

10-08-14
14-MED-03-0463
2114-02
K31398



Negotiated Agreement

between the

**Minford Local School District
Board of Education**

and the

**Ohio Association of Public School Employees/
AFSCME/AFL-CIO and its Local #621**



August 1, 2014 through July 31, 2017

TABLE OF CONTENTS

ARTICLE	TITLE	
	Preamble	4
1	Recognition.....	4
2	Union Security	5
3	Past Negotiations	7
4	Discrimination	7
5	Coverage.....	7
6	Negotiation Procedure	7
7	Staff Meetings.....	10
8	Pledge	11
9	Provisions Contrary to Law.....	11
10	Definitions	11
11	Rights of Individuals	12
12	Articles.....	12
13	Amendments	12
14	Grievance Defined.....	13
15	Bid Procedure and Classification Reduction.....	15
16	Hours of Work and Overtime/Compensatory Time	17
17	Personal Business Day	18
18	Notification of Absence.....	19
19	Holiday Pay	19
20	Cumulative Sick Leave/Availability of Sick Leave	20
21	Severance Pay.....	23
22	Leave of Absence	23
23	Calamity Days	24

ARTICLE	TITLE	
24	Extra Trips	24
25	Vacations.....	25
26	Contracts.....	26
27	Employee Evaluation.....	27
28	Discipline Procedure	27
29	Public Complaint Procedure.....	28
30	Safety	28
31	Classification Pay	29
32	Physical Examination	29
33	Layoff, Recall and Transfers	29
34	Travel Allowance.....	31
35	Cooks	31
36	Job Descriptions	31
37	Assault	32
38	Breakdown Time	32
39	Group Term Life Insurance	32
40	Dental and Vision Coverage.....	32
41	Hospitalization and Major Medical Insurance	33
42	Salary Agreement	33
43	SERS Pick-Up	34
44	People Deduction.....	35
45	Duration.....	36
	Salary Schedules.....	37

PREAMBLE

The Board of Education of the Minford Local School District, together with the Ohio Association of Public School Employees, recognize that the development and operation of educational programs of the highest quality for the benefit of the students and their communities is a responsibility which requires for its effective discharge, cooperation between the Board, the Superintendent, and administrative staff, and the staff speaking through their designated representatives. Since these groups have the same ultimate aim of providing the best educational opportunity for all pupils, relationships must be established and maintained which are based upon this common interest and the concept of education as a public trust and as a professional calling.

The Board of Education, the Superintendent, the administrative staff, and the staff can best attain their common objectives and discharge their respective responsibilities if each utilizes the ability, experience and judgment of the other in resolving matters of concern which affect the quality of the educational program.

It is the purpose of this document to establish the relationship between the Board of Education and the Ohio Association of Public School Employees, and to set forth an orderly procedure for the consideration and resolution of matters of concern. Thus, the parties do hereby enter into this Agreement on this 17th day of August, 2007 by and between the Board of Education of the Minford Local School District and the Ohio Association of Public School Employees.

ARTICLE 1 — RECOGNITION

1.1 Recognition of Association

The Minford Local Board of Education, hereinafter referred to as the Board, recognizes the Ohio Association of Public School Employees and its Local #621, hereinafter referred to as the Association, as the exclusive and sole bargaining representative of the classified regular employees.

- A. Cooks
- B. Custodians
- C. Bus Drivers
- D. Building and Grounds Keeper/Vocational Bus Driver
- E. Teacher Aides
- F. Secretaries
- G. Bus Mechanics
- H. EMIS Aide/Secretary

Excluding administrative personnel, including the Superintendent, Superintendent's Secretary, Treasurer of the Board, guards, Cafeteria Supervisor, Bus Supervisor, Night Watchman, Maintenance Supervisor, and all other personnel not regularly employed by the Minford Local Board of Education. The Board agrees not to negotiate with any non-certified organization other than the Ohio Association of Public School Employees Association for the duration of this Agreement.

1.2 Recognition of the Board

- A. The Association recognizes the Board as the locally elected body, charged with the establishment of policies for public education in the Minford Local School District, and as the employer of all personnel of the school system. The Association recognizes that the management of the school business and the authority to execute all the various functions and responsibilities, incidental thereto, are vested in the Board of Education. The direction of personnel, the establishment of Board Policies, the determination of functions, the units of personnel required to perform such functions, and other responsibilities incidental to operation of the school business, are vested in the Board of Education.
- B. Any agreement reached and accepted by the Association and the Board shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with terms contained in any individual terms of employment heretofore in effect. All future employees shall be employed expressly, subject to the terms of such an agreement.
- C. The Board assures the right of all members of the personnel staff to constructively contribute their ideas on appropriate matters without reprisal.

ARTICLE 2 — UNION SECURITY

- 2.1 Membership in the Union is available, but not mandatory to any employee occupying a classification as determined by this Agreement to be appropriately within this bargaining unit as set forth in the recognition clause.
- 2.2 The Board agrees to authorize the Treasurer of the Minford Board of Education to deduct Union membership dues in the amount authorized by the Union according to current payroll deduction policy, from the pay of any employee eligible for membership, provided that said employee has individually provided written authorization for such deductions to the Treasurer. Transmittal of dues shall be according to current policy.

- 2.3 In accordance with the provisions of Section 4117.09 (C) of the Ohio Revised Code and as a condition of employment, each newly employed bargaining unit member, as defined in the recognition clause, who is not a member of the Union by the sixtieth (60th) calendar day after the beginning of the school year or by the sixtieth (60th) calendar day after his/her initial day of employment, whichever is later, shall have equal payroll deductions of a "fair share fee." The Union shall provide the Treasurer a list of the names of those unit members who are not members of the Union and the total amount of the "fair share fee" to be deducted for each. The deduction of the "fair share fee" from any earnings of the employees shall be automatic and does not require a written authorization for payroll deduction, but shall be in accordance with the provisions governing "fair share fees."
- 2.4 The Union shall provide reasonable notification to non-members of the "fair-share fee" and their right to object to the amount of the fee prior to the deduction of the fee. The notices shall include the expenses for the year divided into chargeable and non-chargeable expenditures which represent dues allocated to the cost of negotiating and administering the Collective Bargaining Agreement.
- 2.5 The Union represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09 (C) of the Ohio Revised Code for challenging the amount of the representation fee. This procedure shall be given to each non-member of the bargaining unit. This notice, procedure and rebate shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and Ohio. The procedure shall provide for a prompt decision by an impartial decision maker in the event any money or fees are disputed. Upon demand, non-members may apply to the Union for immediate advance reduction of the "fair share fee" in accordance with the internal rebate procedure adopted by the Union. The advance reduction shall be the proportionate amount of money expended for partisan political or ideological purposes not germane to the Union's involvement in collective bargaining. Furthermore, the internal organizational procedures must exempt anyone from payment of the fee who objects to joining or financially supporting the Union based upon bona fide religious objections; otherwise, the Union shall escrow all disputed money until properly resolved.
- 2.6 The Union agrees to hold the Board harmless in any suit, claim, or administrative proceeding arising out of or connected with the imposition, determination or collection of "fair share fees" and to indemnify the Board for any liability imposed on it as a result of any such suit, claim or administrative proceeding. The Union shall extend to the Board the right to designate its own counsel to assist in the defense in addition to allowing the Board to waive indemnification by the Union at any time and provide its own defense.
- 2.7 Dues deduction authorization shall be continuous, once requested, for the duration of this Agreement, except that such authorization may be revoked and membership terminated by the employee, in writing between June 1 and June 30 of each year. Should this happen, the "fair share fee" provision of this Article would then apply.

- 2.8 The Union President or designee shall be permitted to meet with employees for the purpose of conducting union activity (grievance investigation, grievance hearing, disciplinary hearing) during working hours without loss of pay with approval of the Superintendent or his/her designee and provided that he/she shall not disrupt or interfere with work performance.

ARTICLE 3 — PAST NEGOTIATIONS

- 3.1 The Board of Education and OAPSE agree that all items negotiated prior to and contained in this Agreement shall remain in effect, unless amended and agreed to by both parties.

ARTICLE 4 — DISCRIMINATION

- 4.1 Discrimination Prohibited — No employee in the bargaining unit shall be appointed, reduced, removed, or in any way favored or discriminated against because of his/her political opinions or affiliations, or because of race, national origin, or marital status and to the extent prohibited by law, no person shall be discriminated against because of age, sex, or physical handicap.

ARTICLE 5 — COVERAGE

- 5.1 The Association has bargaining rights for all members in the bargaining unit on the following subjects:
- A. Wages, hours, fringe benefits and other matters of economic welfare.
 - B. Working conditions
 - C. Grievance procedures
 - D. In-service training
 - E. Membership deductions

ARTICLE 6 — NEGOTIATION PROCEDURE

- 6.1 Directing Requests

Requests in writing for negotiation meetings from the Association will be made directly to the Superintendent and the Board. Requests from the Board will be made in writing to the President of the Association. Requests from either party shall be made not less than sixty (60) days prior to the expiration date of the existing contract.

6.2 Negotiation Meetings

An agreement will be reached by the designated negotiating team for the Board and designated representatives of the Association within ten (10) working days of the request as to the time and place of the meeting which shall be held within twenty (20) working days after the request has been submitted, unless both parties agree to an extension of time. The parties shall exchange proposals at the first meeting, and no additional proposals on new issues shall be submitted by either party following this exchange unless mutually agreed by the parties. Further meetings shall be held at the request of either party involved and negotiations shall be completed within a mutually agreed time. Such meetings shall be in executive session.

6.3 Release Time

Members of the negotiating committee shall be released from school duties to attend negotiating meetings. Such meetings shall be scheduled so as not to interfere with normal school schedules whenever possible. The employee members of the negotiating committee who are normally working will be paid by the Board for the time spent in negotiations, but only for straight time hours they would have otherwise worked.

6.4 Representation

The Board and the Association shall be represented at all negotiation meetings by a team of negotiators, not to exceed six (6), nor less than three (3) members each. Neither party in any negotiations shall have any control over the selection of the negotiation or bargaining representatives of the other party.

While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, to consider proposals, and to make concessions in the course of negotiations. All negotiations shall be conducted exclusively between said teams.

6.5 Agreement

If consensus is reached on those matters being negotiated, the understanding of the parties shall be reduced to writing and submitted to the membership of the Association and the Board for ratification. If ratified, said written memorandum of understanding between parties shall then be submitted to the Board for its consideration. If approved by the affirmative vote of a majority of the full membership of the Board, the agreement shall be signed by both parties and shall become a part of the official minutes of the Board. Before printing, both sides shall review the agreement.

The resulting agreement shall be binding on both parties and, when necessary, the provisions shall be reflected in individual contractual terms.

No provisions of the resulting agreement shall discriminate against any staff member in regard to membership or non-membership in the Association.

6.6 Disagreement

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

Impasse is whenever the parties have stopped talking to each other at the negotiating table or after sixty (60) calendar days have been held and the position of the parties have solidified and the parties have become intransigent pertaining to unresolved negotiation issues. The parties may mutually agree to extend the sixty (60) day period.

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 by either party.

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.

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

This mutually agreed upon resolution dispute procedure supersedes Ohio Revised Code 4117.14.

6.7 Assistance

The parties may call upon professional and lay representatives to consider matters under discussion and to make suggestions. Necessary clerical assistance shall be permitted to be present. The expense of such consultants or clerical assistants shall be borne by the party requesting them.

6.8 Study Committees

The parties may jointly appoint a study committee to research, study, and develop projects, reports and programs, and to make recommendations of matters under consideration. The committees shall report all findings to both parties. Any fees or costs involved shall be shared jointly.

6.9 Information

The Board and the Superintendent agree to furnish the Association's negotiation committee, upon request, and in a reasonable time, both prior to and during negotiations, all necessary information concerning financial resources of the District and such other information as will assist the Association in developing intelligent, accurate, and constructive programs on behalf of the School District. However, the Board and the Superintendent shall not be required to compile information that has been requested. The Association agrees to furnish all available information on its proposals to the Board's negotiations team to support the development of school programs for the School District.

6.10 Recesses

The chairman of either group may recess his/her group for independent caucus of reasonable time, at any time.

6.11 Protocol

No action to coerce, censor or penalize any participant in negotiations shall be made or implied by any other negotiator or member of either party so represented. Both sides agree to conduct themselves in a professional and non-personal manner.

6.12 Item Agreement

As negotiated items receive tentative agreement, they shall be reduced to writing and initialed by each party. Each party will present the tentative agreement to the group and recommend the tentative agreement for approval.

6.13 Schedule of Meetings

Until all negotiation meetings are completed, each meeting shall include a decision on an agreed time and place for the next subsequent meeting.

ARTICLE 7 — STAFF MEETINGS

- 7.1 Staff meetings, called by the Administration for the purposes of updating procedures, safety regulations, or dealing with any other staff-related issues, shall be, if possible, held on days when school is scheduled to be in session. Staff shall receive their regular rate of pay or overtime rate of pay, whichever is applicable for the meeting. Meetings may be called when needed with the effected staff.

ARTICLE 8 — PLEDGE

- 8.1 In consideration of the rights and privileges extended to the Minford Employees Association pursuant to or arising from the foregoing provisions of this document, the Association does hereby promise and agree that no employee in the name of the Association covered by this document, shall refuse to perform work or withhold services, nor shall any member, officer, or employee of the Association participate, approve, or consent to the withholding of services of employees of the Board of Education. Upon violation of this provision, the terms and conditions of this document, shall, at the discretion of the Board, be null and void and all rights and privileges extended pursuant to its provisions shall thereupon be terminated.

ARTICLE 9 — PROVISIONS CONTRARY TO LAW

- 9.1 If any provisions of this document or any application of this document to any classified person or persons shall be found contrary to present law then this provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect.
- 9.2 In the event state law is changed so as to permit some form of Association security including, but not limited to agency shop, maintenance of membership, etc., the parties agree to immediately open negotiations of changes to Article 2 of this Agreement.
- 9.3 It is agreed that if and when state or federal laws are passed in the future, which are in conflict with provisions of this document, such laws shall supersede the pertinent section(s) of this document.

ARTICLE 10 — DEFINITIONS

- 10.1 “Professional negotiations” means conferring, discussing, and negotiating in good faith by designated representatives in an effort to reach agreement with respect to salaries, hours, and other issues mutually agreed upon by the Board and the Association.
- 10.2 “Good faith” involves coming to the negotiating table with the intention of negotiating, and with the authority to do so. Good faith requires that the Association and the Board be willing to react to each other’s proposals. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons and give counterproposal. Good faith requires both parties to recognize negotiations as a shared process. The obligation of the representatives of the recognized employee organization to meet for purposes of professional negotiations does not compel either party to agree to a proposal or require the making of a concession.

- 10.3 “Working Day” — A regular weekday when work is normally scheduled exclusive of holidays and weekends.
- 10.4 “Calendar Day” — Days as listed on the calendar.
- 10.5 “Regular Employee” — Any person employed by the Board on a limited or continuing contract for four (4) hours or more a day.
- 10.6 “Seniority — The uninterrupted length of continuous service with the Board as a regular employee in a particular job classification computed from the latest date of hire or appointment to their present classification.
- 10.7 “District Seniority” (for the purpose of bidding a vacancy) — The earliest date of hire for an uninterrupted length of continuous service with the Board as a regular employee.

ARTICLE 11 — RIGHTS OF INDIVIDUALS

- 11.1 Nothing in this document shall prohibit any classified employee from presenting views or grievances which affect his/her status in the District to the Superintendent in accordance with established procedure.
- 11.2 Bargaining unit employees shall have the right to be represented or accompanied by a representative of their choice at all meetings or hearings called by administration in which the employee will be advised of an impending adverse personnel action if the employee so requests. The Administrator will notify the employee in advance when the meeting or hearing concerns discipline of the employee.

ARTICLE 12 — ARTICLES

- 12.1 The policy statement and regulations attached hereto in the form of Articles are made a part of this document and shall, in the future, be negotiated in conformance with the procedures described above.
- 12.2 Any addenda or memoranda of understanding shall be added as an article under this Contract now in effect.

ARTICLE 13 — AMENDMENTS

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

ARTICLE 14 — GRIEVANCE DEFINED

Any employee of the School District shall have the right to file a grievance under the following conditions:

- 14.1 The grievance is limited to a complaint involving an alleged violation, misapplication and/or misinterpretation of the Contract between the Association and the Board.
- 14.2 Any member of OAPSE Local #621 shall have the right to present his/her own appeal or be accompanied by representatives of the Ohio Association of Public School Employees or another person representing the Local as Local officer or grievance committee member.
- 14.3 The grievance procedure shall not apply to:
 - A. Any manner for which a method of review is prescribed by law.
 - B. Rules or regulations made by any division of the State of Ohio related to the control and/or operation of any phase of the School District's operation.
 - C. Any matter which, according to law, is limited to action by the Board only.
 - D. Any complaint of a non-tenure employee that arises by reason of his/her not being reemployed.
 - E. Any complaint by any employee occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position which tenure is either not possible or not required.
- 14.4 Grievance Procedure
 - A. Any grievance must be lodged within ten (10) working days following the action or condition which is the basis of said grievance, or said grievance shall no longer exist.
 - B. Level One

Any employee having a grievance shall first discuss such grievance with his/her immediate supervisor.

If the discussion does not resolve the grievance to the satisfaction of the employee, such employee shall have the right to lodge a written grievance with such employee's immediate supervisor or building principal. The written grievance shall be on a standard form supplied by the Board of Education. It shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific agreement that has been violated. A copy of the grievance will be filed by the employee with the Superintendent of Schools. The principal or supervisor shall respond in writing from five (5) working days but no longer than ten (10) if needed.

C. Level Two

The employee may appeal the supervisor's or principal's decision within ten (10) working days to the Superintendent of Schools in the same manner as described in Section B.

D. Level Three

The employee may appeal the decision of the Superintendent within five (5) working days by asking for a hearing before the Board of Education. The Superintendent shall make all necessary arrangements for this hearing within twenty (20) working days. The Board shall hear what the employee has to say then give its decision in writing from five (5) working days but no longer than ten (10) if needed.

E. Level Four

If a satisfactory disposition of the grievance is not made as a result of the Board's decision, the employee and his/her designated Association representative shall have the right to appeal the dispute to binding arbitration in accordance with the rules and regulations of the American Arbitration Association. The Association shall notify the Board of their intent to appeal to arbitration. Such appeal must be filed within fifteen (15) working days of the receipt of the written decision of the Board of Education and a copy of said appeal must be filed with the Treasurer. Failure to file the appeal within fifteen (15) working days of receipt of the written decision of the Board shall be deemed a waiver of the right to appeal the matter to arbitration.

The arbitrator shall be selected in accordance with the rules and regulations of the American Arbitration Association (AAA).

In considering the grievance, the arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this agreement. He/she shall have no power to establish salary schedules or change salary schedules.

The decision of the arbitrator shall be binding upon both parties.

The fees and expenses of the arbitrator shall be borne equally by the Board and the Association. Each party shall bear the cost of its own representatives and any other expenses resulting from arbitration.

ARTICLE 15 — BID PROCEDURE AND CLASSIFICATION REDUCTION

15.1 When the Board has declared that a vacancy has occurred in a classification or a location assignment, it shall be posted in the school buildings and the bus garage for a period of seven (7) calendar days. Each posting shall include the following:

- Location/Route
- Salary Range
- Hours per Day
- Immediate Supervisor's Title
- Bid Period
- Job Description — Duties

Any qualified employee may request the vacant position in writing. In selecting the replacement, the Board shall apply the following formula:

- A. The vacant position shall first be offered to the employees within the department or classification of the position.
- B. If two or more employees within the same department or classification request the position in writing, the applying employee with the highest seniority date shall be awarded the position provided the employee meets the minimum requirements of the position.
- C. The highest seniority date shall be determined by the employee's last date of hire by the Board of Education.
- D. If the position is not filled by an employee within the vacant classification or position, it shall then be offered to the applying employee with the highest seniority date with the Board provided the employee meets the minimum requirements of the position. This provision applies to vacancies in the following classifications:
 1. Cooks
 2. Custodians
 3. Bus Drivers
 4. Building & Grounds/Vocational Bus Driver

For vacancies in the following classifications:

1. Teacher Aide
2. Secretary
3. Bus Mechanic
4. EMIS Aide/Secretary

If the position is not filled by an employee within the vacant classification, first consideration will be given to the employee with the highest seniority date with the Board within the bargaining unit. To be awarded the vacant position, the employee must be deemed qualified by the Board and/or Administration.

- E. If an employee is not selected through the above process, the Board may fill the position with a newly hired employee.
- F. The Board agrees to supply the OAPSE President a copy of all bid postings no later than the first day of the posting period.
- G. A person from one classification awarded a position into another classification with a higher Step 0 hourly rate shall be placed into the new classification at the lowest step that provides an increase in his/her current salary. A person moving into a classification with a lower Step 0 hourly rate shall be given credit for district seniority when placed onto the salary step.
- H. In cases of identical seniority, placement on the seniority list shall be made by first considering the number of days of service as a substitute to the Minford Local School District. If that is equal, then by differentiating the last three digits of the employee's Social Security Number, the person with the greater days of substitute service, or if equal, with the larger Social Security Number has the greatest seniority.
- I. There shall be a probationary period of thirty (30) working days, during which time the Board shall have the right to request a transferred employee to return back to their former classification if the employee cannot perform the required work within the new classification. During this period, the employee shall have the same right to request to return to their former classification without loss of seniority within that classification. Should an employee return to their former classification, all personnel changes made due to the original shift in positions will revert back to the previous status. No seniority shall accrue in the classification if the employee transfers back to their former classification. For employees bidding within classification, the employee shall have the right to request to return to their former position within five (5) working days.

J. The following classifications shall be used for the purpose of the bid procedure and placement on the salary schedule:

1. Cooks
2. Custodians
3. Bus Drivers
4. Building & Grounds Keeper/Vocational Bus Driver
5. Teacher Aides
6. Secretaries
7. Bus Mechanics
8. EMIS Aide/Secretary

15.2 Filing

Any employee in the bargaining unit may file for the vacancy by submitting written notice to the Superintendent within the filing period. Any employee on leave or vacation may authorize his/her building representative to file on the employee's behalf. All appointments shall be made no later than the next regularly scheduled meeting of the Board of Education or within forty-five (45) days, whichever is greater.

15.3 The Association shall be provided a current seniority list of classified employees.

ARTICLE 16 — HOURS OF WORK AND OVERTIME/COMPENSATORY TIME

16.1 Overtime will be paid in the manner prescribed by law. Assignment of overtime/compensatory time will be at the discretion of the Board. All time over forty (40) hours in a workweek (Sunday through Saturday) shall be paid at the rate of one and one-half (1.5) times, if approved in advance by the Superintendent or his delegate. All work performed on holidays shall be paid at the rate of one and one-half (1.5) times, plus holiday pay.

16.2 The Board and the Association agree that each seven to eight-hour employee's lunch break will be included in their working day. A minimum of twenty (20) minutes may be taken and not to exceed thirty (30) minutes. Employees may leave the school premises for lunch provided they notify the office upon departure and return. Day custodians must arrange for coverage while they are gone. Evening custodians must notify a supervisor and arrange for coverage while they are gone.

16.3 All employees are expected to fulfill their work obligations and assignments as they are presently organized.

16.4 All overtime shall be offered to an employee within the same classification assigned to the same building (K-8) or (9-12) on a seniority rotation basis. An employee may pass on an offered overtime opportunity but shall lose his/her turn in the rotation. If no employee

within the classification within the building accepts the overtime, the overtime shall be offered to the employees within the classification outside the building in rotation on a seniority basis.

16.5 Compensatory time

- A. Bargaining unit members shall have the option of accruing up to one hundred and twenty (120) hours of compensatory time in lieu of being paid overtime. A member wishing to receive compensatory time rather than pay shall complete the comp time sheet.
- B. Compensatory time must be used by the end of the fiscal year (July 1 – June 30) in which it was accrued. Any unused compensatory time shall be paid out in the first pay period following the end of the fiscal year in which it was accrued.
- C. The use of compensatory time must be approved by the Superintendent or his/her designee. Bargaining unit members' use of compensatory time shall not cause an unreasonable burden on the school's operations.
- D. Once a member has accrued one hundred and twenty (120) hours in any given fiscal year, any additional overtime hours shall be compensated at the member's time and a half rate of pay.

- 16.6 During the summer months, if additional help is needed in the custodial classification the work shall be offered to nine (9) month custodians who are interested in working. The employee may be permitted to request time off during the summer months not to exceed two (2) weeks. The nine (9) month custodial employees are responsible for notifying the maintenance supervisor in writing by May 1st of each year of their desire to work during the summer. Nine (9) month custodial employees shall be paid at a rate of twelve dollars (\$12.00) per hour during summer months.

ARTICLE 17 — PERSONAL BUSINESS DAY

- 17.1 An employee may have up to three (3) unrestricted days a year for personal business upon written application to the Superintendent not less than two (2) days prior to the date requested, except in the case of emergency. "Personal Business Day" is defined as a day needed to transact essential business that cannot be transacted outside of working hours by the employee or by any other person.
- 17.2 Personal business days will not be granted on the school day before schools are closed due to a holiday or vacation, nor the school day after the holiday or vacation ends. The unrestricted personal days will not be granted the first two weeks of school nor the last two weeks of school.
- 17.3 Three days unrestricted personal leave are available to all regular employees after one

calendar year of employment. If more than three unrestricted personal days are needed for business, the Superintendent is empowered to grant up to one (1) additional restricted day when legitimate reasons are given. If the Superintendent grants the one (1) additional day, it only shall be granted after the employee has used his/her three (3) unrestricted days. The request for an additional day shall be submitted in writing not less than two (2) days prior to the date requested, except in the case of an emergency.

- A. While on a personal leave day, each employee must be conscious of public opinion.
- B. Personal leave is not to be used for recreational purposes, vacations or extensions of vacations or holidays, gainful employment, or accompanying spouses on business trips.
- C. Personal leave shall not be deducted from sick leave.
- D. Except in the case of an emergency, personal leave must be requested in advance and will not be granted if substitutes cannot be employed.
- E. Bargaining unit employees shall have the option of being paid sixty dollars (\$60.00) per day for any unused unrestricted personal days up to a maximum of \$180.00 (up to 3 days) per year payable no later than July 31st or shall have any unused personal days (up to 3 days) rolled over to sick leave. Unless the Treasurer is notified prior to June 1st any unused unrestricted personal days (up to 3 days) will automatically be rolled over to sick leave.

ARTICLE 18 — NOTIFICATION OF ABSENCE

- 18.1 An employee who is absent or expects to be absent from duty shall notify the supervisor or building principal as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee makes such advance notification impossible.
- 18.2 Absence on the part of any employee shall result in loss of salary for the period except as otherwise provided by these rules and regulations by the Ohio Revised Code.

ARTICLE 19 — HOLIDAY PAY

- 19.1 All regular non-teaching school employees shall be paid for the following holidays if the holiday comes during the period of the contract when they would be working if the employee is on paid status the regularly scheduled workday immediately preceding or after that holiday: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas and Martin Luther King Day.

- 19.2 All non-teaching employees scheduled to work on Good Friday and President's Day shall not work, if school is not in session, with no loss of pay.

ARTICLE 20 — CUMULATIVE SICK LEAVE/AVAILABILITY OF SICK LEAVE

- 20.1 All bargaining unit employees of the Board of Education shall accrue sick leave at the rate of one and one-fourth (1.25) days per month of completed service. Such sick leave may accumulate to a maximum of 240 days.

For purposes of severance pay (Article 21), severance pay will be granted at one-fourth (.25) of the unused sick leave up to a maximum of fifty-five (55) days.

- 20.2 No employee shall lose his/her accumulated allowance of unused sick leave days by reason of having been absent for a period without pay, nor shall he/she accumulate any additional days of allowance during the absence.
- 20.3 Any person being employed by the Board of Education who, immediately preceding his/her employment, has been in the service of another board of education, state, county, or municipal government in Ohio, shall receive full credit for the sick leave accumulated in this previous service as shown in the records of the last employing organization; however, such credit for sick leave shall not exceed 120 days. Sick leave accumulated out-of-state shall not be transferred.
- 20.4 Limitations and Requirements for Sick Leave Allowance
- A. Personal Illness or Injury — For an absence resulting from personal illness or injury exceeding three (3) days, a certification from a doctor shall be required.
 - B. Exposure to Contagious Diseases — In case of an exposure to a contagious disease which can be communicated to other employees involving a quarantine, the certificate of the attending physician or public health official shall be presented for the entire absence.
 - C. Illness in Family — Sick leave may be used for illness in the immediate family. Immediate family shall be interpreted to mean the following: parents, spouse, brothers, sisters, children, or others who have assumed one of these roles and reside permanently in the same household. Such leave shall be approved by the Superintendent.
 - D. Death in Family — An employee shall be allowed five (5) days of absence and any additional days approved by the Superintendent, chargeable to sick leave, in the event of the death of a parent, child, step-child, spouse, sister, brother, or any relative mentioned in the last paragraph who is a permanent resident in the employee's home.

Death in Family — An employee shall be allowed three (3) days of absence and any additional days approved by the Superintendent, chargeable to sick leave, in the event of the death of grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece or nephew.

An employee shall be allowed one (1) day of absence and any additional days approved by the Superintendent, chargeable to sick leave, to attend the funeral of an aunt or uncle.

E. Participation in Funeral — One (1) day of sick leave may be used to participate in a funeral when requested by the family of the deceased.

F. Donation of Sick Leave

Bargaining unit members may voluntarily donate sick leave days from their individual accumulation to another bargaining unit member who has suffered a catastrophic illness (this does not include extending pregnancy leave), serious accident or serious long-term illness of the bargaining unit member and is in need of additional sick leave days to meet pay periods or disability approval.

The member needing donated days shall notify the Union President in writing of his/her desire to request sick leave day donation. Upon such notice, and if the request is due to a reason as defined above, a notice shall be issued and distributed to members of the bargaining unit.

No donor shall be permitted to contribute more than ten (10) days per year and no more than five (5) days per donation. One day donated shall count as one day received and shall not take into consideration any pay difference for the purposes of this provision. No member may donate to the sick leave bank unless they have accumulated at least sixty (60) days.

The procedure for donating or requesting sick leave shall be as follows:

1. When a bargaining unit member needs to request sick leave from other members of the bargaining unit they must submit a letter to the Union President stating their reason for the request.
2. The Union will maintain an annual list of bargaining unit employees who have at least sixty (60) days of accumulated sick leave and are willing to donate sick leave. Requests will be made on a rotation basis, beginning with the bargaining unit member having the highest number of accumulated sick leave days.
3. Members of the Sick Leave Donation Committee (SLDC) shall be determined by the Local Union. The SLDC will determine if the event meets the qualifications above and will have the sole responsibility to either approve or deny the member's request for sick leave donation.

4. Upon approval, the President will notify those members willing to donate sick leave of the need for sick leave donation and the number of days requested.
5. Members wishing to donate days will inform the Union President within 2 school days of the request by filling out and returning the appropriate form to the Union President.
6. The District Treasurer will verify to the Union President that the bargaining unit member has depleted his/her sick leave to ten (10) or fewer accumulated days before final notification of approval or denial is made.
7. The SLDC will forward the employee donation forms to the District Treasurer in a timely manner to ensure the employee requesting sick leave donations has adequate sick leave days.

The SLDC will inform the bargaining unit member of the number of days granted and the expiration of the donation. The parties agree that the donation of days and individual donor(s) shall be confidential.

In the event the member no longer needs the days, the remaining days shall be returned to the sick leave accumulation of the donor. The SLDC will submit in writing to the treasurer documentation of the number of days and members to whom days are being returned.

Donated sick leave days will not count against any bargaining unit employee. The denial of Sick Leave Donation is not subject to the grievance procedure.

20.5 Examination upon Return from Sick Leave

An employee absent because of personal illness for three (3) or more weeks, in order to be eligible to return to duty, must have a medical clearance that will indicate his/her physical condition and prognosis. The responsibility of obtaining this clearance rests with the employee.

20.6 Verification of Sick Leave

A sick leave excuse signed by the employee shall be submitted to the School Treasurer following such absence. A doctor's certificate is required of the employee for personal illness extending beyond three (3) days.

20.7 Travel Difficulties

In an event of absence resulting from travel difficulties between an employee's place of residence and his/her place of employment, if within a radius of twenty (20) miles, the

Superintendent may waive the salary deduction if the travel difficulties arise from floods, storms, or other conditions beyond the control of the employee and if, in the judgment of the Superintendent, the employee made every effort to get to his/her place of employment.

20.8 Appearance in Court

- A. The Board shall pay an employee called for jury duty his/her regular rate of pay. The employee shall remit all compensation received for service as a juror to the Treasurer unless duty is performed on non-working days. Each employee serving as a juror shall communicate daily with his/her supervisor concerning the likely termination of the duty.
- B. Any bargaining unit member who is subpoenaed to testify in job related court or Administrative procedures where the Board or Administration is not an adverse party to the action will receive leave and pay for that appearance. If the Board or Administration is an adverse party in the action, the bargaining unit member may use unrestricted personal leave or unpaid leave for the appearance.
- C. Use of jury duty/witness leave shall not be subtracted from any other leave.

ARTICLE 21 — SEVERANCE PAY

- 21.1 The Board and the Association agree that the Board shall, at retirement, grant severance pay of one-fourth (.25) of the unused sick leave up to a maximum of fifty-five (55) days, based on the employee's last year's salary, if employed by the Minford Local Board of Education for five (5) years or more.
- 21.2 Payment of severance pay will be made to the employee in one lump sum as part of his/her last check from the school system upon receipt of his/her resignation.

ARTICLE 22 — LEAVE OF ABSENCE

- 22.1 Upon a written request, the Board of Education may grant a leave of absence for a period of not more than two (2) years for educational, professional or other purposes, and shall grant such leaves where illness or other disability is the reason for the request.
- 22.2 Upon the return of the employee from a leave, the Board may terminate the employment of a person hired for the purpose of replacing the returning employee while he/she was on leave.
- 22.3 If, after the return of the employee from leave, the person employed for the purpose of replacing an employee on leave is continued in employment as a regular employee, or if he/she is hired by the Board as a regular employee within a year after his/her employment

as a replacement, he/she shall receive credit for his/her length of service with the Board during such replacement period.

- 22.4 Any credit awarded to an employee mentioned above shall be in compliance with 3319.081 of the Ohio Revised Code.
- 22.5 While an employee is on an approved leave, that employee shall not accumulate seniority or increment raises, but will retain all previous seniority earned.
- 22.6 The Board may place a regular non-teaching employee on involuntary leave of absence because of a physical or mental disability, but in this event, the person is entitled to a hearing if requested. (Ohio Revised Code 3319.13)

ARTICLE 23 — CALAMITY DAYS

- 23.1 All non-teaching employees shall be excused from work with pay when the schools are closed due to an epidemic or other public calamity except for those employees who are called in by the Superintendent or his/her designee. Employees called in to work shall be paid their hourly rate of pay for all hours worked in addition to being paid for their contracted hours. Employees who report to work before a calamity day is called shall be paid their regular hourly rate of pay for all hours worked or two (2) hours of pay at their regular hourly rate of pay, whichever is greater, in addition to their contracted hours.

ARTICLE 24 — EXTRA TRIPS

- 24.1 All regular full-time drivers shall be offered, on a rotation basis, any Extra Trips before any other employee except extra trips which conflict with the driver completing his/her regular run. On those trips over eight (8) hours, regular drivers shall have first option for those trips.
- 24.2 Bus drivers shall be paid for extra trips every regular pay period provided time slips for the trip are received in the Treasurer's office by 10:00 a.m. the Friday prior to payday. Check stubs shall reflect trips by date, hours and amount up to a maximum of four extra entries per pay period.
- 24.3 Any driver may reject any/all trips at the beginning of the school year, but, on request of the driver, the driver shall be reinstated on the bottom of the rotating trip list.
- 24.4 If all drivers refuse any trip(s) and a substitute is not available, the Superintendent may assign the trip(s) on a rotating basis using the least senior driver on the rotating trip list.
- 24.5 Extra Trips shall be paid at the rate of:

3 hours or less \$50.00

Each hour over 3 hours shall be paid at a rate of \$15.00 per hour, including 15 minutes pre and 15 minutes post trip inspections and cleanup activities.

Hourly rate to be calculated to the quarter hour, ten (10) minutes or more over the quarter hour will be rounded to the next quarter hour.

On extra trips which interfere with the bus driver's regular route, the extra trip rate will kick in after the time for which the bus driver's route would have ended. A driver will be paid his/her regular hourly rate for all time spent on an extra trip during the driver's regular route time.

Trips exceeding 8 hours shall be paid at the hourly extra rate plus event entry (example: admission to Kings Island) and meal allowance up to \$25.00 per day, with receipts.

- 24.6 During an overnight trip drivers shall be provided eight-hour minimum off-duty time with a private or shared sleep room facility.
- 24.7 Any driver who shows up for an assigned trip to find the trip has been canceled shall be paid for two (2) hours at the extra trip rate of pay.
- 24.8 Drivers who hold a secondary position and are scheduled to work a 40-hour workweek shall not be placed on the rotating trip list.

ARTICLE 25 — VACATIONS

- 25.1 Each full-time employee, including salaried, hourly, and per diem employees, shall be entitled, according to the following schedule, to an annual vacation.

One (1) year employment	Two (2) weeks vacation
Seven (7) years employment	Three (3) weeks vacation
Fifteen (15) years employment	Four (4) weeks vacation
Twenty-five (25) years employment	Five (5) weeks vacation

Employees can accumulate up to sixty (60) days vacation.

- 25.2 Any holiday occurring during any vacation period shall result in an additional day's pay or an additional day's vacation at the employer's option.
- 25.3 In the event of the death or separation from employment for any reason, any unused vacation accrued, not to exceed two (2) immediate preceding years and the prorated portion of the earned, but unused vacation for the current year, shall be paid to the employee, surviving spouse or other dependent.

- 25.4 For the purpose of this section, a full-time employee is a person who holds a limited or continuing contract for not less than eleven months in each August thru July 31 school year.
- 25.5 Employees may request vacation days any time throughout the school year with a minimum 1 week prior notice to the immediate supervisor and if a sub can be obtained.
- 25.6 Preference as to choice of vacation weeks shall be awarded by seniority.
- 25.7 All bargaining unit members bidding out of a nine (9) month classification shall be granted full vacation for the years of continuous service to the Minford Local School District applicable beginning with the 1998-99 school year and including current employees.

ARTICLE-26 — CONTRACTS

- 26.1 Employees covered by this Agreement employed by the Minford Local School District under Section 3319.081 of the Ohio Revised Code, the Employer shall stipulate the following provisions in the individual contracts represented in the bargaining unit.

26.2 Newly Hired Employee's Contract

Newly hired regular non-teaching school employees, including hourly rated and per diem employees, shall enter into written contracts for their employment that shall be for a period of not more than one year.

- 26.3 One hundred twenty (120) working days shall constitute the minimum requirement for the first year contract.

26.4 Two-Year Contract

If such employees are rehired after the one-year contract, their subsequent contract shall be for a period of two (2) years.

26.5 Continuing Contract

After the completion of the two-year contract provided in Section 26.4 of this Agreement, if the contract of a school employee is renewed, the employee shall be continued in employment and the salary for that classification provided in the contract may be increased but not decreased unless such reduction is a part of a uniform plan affecting the employees of the entire District.

26.6 Contract Stipulations

All contracts shall stipulate the hourly rate, annual salary, hours per day, hours per week,

and total number of months (to the week) employed. The contract shall include the number of paid holidays and the number of days worked and the total number of days paid. Example:

Number of days that school is in session times

The amount of salary per day plus

The number of paid holidays at the regular daily rate equals

The total annual salary.

26.7 Termination of Contracts

Employee contracts may be terminated by a majority vote of the Board of Education only for violation of written rules and regulations as set forth by the Board of Education in accordance with the Ohio Revised Code, or for incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, nonfeasance, or the employee may terminate his/her contract by serving notice to the Treasurer of the Board thirty (30) days prior to the effective date of the termination date.

ARTICLE 27 — EMPLOYEE EVALUATION

- 27.1 An annual evaluation form made out on any employee's work record shall be examined by the employee and initialed by him/her prior to being placed in his/her file.
- 27.2 An employee may write his/her comments on any evaluation form examined by him/her.
- 27.3 Any employee can request to see and will be permitted to examine his/her personnel file, so long as the employee does not remove any article from the file. Any employee requesting copies of any item in his/her personnel file shall pay for copying of said items, cost not to exceed Board Policy on such costs. No employee shall be denied copies of file material.
- 27.4 Signing of the evaluation form does not mean the employee agrees with the content, but that he/she has had the opportunity to review the form.

ARTICLE 28 — DISCIPLINE PROCEDURE

- 28.1 No employee shall be formally disciplined without first having had a meeting with the employer, accompanied by an Association representative of his/her choice, if the employee so requests. The employee shall be given a written statement containing the

charges and the time and place of the meeting. The written statement shall notify the employee of his/her rights to Association representation. The employee must sign the statement acknowledging receipt of the statement and date received.

- 28.2 The employee's personnel file shall not include any record of discipline action taken longer than the past three (3) years.
- 28.3 The employee may appeal any disciplinary action directly to Step Two of the grievance procedure.
- 28.4 Disciplinary action may take the form of oral and/or written reprimand, suspensions and/or termination of employment.

ARTICLE 29 — PUBLIC COMPLAINT PROCEDURE

- 29.1 When any complaint is deemed serious enough to warrant administrative action including investigation, the bargaining unit member shall be informed of the complaint by his/her immediate supervisor, and the employee and supervisor shall attempt to resolve the complaint with the complaining party. The name of the person making such a complaint will be made known to the employee. Every effort will be made to resolve the complaint at the lowest level possible.
- 29.2 If requested by the bargaining unit member, administrator or complaining party, a meeting of those two parties and the administrator(s) will be held to discuss the complaint. Both parties shall have the right to representation. Any complaint that does not warrant any administrative action shall not be made a matter of record.
- 29.3 If a record of the complaint is to become a part of the bargaining unit member's records, the bargaining unit member shall be notified and shall be entitled to attach a rebuttal to it or such administrative comments as are made part of its record.
- 29.4 In the event that a parent or member of the public attempts to lodge a complaint directly with the Board of Education or the Superintendent, the Board of Education or Superintendent shall refer the complaining party to the appropriate administrator. The Board shall meet with the complaining party in executive session only after the complaining party has met with the appropriate administrator, the Supervisor, and the bargaining unit employee.

ARTICLE 30 — SAFETY

- 30.1 The Board agrees to recognize an OAPSE Safety Committee, and to meet with them at any time in the event of an emergency.

- 30.2 The Committee shall consist of at least one (1) representative from each department recognized in this Agreement.
- 30.3 The powers of Safety Committee shall be limited to investigating and recommending safety changes to the Administration or the Board.
- 30.4 Safety Committee will meet with the Superintendent to resolve the health or safety problems. In the event the problem is not solved, the Committee and/or Superintendent will bring recommendations to the Board.

ARTICLE 31 — CLASSIFICATION PAY

- 31.1 The Board agrees that if any employee is requested to and does perform work that normally is performed by an employee holding a higher classification, that, such employee shall receive the rate of pay normally paid the higher classified employee as set forth in Section 2 of this Article.
- 31.2 Any such assignment which exceeds five (5) days to perform work vacated by absence of a regular employee the pay at the higher step will begin on the first (1st) day, or in the event the request is to perform work of an employee on vacation it shall be for the duration of the vacation.
- 31.3 The employee filling-in during vacation shall have the option to work the entire period of the vacation.

ARTICLE 32 — PHYSICAL EXAMINATION

- 32.1 The Board of Education and Association agree that any employee required by the Board to have a physical examination shall go to the physician selected by the Board. The Board of Education shall pay the total cost of such examination.

ARTICLE 33 — LAYOFF, RECALL AND TRANSFERS

- 33.1 Layoff and Recall
 - A. If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds, or lack of work, the following procedure shall govern such layoff.
 - B. The number of people affected by reduction in the force will be kept to a minimum by not employing replacements insofar as practical of employees who resign, retire, or otherwise vacate a position.

- C. Whenever it becomes necessary to layoff employees by reasons as stated above, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular job classification computed from the latest date of hire or appointment to their present classification. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, the Administration shall determine a fair and equitable means of deciding which employee shall be laid off first.
- D. The Board shall determine in which classifications the layoff should occur and the number of employees to be laid off. In the classifications where a layoff will occur, employees on probation shall be laid off before any employee in that classification employed under a continuing contract is laid off.

Employees who are laid off in a particular classification and who have years of employment experience with the Board in another classification and who meet the qualifications as listed in the job description for the classification will have their names added to the other employment classification seniority list and will be permitted to bump into that classification if their seniority in that classification is greater than the least senior person then employed in that classification.

- E. The employee's name shall remain on the appropriate list for a period of twenty-four (24) months from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previously accumulated seniority and a notice of reinstatement shall be made by certified mail.
- F. Twenty (20) calendar days prior to the effective date of layoffs, the Board of Education shall prepare and post for inspection in a conspicuous place, a list containing the names, seniority dates, and classifications and indicate which employees are to be laid off. Each employee to be laid off shall be given advance written notice of the layoff. Each notice of layoff shall state the following:
 - 1. Reasons for the layoff.
 - 2. The effective date of layoff.
 - 3. A statement advising the employee of their rights to reinstatement from the layoff.
- G. Federal and State funded program employees are excluded from the provisions of Section F. (Title I, IDEA-B, E.D.)

33.2 Transfers

- A. Employees shall have an opportunity to place their names on a transfer list for a change in shift and/or change in assigned center within a classification. Seniority

within a classification shall be the determining factor for the awarding of change in shift and/or in job location. The Superintendent's office shall maintain a master transfer list for those individuals desiring a change. Forms shall be made available from the Superintendent's office.

- B. Employees may indicate the building where they would like to be assigned if and when a permanent vacancy occurs or a change in shift occurs within their classification.
- C. When a permanent vacancy results within a classification due to the District's bidding procedure, those employees in the classification who desire a transfer shall be considered for the position on the basis of his/her classification seniority and in accordance with this Agreement.
- D. Those employees refusing to accept transfer shall have their names removed from the list and may not reapply until the next school year begins.
- E. On involuntary transfers, employees shall have no less than five (5) working days' advance notice.

ARTICLE 34 — TRAVEL ALLOWANCE

Effective through the length of the contract, the Board shall pay the prevailing I.R.S. allowed rate for reimbursed miles to the whole penny (example: I.R.S. allows \$.32-1/2 per mile, Board will pay \$.32).

ARTICLE 35 — COOKS

- 35.1 Cooks shall be allowed to wear white or colored uniforms.

ARTICLE 36 — JOB DESCRIPTIONS

- 36.1 Prior to any change in any job description covered under this Agreement, OAPSE shall be notified 30 days in advance of such change.
- 36.2 All bargaining unit employees shall receive a copy of their current job description and shall sign an acknowledgement that the job description was received.
- 36.3 The President of OAPSE Local #621 shall be given a copy of all bargaining unit job descriptions.

ARTICLE 37 — ASSAULT

- 37.1 In the event any employee is required to take a leave because of an assault while on the job, the Board of Education agrees to pay the difference between Workers' Compensation and an employee's regular salary on a per day basis for work missed up to a maximum of thirty (30) days.
- 37.2 In the event that the injury requires more than thirty (30) days, the employee shall drop their Workers' Compensation and go on sick leave.
- 37.3 The Board shall require that a doctor's statement of disability be submitted to the Board of Education certifying the employee's disability and the estimated length of recovery.

ARTICLE 38 — BREAKDOWN TIME

- 38.1 A driver who has breakdown time, he/she shall be paid no less than their regular hourly rate of pay while with their bus.
- 38.2 To qualify for breakdown time, a driver must certify, in writing to the Superintendent, the dates and time spent.
- 38.3 The driver must notify the bus mechanic immediately of a breakdown and the Superintendent's Office within seventy-two (72) hours.

ARTICLE 39 — GROUP TERM LIFE INSURANCE

- 39.1 The Minford Local Board of Education agrees to provide group term life insurance and accidental death and dismemberment coverage in the amount of \$100,000.00 for the term of this Contract.

ARTICLE 40 — DENTAL AND VISION COVERAGE

- 40.1 The Minford Local Board of Education and Minford OAPSE Local #621 agree that the Board shall provide a dental plan which includes a basic program, aid to preventive dentistry, and orthodontia coverage for all staff members who request it in writing during the sign-up period.
- 40.2 Effective January 1, 2013, the Board shall pay 100% for dental and vision coverage for any employee presently covered or who requests coverage during the sign-up period.

ARTICLE 41 — HOSPITALIZATION AND MAJOR MEDICAL INSURANCE

- 41.1 Beginning January 1, 2013, the Board shall pay ninety-two percent (92%) of the cost of family coverage and ninety percent (90%) of the cost for single coverage for bargaining unit members who request coverage. Beginning August 1, 2013, the Board shall pay ninety-one percent (91%) of cost of family coverage and ninety percent (90%) of the cost for single coverage for bargaining unit members who request coverage. The Board shall pay eighty-five percent (85%) for the cost of single and family coverage for any bargaining unit member hired on or after January 1, 2013 and who requests coverage. Beginning January 1, 2015 the Board shall pay (90%) of the cost of single and family coverage for any bargaining unit employee.

Cost savings provisions of H.U.R. and S.O.S. shall be included in the plan.

- 41.2 Employees not enrolled or those who withdraw from the health plan, from enrollment period to enrollment period (one year), will be paid an insurance incentive of \$1,200.00. Payment will be made on or before December 1.

Members who come on the health plan during the year due to a life event will reimburse the Board on a pro-rated basis of 1/12th of the paid incentive for each month enrolled to the next enrollment period.

ARTICLE 42 — SALARY AGREEMENT

- 42.1 Effective August 1, 2014 all bargaining unit employees shall receive a sixty cent (\$.60) hourly wage increase. Effective August 1, 2015 all bargaining unit employees shall receive a fifty cent (\$.50) hourly wage increase. Effective August 1, 2016, all bargaining unit employees shall receive a forty cent (\$.40) hourly wage increase.
- 42.2 The Board will pay the total cost of a renewal/recertification of CDL's minus the cost of a regular driver's license. All drivers receiving such reimbursement shall submit a receipt to receive reimbursement.
- 42.3 A person from one classification awarded a position in another classification shall be placed on the new salary step according to his/her years of service of District seniority with the Minford Board of Education.
- 42.4 Any employee being required to test for drugs shall be paid twenty-five (\$25.00) dollars per trip.
- 42.5 Members of the bargaining unit shall have the option to be paid by check or direct deposit beginning with the February 2000 paycheck. New employees, as of July 1, 1999, will be required to receive pay by direct deposit. For this provision to become effective, at least 50% of the bargaining unit members must agree to select direct deposit.

An open enrollment period is established for the month of September, effective in October for those members not currently enrolled in the direct deposit program.

- 42.6 All employees within the EMIS Aide/Secretary classification shall be compensated at a rate of eight (8) hours per day. (205 + 6 = 211 day contract)
- 42.7 Salary checks will be paid in twenty-six (26) biweekly pay periods, with all employees being paid every two weeks. Paydays will occur on every other Friday. Every five or six years as necessary, the Treasurer may use a pay period of up to three weeks to avoid a twenty-seventy (27th) pay in a year, provided six weeks prior notification is given to all bargaining unit members.
- 42.8 Effective August 1, 2015 Library aides shall be scheduled to work 8 hours per day.

ARTICLE 43 — SERS PICK-UP

- 43.1 The Board agrees with the Association to implement the SERS “pick-up” utilizing the salary deduction method of contributions to the State Employees’ Retirement System, effective July 1, 1985, paid upon behalf of the employees in the bargaining unit, at no cost to the Board, under the following terms and conditions:
 - A. The amount to be “picked-up” on behalf of each employee shall be ten percent (10%) of the employee’s gross annual compensation. The employee’s annual compensation shall be reduced, at no cost to the Board, by an amount equal to the amount “picked-up” by the Board for the purpose of State and Federal tax only.
 - B. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment.
 - C. No employee covered by this provision shall have the option to elect wage increase or other benefit in lieu of the Employer pick-up.
 - D. Payment for all paid leaves, sick leave and personal leave shall be based on the employee’s daily gross pay prior to reduction as basis (e.g., gross pay divided by the number of hours worked).
- 43.2 Each employee will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the “pick-up” in combination with other tax-deferred compensation plans.
- 43.3 If the foregoing “pick-up” provisions are nullified by subsequent Internal Revenue Service rulings, Ohio Attorney General Opinions, or other governing regulations, the Board will be held harmless and this Article of the Agreement shall be declared null and void. The Board shall then return to the former method of employer/employee retirement system contributions as soon as necessary.

43.4 Board Payment of Employee Contributions to SERS

Employees hired on or after September 1, 2010 will not receive the additional 4% Board pick-up.

Effective August 1, 2014 the Minford Board of Education will pay an additional 3% of the Employee's contribution to SERS (not to exceed 17%). Effective August 1, 2016 the Minford Board of Education will pay an additional 2% of the Employee's contribution to SERS (not to exceed 16 % for the Board's share). Employees hired on or after September 1, 2010 will not receive the additional 4 % Board pick-up.

The Board agrees to deduct from gross earnings of each member of the bargaining unit that amount determined to be the contribution to the State Employee's Retirement System. Amounts so paid will be designated as Board paid retirement contribution and will be excluded from the employees gross earnings for Federal and State income reporting and withholding tax purposes so long as such reporting and exclusions are in compliance with federal, state, and local tax laws and regulations.

ARTICLE 44 — PEOPLE DEDUCTION

The Employer agrees to deduct from the wages of any employee who is a member of the Association a PEOPLE (Public Employees Organized to Promote Legislative Equality) deduction as provided for in voluntary, written authorization. Such an authorization must be voluntarily executed by the employee and filed with the Treasurer's Office between August 15 and August 30 of any year and may be in the amount of \$50, \$100, \$250, or \$500 for the year. The employee may revoke the authorization at any time without reprisal from the Association by giving written notice to the Treasurer's Office with a copy to the Association via one of its officers. The Treasurer may assume that notice was given to the Association if the employee's written notice indicates a copy was sent to one of the Association's officers. The Board agrees to send to the Treasurer of Association a check made payable to "Public Employees Organized to Promote Legislative Equality," representing the total deductions made pursuant to this provision, 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. OAPSE agrees to fully indemnify and reimburse the Board for any costs expended due to misunderstandings, disputes, grievances, or claims that may arise out the implementation of the PEOPLE deductions. If the deduction is determined at any time to illegal, OAPSE shall reimburse the Board for the amount of any deductions after the determination, and shall indemnify the Board for the costs involved in any claims, grievance, or disputes that may arise out of such determination.

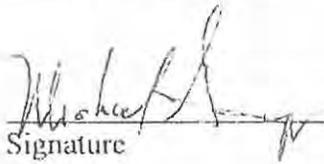
ARTICLE 45 — DURATION

The terms and conditions within this Agreement are effective for the period of August 1, 2014 thru July 31, 2017.

The following authorized signatures for the Minford Local Board of Education and the Ohio Association of Public School Employees, Local 4/AFL-CIO and its Local #621.

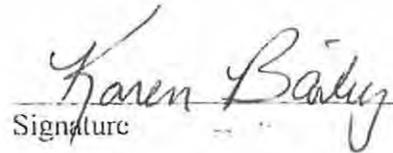
**Minford Local School District
Board of Education**

**Ohio Association of Public
School Employees, Local #621**


Signature _____ Date 9/3/14


Signature _____ Date 9-4-14


Signature _____ Date 9/2/2014


Signature _____ Date 9-4-14

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2014- JULY 31, 2015

\$0.60 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Bus Drivers	0	\$ 17.36	\$ 86.80	\$ 16,144.80	\$ 620.95
	1	\$ 17.46	\$ 87.30	\$ 16,237.80	\$ 624.53
180 + 6 = 186 Day Contract	2	\$ 17.56	\$ 87.80	\$ 16,330.80	\$ 628.11
	3	\$ 17.66	\$ 88.30	\$ 16,423.80	\$ 631.68
	4	\$ 17.76	\$ 88.80	\$ 16,516.80	\$ 635.26
5 Hours Per Day	5	\$ 17.86	\$ 89.30	\$ 16,609.80	\$ 638.84
930 Total Hours	6	\$ 17.96	\$ 89.80	\$ 16,702.80	\$ 642.42
	7	\$ 18.06	\$ 90.30	\$ 16,795.80	\$ 645.99
	8	\$ 18.16	\$ 90.80	\$ 16,888.80	\$ 649.57
	9	\$ 18.26	\$ 91.30	\$ 16,981.80	\$ 653.15
	10	\$ 18.36	\$ 91.80	\$ 17,074.80	\$ 656.72
	11	\$ 18.46	\$ 92.30	\$ 17,167.80	\$ 660.30
	12	\$ 18.56	\$ 92.80	\$ 17,260.80	\$ 663.88
	20	\$ 18.66	\$ 93.30	\$ 17,353.80	\$ 667.45
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Custodians	0	\$ 16.65	\$ 133.20	\$ 34,632.00	\$ 1,332.00
	1	\$ 16.75	\$ 134.00	\$ 34,840.00	\$ 1,340.00
253 + 7 = 260 Day Contract	2	\$ 16.85	\$ 134.80	\$ 35,048.00	\$ 1,348.00
	3	\$ 16.95	\$ 135.60	\$ 35,256.00	\$ 1,356.00
	4	\$ 17.05	\$ 136.40	\$ 35,464.00	\$ 1,364.00
8 Hours Per Day	5	\$ 17.15	\$ 137.20	\$ 35,672.00	\$ 1,372.00
2080 Total Hours	6	\$ 17.25	\$ 138.00	\$ 35,880.00	\$ 1,380.00
	7	\$ 17.35	\$ 138.80	\$ 36,088.00	\$ 1,388.00
	8	\$ 17.45	\$ 139.60	\$ 36,296.00	\$ 1,396.00
	9	\$ 17.55	\$ 140.40	\$ 36,504.00	\$ 1,404.00
	10	\$ 17.65	\$ 141.20	\$ 36,712.00	\$ 1,412.00
	11	\$ 17.75	\$ 142.00	\$ 36,920.00	\$ 1,420.00
	12	\$ 17.85	\$ 142.80	\$ 37,128.00	\$ 1,428.00
	20	\$ 17.95	\$ 143.60	\$ 37,336.00	\$ 1,436.00
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Day Custodians	0	\$ 16.65	\$ 133.20	\$ 24,775.20	\$ 952.89
	1	\$ 16.75	\$ 134.00	\$ 24,924.00	\$ 958.62
180 + 6 = 186 Day Contract	2	\$ 16.85	\$ 134.80	\$ 25,072.80	\$ 964.34
	3	\$ 16.95	\$ 135.60	\$ 25,221.60	\$ 970.06
	4	\$ 17.05	\$ 136.40	\$ 25,370.40	\$ 975.78
8 Hours Per Day	5	\$ 17.15	\$ 137.20	\$ 25,519.20	\$ 981.51
1488 Total Hours	6	\$ 17.25	\$ 138.00	\$ 25,668.00	\$ 987.23
	7	\$ 17.35	\$ 138.80	\$ 25,816.80	\$ 992.95
	8	\$ 17.45	\$ 139.60	\$ 25,965.60	\$ 998.68
	9	\$ 17.55	\$ 140.40	\$ 26,114.40	\$ 1,004.40
	10	\$ 17.65	\$ 141.20	\$ 26,263.20	\$ 1,010.12
	11	\$ 17.75	\$ 142.00	\$ 26,412.00	\$ 1,015.85
	12	\$ 17.85	\$ 142.80	\$ 26,560.80	\$ 1,021.57
	20	\$ 17.95	\$ 143.60	\$ 26,709.60	\$ 1,027.29

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2014- JULY 31, 2015

\$0.60 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Teacher Aide	0	\$ 16.03	\$ 112.21	\$ 20,871.06	\$ 802.73
	1	\$ 16.13	\$ 112.91	\$ 21,001.26	\$ 807.74
180 + 6 = 186 Day Contract	2	\$ 16.23	\$ 113.61	\$ 21,131.46	\$ 812.75
	3	\$ 16.33	\$ 114.31	\$ 21,261.66	\$ 817.76
	4	\$ 16.43	\$ 115.01	\$ 21,391.86	\$ 822.76
7 Hours Per Day	5	\$ 16.53	\$ 115.71	\$ 21,522.06	\$ 827.77
1302 Total Hours	6	\$ 16.63	\$ 116.41	\$ 21,652.26	\$ 832.78
	7	\$ 16.73	\$ 117.11	\$ 21,782.46	\$ 837.79
	8	\$ 16.83	\$ 117.81	\$ 21,912.66	\$ 842.79
	9	\$ 16.93	\$ 118.51	\$ 22,042.86	\$ 847.80
	10	\$ 17.03	\$ 119.21	\$ 22,173.06	\$ 852.81
	11	\$ 17.13	\$ 119.91	\$ 22,303.26	\$ 857.82
	12	\$ 17.23	\$ 120.61	\$ 22,433.46	\$ 862.83
	20	\$ 17.33	\$ 121.31	\$ 22,563.66	\$ 867.83
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Building Secretaries	0	\$ 16.72	\$ 133.76	\$ 28,223.36	\$ 1,085.51
	1	\$ 16.82	\$ 134.56	\$ 28,392.16	\$ 1,092.01
205 + 6 = 211 Day Contract	2	\$ 16.92	\$ 135.36	\$ 28,560.96	\$ 1,098.50
	3	\$ 17.02	\$ 136.16	\$ 28,729.76	\$ 1,104.99
	4	\$ 17.12	\$ 136.96	\$ 28,898.56	\$ 1,111.48
8 Hours Per Day	5	\$ 17.22	\$ 137.76	\$ 29,067.36	\$ 1,117.98
1688 Total Hours	6	\$ 17.32	\$ 138.56	\$ 29,236.16	\$ 1,124.47
	7	\$ 17.42	\$ 139.36	\$ 29,404.96	\$ 1,130.96
	8	\$ 17.52	\$ 140.16	\$ 29,573.76	\$ 1,137.45
	9	\$ 17.62	\$ 140.96	\$ 29,742.56	\$ 1,143.94
	10	\$ 17.72	\$ 141.76	\$ 29,911.36	\$ 1,150.44
	11	\$ 17.82	\$ 142.56	\$ 30,080.16	\$ 1,156.93
	12	\$ 17.92	\$ 143.36	\$ 30,248.96	\$ 1,163.42
	20	\$ 18.02	\$ 144.16	\$ 30,417.76	\$ 1,169.91
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
EMIS Aide/Secretary	0	\$ 16.38	\$ 131.04	\$ 27,649.44	\$ 1,063.44
	1	\$ 16.48	\$ 131.84	\$ 27,818.24	\$ 1,069.93
205 + 6 = 211 Day Contract	2	\$ 16.58	\$ 132.64	\$ 27,987.04	\$ 1,076.42
	3	\$ 16.68	\$ 133.44	\$ 28,155.84	\$ 1,082.92
	4	\$ 16.78	\$ 134.24	\$ 28,324.64	\$ 1,089.41
8 Hours Per Day	5	\$ 16.88	\$ 135.04	\$ 28,493.44	\$ 1,095.90
1688 Total Hours	6	\$ 16.98	\$ 135.84	\$ 28,662.24	\$ 1,102.39
	7	\$ 17.08	\$ 136.64	\$ 28,831.04	\$ 1,108.89
	8	\$ 17.18	\$ 137.44	\$ 28,999.84	\$ 1,115.38
	9	\$ 17.28	\$ 138.24	\$ 29,168.64	\$ 1,121.87
	10	\$ 17.38	\$ 139.04	\$ 29,337.44	\$ 1,128.36
	11	\$ 17.48	\$ 139.84	\$ 29,506.24	\$ 1,134.86
	12	\$ 17.58	\$ 140.64	\$ 29,675.04	\$ 1,141.35
	20	\$ 17.68	\$ 141.44	\$ 29,843.84	\$ 1,147.84

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2014- JULY 31, 2015

\$0.60 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
8 Hour Cook	0	\$ 15.74	\$ 125.92	\$ 23,421.12	\$ 900.81
	1	\$ 15.84	\$ 126.72	\$ 23,569.92	\$ 906.54
180 + 6 = 186 Day Contract	2	\$ 15.94	\$ 127.52	\$ 23,718.72	\$ 912.26
	3	\$ 16.04	\$ 128.32	\$ 23,867.52	\$ 917.98
	4	\$ 16.14	\$ 129.12	\$ 24,016.32	\$ 923.70
8 Hours Per Day	5	\$ 16.24	\$ 129.92	\$ 24,165.12	\$ 929.43
1488 Total Hours	6	\$ 16.34	\$ 130.72	\$ 24,313.92	\$ 935.15
	7	\$ 16.44	\$ 131.52	\$ 24,462.72	\$ 940.87
	8	\$ 16.54	\$ 132.32	\$ 24,611.52	\$ 946.60
Head Cooks receive \$900	9	\$ 16.64	\$ 133.12	\$ 24,760.32	\$ 952.32
(\$5.00 per day for 180 days)	10	\$ 16.74	\$ 133.92	\$ 24,909.12	\$ 958.04
	11	\$ 16.84	\$ 134.72	\$ 25,057.92	\$ 963.77
	12	\$ 16.94	\$ 135.52	\$ 25,206.72	\$ 969.49
	20	\$ 17.04	\$ 136.32	\$ 25,355.52	\$ 975.21
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
7 Hour Cook	0	\$ 15.74	\$ 110.18	\$ 20,493.48	\$ 788.21
	1	\$ 15.84	\$ 110.88	\$ 20,623.68	\$ 793.22
180 + 6 = 186 Day Contract	2	\$ 15.94	\$ 111.58	\$ 20,753.88	\$ 798.23
	3	\$ 16.04	\$ 112.28	\$ 20,884.08	\$ 803.23
	4	\$ 16.14	\$ 112.98	\$ 21,014.28	\$ 808.24
7 Hours Per Day	5	\$ 16.24	\$ 113.68	\$ 21,144.48	\$ 813.25
1302 Total Hours	6	\$ 16.34	\$ 114.38	\$ 21,274.68	\$ 818.26
	7	\$ 16.44	\$ 115.08	\$ 21,404.88	\$ 823.26
	8	\$ 16.54	\$ 115.78	\$ 21,535.08	\$ 828.27
	9	\$ 16.64	\$ 116.48	\$ 21,665.28	\$ 833.28
	10	\$ 16.74	\$ 117.18	\$ 21,795.48	\$ 838.29
	11	\$ 16.84	\$ 117.88	\$ 21,925.68	\$ 843.30
	12	\$ 16.94	\$ 118.58	\$ 22,055.88	\$ 848.30
	20	\$ 17.04	\$ 119.28	\$ 22,186.08	\$ 853.31
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
5.5 Hour Cook	0	\$ 15.74	\$ 86.57	\$ 16,102.02	\$ 619.31
	1	\$ 15.84	\$ 87.12	\$ 16,204.32	\$ 623.24
180 + 6 = 186 Day Contract	2	\$ 15.94	\$ 87.67	\$ 16,306.62	\$ 627.18
	3	\$ 16.04	\$ 88.22	\$ 16,408.92	\$ 631.11
	4	\$ 16.14	\$ 88.77	\$ 16,511.22	\$ 635.05
5.5 Hours Per Day	5	\$ 16.24	\$ 89.32	\$ 16,613.52	\$ 638.98
1023 Total Hours	6	\$ 16.34	\$ 89.87	\$ 16,715.82	\$ 642.92
	7	\$ 16.44	\$ 90.42	\$ 16,818.12	\$ 646.85
	8	\$ 16.54	\$ 90.97	\$ 16,920.42	\$ 650.79
	9	\$ 16.64	\$ 91.52	\$ 17,022.72	\$ 654.72
	10	\$ 16.74	\$ 92.07	\$ 17,125.02	\$ 658.65
	11	\$ 16.84	\$ 92.62	\$ 17,227.32	\$ 662.59
	12	\$ 16.94	\$ 93.17	\$ 17,329.62	\$ 666.52
	20	\$ 17.04	\$ 93.72	\$ 17,431.92	\$ 670.46

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2015- JULY 31, 2016

\$0.50 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Bus Drivers	0	\$ 17.86	\$ 89.30	\$ 16,609.80	\$ 638.84
	1	\$ 17.96	\$ 89.80	\$ 16,702.80	\$ 642.42
180 + 6 = 186 Day Contract	2	\$ 18.06	\$ 90.30	\$ 16,795.80	\$ 645.99
	3	\$ 18.16	\$ 90.80	\$ 16,888.80	\$ 649.57
	4	\$ 18.26	\$ 91.30	\$ 16,981.80	\$ 653.15
5 Hours Per Day	5	\$ 18.36	\$ 91.80	\$ 17,074.80	\$ 656.72
930 Total Hours	6	\$ 18.46	\$ 92.30	\$ 17,167.80	\$ 660.30
	7	\$ 18.56	\$ 92.80	\$ 17,260.80	\$ 663.88
	8	\$ 18.66	\$ 93.30	\$ 17,353.80	\$ 667.45
	9	\$ 18.76	\$ 93.80	\$ 17,446.80	\$ 671.03
	10	\$ 18.86	\$ 94.30	\$ 17,539.80	\$ 674.61
	11	\$ 18.96	\$ 94.80	\$ 17,632.80	\$ 678.18
	12	\$ 19.06	\$ 95.30	\$ 17,725.80	\$ 681.76
	20	\$ 19.16	\$ 95.80	\$ 17,818.80	\$ 685.34
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Custodians	0	\$ 17.15	\$ 137.20	\$ 35,672.00	\$ 1,372.00
	1	\$ 17.25	\$ 138.00	\$ 35,880.00	\$ 1,380.00
253 + 7 = 260 Day Contract	2	\$ 17.35	\$ 138.80	\$ 36,088.00	\$ 1,388.00
	3	\$ 17.45	\$ 139.60	\$ 36,296.00	\$ 1,396.00
	4	\$ 17.55	\$ 140.40	\$ 36,504.00	\$ 1,404.00
8 Hours Per Day	5	\$ 17.65	\$ 141.20	\$ 36,712.00	\$ 1,412.00
2080 Total Hours	6	\$ 17.75	\$ 142.00	\$ 36,920.00	\$ 1,420.00
	7	\$ 17.85	\$ 142.80	\$ 37,128.00	\$ 1,428.00
	8	\$ 17.95	\$ 143.60	\$ 37,336.00	\$ 1,436.00
	9	\$ 18.05	\$ 144.40	\$ 37,544.00	\$ 1,444.00
	10	\$ 18.15	\$ 145.20	\$ 37,752.00	\$ 1,452.00
	11	\$ 18.25	\$ 146.00	\$ 37,960.00	\$ 1,460.00
	12	\$ 18.35	\$ 146.80	\$ 38,168.00	\$ 1,468.00
	20	\$ 18.45	\$ 147.60	\$ 38,376.00	\$ 1,476.00
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Day Custodians	0	\$ 17.15	\$ 137.20	\$ 25,519.20	\$ 981.51
	1	\$ 17.25	\$ 138.00	\$ 25,668.00	\$ 987.23
180 + 6 = 186 Day Contract	2	\$ 17.35	\$ 138.80	\$ 25,816.80	\$ 992.95
	3	\$ 17.45	\$ 139.60	\$ 25,965.60	\$ 998.68
	4	\$ 17.55	\$ 140.40	\$ 26,114.40	\$ 1,004.40
8 Hours Per Day	5	\$ 17.65	\$ 141.20	\$ 26,263.20	\$ 1,010.12
1488 Total Hours	6	\$ 17.75	\$ 142.00	\$ 26,412.00	\$ 1,015.85
	7	\$ 17.85	\$ 142.80	\$ 26,560.80	\$ 1,021.57
	8	\$ 17.95	\$ 143.60	\$ 26,709.60	\$ 1,027.29
	9	\$ 18.05	\$ 144.40	\$ 26,858.40	\$ 1,033.02
	10	\$ 18.15	\$ 145.20	\$ 27,007.20	\$ 1,038.74
	11	\$ 18.25	\$ 146.00	\$ 27,156.00	\$ 1,044.46
	12	\$ 18.35	\$ 146.80	\$ 27,304.80	\$ 1,050.18
	20	\$ 18.45	\$ 147.60	\$ 27,453.60	\$ 1,055.91

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2015- JULY 31, 2016

\$0.50 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Teacher Aide	0	\$ 16.53	\$ 115.71	\$ 21,522.06	\$ 827.77
	1	\$ 16.63	\$ 116.41	\$ 21,652.26	\$ 832.78
180 + 6 = 186 Day Contract	2	\$ 16.73	\$ 117.11	\$ 21,782.46	\$ 837.79
	3	\$ 16.83	\$ 117.81	\$ 21,912.66	\$ 842.79
	4	\$ 16.93	\$ 118.51	\$ 22,042.86	\$ 847.80
7 Hours Per Day	5	\$ 17.03	\$ 119.21	\$ 22,173.06	\$ 852.81
1302 Total Hours	6	\$ 17.13	\$ 119.91	\$ 22,303.26	\$ 857.82
	7	\$ 17.23	\$ 120.61	\$ 22,433.46	\$ 862.83
	8	\$ 17.33	\$ 121.31	\$ 22,563.66	\$ 867.83
	9	\$ 17.43	\$ 122.01	\$ 22,693.86	\$ 872.84
	10	\$ 17.53	\$ 122.71	\$ 22,824.06	\$ 877.85
	11	\$ 17.63	\$ 123.41	\$ 22,954.26	\$ 882.86
	12	\$ 17.73	\$ 124.11	\$ 23,084.46	\$ 887.86
	20	\$ 17.83	\$ 124.81	\$ 23,214.66	\$ 892.87
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Building Secretaries	0	\$ 17.22	\$ 137.76	\$ 29,067.36	\$ 1,117.98
	1	\$ 17.32	\$ 138.56	\$ 29,236.16	\$ 1,124.47
205 + 6 = 211 Day Contract	2	\$ 17.42	\$ 139.36	\$ 29,404.96	\$ 1,130.96
	3	\$ 17.52	\$ 140.16	\$ 29,573.76	\$ 1,137.45
	4	\$ 17.62	\$ 140.96	\$ 29,742.56	\$ 1,143.94
8 Hours Per Day	5	\$ 17.72	\$ 141.76	\$ 29,911.36	\$ 1,150.44
1688 Total Hours	6	\$ 17.82	\$ 142.56	\$ 30,080.16	\$ 1,156.93
	7	\$ 17.92	\$ 143.36	\$ 30,248.96	\$ 1,163.42
	8	\$ 18.02	\$ 144.16	\$ 30,417.76	\$ 1,169.91
	9	\$ 18.12	\$ 144.96	\$ 30,586.56	\$ 1,176.41
	10	\$ 18.22	\$ 145.76	\$ 30,755.36	\$ 1,182.90
	11	\$ 18.32	\$ 146.56	\$ 30,924.16	\$ 1,189.39
	12	\$ 18.42	\$ 147.36	\$ 31,092.96	\$ 1,195.88
	20	\$ 18.52	\$ 148.16	\$ 31,261.76	\$ 1,202.38
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
EMIS Aide/Secretary	0	\$ 16.88	\$ 135.04	\$ 28,493.44	\$ 1,095.90
	1	\$ 16.98	\$ 135.84	\$ 28,662.24	\$ 1,102.39
205 + 6 = 211 Day Contract	2	\$ 17.08	\$ 136.64	\$ 28,831.04	\$ 1,108.89
	3	\$ 17.18	\$ 137.44	\$ 28,999.84	\$ 1,115.38
	4	\$ 17.28	\$ 138.24	\$ 29,168.64	\$ 1,121.87
8 Hours Per Day	5	\$ 17.38	\$ 139.04	\$ 29,337.44	\$ 1,128.36
1688 Total Hours	6	\$ 17.48	\$ 139.84	\$ 29,506.24	\$ 1,134.86
	7	\$ 17.58	\$ 140.64	\$ 29,675.04	\$ 1,141.35
	8	\$ 17.68	\$ 141.44	\$ 29,843.84	\$ 1,147.84
	9	\$ 17.78	\$ 142.24	\$ 30,012.64	\$ 1,154.33
	10	\$ 17.88	\$ 143.04	\$ 30,181.44	\$ 1,160.82
	11	\$ 17.98	\$ 143.84	\$ 30,350.24	\$ 1,167.32
	12	\$ 18.08	\$ 144.64	\$ 30,519.04	\$ 1,173.81
	20	\$ 18.18	\$ 145.44	\$ 30,687.84	\$ 1,180.30

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2015- JULY 31, 2016

\$0.50 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
8 Hour Cook	0	\$ 16.24	\$ 129.92	\$ 24,165.12	\$ 929.43
	1	\$ 16.34	\$ 130.72	\$ 24,313.92	\$ 935.15
180 + 6 = 186 Day Contract	2	\$ 16.44	\$ 131.52	\$ 24,462.72	\$ 940.87
	3	\$ 16.54	\$ 132.32	\$ 24,611.52	\$ 946.60
	4	\$ 16.64	\$ 133.12	\$ 24,760.32	\$ 952.32
8 Hours Per Day	5	\$ 16.74	\$ 133.92	\$ 24,909.12	\$ 958.04
1488 Total Hours	6	\$ 16.84	\$ 134.72	\$ 25,057.92	\$ 963.77
	7	\$ 16.94	\$ 135.52	\$ 25,206.72	\$ 969.49
	8	\$ 17.04	\$ 136.32	\$ 25,355.52	\$ 975.21
Head Cooks receive \$900 (\$5.00 per day for 180 days)	9	\$ 17.14	\$ 137.12	\$ 25,504.32	\$ 980.94
	10	\$ 17.24	\$ 137.92	\$ 25,653.12	\$ 986.66
	11	\$ 17.34	\$ 138.72	\$ 25,801.92	\$ 992.38
	12	\$ 17.44	\$ 139.52	\$ 25,950.72	\$ 998.10
	20	\$ 17.54	\$ 140.32	\$ 26,099.52	\$ 1,003.83
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
7 Hour Cook	0	\$ 16.24	\$ 113.68	\$ 21,144.48	\$ 813.25
	1	\$ 16.34	\$ 114.38	\$ 21,274.68	\$ 818.26
180 + 6 = 186 Day Contract	2	\$ 16.44	\$ 115.08	\$ 21,404.88	\$ 823.26
	3	\$ 16.54	\$ 115.78	\$ 21,535.08	\$ 828.27
	4	\$ 16.64	\$ 116.48	\$ 21,665.28	\$ 833.28
7 Hours Per Day	5	\$ 16.74	\$ 117.18	\$ 21,795.48	\$ 838.29
1302 Total Hours	6	\$ 16.84	\$ 117.88	\$ 21,925.68	\$ 843.30
	7	\$ 16.94	\$ 118.58	\$ 22,055.88	\$ 848.30
	8	\$ 17.04	\$ 119.28	\$ 22,186.08	\$ 853.31
	9	\$ 17.14	\$ 119.98	\$ 22,316.28	\$ 858.32
	10	\$ 17.24	\$ 120.68	\$ 22,446.48	\$ 863.33
	11	\$ 17.34	\$ 121.38	\$ 22,576.68	\$ 868.33
	12	\$ 17.44	\$ 122.08	\$ 22,706.88	\$ 873.34
	20	\$ 17.54	\$ 122.78	\$ 22,837.08	\$ 878.35
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
5.5 Hour Cook	0	\$ 16.24	\$ 89.32	\$ 16,613.52	\$ 638.98
	1	\$ 16.34	\$ 89.87	\$ 16,715.82	\$ 642.92
180 + 6 = 186 Day Contract	2	\$ 16.44	\$ 90.42	\$ 16,818.12	\$ 646.85
	3	\$ 16.54	\$ 90.97	\$ 16,920.42	\$ 650.79
	4	\$ 16.64	\$ 91.52	\$ 17,022.72	\$ 654.72
5.5 Hours Per Day	5	\$ 16.74	\$ 92.07	\$ 17,125.02	\$ 658.65
1023 Total Hours	6	\$ 16.84	\$ 92.62	\$ 17,227.32	\$ 662.59
	7	\$ 16.94	\$ 93.17	\$ 17,329.62	\$ 666.52
	8	\$ 17.04	\$ 93.72	\$ 17,431.92	\$ 670.46
	9	\$ 17.14	\$ 94.27	\$ 17,534.22	\$ 674.39
	10	\$ 17.24	\$ 94.82	\$ 17,636.52	\$ 678.33
	11	\$ 17.34	\$ 95.37	\$ 17,738.82	\$ 682.26
	12	\$ 17.44	\$ 95.92	\$ 17,841.12	\$ 686.20
	20	\$ 17.54	\$ 96.47	\$ 17,943.42	\$ 690.13

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2016- JULY 31, 2017

\$0.40 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Bus Drivers	0	\$ 18.26	\$ 91.30	\$ 16,981.80	\$ 653.15
	1	\$ 18.36	\$ 91.80	\$ 17,074.80	\$ 656.72
180 + 6 = 186 Day Contract	2	\$ 18.46	\$ 92.30	\$ 17,167.80	\$ 660.30
	3	\$ 18.56	\$ 92.80	\$ 17,260.80	\$ 663.88
	4	\$ 18.66	\$ 93.30	\$ 17,353.80	\$ 667.45
5 Hours Per Day	5	\$ 18.76	\$ 93.80	\$ 17,446.80	\$ 671.03
930 Total Hours	6	\$ 18.86	\$ 94.30	\$ 17,539.80	\$ 674.61
	7	\$ 18.96	\$ 94.80	\$ 17,632.80	\$ 678.18
	8	\$ 19.06	\$ 95.30	\$ 17,725.80	\$ 681.76
	9	\$ 19.16	\$ 95.80	\$ 17,818.80	\$ 685.34
	10	\$ 19.26	\$ 96.30	\$ 17,911.80	\$ 688.92
	11	\$ 19.36	\$ 96.80	\$ 18,004.80	\$ 692.49
	12	\$ 19.46	\$ 97.30	\$ 18,097.80	\$ 696.07
	20	\$ 19.56	\$ 97.80	\$ 18,190.80	\$ 699.65
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Custodians	0	\$ 17.55	\$ 140.40	\$ 36,504.00	\$ 1,404.00
	1	\$ 17.65	\$ 141.20	\$ 36,712.00	\$ 1,412.00
253 + 7 = 260 Day Contract	2	\$ 17.75	\$ 142.00	\$ 36,920.00	\$ 1,420.00
	3	\$ 17.85	\$ 142.80	\$ 37,128.00	\$ 1,428.00
	4	\$ 17.95	\$ 143.60	\$ 37,336.00	\$ 1,436.00
8 Hours Per Day	5	\$ 18.05	\$ 144.40	\$ 37,544.00	\$ 1,444.00
2080 Total Hours	6	\$ 18.15	\$ 145.20	\$ 37,752.00	\$ 1,452.00
	7	\$ 18.25	\$ 146.00	\$ 37,960.00	\$ 1,460.00
	8	\$ 18.35	\$ 146.80	\$ 38,168.00	\$ 1,468.00
	9	\$ 18.45	\$ 147.60	\$ 38,376.00	\$ 1,476.00
	10	\$ 18.55	\$ 148.40	\$ 38,584.00	\$ 1,484.00
	11	\$ 18.65	\$ 149.20	\$ 38,792.00	\$ 1,492.00
	12	\$ 18.75	\$ 150.00	\$ 39,000.00	\$ 1,500.00
	20	\$ 18.85	\$ 150.80	\$ 39,208.00	\$ 1,508.00
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Day Custodians	0	\$ 17.55	\$ 140.40	\$ 26,114.40	\$ 1,004.40
	1	\$ 17.65	\$ 141.20	\$ 26,263.20	\$ 1,010.12
180 + 6 = 186 Day Contract	2	\$ 17.75	\$ 142.00	\$ 26,412.00	\$ 1,015.85
	3	\$ 17.85	\$ 142.80	\$ 26,560.80	\$ 1,021.57
	4	\$ 17.95	\$ 143.60	\$ 26,709.60	\$ 1,027.29
8 Hours Per Day	5	\$ 18.05	\$ 144.40	\$ 26,858.40	\$ 1,033.02
1488 Total Hours	6	\$ 18.15	\$ 145.20	\$ 27,007.20	\$ 1,038.74
	7	\$ 18.25	\$ 146.00	\$ 27,156.00	\$ 1,044.46
	8	\$ 18.35	\$ 146.80	\$ 27,304.80	\$ 1,050.18
	9	\$ 18.45	\$ 147.60	\$ 27,453.60	\$ 1,055.91
	10	\$ 18.55	\$ 148.40	\$ 27,602.40	\$ 1,061.63
	11	\$ 18.65	\$ 149.20	\$ 27,751.20	\$ 1,067.35
	12	\$ 18.75	\$ 150.00	\$ 27,900.00	\$ 1,073.08
	20	\$ 18.85	\$ 150.80	\$ 28,048.80	\$ 1,078.80

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2016- JULY 31, 2017

\$0.40 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Teacher Aide	0	\$ 16.93	\$ 118.51	\$ 22,042.86	\$ 847.80
	1	\$ 17.03	\$ 119.21	\$ 22,173.06	\$ 852.81
180 + 6 = 186 Day Contract	2	\$ 17.13	\$ 119.91	\$ 22,303.26	\$ 857.82
	3	\$ 17.23	\$ 120.61	\$ 22,433.46	\$ 862.83
	4	\$ 17.33	\$ 121.31	\$ 22,563.66	\$ 867.83
7 Hours Per Day	5	\$ 17.43	\$ 122.01	\$ 22,693.86	\$ 872.84
1302 Total Hours	6	\$ 17.53	\$ 122.71	\$ 22,824.06	\$ 877.85
	7	\$ 17.63	\$ 123.41	\$ 22,954.26	\$ 882.86
	8	\$ 17.73	\$ 124.11	\$ 23,084.46	\$ 887.86
	9	\$ 17.83	\$ 124.81	\$ 23,214.66	\$ 892.87
	10	\$ 17.93	\$ 125.51	\$ 23,344.86	\$ 897.88
	11	\$ 18.03	\$ 126.21	\$ 23,475.06	\$ 902.89
	12	\$ 18.13	\$ 126.91	\$ 23,605.26	\$ 907.89
	20	\$ 18.23	\$ 127.61	\$ 23,735.46	\$ 912.90
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
Building Secretaries	0	\$ 17.62	\$ 140.96	\$ 29,742.56	\$ 1,143.94
	1	\$ 17.72	\$ 141.76	\$ 29,911.36	\$ 1,150.44
205 + 6 = 211 Day Contract	2	\$ 17.82	\$ 142.56	\$ 30,080.16	\$ 1,156.93
	3	\$ 17.92	\$ 143.36	\$ 30,248.96	\$ 1,163.42
	4	\$ 18.02	\$ 144.16	\$ 30,417.76	\$ 1,169.91
8 Hours Per Day	5	\$ 18.12	\$ 144.96	\$ 30,586.56	\$ 1,176.41
1688 Total Hours	6	\$ 18.22	\$ 145.76	\$ 30,755.36	\$ 1,182.90
	7	\$ 18.32	\$ 146.56	\$ 30,924.16	\$ 1,189.39
	8	\$ 18.42	\$ 147.36	\$ 31,092.96	\$ 1,195.88
	9	\$ 18.52	\$ 148.16	\$ 31,261.76	\$ 1,202.38
	10	\$ 18.62	\$ 148.96	\$ 31,430.56	\$ 1,208.87
	11	\$ 18.72	\$ 149.76	\$ 31,599.36	\$ 1,215.36
	12	\$ 18.82	\$ 150.56	\$ 31,768.16	\$ 1,221.85
	20	\$ 18.92	\$ 151.36	\$ 31,936.96	\$ 1,228.34
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
EMIS Aide/Secretary	0	\$ 17.28	\$ 138.24	\$ 29,168.64	\$ 1,121.87
	1	\$ 17.38	\$ 139.04	\$ 29,337.44	\$ 1,128.36
205 + 6 = 211 Day Contract	2	\$ 17.48	\$ 139.84	\$ 29,506.24	\$ 1,134.86
	3	\$ 17.58	\$ 140.64	\$ 29,675.04	\$ 1,141.35
	4	\$ 17.68	\$ 141.44	\$ 29,843.84	\$ 1,147.84
8 Hours Per Day	5	\$ 17.78	\$ 142.24	\$ 30,012.64	\$ 1,154.33
1688 Total Hours	6	\$ 17.88	\$ 143.04	\$ 30,181.44	\$ 1,160.82
	7	\$ 17.98	\$ 143.84	\$ 30,350.24	\$ 1,167.32
	8	\$ 18.08	\$ 144.64	\$ 30,519.04	\$ 1,173.81
	9	\$ 18.18	\$ 145.44	\$ 30,687.84	\$ 1,180.30
	10	\$ 18.28	\$ 146.24	\$ 30,856.64	\$ 1,186.79
	11	\$ 18.38	\$ 147.04	\$ 31,025.44	\$ 1,193.29
	12	\$ 18.48	\$ 147.84	\$ 31,194.24	\$ 1,199.78
	20	\$ 18.58	\$ 148.64	\$ 31,363.04	\$ 1,206.27

MINFORD LOCAL SCHOOL
 CLASSIFIED SALARY
 SCHEDULES
 AUG. 1, 2016- JULY 31, 2017

\$0.40 Increase

POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
8 Hour Cook	0	\$ 16.64	\$ 133.12	\$ 24,760.32	\$ 952.32
	1	\$ 16.74	\$ 133.92	\$ 24,909.12	\$ 958.04
180 + 6 = 186 Day Contract	2	\$ 16.84	\$ 134.72	\$ 25,057.92	\$ 963.77
	3	\$ 16.94	\$ 135.52	\$ 25,206.72	\$ 969.49
	4	\$ 17.04	\$ 136.32	\$ 25,355.52	\$ 975.21
8 Hours Per Day	5	\$ 17.14	\$ 137.12	\$ 25,504.32	\$ 980.94
1488 Total Hours	6	\$ 17.24	\$ 137.92	\$ 25,653.12	\$ 986.66
	7	\$ 17.34	\$ 138.72	\$ 25,801.92	\$ 992.38
	8	\$ 17.44	\$ 139.52	\$ 25,950.72	\$ 998.10
Head Cooks receive \$900	9	\$ 17.54	\$ 140.32	\$ 26,099.52	\$ 1,003.83
(\$5.00 per day for 180 days)	10	\$ 17.64	\$ 141.12	\$ 26,248.32	\$ 1,009.55
	11	\$ 17.74	\$ 141.92	\$ 26,397.12	\$ 1,015.27
	12	\$ 17.84	\$ 142.72	\$ 26,545.92	\$ 1,021.00
	20	\$ 17.94	\$ 143.52	\$ 26,694.72	\$ 1,026.72
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
7 Hour Cook	0	\$ 16.64	\$ 116.48	\$ 21,665.28	\$ 833.28
	1	\$ 16.74	\$ 117.18	\$ 21,795.48	\$ 838.29
180 + 6 = 186 Day Contract	2	\$ 16.84	\$ 117.88	\$ 21,925.68	\$ 843.30
	3	\$ 16.94	\$ 118.58	\$ 22,055.88	\$ 848.30
	4	\$ 17.04	\$ 119.28	\$ 22,186.08	\$ 853.31
7 Hours Per Day	5	\$ 17.14	\$ 119.98	\$ 22,316.28	\$ 858.32
1302 Total Hours	6	\$ 17.24	\$ 120.68	\$ 22,446.48	\$ 863.33
	7	\$ 17.34	\$ 121.38	\$ 22,576.68	\$ 868.33
	8	\$ 17.44	\$ 122.08	\$ 22,706.88	\$ 873.34
	9	\$ 17.54	\$ 122.78	\$ 22,837.08	\$ 878.35
	10	\$ 17.64	\$ 123.48	\$ 22,967.28	\$ 883.36
	11	\$ 17.74	\$ 124.18	\$ 23,097.48	\$ 888.36
	12	\$ 17.84	\$ 124.88	\$ 23,227.68	\$ 893.37
	20	\$ 17.94	\$ 125.58	\$ 23,357.88	\$ 898.38
POSITION DESCRIPTION	YEARS EXPERIENCE	HOURLY RATE	DAILY RATE	ANNUAL SALARY	PER PAY AMOUNT
5.5 Hour Cook	0	\$ 16.64	\$ 91.52	\$ 17,022.72	\$ 654.72
	1	\$ 16.74	\$ 92.07	\$ 17,125.02	\$ 658.65
180 + 6 = 186 Day Contract	2	\$ 16.84	\$ 92.62	\$ 17,227.32	\$ 662.59
	3	\$ 16.94	\$ 93.17	\$ 17,329.62	\$ 666.52
	4	\$ 17.04	\$ 93.72	\$ 17,431.92	\$ 670.46
5.5 Hours Per Day	5	\$ 17.14	\$ 94.27	\$ 17,534.22	\$ 674.39
1023 Total Hours	6	\$ 17.24	\$ 94.82	\$ 17,636.52	\$ 678.33
	7	\$ 17.34	\$ 95.37	\$ 17,738.82	\$ 682.26
	8	\$ 17.44	\$ 95.92	\$ 17,841.12	\$ 686.20
	9	\$ 17.54	\$ 96.47	\$ 17,943.42	\$ 690.13
	10	\$ 17.64	\$ 97.02	\$ 18,045.72	\$ 694.07
	11	\$ 17.74	\$ 97.57	\$ 18,148.02	\$ 698.00
	12	\$ 17.84	\$ 98.12	\$ 18,250.32	\$ 701.94
	20	\$ 17.94	\$ 98.67	\$ 18,352.62	\$ 705.87

