 1.0300	\$ 14.84	\$ 12.31	\$ 12.15	\$ 12.15	\$ 11.85	\$ 10.94	\$ 11.91	\$ 11.09
<b>Step 3</b> Index 1.0600	\$ 15.27	\$ 12.67	\$ 12.51	\$ 12.51	\$ 12.19	\$ 11.26	\$ 12.36	\$ 11.53
<b>Step 4</b> Index 1.0900	\$ 15.71	\$ 13.03	\$ 12.86	\$ 12.86	\$ 12.54	\$ 11.58	\$ 12.79	\$ 11.94
<b>Step 5</b> Index 1.1200	\$ 16.14	\$ 13.38	\$ 13.22	\$ 13.22	\$ 12.88	\$ 11.89	\$ 13.22	\$ 12.39
<b>Step 6</b> Index 1.1500	\$ 16.57	\$ 13.74	\$ 13.57	\$ 13.57	\$ 13.23	\$ 12.21	\$ 13.66	\$ 12.83
<b>Step 7</b> Index 1.1800	\$ 17.00	\$ 14.10	\$ 13.92	\$ 13.92	\$ 13.57	\$ 12.53	\$ 14.11	\$ 13.25
<b>Step 8</b> Index 1.2100	\$ 17.44	\$ 14.46	\$ 14.28	\$ 14.28	\$ 13.92	\$ 12.85	\$ 14.53	\$ 13.67
<b>Step 9</b> Index 1.2400	\$ 17.87	\$ 14.82	\$ 14.63	\$ 14.63	\$ 14.26	\$ 13.17	\$ 14.98	\$ 14.17
<b>Step 10</b> Index 1.2700	\$ 18.30	\$ 15.18	\$ 14.99	\$ 14.99	\$ 14.61	\$ 13.49	\$ 15.42	\$ 14.98
<b>Step 11</b> Index 1.3000	\$ 18.73	\$ 15.54	\$ 15.34	\$ 15.34	\$ 14.95	\$ 13.81	\$ 15.84	\$ 15.04
<b>Step 12</b> Index 1.3300	\$ 19.17	\$ 15.89	\$ 15.69	\$ 15.69	\$ 15.30	\$ 14.12		
<b>Step 13</b> Index 1.3600	\$ 19.60	\$ 16.25	\$ 16.05	\$ 16.05	\$ 15.64	\$ 14.44		
<b>Step 14</b> Index 1.3900	\$ 20.03	\$ 16.61	\$ 16.40	\$ 16.40	\$ 15.99	\$ 14.76		

**Troy City Schools Classified Staff**

2014/2015	Plumber/ Boiler Maintenance	General Maintenance	Helper/ Painter	Lead HS Custodian	Head Custodian	Custodian	Bus Driver	Lead Bus Mechanic	Bus Mechanic
<b>Step 1</b> Index	\$ 16.92 1.0000	\$ 15.97 1.0000	\$ 13.96 1.0000	\$ 16.07 1.0000	\$ 14.54 1.0000	\$ 13.80 1.0000	\$ 15.56 1.0000	\$ 17.91 1.0000	\$ 16.38 1.0000
<b>Step 2</b> Index	\$ 17.43 1.0300	\$ 16.45 1.0300	\$ 14.38 1.0300	\$ 16.55 1.0300	\$ 14.98 1.0300	\$ 14.21 1.0300	\$ 16.03 1.0300	\$ 18.45 1.0300	\$ 16.87 1.0300
<b>Step 3</b> Index	\$ 17.94 1.0600	\$ 16.93 1.0600	\$ 14.80 1.0600	\$ 17.03 1.0600	\$ 15.41 1.0600	\$ 14.63 1.0600	\$ 16.49 1.0600	\$ 18.98 1.0600	\$ 17.36 1.0600
<b>Step 4</b> Index	\$ 18.44 1.0900	\$ 17.41 1.0900	\$ 15.22 1.0900	\$ 17.52 1.0900	\$ 15.85 1.0900	\$ 15.04 1.0900	\$ 16.96 1.0900	\$ 19.52 1.0900	\$ 17.85 1.0900
<b>Step 5</b> Index	\$ 18.95 1.1200	\$ 17.89 1.1200	\$ 15.64 1.1200	\$ 18.00 1.1200	\$ 16.28 1.1200	\$ 15.46 1.1200	\$ 17.43 1.1200	\$ 20.06 1.1200	\$ 18.35 1.1200
<b>Step 6</b> Index	\$ 19.46 1.1500	\$ 18.37 1.1500	\$ 16.05 1.1500	\$ 18.48 1.1500	\$ 16.72 1.1500	\$ 15.87 1.1500	\$ 17.89 1.1500	\$ 20.60 1.1500	\$ 18.84 1.1500
<b>Step 7</b> Index	\$ 19.97 1.1800	\$ 18.84 1.1800	\$ 16.47 1.1800	\$ 18.96 1.1800	\$ 17.16 1.1800	\$ 16.28 1.1800	\$ 18.36 1.1800	\$ 21.13 1.1800	\$ 19.33 1.1800
<b>Step 8</b> Index	\$ 20.47 1.2100	\$ 19.32 1.2100	\$ 16.89 1.2100	\$ 19.44 1.2100	\$ 17.59 1.2100	\$ 16.70 1.2100	\$ 18.83 1.2100	\$ 21.67 1.2100	\$ 19.82 1.2100
<b>Step 9</b> Index	\$ 20.98 1.2400	\$ 19.80 1.2400	\$ 17.31 1.2400	\$ 19.93 1.2400	\$ 18.03 1.2400	\$ 17.11 1.2400	\$ 19.29 1.2400	\$ 22.21 1.2400	\$ 20.31 1.2400
<b>Step 10</b> Index	\$ 21.49 1.2700	\$ 20.28 1.2700	\$ 17.73 1.2700	\$ 20.41 1.2700	\$ 18.47 1.2700	\$ 17.53 1.2700	\$ 19.76 1.2700	\$ 22.75 1.2700	\$ 20.80 1.2700
<b>Step 11</b> Index	\$ 22.00 1.3000	\$ 20.76 1.3000	\$ 18.15 1.3000	\$ 20.89 1.3000	\$ 18.90 1.3000	\$ 17.94 1.3000	\$ 20.23 1.3000	\$ 23.28 1.3000	\$ 21.29 1.3000
<b>Step 12</b> Index	\$ 22.50 1.3300	\$ 21.24 1.3300	\$ 18.57 1.3300	\$ 21.37 1.3300	\$ 19.34 1.3300	\$ 18.35 1.3300	\$ 20.69 1.3300	\$ 23.82 1.3300	\$ 21.79 1.3300
<b>Step 13</b> Index	\$ 23.01 1.3600	\$ 21.72 1.3600	\$ 18.99 1.3600	\$ 21.86 1.3600	\$ 19.77 1.3600	\$ 18.77 1.3600	\$ 21.16 1.3600	\$ 24.36 1.3600	\$ 22.28 1.3600
<b>Step 14</b> Index	\$ 23.52 1.3900	\$ 22.20 1.3900	\$ 19.40 1.3900	\$ 22.34 1.3900	\$ 20.21 1.3900	\$ 19.18 1.3900	\$ 21.63 1.3900	\$ 24.89 1.3900	\$ 22.77 1.3900

2014/2015	Head High School Kitchen Manager	Kitchen Manager and Cook	Assistant Kitchen Manager and Cook	Cook	Elementary Manager	Food Service Assistant	Delivery Maintenance	Delivery Helper	Translator
<b>Step 1</b> Index	\$ 14.43 1.0000	\$ 13.29 1.0000	\$ 12.04 1.0000	\$ 11.50 1.0000	\$ 11.14 1.0000	\$ 10.92 1.0000	\$ 14.80 1.0000	\$ 14.26 1.0000	\$ 18.50 1.0000
<b>Step 2</b> Index	\$ 14.86 1.0300	\$ 13.69 1.0300	\$ 12.40 1.0300	\$ 11.85 1.0300	\$ 11.47 1.0300	\$ 11.25 1.0300	\$ 15.24 1.0300	\$ 14.69 1.0300	\$ 19.06 1.0300
<b>Step 3</b> Index	\$ 15.30 1.0600	\$ 14.09 1.0600	\$ 12.76 1.0600	\$ 12.19 1.0600	\$ 11.81 1.0600	\$ 11.58 1.0600	\$ 15.69 1.0600	\$ 15.12 1.0600	\$ 19.61 1.0600
<b>Step 4</b> Index	\$ 15.73 1.0900	\$ 14.49 1.0900	\$ 13.12 1.0900	\$ 12.54 1.0900	\$ 12.14 1.0900	\$ 11.90 1.0900	\$ 16.13 1.0900	\$ 15.54 1.0900	\$ 20.17 1.0900
<b>Step 5</b> Index	\$ 16.16 1.1200	\$ 14.88 1.1200	\$ 13.48 1.1200	\$ 12.88 1.1200	\$ 12.48 1.1200	\$ 12.23 1.1200	\$ 16.58 1.1200	\$ 15.97 1.1200	\$ 20.72 1.1200
<b>Step 6</b> Index	\$ 16.59 1.1500	\$ 15.28 1.1500	\$ 13.85 1.1500	\$ 13.23 1.1500	\$ 12.81 1.1500	\$ 12.56 1.1500	\$ 17.02 1.1500	\$ 16.40 1.1500	\$ 21.28 1.1500
<b>Step 7</b> Index	\$ 17.03 1.1800	\$ 15.68 1.1800	\$ 14.21 1.1800	\$ 13.57 1.1800	\$ 13.15 1.1800	\$ 12.89 1.1800	\$ 17.46 1.1800	\$ 16.83 1.1800	\$ 21.83 1.1800
<b>Step 8</b> Index	\$ 17.46 1.2100	\$ 16.08 1.2100	\$ 14.57 1.2100	\$ 13.92 1.2100	\$ 13.48 1.2100	\$ 13.21 1.2100	\$ 17.91 1.2100	\$ 17.25 1.2100	\$ 22.39 1.2100
<b>Step 9</b> Index	\$ 17.89 1.2400	\$ 16.48 1.2400	\$ 14.93 1.2400	\$ 14.26 1.2400	\$ 13.81 1.2400	\$ 13.54 1.2400	\$ 18.35 1.2400	\$ 17.68 1.2400	\$ 22.94 1.2400
<b>Step 10</b> Index	\$ 18.33 1.2700	\$ 16.88 1.2700	\$ 15.29 1.2700	\$ 14.61 1.2700	\$ 14.15 1.2700	\$ 13.87 1.2700	\$ 18.80 1.2700	\$ 18.11 1.2700	\$ 23.50 1.2700
<b>Step 11</b> Index	\$ 18.76 1.3000	\$ 17.28 1.3000	\$ 15.65 1.3000	\$ 14.95 1.3000	\$ 14.48 1.3000	\$ 14.20 1.3000	\$ 19.24 1.3000	\$ 18.54 1.3000	\$ 24.05 1.3000
<b>Step 12</b> Index	\$ 19.19 1.3300	\$ 17.68 1.3300	\$ 16.01 1.3300	\$ 15.30 1.3300	\$ 14.82 1.3300	\$ 14.52 1.3300	\$ 19.68 1.3300	\$ 18.97 1.3300	\$ 24.61 1.3300
<b>Step 13</b> Index	\$ 19.62 1.3600	\$ 18.07 1.3600	\$ 16.37 1.3600	\$ 15.64 1.3600	\$ 15.15 1.3600	\$ 14.85 1.3600	\$ 20.13 1.3600	\$ 19.39 1.3600	\$ 25.16 1.3600
<b>Step 14</b> Index	\$ 20.06 1.3900	\$ 18.47 1.3900	\$ 16.74 1.3900	\$ 15.99 1.3900	\$ 15.48 1.3900	\$ 15.18 1.3900	\$ 20.57 1.3900	\$ 19.82 1.3900	\$ 25.72 1.3900

**Troy City Schools Classified Staff**

2015/2016	Treasurer's Assistant	Administrative Assistant	Senior District Network Coordinator	District Network Coordinator	Client Service Coordinator	Technology Assistant	Computer Facilitator
<b>Step 1</b>	\$ 14.32	\$ 14.30	\$ 23.50	\$ 19.91	\$ 19.91	\$ 14.30	\$ 12.25
Index	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
<b>Step 2</b>	\$ 14.75	\$ 14.73	\$ 24.21	\$ 20.51	\$ 20.51	\$ 14.73	\$ 12.62
Index	1.0300	1.0300	1.0300	1.0300	1.0300	1.0300	1.0300
<b>Step 3</b>	\$ 15.18	\$ 15.16	\$ 24.91	\$ 21.10	\$ 21.10	\$ 15.16	\$ 12.99
Index	1.0600	1.0600	1.0600	1.0600	1.0600	1.0600	1.0600
<b>Step 4</b>	\$ 15.61	\$ 15.59	\$ 25.62	\$ 21.70	\$ 21.70	\$ 15.59	\$ 13.35
Index	1.0900	1.0900	1.0900	1.0900	1.0900	1.0900	1.0900
<b>Step 5</b>	\$ 16.04	\$ 16.02	\$ 26.32	\$ 22.30	\$ 22.30	\$ 16.02	\$ 13.72
Index	1.1200	1.1200	1.1200	1.1200	1.1200	1.1200	1.1200
<b>Step 6</b>	\$ 16.47	\$ 16.45	\$ 27.03	\$ 22.90	\$ 22.90	\$ 16.45	\$ 14.09
Index	1.1500	1.1500	1.1500	1.1500	1.1500	1.1500	1.1500
<b>Step 7</b>	\$ 16.90	\$ 16.87	\$ 27.73	\$ 23.49	\$ 23.49	\$ 16.87	\$ 14.46
Index	1.1800	1.1800	1.1800	1.1800	1.1800	1.1800	1.1800
<b>Step 8</b>	\$ 17.33	\$ 17.30	\$ 28.44	\$ 24.09	\$ 24.09	\$ 17.30	\$ 14.82
Index	1.2100	1.2100	1.2100	1.2100	1.2100	1.2100	1.2100
<b>Step 9</b>	\$ 17.76	\$ 17.73	\$ 29.14	\$ 24.69	\$ 24.69	\$ 17.73	\$ 15.19
Index	1.2400	1.2400	1.2400	1.2400	1.2400	1.2400	1.2400
<b>Step 10</b>	\$ 18.19	\$ 18.16	\$ 29.85	\$ 25.29	\$ 25.29	\$ 18.16	\$ 15.56
Index	1.2700	1.2700	1.2700	1.2700	1.2700	1.2700	1.2700
<b>Step 11</b>	\$ 18.62	\$ 18.59	\$ 30.55	\$ 25.88	\$ 25.88	\$ 18.59	\$ 15.93
Index	1.3000	1.3000	1.3000	1.3000	1.3000	1.3000	1.3000
<b>Step 12</b>	\$ 19.05	\$ 19.02	\$ 31.26	\$ 26.48	\$ 26.48	\$ 19.02	\$ 16.29
Index	1.3300	1.3300	1.3300	1.3300	1.3300	1.3300	1.3300
<b>Step 13</b>	\$ 19.48	\$ 19.45	\$ 31.96	\$ 27.08	\$ 27.08	\$ 19.45	\$ 16.66
Index	1.3600	1.3600	1.3600	1.3600	1.3600	1.3600	1.3600
<b>Step 14</b>	\$ 19.90	\$ 19.88	\$ 32.67	\$ 27.67	\$ 27.67	\$ 19.88	\$ 17.03
Index	1.3900	1.3900	1.3900	1.3900	1.3900	1.3900	1.3900
<b>Step 15</b>	\$ 20.33	\$ 20.31	\$ 33.37	\$ 28.27	\$ 28.27	\$ 20.31	\$ 17.40
Index	1.4200	1.4200	1.4200	1.4200	1.4200	1.4200	1.4200

2015/2016	Health Clinic LPN	Clinic Assistant	Library Clerk	Library Assistant	Intervention Assistant	Educational Assistant	Special Educational Assistant	Teacher Assistant
<b>Step 1</b>	\$ 14.70	\$ 12.19	\$ 12.04	\$ 12.04	\$ 11.73	\$ 10.83	\$ 11.73	\$ 10.83
Index	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.1558	1.0000
<b>Step 2</b>	\$ 15.14	\$ 12.56	\$ 12.40	\$ 12.40	\$ 12.08	\$ 11.15	\$ 12.15	\$ 11.31
Index	1.0300	1.0300	1.0300	1.0300	1.0300	1.0300	1.0357	1.0445
<b>Step 3</b>	\$ 15.58	\$ 12.92	\$ 12.76	\$ 12.76	\$ 12.43	\$ 11.48	\$ 12.61	\$ 11.76
Index	1.0600	1.0600	1.0600	1.0600	1.0600	1.0600	1.0746	1.0856
<b>Step 4</b>	\$ 16.02	\$ 13.29	\$ 13.12	\$ 13.12	\$ 12.79	\$ 11.80	\$ 13.05	\$ 12.18
Index	1.0900	1.0900	1.0900	1.0900	1.0900	1.0900	1.1125	1.1244
<b>Step 5</b>	\$ 16.46	\$ 13.65	\$ 13.48	\$ 13.48	\$ 13.14	\$ 12.13	\$ 13.48	\$ 12.63
Index	1.1200	1.1200	1.1200	1.1200	1.1200	1.1200	1.1493	1.1666
<b>Step 6</b>	\$ 16.91	\$ 14.02	\$ 13.85	\$ 13.85	\$ 13.49	\$ 12.45	\$ 13.94	\$ 13.08
Index	1.1500	1.1500	1.1500	1.1500	1.1500	1.1500	1.1882	1.2077
<b>Step 7</b>	\$ 17.35	\$ 14.38	\$ 14.21	\$ 14.21	\$ 13.84	\$ 12.78	\$ 14.39	\$ 13.51
Index	1.1800	1.1800	1.1800	1.1800	1.1800	1.1800	1.2271	1.2477
<b>Step 8</b>	\$ 17.79	\$ 14.75	\$ 14.57	\$ 14.57	\$ 14.19	\$ 13.10	\$ 14.83	\$ 13.94
Index	1.2100	1.2100	1.2100	1.2100	1.2100	1.2100	1.2639	1.2876
<b>Step 9</b>	\$ 18.23	\$ 15.12	\$ 14.93	\$ 14.93	\$ 14.55	\$ 13.43	\$ 15.28	\$ 14.45
Index	1.2400	1.2400	1.2400	1.2400	1.2400	1.2400	1.3028	1.3344
<b>Step 10</b>	\$ 18.67	\$ 15.48	\$ 15.29	\$ 15.29	\$ 14.90	\$ 13.75	\$ 15.73	\$ 15.28
Index	1.2700	1.2700	1.2700	1.2700	1.2700	1.2700	1.3406	1.4109
<b>Step 11</b>	\$ 19.11	\$ 15.85	\$ 15.65	\$ 15.65	\$ 15.25	\$ 14.08	\$ 16.16	\$ 15.34
Index	1.3000	1.3000	1.3000	1.3000	1.3000	1.3000	1.3774	1.4166
<b>Step 12</b>	\$ 19.55	\$ 16.21	\$ 16.01	\$ 16.01	\$ 15.60	\$ 14.40		
Index	1.3300	1.3300	1.3300	1.3300	1.3300	1.3300		
<b>Step 13</b>	\$ 19.99	\$ 16.58	\$ 16.37	\$ 16.37	\$ 15.95	\$ 14.73		
Index	1.3600	1.3600	1.3600	1.3600	1.3600	1.3600		
<b>Step 14</b>	\$ 20.43	\$ 16.94	\$ 16.74	\$ 16.74	\$ 16.30	\$ 15.05		
Index	1.3900	1.3900	1.3900	1.3900	1.3900	1.3900		
<b>Step 15</b>	\$ 20.87	\$ 17.31	\$ 17.10	\$ 17.10	\$ 16.66	\$ 15.38		
Index	1.4200	1.4200	1.4200	1.4200	1.4200	1.4200		

**Troy City Schools Classified Staff**

2015/2016	Plumber/ Boiler Maintenance	General Maintenance	Helper/ Painter	Lead HS Custodian	Head Custodian	Custodian	Bus Driver	Lead Bus Mechanic	Bus Mechanic
Step 1 Index	\$ 17.26 1.0000	\$ 16.29 1.0000	\$ 14.24 1.0000	\$ 16.39 1.0000	\$ 14.83 1.0000	\$ 14.08 1.0000	\$ 15.87 1.0000	\$ 18.27 1.0000	\$ 16.71 1.0000
Step 2 Index	\$ 17.78 1.0300	\$ 16.78 1.0300	\$ 14.67 1.0300	\$ 16.88 1.0300	\$ 15.27 1.0300	\$ 14.50 1.0300	\$ 16.35 1.0300	\$ 18.82 1.0300	\$ 17.21 1.0300
Step 3 Index	\$ 18.30 1.0600	\$ 17.27 1.0600	\$ 15.09 1.0600	\$ 17.37 1.0600	\$ 15.72 1.0600	\$ 14.92 1.0600	\$ 16.82 1.0600	\$ 19.37 1.0600	\$ 17.71 1.0600
Step 4 Index	\$ 18.81 1.0900	\$ 17.76 1.0900	\$ 15.52 1.0900	\$ 17.87 1.0900	\$ 16.16 1.0900	\$ 15.35 1.0900	\$ 17.30 1.0900	\$ 19.91 1.0900	\$ 18.21 1.0900
Step 5 Index	\$ 19.33 1.1200	\$ 18.24 1.1200	\$ 15.95 1.1200	\$ 18.36 1.1200	\$ 16.61 1.1200	\$ 15.77 1.1200	\$ 17.77 1.1200	\$ 20.46 1.1200	\$ 18.72 1.1200
Step 6 Index	\$ 19.85 1.1500	\$ 18.73 1.1500	\$ 16.38 1.1500	\$ 18.85 1.1500	\$ 17.05 1.1500	\$ 16.19 1.1500	\$ 18.25 1.1500	\$ 21.01 1.1500	\$ 19.22 1.1500
Step 7 Index	\$ 20.37 1.1800	\$ 19.22 1.1800	\$ 16.80 1.1800	\$ 19.34 1.1800	\$ 17.50 1.1800	\$ 16.61 1.1800	\$ 18.73 1.1800	\$ 21.56 1.1800	\$ 19.72 1.1800
Step 8 Index	\$ 20.88 1.2100	\$ 19.71 1.2100	\$ 17.23 1.2100	\$ 19.83 1.2100	\$ 17.94 1.2100	\$ 17.04 1.2100	\$ 19.20 1.2100	\$ 22.11 1.2100	\$ 20.22 1.2100
Step 9 Index	\$ 21.40 1.2400	\$ 20.20 1.2400	\$ 17.66 1.2400	\$ 20.32 1.2400	\$ 18.39 1.2400	\$ 17.46 1.2400	\$ 19.68 1.2400	\$ 22.65 1.2400	\$ 20.72 1.2400
Step 10 Index	\$ 21.92 1.2700	\$ 20.69 1.2700	\$ 18.08 1.2700	\$ 20.82 1.2700	\$ 18.83 1.2700	\$ 17.88 1.2700	\$ 20.15 1.2700	\$ 23.20 1.2700	\$ 21.22 1.2700
Step 11 Index	\$ 22.44 1.3000	\$ 21.18 1.3000	\$ 18.51 1.3000	\$ 21.31 1.3000	\$ 19.28 1.3000	\$ 18.30 1.3000	\$ 20.63 1.3000	\$ 23.75 1.3000	\$ 21.72 1.3000
Step 12 Index	\$ 22.96 1.3300	\$ 21.67 1.3300	\$ 18.94 1.3300	\$ 21.80 1.3300	\$ 19.72 1.3300	\$ 18.73 1.3300	\$ 21.11 1.3300	\$ 24.30 1.3300	\$ 22.22 1.3300
Step 13 Index	\$ 23.47 1.3600	\$ 22.15 1.3600	\$ 19.37 1.3600	\$ 22.29 1.3600	\$ 20.17 1.3600	\$ 19.15 1.3600	\$ 21.58 1.3600	\$ 24.85 1.3600	\$ 22.73 1.3600
Step 14 Index	\$ 23.99 1.3900	\$ 22.64 1.3900	\$ 19.79 1.3900	\$ 22.78 1.3900	\$ 20.61 1.3900	\$ 19.57 1.3900	\$ 22.06 1.3900	\$ 25.40 1.3900	\$ 23.23 1.3900
Step 15 Index	\$ 24.51 1.4200	\$ 23.13 1.4200	\$ 20.22 1.4200	\$ 23.27 1.4200	\$ 21.06 1.4200	\$ 19.99 1.4200	\$ 22.54 1.4200	\$ 25.94 1.4200	\$ 23.73 1.4200

2015/2016	Head HS Kitchen Manager	Kitchen Manager and Cook	Assistant Kitchen Manager and Cook	Cook	Elementary Manager	Food Service Assistant	Delivery Maintenance	Delivery Helper	Translator
Step 1 Index	\$ 14.72 1.0000	\$ 13.56 1.0000	\$ 12.28 1.0000	\$ 11.73 1.0000	\$ 11.36 1.0000	\$ 11.14 1.0000	\$ 15.10 1.0000	\$ 14.54 1.0000	\$ 18.87 1.0000
Step 2 Index	\$ 15.16 1.0300	\$ 13.97 1.0300	\$ 12.65 1.0300	\$ 12.08 1.0300	\$ 11.70 1.0300	\$ 11.47 1.0300	\$ 15.55 1.0300	\$ 14.98 1.0300	\$ 19.44 1.0300
Step 3 Index	\$ 15.60 1.0600	\$ 14.37 1.0600	\$ 13.02 1.0600	\$ 12.43 1.0600	\$ 12.04 1.0600	\$ 11.81 1.0600	\$ 16.01 1.0600	\$ 15.41 1.0600	\$ 20.00 1.0600
Step 4 Index	\$ 16.04 1.0900	\$ 14.78 1.0900	\$ 13.39 1.0900	\$ 12.79 1.0900	\$ 12.38 1.0900	\$ 12.14 1.0900	\$ 16.46 1.0900	\$ 15.85 1.0900	\$ 20.57 1.0900
Step 5 Index	\$ 16.49 1.1200	\$ 15.19 1.1200	\$ 13.75 1.1200	\$ 13.14 1.1200	\$ 12.72 1.1200	\$ 12.48 1.1200	\$ 16.91 1.1200	\$ 16.28 1.1200	\$ 21.13 1.1200
Step 6 Index	\$ 16.93 1.1500	\$ 15.59 1.1500	\$ 14.12 1.1500	\$ 13.49 1.1500	\$ 13.06 1.1500	\$ 12.81 1.1500	\$ 17.37 1.1500	\$ 16.72 1.1500	\$ 21.70 1.1500
Step 7 Index	\$ 17.37 1.1800	\$ 16.00 1.1800	\$ 14.49 1.1800	\$ 13.84 1.1800	\$ 13.40 1.1800	\$ 13.15 1.1800	\$ 17.82 1.1800	\$ 17.16 1.1800	\$ 22.27 1.1800
Step 8 Index	\$ 17.81 1.2100	\$ 16.41 1.2100	\$ 14.86 1.2100	\$ 14.19 1.2100	\$ 13.75 1.2100	\$ 13.48 1.2100	\$ 18.27 1.2100	\$ 17.59 1.2100	\$ 22.83 1.2100
Step 9 Index	\$ 18.25 1.2400	\$ 16.81 1.2400	\$ 15.23 1.2400	\$ 14.55 1.2400	\$ 14.09 1.2400	\$ 13.81 1.2400	\$ 18.72 1.2400	\$ 18.03 1.2400	\$ 23.40 1.2400
Step 10 Index	\$ 18.69 1.2700	\$ 17.22 1.2700	\$ 15.60 1.2700	\$ 14.90 1.2700	\$ 14.43 1.2700	\$ 14.15 1.2700	\$ 19.18 1.2700	\$ 18.47 1.2700	\$ 23.96 1.2700
Step 11 Index	\$ 19.14 1.3000	\$ 17.63 1.3000	\$ 15.96 1.3000	\$ 15.25 1.3000	\$ 14.77 1.3000	\$ 14.48 1.3000	\$ 19.63 1.3000	\$ 18.90 1.3000	\$ 24.53 1.3000
Step 12 Index	\$ 19.58 1.3300	\$ 18.03 1.3300	\$ 16.33 1.3300	\$ 15.60 1.3300	\$ 15.11 1.3300	\$ 14.82 1.3300	\$ 20.08 1.3300	\$ 19.34 1.3300	\$ 25.10 1.3300
Step 13 Index	\$ 20.02 1.3600	\$ 18.44 1.3600	\$ 16.70 1.3600	\$ 15.95 1.3600	\$ 15.45 1.3600	\$ 15.15 1.3600	\$ 20.54 1.3600	\$ 19.77 1.3600	\$ 25.66 1.3600
Step 14 Index	\$ 20.46 1.3900	\$ 18.85 1.3900	\$ 17.07 1.3900	\$ 16.30 1.3900	\$ 15.79 1.3900	\$ 15.48 1.3900	\$ 20.99 1.3900	\$ 20.21 1.3900	\$ 26.23 1.3900
Step 15 Index	\$ 20.90 1.4200	\$ 19.26 1.4200	\$ 17.44 1.4200	\$ 16.66 1.4200	\$ 16.13 1.4200	\$ 15.82 1.4200	\$ 21.44 1.4200	\$ 20.65 1.4200	\$ 26.80 1.4200

**Troy City Schools Classified Staff**

2016/2017

	Treasurer's Assistant	Administrative Assistant	Sr District Network Coordinator	District Network Coordinator	Client Service Coordinator	Technology Assistant	Computer Facilitator
<b>Step 1</b> Index	\$ 14.60 1.0000	\$ 14.58 1.0000	\$ 23.97 1.0000	\$ 20.31 1.0000	\$ 20.31 1.0000	\$ 14.58 1.0000	\$ 12.49 1.0000
<b>Step 2</b> Index	\$ 15.04 1.0300	\$ 15.02 1.0300	\$ 24.69 1.0300	\$ 20.92 1.0300	\$ 20.92 1.0300	\$ 15.02 1.0300	\$ 12.86 1.0300
<b>Step 3</b> Index	\$ 15.48 1.0600	\$ 15.45 1.0600	\$ 25.41 1.0600	\$ 21.53 1.0600	\$ 21.53 1.0600	\$ 15.45 1.0600	\$ 13.24 1.0600
<b>Step 4</b> Index	\$ 15.91 1.0900	\$ 15.89 1.0900	\$ 26.13 1.0900	\$ 22.14 1.0900	\$ 22.14 1.0900	\$ 15.89 1.0900	\$ 13.61 1.0900
<b>Step 5</b> Index	\$ 16.35 1.1200	\$ 16.33 1.1200	\$ 26.85 1.1200	\$ 22.75 1.1200	\$ 22.75 1.1200	\$ 16.33 1.1200	\$ 13.99 1.1200
<b>Step 6</b> Index	\$ 16.79 1.1500	\$ 16.77 1.1500	\$ 27.57 1.1500	\$ 23.36 1.1500	\$ 23.36 1.1500	\$ 16.77 1.1500	\$ 14.36 1.1500
<b>Step 7</b> Index	\$ 17.23 1.1800	\$ 17.20 1.1800	\$ 28.28 1.1800	\$ 23.97 1.1800	\$ 23.97 1.1800	\$ 17.20 1.1800	\$ 14.74 1.1800
<b>Step 8</b> Index	\$ 17.67 1.2100	\$ 17.64 1.2100	\$ 29.00 1.2100	\$ 24.58 1.2100	\$ 24.58 1.2100	\$ 17.64 1.2100	\$ 15.11 1.2100
<b>Step 9</b> Index	\$ 18.10 1.2400	\$ 18.08 1.2400	\$ 29.72 1.2400	\$ 25.18 1.2400	\$ 25.18 1.2400	\$ 18.08 1.2400	\$ 15.49 1.2400
<b>Step 10</b> Index	\$ 18.54 1.2700	\$ 18.52 1.2700	\$ 30.44 1.2700	\$ 25.79 1.2700	\$ 25.79 1.2700	\$ 18.52 1.2700	\$ 15.86 1.2700
<b>Step 11</b> Index	\$ 18.98 1.3000	\$ 18.95 1.3000	\$ 31.16 1.3000	\$ 26.40 1.3000	\$ 26.40 1.3000	\$ 18.95 1.3000	\$ 16.24 1.3000
<b>Step 12</b> Index	\$ 19.42 1.3300	\$ 19.39 1.3300	\$ 31.88 1.3300	\$ 27.01 1.3300	\$ 27.01 1.3300	\$ 19.39 1.3300	\$ 16.61 1.3300
<b>Step 13</b> Index	\$ 19.86 1.3600	\$ 19.83 1.3600	\$ 32.60 1.3600	\$ 27.62 1.3600	\$ 27.62 1.3600	\$ 19.83 1.3600	\$ 16.99 1.3600
<b>Step 14</b> Index	\$ 20.29 1.3900	\$ 20.27 1.3900	\$ 33.32 1.3900	\$ 28.23 1.3900	\$ 28.23 1.3900	\$ 20.27 1.3900	\$ 17.36 1.3900
<b>Step 15</b> Index	\$ 20.73 1.4200	\$ 20.70 1.4200	\$ 34.04 1.4200	\$ 28.84 1.4200	\$ 28.84 1.4200	\$ 20.70 1.4200	\$ 17.74 1.4200
<b>Step 16</b> Index	\$ 21.17 1.4500	\$ 21.14 1.4500	\$ 34.76 1.4500	\$ 29.45 1.4500	\$ 29.45 1.4500	\$ 21.14 1.4500	\$ 18.11 1.4500

2016/2017

	Health Clinic LPN	Clinic Assistant	Library Clerk	Library Assistant	Intervention Assistant	Educational Assistant	Spec. Educ. Assistant	Teacher Assistant
<b>Step 1</b> Index	\$ 14.99 1.0000	\$ 12.44 1.0000	\$ 12.28 1.0000	\$ 12.28 1.0000	\$ 11.96 1.0000	\$ 11.05 1.0000	\$ 11.96 1.1558	\$ 11.05 1.0000
<b>Step 2</b> Index	\$ 15.44 1.0300	\$ 12.81 1.0300	\$ 12.65 1.0300	\$ 12.65 1.0300	\$ 12.32 1.0300	\$ 11.38 1.0300	\$ 12.39 1.0357	\$ 11.54 1.0445
<b>Step 3</b> Index	\$ 15.89 1.0600	\$ 13.19 1.0600	\$ 13.02 1.0600	\$ 13.02 1.0600	\$ 12.68 1.0600	\$ 11.71 1.0600	\$ 12.85 1.0746	\$ 12.00 1.0856
<b>Step 4</b> Index	\$ 16.34 1.0900	\$ 13.56 1.0900	\$ 13.39 1.0900	\$ 13.39 1.0900	\$ 13.04 1.0900	\$ 12.04 1.0900	\$ 13.31 1.1125	\$ 12.42 1.1244
<b>Step 5</b> Index	\$ 16.79 1.1200	\$ 13.93 1.1200	\$ 13.75 1.1200	\$ 13.75 1.1200	\$ 13.40 1.1200	\$ 12.38 1.1200	\$ 13.75 1.1493	\$ 12.89 1.1666
<b>Step 6</b> Index	\$ 17.24 1.1500	\$ 14.31 1.1500	\$ 14.12 1.1500	\$ 14.12 1.1500	\$ 13.75 1.1500	\$ 12.71 1.1500	\$ 14.21 1.1882	\$ 13.35 1.2077
<b>Step 7</b> Index	\$ 17.69 1.1800	\$ 14.68 1.1800	\$ 14.49 1.1800	\$ 14.49 1.1800	\$ 14.11 1.1800	\$ 13.04 1.1800	\$ 14.68 1.2271	\$ 13.79 1.2477
<b>Step 8</b> Index	\$ 18.14 1.2100	\$ 15.05 1.2100	\$ 14.86 1.2100	\$ 14.86 1.2100	\$ 14.47 1.2100	\$ 13.37 1.2100	\$ 15.12 1.2639	\$ 14.23 1.2876
<b>Step 9</b> Index	\$ 18.59 1.2400	\$ 15.43 1.2400	\$ 15.23 1.2400	\$ 15.23 1.2400	\$ 14.83 1.2400	\$ 13.70 1.2400	\$ 15.58 1.3028	\$ 14.75 1.3344
<b>Step 10</b> Index	\$ 19.04 1.2700	\$ 15.80 1.2700	\$ 15.60 1.2700	\$ 15.60 1.2700	\$ 15.19 1.2700	\$ 14.03 1.2700	\$ 16.03 1.3406	\$ 15.59 1.4109
<b>Step 11</b> Index	\$ 19.49 1.3000	\$ 16.17 1.3000	\$ 15.96 1.3000	\$ 15.96 1.3000	\$ 15.55 1.3000	\$ 14.37 1.3000	\$ 16.47 1.3774	\$ 15.65 1.4166
<b>Step 12</b> Index	\$ 19.94 1.3300	\$ 16.55 1.3300	\$ 16.33 1.3300	\$ 16.33 1.3300	\$ 15.91 1.3300	\$ 14.70 1.3300		
<b>Step 13</b> Index	\$ 20.39 1.3600	\$ 16.92 1.3600	\$ 16.70 1.3600	\$ 16.70 1.3600	\$ 16.27 1.3600	\$ 15.03 1.3600		
<b>Step 14</b> Index	\$ 20.84 1.3900	\$ 17.29 1.3900	\$ 17.07 1.3900	\$ 17.07 1.3900	\$ 16.62 1.3900	\$ 15.36 1.3900		
<b>Step 15</b> Index	\$ 21.29 1.4200	\$ 17.66 1.4200	\$ 17.44 1.4200	\$ 17.44 1.4200	\$ 16.98 1.4200	\$ 15.69 1.4200		
<b>Step 16</b> Index	\$ 21.74 1.4500	\$ 18.04 1.4500	\$ 17.81 1.4500	\$ 17.81 1.4500	\$ 17.34 1.4500	\$ 16.02 1.4500		

**Troy City Schools Classified Staff**

2016/2017	Plumber/ Boiler Maintenance	General Maintenance	Helper/ Painter	Lead HS Custodian	Head Custodian	Custodian	Bus Driver	Lead Bus Mechanic	Bus Mechanic
<b>Step 1</b> Index	\$ 17.61 1.0000	\$ 16.62 1.0000	\$ 14.53 1.0000	\$ 16.71 1.0000	\$ 15.12 1.0000	\$ 14.36 1.0000	\$ 16.18 1.0000	\$ 18.63 1.0000	\$ 17.04 1.0000
<b>Step 2</b> Index	\$ 18.14 1.0300	\$ 17.12 1.0300	\$ 14.97 1.0300	\$ 17.21 1.0300	\$ 15.57 1.0300	\$ 14.79 1.0300	\$ 16.67 1.0300	\$ 19.19 1.0300	\$ 17.55 1.0300
<b>Step 3</b> Index	\$ 18.67 1.0600	\$ 17.62 1.0600	\$ 15.40 1.0600	\$ 17.71 1.0600	\$ 16.03 1.0600	\$ 15.22 1.0600	\$ 17.15 1.0600	\$ 19.75 1.0600	\$ 18.06 1.0600
<b>Step 4</b> Index	\$ 19.19 1.0900	\$ 18.12 1.0900	\$ 15.84 1.0900	\$ 18.21 1.0900	\$ 16.48 1.0900	\$ 15.65 1.0900	\$ 17.64 1.0900	\$ 20.31 1.0900	\$ 18.57 1.0900
<b>Step 5</b> Index	\$ 19.72 1.1200	\$ 18.61 1.1200	\$ 16.27 1.1200	\$ 18.72 1.1200	\$ 16.93 1.1200	\$ 16.08 1.1200	\$ 18.12 1.1200	\$ 20.87 1.1200	\$ 19.08 1.1200
<b>Step 6</b> Index	\$ 20.25 1.1500	\$ 19.11 1.1500	\$ 16.71 1.1500	\$ 19.22 1.1500	\$ 17.39 1.1500	\$ 16.51 1.1500	\$ 18.61 1.1500	\$ 21.42 1.1500	\$ 19.60 1.1500
<b>Step 7</b> Index	\$ 20.78 1.1800	\$ 19.61 1.1800	\$ 17.15 1.1800	\$ 19.72 1.1800	\$ 17.84 1.1800	\$ 16.94 1.1800	\$ 19.09 1.1800	\$ 21.98 1.1800	\$ 20.11 1.1800
<b>Step 8</b> Index	\$ 21.31 1.2100	\$ 20.11 1.2100	\$ 17.58 1.2100	\$ 20.22 1.2100	\$ 18.30 1.2100	\$ 17.38 1.2100	\$ 19.58 1.2100	\$ 22.54 1.2100	\$ 20.62 1.2100
<b>Step 9</b> Index	\$ 21.84 1.2400	\$ 20.61 1.2400	\$ 18.02 1.2400	\$ 20.72 1.2400	\$ 18.75 1.2400	\$ 17.81 1.2400	\$ 20.06 1.2400	\$ 23.10 1.2400	\$ 21.13 1.2400
<b>Step 10</b> Index	\$ 22.36 1.2700	\$ 21.11 1.2700	\$ 18.45 1.2700	\$ 21.22 1.2700	\$ 19.20 1.2700	\$ 18.24 1.2700	\$ 20.55 1.2700	\$ 23.66 1.2700	\$ 21.64 1.2700
<b>Step 11</b> Index	\$ 22.89 1.3000	\$ 21.61 1.3000	\$ 18.89 1.3000	\$ 21.72 1.3000	\$ 19.66 1.3000	\$ 18.67 1.3000	\$ 21.03 1.3000	\$ 24.22 1.3000	\$ 22.15 1.3000
<b>Step 12</b> Index	\$ 23.42 1.3300	\$ 22.10 1.3300	\$ 19.32 1.3300	\$ 22.22 1.3300	\$ 20.11 1.3300	\$ 19.10 1.3300	\$ 21.52 1.3300	\$ 24.78 1.3300	\$ 22.66 1.3300
<b>Step 13</b> Index	\$ 23.95 1.3600	\$ 22.60 1.3600	\$ 19.76 1.3600	\$ 22.73 1.3600	\$ 20.56 1.3600	\$ 19.53 1.3600	\$ 22.00 1.3600	\$ 25.34 1.3600	\$ 23.17 1.3600
<b>Step 14</b> Index	\$ 24.48 1.3900	\$ 23.10 1.3900	\$ 20.20 1.3900	\$ 23.23 1.3900	\$ 21.02 1.3900	\$ 19.96 1.3900	\$ 22.49 1.3900	\$ 25.90 1.3900	\$ 23.69 1.3900
<b>Step 15</b> Index	\$ 25.01 1.4200	\$ 23.60 1.4200	\$ 20.63 1.4200	\$ 23.73 1.4200	\$ 21.47 1.4200	\$ 20.39 1.4200	\$ 22.98 1.4200	\$ 26.45 1.4200	\$ 24.20 1.4200
<b>Step 16</b> Index	\$ 25.53 1.4500	\$ 24.10 1.4500	\$ 21.07 1.4500	\$ 24.23 1.4500	\$ 21.92 1.4500	\$ 20.82 1.4500	\$ 23.46 1.4500	\$ 27.01 1.4500	\$ 24.71 1.4500

2016/2017	Head HS Kitchen Manager	Kitchen Manager and Cook	Assistant Kitchen Manager and Cook	Cook	Elementary Manager	Food Service Assistant	Delivery Maintenance	Delivery Helper	Translator
<b>Step 1</b> Index	\$ 15.02 1.0000	\$ 13.83 1.0000	\$ 12.52 1.0000	\$ 11.96 1.0000	\$ 11.59 1.0000	\$ 11.37 1.0000	\$ 15.40 1.0000	\$ 14.84 1.0000	\$ 19.25 1.0000
<b>Step 2</b> Index	\$ 15.47 1.0300	\$ 14.24 1.0300	\$ 12.90 1.0300	\$ 12.32 1.0300	\$ 11.94 1.0300	\$ 11.71 1.0300	\$ 15.86 1.0300	\$ 15.29 1.0300	\$ 19.83 1.0300
<b>Step 3</b> Index	\$ 15.92 1.0600	\$ 14.66 1.0600	\$ 13.27 1.0600	\$ 12.68 1.0600	\$ 12.29 1.0600	\$ 12.05 1.0600	\$ 16.32 1.0600	\$ 15.73 1.0600	\$ 20.41 1.0600
<b>Step 4</b> Index	\$ 16.37 1.0900	\$ 15.07 1.0900	\$ 13.65 1.0900	\$ 13.04 1.0900	\$ 12.63 1.0900	\$ 12.39 1.0900	\$ 16.79 1.0900	\$ 16.18 1.0900	\$ 20.98 1.0900
<b>Step 5</b> Index	\$ 16.82 1.1200	\$ 15.49 1.1200	\$ 14.02 1.1200	\$ 13.40 1.1200	\$ 12.98 1.1200	\$ 12.73 1.1200	\$ 17.25 1.1200	\$ 16.62 1.1200	\$ 21.56 1.1200
<b>Step 6</b> Index	\$ 17.27 1.1500	\$ 15.90 1.1500	\$ 14.40 1.1500	\$ 13.75 1.1500	\$ 13.33 1.1500	\$ 13.08 1.1500	\$ 17.71 1.1500	\$ 17.07 1.1500	\$ 22.14 1.1500
<b>Step 7</b> Index	\$ 17.72 1.1800	\$ 16.32 1.1800	\$ 14.77 1.1800	\$ 14.11 1.1800	\$ 13.68 1.1800	\$ 13.42 1.1800	\$ 18.17 1.1800	\$ 17.51 1.1800	\$ 22.72 1.1800
<b>Step 8</b> Index	\$ 18.17 1.2100	\$ 16.73 1.2100	\$ 15.15 1.2100	\$ 14.47 1.2100	\$ 14.02 1.2100	\$ 13.76 1.2100	\$ 18.63 1.2100	\$ 17.96 1.2100	\$ 23.29 1.2100
<b>Step 9</b> Index	\$ 18.62 1.2400	\$ 17.15 1.2400	\$ 15.52 1.2400	\$ 14.83 1.2400	\$ 14.37 1.2400	\$ 14.10 1.2400	\$ 19.10 1.2400	\$ 18.40 1.2400	\$ 23.87 1.2400
<b>Step 10</b> Index	\$ 19.08 1.2700	\$ 17.56 1.2700	\$ 15.90 1.2700	\$ 15.19 1.2700	\$ 14.72 1.2700	\$ 14.44 1.2700	\$ 19.56 1.2700	\$ 18.85 1.2700	\$ 24.45 1.2700
<b>Step 11</b> Index	\$ 19.53 1.3000	\$ 17.98 1.3000	\$ 16.28 1.3000	\$ 15.55 1.3000	\$ 15.07 1.3000	\$ 14.78 1.3000	\$ 20.02 1.3000	\$ 19.29 1.3000	\$ 25.03 1.3000
<b>Step 12</b> Index	\$ 19.98 1.3300	\$ 18.39 1.3300	\$ 16.65 1.3300	\$ 15.91 1.3300	\$ 15.41 1.3300	\$ 15.12 1.3300	\$ 20.48 1.3300	\$ 19.74 1.3300	\$ 25.60 1.3300
<b>Step 13</b> Index	\$ 20.43 1.3600	\$ 18.81 1.3600	\$ 17.03 1.3600	\$ 16.27 1.3600	\$ 15.76 1.3600	\$ 15.46 1.3600	\$ 20.94 1.3600	\$ 20.18 1.3600	\$ 26.18 1.3600
<b>Step 14</b> Index	\$ 20.88 1.3900	\$ 19.22 1.3900	\$ 17.40 1.3900	\$ 16.62 1.3900	\$ 16.11 1.3900	\$ 15.80 1.3900	\$ 21.41 1.3900	\$ 20.63 1.3900	\$ 26.76 1.3900
<b>Step 15</b> Index	\$ 21.33 1.4200	\$ 19.64 1.4200	\$ 17.78 1.4200	\$ 16.98 1.4200	\$ 16.46 1.4200	\$ 16.15 1.4200	\$ 21.87 1.4200	\$ 21.07 1.4200	\$ 27.34 1.4200
<b>Step 16</b> Index	\$ 21.78 1.4500	\$ 20.05 1.4500	\$ 18.15 1.4500	\$ 17.34 1.4500	\$ 16.81 1.4500	\$ 16.49 1.4500	\$ 22.33 1.4500	\$ 21.52 1.4500	\$ 27.91 1.4500