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**NEGOTIATED AGREEMENT BETWEEN**

**THE BOARD OF EDUCATION**

**OF THE GREENON LOCAL SCHOOL DISTRICT**

**And The**

**OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES**  
**OAPSE/AFSCME Local 4/AFL-CIO**

**AND IT'S LOCAL #356**

**JULY 1, 2014 THROUGH JUNE 30, 2015**

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**ARTICLE 1**  
**RECOGNITION**

- 1.1 The Greenon Local Board of Education recognizes the Ohio Association of Public School Employees, AFSCME LOCAL 4/AFL-CIO and its Local #356, as the sole and exclusive bargaining representative of its full-time and regular part-time personnel employed by the Board under contract as a:

Building Secretary  
Head Custodian  
Building Custodian

Maintenance

Cafeteria Workers  
(Cashier, Cook, Head Cook, other cafeteria workers including Food Site Manager)

Aides  
Study Hall Monitor\*(see salary schedule)

Bus Driver  
Bus Mechanic

- 1.2 The Union (OAPSE) is recognized by the Board for the duration of this Agreement as the exclusive representative of the classified staff and the Board will not negotiate with any other organization or Union.

In the event that some other organization or union seeks to represent the classified employees, or the classified employees wish to not be represented by any such organization or union, the procedures in Section 4117 of the Ohio Revised Code will be followed.

- 1.3 The following positions are excluded from the bargaining unit:

Latchkey  
Asst. to the Treasurer  
Accounts Payable Clerk  
Technology Coordinator  
Secretary to the Superintendent  
Substitutes  
EMIS  
Seasonal employees - as defined by  
O. R. C. 4117

Treasurer  
Maintenance Supervisor  
Payroll Clerk  
Cafeteria Supervisor  
Transportation Supervisor  
Secretary to Director of Instruction  
Services

**ARTICLE 2**  
**UNION RIGHTS**

- 2.1 The Union President, and/or OAPSE State Representative, or the Local Union Steward of the Union may conduct conferences with the classified staff members at a time when it does not interfere with the employee's daily work schedule.
- 2.2 The Local Union Steward of the Union in each individual school will have the use of a bulletin board located in an area reserved for such employees for posting Union business and information.
- 2.3 The Union's representatives shall have the right to use Board owned equipment and buildings for Union business providing such requests do not interfere with the basic instructional program.
- 2.4 The Union President shall receive a seniority list with updates and hire dates upon request.
- 2.5 The Board Policy Book is maintained electronically and is available online via the District web page. Copies of the monthly Board agenda are sent to the Union President, any changes in Board Policy are listed on the agenda.

**ARTICLE 3**  
**BOARD'S RIGHTS**

- 3.1 The Board reserves all of its rights to manage, direct and control the operations of the District except as specifically limited or restricted by the terms of this Agreement. Such rights shall include, but not be limited to, the adoption of policies, rules and regulations not inconsistent with the Agreement.

**ARTICLE 4**  
**GRIEVANCE PROCEDURE**

4.1 **GRIEVANCE POLICY AND OBJECTIVES**

The Board and Local #356 of the Ohio Association of Public School Employees recognize that in the interest of effective personnel management, a procedure is needed whereby employees can be assured a prompt, impartial and fair hearing on alleged misapplication, misinterpretation or violation of the Collective Bargaining Agreement. The objective of such a procedure is to secure, at the lowest administrative level and in the shortest period of time, equitable resolutions to grievances.

#### 4.2 DEFINITIONS

- A. Grievance - A "grievance" is an alleged misapplication, misinterpretation or violation of the Collective Bargaining Agreement.
- B. Grievant - A "grievant" is an employee, a group of employees, the Union, and/or the Local President who files a grievance.
- C. Day - A "day" shall be a work day during the school year and week days during the summer months except holidays.

#### 4.3 PROCEDURES

- A. Step One - An employee who believes that he/she has a grievance shall orally discuss the matter with his/her immediate supervisor and/or departmental supervisor within fifteen (15) days after the occurrence of the event upon which the grievance is based. The Grievance may be filed at step 3 if the decision is not in the realm of responsibility of the immediate Supervisor or departmental Supervisor.
- B. Step Two - If the employee is not satisfied with the disposition of the grievance from the oral discussion with his/her immediate supervisor and/or departmental supervisor, the employee may file a grievance in writing. The written grievance must be submitted to the departmental supervisor within five (5) days after the Step One discussion. Within five (5) days after the grievance has been filed with the departmental supervisor, the immediate supervisor and the departmental supervisor will meet with the grievant in an effort to resolve the grievance. A written response will be given to the grievant within five (5) days after such a meeting. The grievant may be accompanied at this meeting by a Local Union Steward.
- C. Step Three - If the grievant is not satisfied with the disposition of the grievance at Step Two, or if no decision has been rendered in the time allowed, the grievance shall, within five (5) days thereafter, be delivered to the Superintendent. Within five (5) days after receipt of such grievance, the Superintendent or his designee will meet with the grievant in an effort to resolve the grievance. The Superintendent may be accompanied by another Administrator/Supervisor. The grievant may be accompanied at this meeting by a Local Union Steward. The Superintendent or his designee shall render a written decision to the grievant within five (5) days after such a meeting.

- D. Step Four - - If the Superintendent's decision is not satisfactory to the grievant or if no decision has been rendered in the time allowed, the grievant, through his/her Union and within five (5) days, therefore may appeal the decision to arbitration by giving written notice to the Superintendent. The Superintendent or designee and the OAPSE State Representative will jointly request an arbitrator from the American Arbitrator Association (AAA) or Federal Mediation and Conciliation Service (FMCS).

The power of the arbitrator shall be limited to the interpretation of the expressed terms of this Agreement. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement, but the arbitrator's decision shall be binding on both parties.

#### 4.4 MISCELLANEOUS PROVISIONS

- A. The time limits specified herein may be extended by mutual agreement.
- B. A grievance may be withdrawn at any step without prejudice.
- C. No reprisals of any kind shall be taken by or against any employee for filing a grievance or participating in the grievance process.
- D. No records, documents or communications concerning a grievance shall be placed in the personnel file of any employee. At all times, such material will be maintained as confidential information and will be available only to the grievant, members of the Board and administrative personnel on a need-to-know basis.
- E. Forms for filing and processing grievances shall be designed by the administration and shall be given appropriate distribution to facilitate the operation of the grievance procedure.
- F. All Step 1, 2, and 3 meetings shall be as informal as possible and shall be conducted during working hours when a substitute is available if needed. If held after working hours, the Local Union Steward will be paid.

4.5 The Local Union President or designee shall be present at all steps of the grievance procedure. The OAPSE State Representative and the Union President shall be present at Steps 3 and 4.

4.6 The party in the grievance whose position is not sustained by the arbitrator shall pay the fees and expenses of the arbitrator. Should the decision be one which does not wholly support either the Board or the Union, the arbitrator shall determine the party whose position was

more nearly sustained, and the opposing party shall pay the cost of the arbitrator.

**ARTICLE 5**  
**DISTRIBUTION OF CONTRACTS**

- 5.1 Within thirty (30) days after the execution of this Agreement, the Board of Education shall provide, without charge, a copy of this Agreement to every employee in the bargaining unit.
- 5.2 Any employee who becomes a member of the bargaining unit after the execution of this Agreement shall be provided with a copy of this Agreement by the Board without charge at the time of employment.

**ARTICLE 6**  
**PERSONNEL FILES**

- 6.1 There will be one (1) official file in the Central Office for each employee. The Board and Union agree that all employment information kept on behalf of bargaining unit members will be maintained in this file. Specific records will be kept and maintained consistent with state and federal statutes, per O.R.C. 149.43 Public Records Law.
- 6.2 All information contained in an employee's personnel file will be available for inspection by the employee. All public records contained in an employee's file will be available for inspection, or copying, upon request by any individual, per Ohio's Public Record Laws. An access log shall be attached to the file folder on which shall be recorded the date and name of the person entering the file. Upon request, any materials will be copied for the employee at the employee's expense.
- 6.3 All information placed in the file shall have the signature of the author affixed to it. Except for the pre-employment information, no information shall be placed in the file until after the employee has seen and signed it. In the event that an employee refuses to sign, a notation shall be made on the record that the employee has been made aware of the record, but refuses to sign that acknowledgement.
- 6.4 No information shall be placed in the file which is not accurate, relevant, timely and complete. Any time that a dispute exists between the administrator, supervisor or employee over the accuracy, relevance, timeliness or completeness of any information in his/her file, he/she submit a written response and have it attached to the appropriate item prior to filing a grievance.

**ARTICLE 7**  
**MEDICAL EXAMINATION REQUIRED**

- 7.1 Bus drivers are required to have physical examinations to qualify for appointment or continued employment. All medical exams required by the Board or the State of Ohio shall be paid by the Board.

**ARTICLE 8**  
**LENGTH OF WORK WEEK**

- 8.1 The work week shall consist of five (5) consecutive days, Monday through Friday. Each workday for each classified employee category will be in accordance with the Agreement with no employee category having a workday of longer than eight (8) hours per day or forty (40) hours per week. An employee's contracted shift does not include one-half (1/2) hour unpaid duty-free lunch time.
- 8.2 All bargaining unit employees shall be paid for time lost when the school(s) or location(s) in which they are employed are closed owing to an emergency, bad weather conditions, or other public calamity as determined by the Superintendent, except for during the 2014-2015 school year, the parties agree to pilot the following report categories on calamity days:

Category A: no employees report, and with no loss of pay.

Category B: only essential employees report (the term "essential employees" defined as Head Custodian and Maintenance)

Category C: all employees report for three (3) hours of duty (10AM-1PM) at regular rate of pay (any net calamity day hours on Category C days also paid at regular rate of pay in accordance with the provisions of the paragraph immediately above). Superintendent may only call two (2) Category C days during the 2014-2015 school year. If there is an event at the High School, 2<sup>nd</sup> shift must report to handle the event only and not to report from 10AM-1PM.

The pilot language above will "sunset" on June 30, 2015 and revert back to existing language on July 1, 2015.

In the event of an emergency which would necessitate the closing of school(s) after the day has begun, affected employees will be dismissed with no loss of pay after completion of minimal duties (storage of food, return of students to homes, securing buildings, etc.) to the satisfaction of the immediate supervisor. On delay days as declared by the Superintendent, all classifications report for duty as in the past.

- 8.3 No employee shall be required to report for work if a Level 3 emergency is declared by any law enforcement agency (local, county, state) in the county in which the employee either lives or works.

- 8.4 In the event that an individual building is closed for an emergency situation, the Superintendent may re-assign all employees to related (in the employee's job classification) duties in another building.

**ARTICLE 9**  
**LUNCH PERIOD**

- 9.1 All employees covered by this Agreement and working five (5) or more hours per day shall be entitled to an uninterrupted lunch period of no less than one-half (½) hour. Every reasonable effort will be made to schedule the lunch break near the midpoint of the employee's work day.
- 9.2 Employees who are unable to take their one-half (1/2) hour duty-free lunch temporarily due to work assignment may, with the prior approval of the immediate supervisor, be permitted to take the one-half (1/2) hour duty-free lunch at the end of the employee's workday.

**ARTICLE 10**  
**OVERTIME/COMPENSATORY/EXTRA TIME**

- 10.1 Overtime is defined as those hours worked in addition to a forty (40) hour work week. Overtime or Saturday work shall be compensated at the rate of time and one-half (1.5) the employee's hourly rate and work performed on Sunday or a holiday shall be compensated at the rate of double time (2.0) the employee's hourly rate. Employees will not be eligible for the premium pay until the employee has worked all of their regularly contracted hours for that work week. This Article is not applicable to bus drivers. Bus driver eligibility for overtime shall be in accordance with the Fair Labor Standards Act (paid time and one-half (1.5) after 40 hours/week have been worked).
- 10.2 OVERTIME/COMPENSATORY TIME/EXTRA TIME DISTRIBUTION

Employees within a given classification shall be given first option on overtime for their building. If no employee within that building is available to work the overtime, the overtime shall then be offered to the next senior employee within the classification regardless of his/her reporting location. Distribution shall be rendered as equally as practical among employees who have indicated an interest by completing an overtime request form.

The appropriate supervisor will maintain the list for that support service unit, building, crew or shift. Overtime request forms will be updated on a yearly basis to commence with the start of each school year.

### 10.3 OVERTIME COMPENSATION

Overtime compensation shall generally be made through employee paychecks the following pay period. In lieu of cash payment, the employee may exercise the option to accrue compensatory time off at the designated rates granted for overtime hours. Electing compensatory time, the employee shall declare such at the time the overtime hours are worked and with written supervisory approval. Taking compensatory time off shall be when it least affects school operations as determined by the immediate supervisor, and shall be when a substitute is not required. Unused compensatory time shall be converted to cash no later than the final paycheck of a contract year and at the prevailing hourly or daily rate when such overtime was earned.

### 10.4 Extra Time

Employees working in excess of their regularly scheduled hours, but less than eight (8) hours per day shall be paid their regular hourly rate of pay. Employees interested in working Extra Time shall put their name on an Extra Time list. Such list shall be followed in a seniority rotation manner. Extra time shall first be offered to employees in the building where the extra time occurs, if no employees in the building work then the extra time shall be offered on a district-wide basis.

## **ARTICLE 11** **JOB VACANCY ANNOUNCEMENTS**

- 11.1 Job vacancies, which are defined as any newly created position or an existing open position, shall be posted within ten (10) work days of the Board creating the position or within ten (10) work days of the vacated position. The job vacancies shall be posted in each school building, the bus garage, sent via email, and posted on the District's website for a period of five (5) work days; and a copy of each posting shall be sent to the Union President. During the period between June 15th and August 15th, classified job vacancy announcements shall also be announced via the District's One call system and the 10-day limitation cited above will not apply. A five (5) work day "posting period" will be observed from the date of e-mailing.
- 11.2 Job vacancy announcements shall contain the following: location of job vacancy (building), classification, hours of work per day, months of employment, date of job vacancy announcement and job vacancy deadline. Upon completion of the five (5) day posting period, the Board should fill said vacancy in a timely manner. Notification of all new hires will be given to the Union President via the Board agenda.

NOTE: The Board of Education has the authority to eliminate a position when vacated.

**ARTICLE 12**  
**SENIORITY AND JOB TRANSFER**

- 12.1 Request by a classified employee for transfer to another job classification, building or position or bid on an additional position, shall be made, in writing, or emailed to the Superintendent within (5) days of the date of the original posting of the notice of position vacancy. The posting will state the qualifications required for the position by referencing the appropriate job description.

In this request for transfer or bid for additional position, the employee shall state the qualifications he/she has for said position. One (1) copy of the transfer request shall be given to the Union President by the person requesting the transfer. Employees are only eligible for dual employment positions if the scheduled work hours for the primary and secondary positions do not conflict at any time during the school year. Employees who held dual positions prior to 4/1/07 will be grandfathered.

- 12.2 Employees who change job classifications shall serve a forty (40) workday probationary/trial period, during such time the employee may return to the former classification or the Superintendent may return the employee to the former classification. During the probationary/trial period, the employee shall receive regular evaluations that shall indicate if satisfactory or unsatisfactory progress in the new position is being made. During the trial period, the employee's former position will be filled by substitute. Seniority rights shall be retained during the forty (40) workdays in the former classification. After serving the forty (40) workday probationary/trial period successfully, the employee's seniority in the old classification shall be retained for utilization in accordance with Article 13, and the new seniority established from date of assignment to the new classification.

- 12.3 For the purpose of defining seniority in the Agreement, the following shall apply:

System seniority shall be defined as the length of continuous service from the most recent date of hire in the school system. Classification seniority shall be defined as the length of continuous service from the most recent date of entry into the job classification.

Changes in Job Classifications: Changing job classifications will be put on the salary schedule step where their experience level dictates. Step 0 to 5 will match step for step. Step 6 to 9 will be put on step 6. Step 10 to 14 will be put on step 10. Step 15 to 19 will be put on step 15, and step 20 and above will be on Step 20.

- 12.4 LATERAL TRANSFERS

Lateral transfers are those transfers within a job classification [example: One (1) custodian assignment to another; or one (1) bus route to another]. Individual job classifications are

identical to salary schedule classifications. When a position becomes vacant, employees in that job classification shall have the opportunity to request a lateral transfer in writing within five (5) days of the posting. The employee with the greatest classification seniority who is qualified as reasonably determined by the Superintendent shall receive the lateral transfer. Employees who transfer laterally may return to their former position within fifteen (15) workdays if they so choose or the Superintendent may return the employee to the former position.

12.5 In the event two (2) or more employees have the same date of hire, the following procedure will be used to break such tie:

- A. The first day working under contract;
- B. In the event of the same day working under contract;
- C. The last four digits of the employees social security number shall determine a break in the tie, (highest to lowest)

#### 12.6 NON-LATERAL TRANSFERS

Non-lateral transfers are those transfers from one job classification to another. Individual job classifications are identical to salary schedule classifications.

When a position becomes vacant, and there is no qualified employee from within the vacant job classification eligible for a lateral transfer, employees in other job classifications may apply for the vacant position, and will receive first consideration for the position, along with all other applicants, internal and external, for the position.

Qualifications for the open position may be determined by procedures that may include interview, testing, review of work record and prior training.

#### 12.7 CLASSIFICATION TRANSFER

For transfer purposes, certain classifications are combined as follows:

Custodian Class I and II Classification	25 day probationary period
Custodian Class III and IV Classification	25 day probationary period
Secretary Class II and III Classification	25 day probationary period

**ARTICLE 13**  
**LAYOFFS AND RECALLS**

13.1 When, by reason of decreased enrollment of pupils, closing of building facilities, territorial changes affecting the district, or for financial reasons, the Board of Education decides that it will be necessary to reduce the number of employees, it may make the necessary reductions. In making such reductions, the Board, in accordance with the recommendation of the Superintendent, shall, within each job classification affected, reduce the staff and follow the sequence listed below:

First: Suspend the contract of those employees on limited contracts in reverse order of classification seniority, beginning with the least senior employee.

Second: Suspend the contracts of those employees on continuing contracts in inverse order of classification seniority, beginning with the least senior employee. However, if an employee is laid off or bumped from their current classification, said employee shall have the right to bump into a previously held classification, and they shall enter that classification with the seniority they had accumulated in said classification. Provided said employee has the physical skills and required licenses necessary in performing the requirements of the position. Disability will be determined by Doctor certification of disability at Occupational Health at the Board's expense. For the express purpose of illustration, an employee is the least senior employee in the custodial classification, and is subsequently laid off from the classification, but has five (5) years' seniority as a bus driver; said employee could bump into the bus driver classification with stated amount of seniority.

13.2 Employees whose continuing contracts have been suspended, shall have the right of restoration to continuing service status in order of seniority of service in the district and in that job classification from which they were laid off, or into a classification they previously held seniority when positions become vacant or are created for which the employee is qualified as reasonably determined by the Superintendent.

Restoration of employees whose multi-year limited contracts have been suspended will take place according to seniority of service in the district and in that job classification from which they are laid off or into a classification they previously held seniority when positions become vacant or are created for which the employee is qualified as reasonably determined by the Superintendent.

All laid-off employees will be placed on the recall list for a period of two (2) full calendar years from their effective date of reduction in force and will be reemployed in reverse seniority as the need for services arise.

**ARTICLE 14**  
**DISCIPLINARY ACTIONS**

14.1 Disciplinary Actions

The Greenon Local Board of Education shall, through its administrative management and supervisory staff, impose disciplinary actions upon those individuals of the classified employee group when violations occur with Board Policy, administrative regulations and procedures, bargaining agreement, or any other employment condition contrary to a sound employee-employer relationship. Employees shall have the right to grieve all discipline, including suspension and termination, at the superintendent level. (step3)

Any employee shall have the right to be accompanied at any level of the disciplinary cycle by a Local Union Steward or the OAPSE State Representative. The immediate supervisor or departmental supervisor shall have the right to be accompanied at such conference by an administrator of his/her choosing.

14.2 Disciplinary Cycle

When disciplinary action becomes necessary, the following reprimand sequence shall be applied unless otherwise dictated by the nature and/or severity of an employee's infraction of employment rules or 3319.081 of the Ohio Revised Code. Discipline must be for "just cause."

14.3 Reprimand - Step No. 1

A verbal reprimand is given an employee in a scheduled meeting by his/her immediate supervisor and/or departmental supervisor. Such a conference shall be a matter of supervisory record; specifying meeting location, date and time, nature of concern, disposition of the problem and expectations. A verbal reprimand may be repeated at the discretion of an employee's immediate supervisor and/or departmental supervisor, until it becomes necessary to proceed with Step No. 2 reprimanding.

14.4 Reprimand - Step No. 2

- A. A written reprimand will be given to an employee in a scheduled meeting by his/her immediate supervisor and/or departmental supervisor. The written reprimand will be issued within two (2) days after completion of the investigation into the allegation. All reprimands shall contain concise statements of the facts and with reference to specific policy provisions violated or otherwise applicable.

- B. A copy of all written reprimands shall be forwarded to the local Superintendent who shall cause the document to become a matter of record in the employee's personnel file.

14.5 Repeated Reprimands - Step No. 3

- A. An employee who receives two reprimands (verbal or written) within a period of sixty (60) days shall be subject to a suspension from work without pay for a period up to but not to exceed three (3) days.
- B. An employee who receives three (3) reprimands (verbal or written) within a period of ninety (90) days following a one to three (1-3) day suspension shall be subject to a suspension from work without pay for a period of five (5) work days.
- C. An employee who receives a written reprimand within sixty (60) days following a five (5) day suspension shall be subject to a suspension of ten (10) work days without pay and may be recommended to the Board for dismissal.
- D. All discipline shall be expunged from the employee's record after thirty-six (36) months, provided there has been no intervening discipline.

NOTE: An employee who receives a reprimand shall receive a copy of same in a timely manner. Discipline must be issued within a relevant and timely manner.

14.6 Tobacco Use Policy

The employees recognize and agree to follow Board Policy 4215 regarding use of tobacco.

**ARTICLE 15**  
**LEAVES OF ABSENCE**

15.1 COMPENSATORY LEAVES OF ABSENCE

The leaves provided for in this section shall be granted with full compensation and fringe benefits except as noted.

A. Sick Leave

All classified staff employees shall be granted sick leave on the following basis: one and one-quarter (1.25) days for each month of service; or fifteen days for each year of service. Sick leave accumulation shall be a maximum of 270 days.

Sick leave may be used for absence due to personal injury, pregnancy, or the period of disability thereafter, injury or exposure to a contagious disease by an employee. It also may be used for illness or death in the employee's immediate family. The immediate family shall be interpreted to mean: spouse, child, stepchild, father, mother, sister, brother, grandchild, grandparent, and other in-laws bearing these relationships and/or any member of the family living in the household.

There will be a five (5) day cap for funerals. Attendance at the funeral is required. The Superintendent or designee may request proof of attendance. If additional days are needed, approval from the Superintendent will be required. Two days of bereavement leave per year (July 1<sup>st</sup> – June 30<sup>th</sup>) will not count against the employees attendance incentive.

Employees who request bereavement leave but have no paid time to utilize for such leave shall be given up to three (3) paid days off for bereavement leave consistent with the definition of immediate family in Article 15, section A 1.

When an employee becomes aware of the need to use sick leave, he/she shall notify his/her immediate supervisor so that arrangements can be made to obtain a qualified substitute.

Employees who use sick leave must complete and submit an absence report using the kiosk not later than the second work day after their return to work from sick leave. If medical attention was required, the employee shall identify the name and address of his/her attending physician. The Board reserves the right to have any employee applying for sick leave examined by a physician of its choice at its expense. Employees who utilize intermittent sick leave must fill out absence reports weekly. After an absence of four (4) or more consecutive days, the Superintendent or designee may request a doctor's note.

Sick Day Advance - Per O. R. C. 3319.141, an employee who has exhausted his/her sick leave or is newly hired and has no accumulation may be advanced up to five (5) sick days per school year. Any subsequent accumulation shall be credited towards the sick leave advance. Any sick days taken during the payback period shall be considered unpaid leave. If sick leave is advanced and the employee does not return to work such that the pay period can be instituted, then the employee must remit payment directly to the District Treasurer in full for the value of the sick leave days advanced.

B. Personal/Emergency Leave

Each employee shall be granted three (3) days of "non-accumulative" personal leave each year. Employees hired after the beginning of the contract year will have their Personal Leave pro-rated for the school year. Personal leave must be requested through the immediate supervisor, to the Superintendent, through the kiosk, at least three (3) days prior to the expected absence. In emergency situations, the Superintendent may approve personal leave if applied for in writing within three (3) days after the emergency absence by a classified employee. The use of this leave not in accordance with the guidelines listed below will result in the loss of pay for the period of time taken as personal leave and repeated violations could result in dismissal. The use shall be unrestricted excepted for the following:

1. Personal leave shall not be used for other employment and/or activities unrelated to the field of education that provide monetary gain.
2. Personal leave shall not be used for or as paid vacation or extension of vacation.
3. Except for emergency situations, no more than ten percent (10%) of any building staff may be granted personal leave on the same date. Leave will be granted (in order) based on the date of application. However, Personal Leave shall not be used during the first and last two (2) weeks of school. Exceptions are family emergencies, death, illness and special occasions.
4. Unused personal leave days shall be rolled over to unused sick leave (one day for one day).

C. Military Leave

A classified staff employee who is a member of the reserve component of the armed forces of the United States or of the Ohio National Guard shall be granted leave of absence without loss of pay for such time as the employee is required to serve in the military service or field training or active duty for a period not to exceed twelve (12) months, provided that the compensation paid to the classified employee shall be the difference between his/her regular compensation and the remuneration received by the employee for such military service. Requests for such leave shall be entered in the kiosk.

D. Jury Duty

Unit members who are called to jury duty or served with a subpoena to appear in court shall be granted leave with full pay and employment status. All jury duty pay

received shall be signed over to the Greenon Local Board of Education.

The employee shall notify his/her immediate supervisor, through the kiosk, indicating the call to serve as a juror and the anticipated length of absence.

Any employee called to jury duty or subpoenaed to appear in court shall not have it count against their incentive pay.

Any classified employee working on Election Day at the voting polls shall not be compensated with pay, but it shall not count against incentive pay. Such leave must be entered in the kiosk.

E. OAPSE Leave

The Board shall release, with pay, no more than two (2) delegates of the Union to the OAPSE Annual Conference [a maximum of four (4) days each plus one personal day for each employee.] A maximum of one (1) additional delegate may attend, but his/her absence will be chargeable to the personal leave of the employee. If personal leave has been exhausted by the employee, the local must pay the costs of a substitute and the employee will be paid at the employee's regular rate.

F. Assault Leave

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

This leave shall only be granted to employees who provide the Board with:

1. A signed statement describing the facts of the incident; and
2. A statement signed by the attending physician confirming the date(s) of his/her service, the date(s) of any hospitalization and the nature of the disability and its probable duration.

The Board shall provide any employee who has assault leave with proper application forms for Workers' Compensation.

Assault leave shall not be charged against the employee's sick leave or other leaves granted under the terms of this Collective Bargaining Agreement.

Upon return to service, the employee shall resume the employment status held at the time the leave began except as otherwise provided in this Contract.

G. Pregnancy Leave

A pregnant employee shall be granted, upon request submitted through the kiosk, unpaid pregnancy leave. This request shall state the length of absence desired by the employee. The employee shall notify the Superintendent at least thirty (30) days in advance of the effective date of the leave except in emergency situations. At the request of the employee and with one (1) week prior notice, the pregnancy leave may be shortened.

An employee will be granted, upon written request, all or some of her accumulated sick leave while pregnant and up to six (6) weeks immediately following the pregnancy. An employee may utilize additional sick leave beyond six (6) weeks after the pregnancy provided that a doctor's letter is provided stating the purpose and need for the sick leave. No sick leave may be taken prior to the termination of the pregnancy while on unpaid leave. While using sick leave, the usual cost of fringe benefits are borne by the Board.

Pregnancy leave shall run concurrently with any and all available FMLA.

Upon return to service following a pregnancy leave, the employee shall resume the contract status held prior to such leave and shall, if possible, be reassigned to a comparable position to the one held immediately prior to the leave.

H. Child Care Leave

An employee may request an unpaid leave of absence for the purpose of child rearing. This request shall be submitted to the Superintendent through the kiosk at least fifteen (15) days in advance of the effective date of the leave. This request shall state the length of absence desired by the employee. Child Care Leave shall not exceed one (1) year, if approved by the Board.

When a full year is taken, the employee shall begin such leave at the beginning of a semester.

Upon return to service following a Child Care Leave, the employee shall resume the contract status held prior to such leave and shall, if possible, be reassigned to a

comparable position to the one held immediately prior to the leave.

This shall include advancement on the salary schedule provided that the employee has actually worked one hundred twenty (120) days of work and/or leave with pay in the school year. Further, employees must notify the Board of his/her intent to return to work for the following school year by March 1<sup>st</sup>.

Child care leave shall run concurrently with any and all available FMLA to the extent applicable.

Employees shall have the right to participate in all fringe benefit programs at the employee's expense during the leave period providing carriers permit such coverage.

I. Adoptive Leave

An employee may request a leave of absence of not more than three (3) weeks, without pay, for the purpose of receiving an adopted child. This request shall be submitted, through the kiosk, to the Superintendent at least thirty (30) days prior to the effective date of the leave except when notice of the date for receiving a child is within the thirty (30) days.

Additionally, the Board may grant leaves of absence without compensation for up to one (1) full school year to classified employees with one (1) or more years of service in the district to care for a natural or adopted child of the employee.

The request shall state the length of absence desired by the employee.

Adoption leave shall run concurrently with any and all available FMLA to the extent applicable.

The employee shall have the right to participate in all fringe benefit programs at the employee's expense during the leave period providing carriers permit such coverage.

**ARTICLE 16**  
**SICK LEAVE BANK**

**PURPOSE:** The purpose of the Sick Leave Bank, hereinafter referred to as the "SLB" is to provide paid days for serious personal illness or family illness to contributors to the SLB who have exhausted their accumulated sick days and who are experiencing prolonged personal or family illness. Withdrawals will be limited to participating employees for use only in cases of illness, injury or non-elective surgery occurring under unusual, severe or emergency conditions as determined by the SLB Committee.

**ENROLLMENT PERIOD:** Members may enroll in the SLB, during the enrollment period, which shall be during the month of September of each school year.

**DAYS ALLOWED TO DONATE:** Upon enrollment, a member shall contribute two (2) of his/her accumulated sick days to the Bank. Days contributed to the SLB are non-returnable.

**CONTINUOUS MEMBERSHIP IN SLB:** 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 a member to the SLBC of his/her intent to withdraw.

**SLB COMMITTEE:** The SLBC shall be composed as follows:

The Union president and three (3) officers appointed by the Union president.

**SLBC RESPONSIBILITIES:** The SLBC shall review and approve or deny by a majority vote all applications to the SLB. The chairperson shall vote only in the case of a tie vote. The SLBC shall also determine the necessity for additional contributions to the SLB and shall notify SLB members of the need for said contributions.

**REPORTING INFORMATION:** The SLBC shall be responsible for reporting data concerning the SLB to the Board Treasurer.

**FINALITY OF SLBC:** Decisions of the SLBC are final and are not grievable.

**ANNUAL REVIEW OF SLBC:** The SLBC shall review the operation of the SLB annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the Union and the Board. Such changes shall be voted upon by the Executive Committee of the Union.

**GENERAL PROCEDURES:** Application for withdrawal from the SLB will be accepted only from those individuals who have contributed to the Bank.

Withdrawals will be limited to use for serious 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.

An application will be considered only after a member has used all of his/her accumulated sick days and available sick day advances.

Days withdrawn from the SLB will be paid at one hundred (100) percent of the member's daily rate of pay.

Once qualified to receive a withdrawal from the SLB, the maximum number of days a member

may receive from the SLB shall not exceed thirty (30) days per year. Withdrawals from the SLB shall commence on the sixth consecutive day of absence for which a member has no accumulated sick days, and shall be renewed, upon request from the member and approve of the SBC, each ten (10) day payroll period.

Withdrawal from the SLB will be made only for absences under a member's regular contract. Withdrawals will not be made for absences in programs such as extra-curriculars, or absences for any other part-time or second position held by a member.

Days may not be received from the SLB for absences due to childbirth (natural or Cesarean section).

Members may not receive days from the SLB while receiving benefits under Workers' Compensation, SERS disability retirement, or unemployment.

Whenever the total number of available days in the SLB falls below fifteen (15) days, the SLBC may require the SLB enrollees to donate up to one (1) additional day of their accumulated sick days to the SLB.

Contributions to the SLB shall not count against a member's record of perfect attendance.

Members who receive days from the SLB on more than one occasion will be required to return days to the bank. After the withdrawing member's sick leave balance reaches ten (10) days, the members will be required to return five (5) days per year to the bank until the days are repaid.

Members who have withdrawn days from the bank and leave Greenon, will only be able to transfer his/her sick leave balance to the new place of employment less the days owed to the SLB.

Members who have withdrawn from the bank will receive severance pay on the balance of sick leave days less the days owed to the SLB.

**POLICIES OF SICK LEAVE BANK:** The Union shall provide the Treasurer with a copy of the policies of the Union's sick leave days.

**NUMBER OF DAYS TO BE DONATED TO BANK:** No bargaining unit member will be permitted to donate a sick leave day to the sick leave bank which is in excess of the maximum allowable accumulated sick leave days.

**TRANSFER OF DAYS:** The Union shall give the Board Treasurer notice of the number of days to be transferred from the donor to the affected employee.

**ARTICLE 17**  
**GROUP INSURANCE**

17.1 Health/Medical Insurance

Hospitalization major medical, vision, and dental insurance will be available to all regular contract employees who are employed for four (4) or more hours. The health Major Medical Insurance as stated in this contract is the United Healthcare of Ohio.

As of September 30, 2015, the premium insurance plan offered by the District will be eliminated.

During the 2014-2015 contract year, the District will offer professional development on the subject of health care, including managing and planning health care expenses.

The costs of hospitalization shall be shared between the employee and the Board with the Board paying \$393.95 for single coverage, \$727.69 for Employees plus kid's coverage & \$1,129.00 for family coverage per month. These are fixed costs for the Board.

The cost of dental and vision insurance shall be shared between the employee and the Board with the Board paying 85% of the premium and the employee paying 15%.

H.S.A Payment

The Board shall provide employees who elect the HDHP for the 2014-2015 school year, a one-time payment into an H.S.A. in the following amounts:

Single Coverage	\$ 600
Employee + Kid's	\$ 900
Family	\$1,200

The employee's share shall be deducted from his/her pay in twenty-four (24) installments.

Any employee, who does not use the Health-Medical Insurance, may be entitled to the reimbursement according to the stipulations per Insurance Non-Participation Reimbursement. Refer to the Addendums at the back of this Agreement.

17.2 Health Insurance Committee

The Board and the Local #356 agree to work with the certified bargaining unit and the Administration to develop a Health Insurance Committee to address health insurance costs and coverages. This Committee shall meet to establish its scope and purpose in August of 2011.

17.3 Life Insurance

The Board shall provide term life insurance in the amount of \$40,000 for each employee, 100% paid by the Board.

17.4 General

In order to carry any of these insurance plans, application for insurance coverage must be made by the employee at the times announced by the Treasurer of the Board. If the Board offers any new health insurance plan(s) to either the GFT bargaining unit or the administration during the term of this Agreement (July 1, 2014 – June 30, 2015), then the Board will offer the same new plan(s) to OAPSE at the same time.

**ARTICLE 18**  
**WORKERS' COMPENSATION**

- 18.1 In accordance with the State of Ohio Industrial Commission Law covering Workers' Compensation, Section 4123.01 through 4123.99, classified employees of the Greenon Local School District shall be covered while engaged in regularly assigned duties in the school district.

**ARTICLE 19**  
**PAID HOLIDAYS**

- 19.1 All classified staff employees shall receive payment for eight (8) holidays, namely: Labor Day, Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, and Memorial Day.
- 19.2 Any twelve (12) month employee in the bargaining unit will receive an additional three (3) paid holidays: Independence Day, Day after Thanksgiving, and December 26th. Payment for these holidays will be at the employee's regular daily rate of pay. The employee shall have the option to request the next previous work day as a holiday in lieu of December 26. Such request shall be made in writing at least two weeks in advance to the appropriate supervisor. To be eligible for a paid holiday, an employee must be working, on sick leave, vacation, or any other Board approved leave on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

**ARTICLE 20**  
**TRAVEL ALLOWANCE**

- 20.1 Any employee required to use his/her own vehicle to service the Board shall be paid at the current Board rate per mile for actual travel distance.

**ARTICLE 21**  
**PAID VACATIONS**

21.1 Eleven (11) and twelve (12) month classified employees shall receive and use, within the fiscal year cycle of July 1 through June 30, paid vacation time.

21.2 Eligibility

Full-time classified employees shall be employed by Greenon Local School District for twelve (12) consecutive months before entitlement to vacation time.

21.3 Range

Eligible classified employees shall be entitled to earned vacation time at the rate of, which shall be pro-rated based upon the employee's completed contract year based on date of hire:

1- 5 Years of Experience	=	10 Vacation Days
6-14 Years of Experience	=	15 Vacation Days
15-20 Years of Experience	=	20 Vacation Days
After 21 Years of Experience	=	Add one (1) day of vacation for each year of service not exceed 25 vacation days.

21.4 Scheduling

- A. Classified employees with earned vacation time shall be granted such time away from work on the basis of individual building staffing or other work unit. Specific vacation days requested by an employee shall be subject to approval of the employee's immediate supervisor. However, the Board shall make every reasonable effort to allow employees to take their said time off.
- B. Vacation time off, after completing one (1) full year of work eligibility may be scheduled. Vacations may be scheduled on a year-round basis. Vacation should be requested at least two (2) weeks before the commencement of the vacation and the response to the vacation request shall be returned one (1) week thereafter. Vacations requested on short notice, less than stated above, may be granted if it does not hinder daily operations.

**ARTICLE 22**  
**SEVERANCE PAY ON RETIREMENT**

22.1 An employee who retires after ten (10) years of active service in the district may, at the date of retirement (defined as being retired based on active service and the filing and approval of an application for retirement by the Ohio School Employee's Retirement System), apply to be

paid for accrued but unused sick leave credits on the basis of the following formula:

- A. Twenty-five percent (25%) of the first one hundred sixty (160) days of actual accumulated sick leave days.
- B. Twenty-two percent (22%) of the remaining actual accumulated sick leave days in excess of one hundred sixty (160) but not to exceed a total accumulation in #1 and #2 of sixty-four (64) days.

22.2 The amount to be paid for each such day or fraction thereof shall be based on the daily rate of pay of such employee for the final employee contract with this district as shown on the regular contract or salary notice, excluding any pay for supplemental duties.

22.3 Accrued sick leave, as used herein, shall include accrued sick leave which the employee has transferred into this district from another classified employee service in Ohio public employment, but not to exceed the accrual limits in effect in this district at the time of retirement.

22.4 Payment shall be made within ninety (90) days after the employee applies for it. This conversion of accrued sick leave days to cash payment is optional and the employee may waive the right to do so if desired. If an employee eligible for a payment pursuant to this section does not apply to the Treasurer within one hundred twenty (120) days after his/her effective date of retirement or does not transfer his/her accumulated sick leave from the district, the payment shall be made automatically to the employee. Payment shall eliminate all sick leave credits accrued by the employee.

22.5 Early Retirement Incentive

- A. In addition to any severance pay to which a bargaining unit employee may be entitled under Article 22.1, an employee who satisfies the eligibility criteria of this Section is entitled to a retirement incentive equal to \$5,000 pro-rated to 8 hours for full amount based on hours working at time of retirement. (A 4-hour employee would receive one-half or \$2,500.)
  - 1. Be or become eligible (under SERS rules) to retire and actually retire upon eligibility prior to July 1; 60 years of age with 5 years of service or 30 years of total service or 55 years of age with 25 years of service with verification from SERS.
  - 2. Elect to retire and actually retire effective no later than July 1 of affected school year.
  - 3. No later than March 1 of the school year becoming eligible to retire, given

written notice of his/her intent to retire to the Superintendent and proof of eligibility from SERS.

- B. A failure to satisfy all eligibility criteria under this Section will result in a forfeiture of any right to a benefit under this Section. An employee must retire the first time he or she meets the eligibility requirements or forfeit his or her opportunity under this section.
- C. Payment to an eligible employee will be made in one installment, which will occur in the September immediately following the employee's retirement.

#### 22.6 Accumulated Leave Plan

- A. All employees who turn 55 or older in the calendar year in which they separate from service shall take part in the Plan that is offered by ING and the Board. The amounts payable into the Plan shall include sick leave severance, accrued but unused vacation and the retirement incentive. All terms and conditions governing these payments shall be governed as aforementioned, except as altered as follows:
  - 1. To the extent that the Plan participant's severance pay exceeds the maximum amount allowable under the Plan for a calendar year, the excess amount shall be payable to the Plan in the following September, up to the maximum Plan limits for that calendar year. If there is any remaining excess, it shall likewise be paid in subsequent calendar years; provided, however, that if any excess remains at the end of the fifth calendar year following the calendar year of retirement, the remainder shall be paid in cash to the retired employee.
  - 2. If a member is entitled to have a contribution paid to the Plan and dies prior to such contribution being paid to the Plan, the contribution shall be paid to the estate of the deceased member.
  - 3. The District agrees to reimburse the participant for any costs assessed as a result of said participant removing or transferring out monies from the Fixed Account (#039). If the employee invests in the Fixed Account #039 (currently paying 3.0%), there would be no Mortality & Expense charge and no fund advisory charges. The money in this fixed option is 100% available to the employee for removal or transfer out while separated from service (and have not re-hired to Greenon Local Schools).
  - 4. The product used for the Plan is a Group Annuity Contract (403[b]) with over 100 variable investment options. The Contract specifics are:
    - No Annual Maintenance Fee
    - No Administrative Fee

- No Deferred Sales Charge or Penalties
- A 1.25% annual Mortality & Expense Charge (plus any advisory fees which vary by fund)
- The employee would only pay Mortality & Expenses charges on the variable fund options and for only the number of days it was in the plan on a pro-rata basis, i.e. 5 days equals 5/365ths.

**ARTICLE 23**  
**ACCOUNTING CLERK RESPONSIBILITIES**

- A. Each school secretary will perform such general secretarial and bookkeeping duties as may be assigned by the supervising principal or administrator in charge of the office in which the secretary is assigned. The secretary performing the secretarial accounting clerk duties in the elementary and middle school building will be placed on Salary Schedule Class II, and the secretary in the high school building performing the secretarial accounting clerk duties will be placed on Salary Schedule Class III, and in addition to the normal scheduled duties, will be responsible to the title of "Clerk-Custodian" of the building funds.

**ARTICLE 24**  
**SALARIES**

24.1 PLACEMENT ON THE SALARY SCHEDULE

Initial placement on the salary schedule will be determined by the Superintendent and based on the previous work experience of the employee, but in no instance shall more than eight (8) years out-of-district experience be credited.

24.2 PAYMENT OF SALARIES

All classified staff employees shall be paid on a twelve (12) month basis. Salaries will be paid in twenty-four (24) equal pays on the 5<sup>th</sup> and 20<sup>th</sup> day of each month, beginning with the first payroll after Labor Day.

All employees hired after September 1, 2006 will be required to use the direct deposit method of payment.

24.3 MINIMUM SERVICE PAY

Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours' pay at the appropriate rate of pay under this Agreement.

**ARTICLE 25**  
**PAYROLL DEDUCTIONS**

- 25.1 Payroll deductions are a service to employees which will be honored by the Board within the limits established by law and the reasonable ability of the Board to provide such service. Forms authorizing payroll deductions will be developed by the Treasurer of the Board and will be available from that office.
- 25.2 The Treasurer will make deductions from the classified staff's salaries upon written authorization for the following:
- A. Union Dues
  - B. Tax Sheltered Annuities
  - C. Credit Union
  - D. PEOPLE Deduction
- 25.3 The Board Treasurer will accept deductions for credit union accounts at any time, providing the Treasurer of the Board is given notice within a reasonable time. The deduction shall occur no later than fourteen days after notification.
- 25.4 The Board will institute a plan under Section 125 IRS code.
- 25.5 Union Dues Deduction
- A. The Board agrees to deduct from the pay of employees, dues for the Ohio Association of Public School Employees (OAPSE) and for Local #356 when authorized in writing by the employee.
  - B. OAPSE membership dues shall be deducted from the employee's pay in twenty-four (24) equal deductions starting with the first paycheck in September and continuing until dues are paid. The Board shall submit payment of dues to the State Association (OAPSE). The Board Treasurer shall send to the Union each pay period in which deductions are made, a list of those for whom deductions were made and a check for the amount deducted. The Board shall provide gross payroll register for bargaining unit employees to OAPSE State Treasurer.

All members of the bargaining unit who are not members of the Union and its Local #356, shall pay to the Union a fair share fee as a condition of their continued employment with the Greenon Local School District. Such fair share fee shall not exceed dues paid by members of the Union and its Local #356.

The Union shall notify the Board of the fair share fee amount and of any changes in the amount of dues deductions, and shall provide to each non-member employee a notice of the amount of the fee, adequate explanation as to how the fee was determined, a statement that the employee may file an objection as to the amount and how to receive a rebate, and an explanation as to the procedure which the employee must follow to challenge the amount of the fee under the Union's internal rebate policy.

Fair share fee shall be deducted through the payroll deduction in the same manner as dues deductions, except that written authorization for fair share fee deduction is not required. Both dues and fair share fees shall be forwarded to the State Association with notices of names, addresses and amounts.

A. Individual authorization forms shall be furnished by the State Association and when executed, shall be filed by the Local with the Board Treasurer.

B. The payroll deduction of dues shall be continuous from year-to-year unless revoked by the employee. An employee wishing to revoke payroll deduction for dues must give to the Board Treasurer between August 15 and August 31, a written statement requesting that payroll deduction for his/her dues be discontinued. The Board Treasurer shall forward a copy of the statement to the OAPSE State Treasurer at the OAPSE State Office, such withdrawal shall not be effective until approval is received from the OAPSE State Office. The discontinuation of dues deduction shall begin no sooner than thirty (30) days from the date that the statement was given to the Board Treasurer.

C. PEOPLE DEDUCTION

The Board agrees to deduct from the wages of any employee who is a member of the Union, a PEOPLE (Public Employees Organized to Promote Legislative Equality) deduction as provided for by written authorization. Such authorization must be executed by the employee and may be revoked at any time by giving written notice to the Board Treasurer and the OAPSE State Office. The Board agrees to remit dues promptly to the OAPSE State Office together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Board will submit a check separate from the employee's Union dues deductions.

D. The Board agrees not to honor dues deduction authorizations executed by any employees in the bargaining unit in favor of any other labor organization for the life of the Agreement.

- E. The Union shall indemnify the Board, its members and its administrative and supervisory employees, including the Board's Treasurer (all hereinafter referred to as "the indemnities"), and hold them harmless from any and all liability, damages and expenses as the result of any legal action or administrative claim brought against them as a result of the provisions of this Article.

**ARTICLE 26**  
**UNIFORMS, TOOLS, AND EQUIPMENT**

26.1 UNIFORMS

The Board of Education shall pay the full cost of the purchase, lease, rental, cleaning and/or maintenance of uniforms required by the Board.

26.2 TOOLS

The Board of Education agrees to provide tools, equipment and supplies reasonably necessary to bargaining unit employees for performance of employment duties. When bus mechanics are required by the Board or administration to use their own tools on a daily basis in the performance of job duties, the Board shall insure fully those tools provided that such tools are listed on the official inventory filed with the Board Treasurer.

26.3 EQUIPMENT

Employees shall be instructed in the use of all equipment. All employees will receive necessary training to operate work assigned equipment. The Board may provide such training during the workday by providing "on the job" training, or it may provide paid release time from duties for the employee to attend a training program, at its sole discretion.

The Board may also notify employees of external training programs to employees for their individual consideration, such training to be taken at the employee's expense outside of the workday.

The Board may also provide paid training to employees at Board expense, if the Superintendent, at his sole discretion feels the training is necessary.

26.4 SAFETY EQUIPMENT

Should the employment duties of an employee in the bargaining unit reasonably require use of any equipment or gear to insure the safety of the employee or others, the Board agrees to furnish such equipment or gear. The Board shall reimburse mechanics up to one hundred

dollars (\$100.00) for steel toes safety shoes, payable each year of this contract.

The Employer agrees to comply with all state and federal safety and health regulations that may apply to the work environment.

It is the obligation of each employee to bring to the attention of his/her supervisor any unsafe or hazardous situation or equipment. Should the supervisor fail to have the situation corrected, the matter may be subject to the grievance procedure.

26.5 Burn kits shall be supplied to all kitchens.

## **ARTICLE 27** **CUSTODIANS**

### **A. Night Coordinator**

The night coordinator at Greenon High School and Indian Valley Middle School shall be placed on Salary Schedule Class III, and the night coordinator at Enon Elementary and Hustead School shall be placed on Salary Schedule Class II.

### **B. Head Custodian**

Head custodians at the elementary schools shall be placed on Salary Schedule Class III. The Night Coordinators at the high school and middle school shall be equivalent to custodial salary schedule Class III, however these positions are not considered Head Custodian Class III for transfer purposes.

Head custodians at the high school and middle school shall be placed on Salary Schedule Class IV.

Head custodians who are assigned to do building checks shall be paid a minimum of two hours at time and one-half (1.5) the hourly rate for all hours worked regardless if such building checks falls on Saturday, Sunday or holiday.

However, if the head custodian is "called-out," that is to perform work outside his/her normal shift, he/she shall be paid at the rate of: Saturday: time and one-half (1.5) his/her regular hourly rate for a minimum of 2 hours; Sunday/Holiday: Double time (2.0) his/her hourly rate for a minimum of 2 hours.

**ARTICLE 28**  
**FOOD SERVICE**

28.1 HEAD COOK

The Head cook at the central kitchen will receive a minimum of six (6) hours' pay (yearly evaluation with building principal will be done to determine if additional hours are required).

The Head Cook at the central kitchen will be placed on Salary Schedule Class III. As long as a district-wide food supervisor is not employed by the district, an additional \$3,000 will be paid to the head cook for food supervisory responsibilities. Should a district-wide food supervisor be employed by the Board, the \$3,000 for food supervisory responsibilities will no longer apply for head cooks.

28.2 FOOD SITE MANAGER

Food site manager shall be placed on Salary Schedule Class II. Mileage will be paid from Greenon to assigned school (one way).

28.3 COOK, CAFETERIA WORKERS

In school kitchens equipped with large commercial stoves, slicers, mixers and dishwasher, kettles/boilers, paid compensation by the Board of Education will be paid to at least one (1) regular cafeteria worker who is knowledgeable of all large and small equipment and supplies in said kitchen whenever kitchen is used by an approved community group or organization.

Cafeteria workers will be compensated at one and one-half (1.5) times the regular hourly rate of pay for this extra duty work.

**ARTICLE 29**  
**BUS DRIVERS - FIELD TRIPS**

- 29.1 Field Trips/Extra Curricular trips will be chosen on a rotating seniority basis each Friday at a weekly trip meeting for the following week. Exceptions will be made to schedule for holidays/breaks or emergencies and drivers will be notified. Drivers must attend field trip meetings to be eligible to pick trips. The only exception is if drivers are on a field trip. If so, drivers must leave a list of trips the driver would prefer in order of preference. If a driver is off for any reason, the driver will be skipped. If a driver turns a trip back in, the driver will be skipped the first rotation of the next week field trip pick unless the driver turned trip back in for unforeseen extenuating circumstances. If a trip is turned in, or a trip has been added after the Friday trip meeting or there is less than a full workday between the date the trip is turned in or added and the actual trip, then it will be considered an emergency and can be filled at the supervisor's discretion. The rotation sequence will not change.

- 29.2 Field Trips/Extra Curricular trips will be bid by seniority on a rotating basis. Each driver will be given a form to sign as to their interest in taking Field Trips/Extra Curricular Trips for the school year. They will sign the two (2) lists on which they are to be placed and to sign off if they desire NO TRIPS for the year. A driver may change their interest status by informing the Transportation Supervisor in writing within two (2) weeks prior to the addition of their reinstatement to the list(s) they indicate.
- 29.3 Two (2) lists to be established:  
 List One Day Trips will be bid on by rotation and seniority.  
 List Two Night/Weekend/Non-school Day Trips – will be bid on by rotation and seniority.
- 29.4 Except for emergency situations, the Board will not require a bus driver to break any safety rule or regulation in the performance of his/her duties. (Example: Inoperative defrosters, heaters, windshield wipers, lights, etc.) A driver reserves the right to challenge the decision to operate the bus due to hazardous road conditions (ice, blowing snow, high winds), until the Transportation Supervisor and/or the Superintendent or his designee makes a determination. If the driver disagrees, the driver has the right to grieve the decision.
- 29.5 Field trip time, for the purpose of compensation, shall begin not more than 15 minutes prior to the scheduled pick-up time and shall end not more than 15 minutes after return to designated drop-off point. If a trip begins and/or ends within 15 minutes before the beginning or following the completion of a regular route, the 15 minutes shall apply for compensation purposes. All field trips shall be paid at the driver's regular hourly rate of pay during driving time and pre-trip. Non-driving time will be paid during "wait-out" time. During paid "wait-out" time, every effort shall be made to keep buses at the trip location at all times. Exceptions may be made during a trip to allow bus drivers the opportunity for a meal break if concessions are not available at the trip location. However, in order for this exception to apply, the bus driver must seek consent from the teacher/coach/athletic director who is responsible for supervising the trip before the bus driver leaves the trip location for a meal break. The bus driver must indicate to the teacher/coach/athletic director who is responsible for supervising the trip where the bus driver intends to go for the meal break and when the bus driver intends to return from the meal break. Before departing a trip location for a meal break, the bus driver and teacher/coach/athletic director must exchange working telephone numbers so that contact can be made, if needed. The comment section of the trip ticket shall be used for sign-off by both the teacher/coach/athletic director who is responsible for supervising the trip and the bus driver.

<u>Rate</u>	<u>Year</u>
\$9.00	14-15

- 29.6 Drivers may bid on trips that conflict with their normal route time. However, contracted routes take priority over extra curricular trips. Field Trip starting and ending times will be

determined by individual building administrators/teachers/coaches. Drivers who bid on trips that conflict with their normal route time will receive trip time/pay beginning with the end of their regular route.

- 29.7 Field Trips/Extra Curricular Trips driving time shall begin not more than 15 minutes prior to leave time from school of departure with end time not more than 15 minutes after dropping off at return school.
- 29.8 Field Trips/Extra Curricular Trips that begin more than one (1) hour after completed route time, on weekends, or non-school days shall receive pre-trip payment per contract.
- 29.9 Field Trip/Extra Curricular Trip tickets must be completed by driver for payment of work performed.
- 29.10 Field Trips/Extra Curricular Trips canceled after driver's arrival at bus garage on night/weekend, or non-school days, or arrival at school of departure during school time shall be compensated as follows:
  - A. 1 hour show up to day trips
  - B. 2 hours show up to night, weekend, or non-school day trips.
- 29.11 No teachers, coaches, or substitute drivers shall be offered field trips/extra curricular trips utilizing and regular schools buses or vans until all regular drivers have been contacted, refused or no contact could be made unless an emergency situation occurs, with the exception of Vo-Ag (Vocational Agriculture).
- 29.12 An Emergency situation is defined as a trip that is added or turned in the day of the trip or Friday afternoon for a Saturday trip. Such trips can be filled at the supervisor's discretion. The rotation sequence will not change.
- 29.13 There will be no "swapping" of field trips between drivers.
- 29.14 If a trip is canceled PRIOR to leave time, the driver may choose to take the next available trip offered, if not accepted, then the driver will get first choice on the same list in rotation at the next bid for make-up trips. There would be no guarantee of comparable hours.

If a trip is postponed and will run in the next 15 days, the driver may choose to keep the trip, or follow procedures listed above for canceled trips.

If a driver is inadvertently skipped in the rotation, the driver will get first choice on the same list in rotation at the next bid for trips.

**ARTICLE 30**  
**BUS ROUTES**

30.1 DRIVER FOR PAROCHIAL/PRIVATE/OTHER SCHOOL

Drivers who have parochial-private school, and/or other school routes will be paid extra (at their regular hourly rate) for the additional hours worked on days when Greenon Local is not in session.

30.2 TRANSPORTATION

- A. All mid-day routes will be bid by seniority one (1) week prior to the opening of school each year. All other routes will be maintained by the previous year's drivers until bid selection the second week in October after route time has been determined.
- B. If a route becomes vacant or a new route is established after the initial bid process, it shall be posted for two (2) work days for any eligible driver to apply. (i.e. one (1) day for posting, day two (2) for bidding). The very next day, the supervisor will hold a bus driver classification meeting for all drivers who applied for the vacant route. During that meeting, the supervisor will ask each driver, in order of seniority, of their route choice and will continue by seniority for any subsequent routes that become open. If a driver is not able to attend this meeting, due to other school-related duties, that driver must give to the supervisor in advance of the meeting, a list of routes that driver would prefer in order of preference. The last remaining route shall then be posted for five (5) work days, district-wide.
- C. A driver is considered eligible to apply if they have satisfactorily completed their thirty (30) workday probationary period.
- D. No driver shall transfer to a vacant route more than once during the school year after the October bid process. The exception will be for a newly created route during the school year for which all eligible drivers may bid.
- E. Bid award will go first to the most senior eligible driver, second to eligible transfers from other classifications, and third from eligible sub/new hire applications.
- F. Routes will be available for drivers to review one (1) week prior to route selection date. Routes will be as current as possible at preview time but changes may be made as needed and highlighted to bring attention to the change.
- G. Drivers will be notified of time of route selection.
- H. Each regular route will be guaranteed a minimum of 4 hours for a.m. and p.m. time

frame. Route time will be paid in 15 minute increments. The time cut-off to be 10 minutes or more to round up to the next quarter hour. Must submit time cards.

- I. Route times will be established by October 1. Any route that has an increase of 15 minutes or more will be re-bid. The bid selection date will occur no later than October 15.
- J. Mid-day and supplemental runs will be guaranteed one (1) hour minimum.
- K. All drivers shall receive thirty (30) minutes per day for pre-trip, inspection, clean-up, paperwork, washing of buses, refueling, on-line training, mandatory inservices and other required matters for 188 days.
- L. Mid-Day Route Substitutes - If a substitute is needed on a noon route, regular contracted drivers will be asked by seniority before contacting a substitute driver. The regular driver will be paid at their regular hourly wage.
- M. The District reserves the right to make adjustments to individual routes throughout the school year according to the needs of the District.
- N. If substitutes are not available, the District may split routes and assign portions to other drivers. Those drivers will be compensated at their regular rate of pay if time goes over normal contracted hours.
- O. The District may establish a temporary route, not to exceed 20 school days. Assigning a driver while adjustments are made to existing routes or until a permanent route is shown to be needed. The permanent route would then be posted and follow seniority bidding.
- P. Bus Trainers - Drivers will be selected as bus trainers. Bus trainers will be paid at their regular rate of pay for all duties performed.
- Q. Bus-Student Ratio: (Suggested Guidelines)

Sixty-five (65) passenger bus - 42 students  
Seventy-two (72) passenger bus - 47 students

This ratio will try to be accomplished (per transportation supervisor) by transferring students from one bus to another without additional buses or drivers.

### 30.3 VIDEO CAMERAS

Drivers will be allowed to view the tapes to identify students responsible for disruptive

behavior. Video footage is not to be viewed by any co-worker unless the individual driver requests a Union representative to be present during viewing. Equipment to do this is available at the garage.

The video cameras and tapes are not normally intended to be used to monitor and/or evaluate the job performance of drivers or aides. However, they may be used during the investigation of a complaint by parents, students or authorized school authorities.

**ARTICLE 31**  
**ATTENDANCE INCENTIVE**

- 31.1 An employee who uses no personal leave or sick leave days during the periods from one school year to the next school year shall receive payments as follows.

12-Month Employees

August – November (paid in December):

Zero (0) days used	\$70.00
One (1) day or less used	\$35.00

December – March (paid in April):

Zero (0) days used	\$70.00
One (1) day or less used	\$35.00

April – July (payable in August):

Zero (0) days used	\$140.00
One (1) day or less used	\$70.00

9-Month Employees

August – November (paid in December):

Zero (0) days used	\$60.00
One (1) day or less used	\$30.00

December – February (paid in March):

Zero (0) days used	\$60.00
One (1) day or less used	\$30.00

March– May (payable in August):

Zero (0) days used	\$120.00
One (1) day or less used	\$60.00

The Board of Education shall implement the income reduction plan with the SERS contribution in accordance with I.R.S. Ruling 77-464 and 81-36 OAG Opinion 82-097.

Bargaining Unit Members will not be bound by any residency requirements. There will be no tuition paid by any employee of the Board who lives outside of the school district.

**ARTICLE 32**  
**SALARY SCHEDULES**

- 32.1 All salary schedules to be effective September 1 for the 2014-2015 contract year, with employees advancing 1 step (if eligible) from the employee's base rate of pay for the 2013-2014 contract year. Employees who are not eligible for a step increase shall receive a one-time stipend of \$350 to be paid the first pay in December, 2014.
- 32.2 Night custodians shall receive an additional thirty-five cents (\$.35) per hour for hours worked after 12:00 p.m. during the school year (184 days).
- 32.3 Class II Night Coordinator at Elementaries 103% of Base; Class III Head Custodian at Elementaries and Night Coordinator at Middle School 106% of Base; Head Custodian at High School and Middle School 110% of Base
- 32.4 Food Service Satellite Managers 110% of Base.
- 32.5 Secretaries/ who have an A.A. Degree and/or B.S./B.A. Degree shall receive an annual degree payment of \$500.00 at the end of each contract year.
- 32.6 During the term of this Agreement, the Board agrees to provide the Local #356 the same *percentage increase* to base pay, if applicable, that may be offered to and accepted by the Greenon Federation of Teachers for the term of the Agreement between the GFT and the Board. Additionally, if the GFT negotiates that each certified bargaining unit member is entitled to movement on the salary index, where applicable, the same shall be offered to the Local #356.

**ARTICLE 33**  
**COLLECTIVE PROFESSIONAL NEGOTIATIONS PROCEDURES**

33.1 **NEGOTIATIONS PROCEDURES**

The Union may request, in writing, the commencement of negotiations for a successor

agreement on or before May 1st of the final year of the Agreement. If negotiations are requested by the Union and if no election petition has been filed with the Treasurer of the Board as herein provided, the parties shall, on or before May 10th, exchange proposals which shall indicate, in substance, all items to be negotiated. The items proposed shall constitute the total for negotiations unless otherwise agreed by the parties. The remaining items of the then current contract shall remain in force and effect, and shall be part of any successor agreement.

The first session for negotiations shall take place on a mutually agreed upon time. In the event an election petition has been filed with the Treasurer of the Board and the Union is subsequently elected to continue serving as the classified staff's exclusive representative, proposals shall be exchanged within ten (10) days following the election. The first session shall take place within five (5) days after proposals have been exchanged or at a time mutually agreed upon by the parties.

- A. Meetings shall be scheduled with the least possible interruption of school schedules. Until all negotiations are complete, each meeting shall include an agreement on the time and place for the next meeting. Negotiation meetings shall be conducted in executive (closed) sessions unless mutually agreed by both parties.
  - B. The representatives of the Board shall meet with the representatives of the Union to negotiate in good faith with respect to salaries, salary schedules, fringe benefits and condition of employment. Good faith requires the parties to make proposals and counter-proposals in a sincere effort to reach agreement. If a proposal is unacceptable to one (1) of the parties, that party shall be obligated to give its reason, but shall not be required to make concessions. While no final agreement shall be in force until the proposed agreement is ratified by the classified staff and adopted by the Board, the negotiating representatives will be clothed with all necessary power and authority to negotiate in good faith.
  - C. As agreements are reached on negotiable items, they shall be reduced to writing and initialed by each party.
  - D. The Superintendent and/or the Treasurer of the Board shall furnish the Union, upon request and in reasonable time, both prior to and during the negotiations, all available information concerning financial resources or other public information of the school district.
- A limit of sixty (60) days shall be spent in negotiations between the Board and the Union negotiation teams. The sixty (60) days shall begin with the first negotiation session after proposals have been exchanged. If negotiations have not concluded within the allowable period, the matter will be submitted to mediation within thirty (30) calendar days after the request of either party to the other.

- When substantive agreement has been reached, it shall be reduced to writing and submitted for ratification to the Union. The Union President shall notify the Superintendent of ratification. The Superintendent shall submit the ratified document to the Board for adoption within a reasonable time, but no later than the next regular Board meeting following Union ratification. Once adopted, two copies shall be signed (one each for the Union and the Board) by the respective Presidents. The Agreement shall become legally enforceable by either party as of its effective date.

### 33.02 IMPASSE PROCEDURE

If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all issues where agreement has not been reached. In this event, each party shall write the word "impasse" on the items it considers unresolved, and such items shall be initialed and dated by both parties.

The parties shall jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service. The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties.

Any costs of utilizing the services of the Federal Mediation and Conciliation Service shall be shared equally by the Board and the Union.

### 33.03 MISCELLANEOUS

No action to coerce or censor or otherwise penalize any employee shall be made or implied as a result of the employee's participation in the negotiations process.

The provisions of this collective classified staff negotiations procedure shall, upon ratification by the Union and adoption by the Board, continue in effect until deleted, altered, or changed in accordance with the recognition procedures contained herein. In the latter case, this collective professional negotiations procedures shall be deemed null and void.

## **ARTICLE 34** **DRUG AND ALCOHOL TESTING**

- 34.1 Parties agree that the workplace should be free from the risks posed by the use of alcohol and controlled substances in order to protect the safety of employees and the public. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace.

- 34.2 The parties further recognize that the abuse of alcohol and controlled substances is a treatable illness and the Employer will make reasonable efforts to provide assistance to employees in need of help. An Employee Assistance Program shall be available to employees with personal problems, including those associated with alcohol or controlled substances use. The parties will encourage the employee to seek professional assistance where necessary.
- 34.3 Records concerning an employee's treatment for alcohol, drug or stress-related problems shall remain strictly confidential and shall remain separate from other employee material services.
- 34.4 Employees seeking assistance will be entitled to use their sick leave, personal and/or vacation time during treatment. After exhausting such time, the employee may be advanced sick leave benefits. Sick days that are advanced will be repaid through future services.
- 34.5 Employees shall be assigned to non-safety sensitive assignments or duties while awaiting or undergoing an Employee Assistance Program.
- 34.6 When required to take an alcohol or controlled substances test, employees with the exception of bus drivers will be paid actual time during his/her work shift. Any employee who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The employer shall pay all costs associated with the administration of alcohol and controlled substances tests. This includes all re-tests, second tests and/or testing of the "split specimen" at a Federally Certified Laboratory, if so requested by the employee.
- 34.7 Bus drivers will be paid one (1) hour at his/her current driving rate when taking a required alcohol or controlled substance test as required by Federal Statutes. In the event that a bus driver is asked to take an alcohol or controlled substance test as a pre-disciplinary measure, a bus driver will be paid actual time during his/her work shift.
- 34.8 All controlled substances tests shall be conducted in accordance with Federal testing guidelines and be performed by a Laboratory that is Federally Certified to conduct urinalysis for purpose of drug testing.
- 34.9 Discipline resulting from a violation of the alcohol and controlled substances policy shall be progressive and subject to the Grievance and Arbitration Procedure.
- 34.10 The employer shall make all reasonable efforts to afford employees the right to Union Representation whenever an employee is directed to submit to an alcohol or controlled substances test. All issues relating to implementation of the alcohol and controlled substances testing for employees are subject to the Grievance and Arbitration Procedure in the Collective Bargaining Agreement. Where an employee's Grievance is sustained, the employee shall be made whole, including back pay and fringe benefits with interest,

restoration of seniority, returned to the employee's original position, and have all adverse references related to alcohol and controlled substances use or testing removed from the employee's records.

- 34.11 If the employee disputes a positive test result, he/she may request a split specimen within seventy-two (72) hours from the time of notification at Board-paid expense. The test would be done by a different laboratory and the GCC/MS test would be used. IF the split specimen tests negative, the employee will be paid for any time lost during the seventy-two (72) hour period.

**ARTICLE 35**  
**STATE APPROVED VARIANCE DAYS**

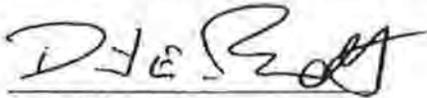
- 35.1 When State approved variance days are secured for the school year, in-service will be provided to staff related to the job.

**ARTICLE 36**  
**DURATION OF AGREEMENT**

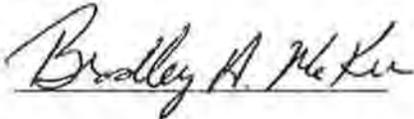
This Agreement and the attachments thereto constitute all agreements that have been entered into by the parties and shall be effective on and after July 1, 2014 and shall expire at midnight on June 30, 2015. It is the intent of the Board and the Local #356 to change the effective start date of the Agreement to July 1. Any of the provisions of this Agreement which either party may wish to modify during the life of the Contract for any reason shall be accomplished only by mutual agreement. If any of the provisions of this Agreement are or become inconsistent to law, such provisions shall become null and void, but all remaining provisions shall remain in force and effect for the term of the Agreement. In such cases, the Board and the Union shall meet to make all necessary changes to make the provision comply with law.

IN WITNESS WHEREOF, the parties have executed duplicate originals of the Agreement on this 29 day of September, 2014.

For the Greenon Local  
School District Board of Education



Superintendent



Treasurer

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President

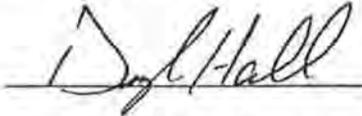
For the Ohio Association of Public  
School Employees (OAPSE/AFSCME)  
And it's Local #356



President



Committee Member



OAPSE State Representative

### INSURANCE NON-PARTICIPATION REIMBURSEMENT

One of the items recently negotiated into the Teaching and Classified Agreements was a reimbursement through payroll of:

\$2,100 for non-participation in the family health insurance plan

\$1,000 for non-participation in the single health insurance plan

The stipulations for receiving this reimbursement are as follows:

- 1) Payment is made for non-participation for the entire school year. There will be no reimbursement for partial year additions and withdrawals.
- 2) Existing employees who wish to withdraw or remain withdrawn from their plan must withdraw AND complete the Waiver Form by September 30 of each year to receive reimbursement. He/She must maintain withdrawn throughout the entire year.
- 3) Reimbursement will be made the second pay of June.
- 4) In the instance where there is a husband and wife both presently working in the school district, reimbursement will be made for one of the spouse's WITHDRAWAL from their existing plan. If one of the spouses was not previously enrolled then there will be no reimbursement. The objective of this is to save the district money. If we were not previously making any expense for one of the spouses at all, it is not logical to spend \$2,100 that we were not spending before.
- 5) New employees will be given a form to sign waiving their negotiated right to insurance and can receive reimbursement. Existing employees must request (from your building secretary or the payroll office) and complete this same form if they wish to withdraw from the insurance before September 30 of the upcoming year.

**GREENON LOCAL SCHOOL DISTRICT  
WAIVER OF HOSPITALIZATION INSURANCE  
FOR SCHOOL YEAR:**

I, \_\_\_\_\_, waive my contract given right to 100% Board paid medical insurance. I have withdrawn from or have remained withdrawn from the plan by September 30 of the above school year and will remain withdrawn at least through the following August 31.

I waive my entitlement to the SINGLE/FAMILY (circle one) hospitalization insurance plan. I understand, per the Master Agreement, I will receive on the second pay in June of the above school year (check one of the below):

\_\_\_\_\_ \$2,100 for non-participation in the FAMILY hospitalization insurance plan

OR

\_\_\_\_\_ \$1,000 for non-participation in the SINGLE hospitalization insurance plan

Signed: \_\_\_\_\_

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

Treasurer's Signature: \_\_\_\_\_

Superintendent's

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

Please return form to the Treasurer before September 30<sup>th</sup>

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Payroll Office Use Only

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

Amount: \_\_\_\_\_

**APPENDIX B**

**GREENON LOCAL SCHOOL DISTRICT**  
**OVERTIME REQUEST**

**NAME OF EMPLOYEE:**

**BUILDING:**

Please place a checkmark (  ) beside all that apply.

- I am not interested in working overtime.
- I am interested in working overtime in my building only.
- I am interested in working overtime in any district location.

**APPENDIX B**  
**GREENON LOCAL SCHOOL DISTRICT**  
**EXTRA TIME REQUEST**

**NAME OF EMPLOYEE:**

**BUILDING:**

Please place a checkmark (  ) beside all that apply.

- I am not interested in working extra time.
- I am interested in working extra time in my building only.
- I am interested in working extra time in any district location.

**APPENDIX C**  
**GREENON LOCAL GRIEVANCE FORM**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School Building or Job Location:

Appropriate Administrator:

Statement of grievance specifying date of occurrence and Negotiated Agreement provisions allegedly violated:

Remedy Sought:

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

Grievant's Signature: \_\_\_\_\_

**STEP TWO: FORMAL RESPONSE:**

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

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

**STEP THREE:**

I am appealing the decision rendered at Step Two because:

Date: \_\_\_\_\_ Grievant's Signature: \_\_\_\_\_

**STEP THREE RESPONSE:**

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

**SUBMIT IN TRIPLICATE:**

1 to Grievant  
1 to Administrator  
1 to Union

**APPENDIX D**

**SALARY SCHEDULES**

**Custodian's Salary Schedule  
14-15**

<b>Step</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>
<b>0</b>	\$ 12.91	\$ 13.30	\$ 13.69	\$ 14.20
<b>1</b>	13.30	13.70	14.10	14.63
<b>2</b>	13.69	14.10	14.51	15.06
<b>3</b>	14.07	14.50	14.92	15.48
<b>4</b>	14.46	14.90	15.33	15.91
<b>5</b>	14.85	15.29	15.74	16.33
<b>6</b>	15.24	15.69	16.15	16.76
<b>7</b>	15.62	16.09	16.56	17.19
<b>8</b>	16.01	16.49	16.97	17.61
<b>9</b>	16.46	16.96	17.45	18.11
<b>10</b>	16.92	17.42	17.93	18.61
<b>11</b>	17.37	17.89	18.41	19.10
<b>12</b>	17.88	18.42	18.96	19.67
<b>13</b>	18.40	18.95	19.50	20.24
<b>17</b>	18.98	19.55	20.12	20.88
<b>20</b>	19.56	20.15	20.74	21.52
<b>25</b>	20.14	20.75	21.35	22.16

**Class I** - Custodian (Base Schedule)

**Class II** - Night Coordinator at Elementaries (103% of Base)

**Class III** - Head Custodian at Elementaries

Night Coordinator at Middle and High Schools (106% of Base)

**Class IV** - Head Custodian at Middle and High Schools (110% of Base)

All second shift custodians shall receive a \$.35 per hour pay differential during shifts that start on or after 12:00 P.M. (payment based on 184 days).

All shifts to be determined in cooperation with Supervisor and Building Principal.

**Transportation Salary Schedule  
14-15**

<b>Step</b>	<b>Class I</b>	<b>Class II</b>
<b>0</b>	\$ 14.62	\$ 19.00
<b>1</b>	15.06	19.57
<b>2</b>	15.50	20.14
<b>3</b>	15.93	20.71
<b>4</b>	16.37	21.28
<b>5</b>	16.81	21.86
<b>6</b>	17.25	22.43
<b>7</b>	17.69	23.00
<b>8</b>	18.13	23.57
<b>9</b>	18.64	24.23
<b>10</b>	19.15	24.90
<b>11</b>	19.66	25.56
<b>12</b>	20.25	26.32
<b>13</b>	20.83	27.08
<b>17</b>	21.49	27.94
<b>20</b>	22.15	28.79
<b>25</b>	22.81	29.65

**Class I** - Bus Driver (Base Schedule)

**Class II** - Lead Mechanic (130% of Base)

All bus driver's are paid 4 hours minimum then in 15 minute increments.

A payment of 20 minutes/day @ Driver's Regular Hourly Rate for 188 days will be made each year for bus inspection maintenance.

**Cafeteria Workers' Salary Schedule  
14-15**

<b>Step</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>
<b>0</b>	\$ 11.14	\$ 12.26	\$ 13.04
<b>1</b>	11.48	12.63	13.43
<b>2</b>	11.81	12.99	13.82
<b>3</b>	12.15	13.36	14.21
<b>4</b>	12.48	13.73	14.60
<b>5</b>	12.82	14.10	15.00
<b>6</b>	13.15	14.47	15.39
<b>7</b>	13.49	14.83	15.78
<b>8</b>	13.82	15.20	16.17
<b>9</b>	14.21	15.63	16.63
<b>10</b>	14.60	16.06	17.08
<b>11</b>	14.99	16.49	17.54
<b>12</b>	15.44	16.98	18.06
<b>13</b>	15.88	17.47	18.58
<b>17</b>	16.38	18.02	19.17
<b>20</b>	16.88	18.57	19.75
<b>25</b>	17.39	19.12	20.34

**Class I** - Cafeteria Workers/Cooks (Base Schedule)

**Class II** - Satellite Manager (110% of Base)

**Class III** - Head Cook (117% of Base)

As long as a district-wide food supervisor is not employed by the district, an additional \$3,000.00 will be paid to head cook for food supervisory responsibilities.

Satellite Mgr.'s/Head Cook's daily hours to be determined annually in cooperation with the Cafeteria Supervisor.

**Secretaries' Salary Schedule  
14-15**

Step	Class I	Class II	Class III
0	\$ 13.19	\$ 13.85	\$ 14.51
1	13.53	14.21	14.88
2	13.87	14.57	15.26
3	14.21	14.93	15.64
4	14.56	15.28	16.01
5	14.90	15.64	16.39
6	15.24	16.00	16.76
7	15.58	16.36	17.14
8	15.92	16.72	17.51
9	16.32	17.14	17.95
10	16.72	17.56	18.39
11	17.12	17.97	18.83
12	17.57	18.45	19.33
13	18.03	18.93	19.83
17	18.54	19.47	20.40
20	19.05	20.01	20.96
25	19.57	20.54	21.52

**Class I** - School/Guidance/Attendance Secretaries (Base Schedule)

**Class II** - School Secretary/Bookkeeper (105% of Base)

- Middle School Bookkeeper (105% of Base)

- Transportation Secretary (105% of Base)

**Class III** - High School Bookkeeper (110% of Base & 260 Days)

Secretaries with Associate's/Bachelor's degrees will be paid an annual stipend of \$500.

**Aides'/Study Hall Monitor Salary Schedule  
14-15**

<b>Step</b>	<b>Class I</b>	<b>Class II</b>
<b>0</b>	\$ 11.54	\$ 13.28
<b>1</b>	11.89	13.67
<b>2</b>	12.24	14.07
<b>3</b>	12.58	14.47
<b>4</b>	12.93	14.87
<b>5</b>	13.28	15.27
<b>6</b>	13.62	15.67
<b>7</b>	13.97	16.06
<b>8</b>	14.31	16.46
<b>9</b>	14.72	16.93
<b>10</b>	15.12	17.39
<b>11</b>	15.53	17.86
<b>12</b>	15.99	18.39
<b>13</b>	16.45	18.92
<b>17</b>	16.97	19.52
<b>20</b>	17.49	20.11
<b>25</b>	18.01	20.71

- Class I** - Educational Aides (Base Schedule)  
 - Intervention Aides  
 - Special Education Aides  
 - Bus Aides  
 - Nurse Aides  
 - Library Aides  
 - Lunchroom Aides

**Class II\*** - Aide with A.A. and/or  
 B.S./B.A. Degree (115% of Base)

\* Proof of degree required for Class II placement

**Greenon Local  
RN/LPN/District Nurse  
Classified Salary Schedule  
14-15 Salary Rates**

RN/LPN/District Nurse	
Step	
0	\$ 14.74
1	15.17
2	15.62
3	16.06
4	16.51
5	16.95
6	17.39
7	17.83
8	18.27
9	18.79
10	19.30
11	19.82
12	20.41
13	21.00
17	21.67
20	22.32
25	22.99

Adopted by Greenon Board November 12, 2009