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**MASTER AGREEMENT**

**BETWEEN THE**

**ZANE TRACE**  
**SCHOOL SUPPORT PERSONNEL**  
**ASSOCIATION**

**AND THE**

**ZANE TRACE**  
**BOARD OF EDUCATION**

**July 1, 2014 – June 30, 2017**

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## ARTICLE 1

### RECOGNITION/SCOPE OF BARGAINING/NEGOTIATIONS PROCEDURE

#### A. Recognition

The Zane Trace Board of Education (hereinafter referred to as the "Board") recognizes the Zane Trace School Support Personnel Association (hereinafter referred to as the "Association"), affiliated with the Ohio Education Association and the National Education Association, as the sole and exclusive representative for all full time and regular part time non-certificated employees including the following classifications: custodian, head cook, cook, aide, media coordinator aide, clerical aide, building and grounds coordinator, bus mechanic, bus driver, interpreter, secretaries and maintenance chief.

The bargaining unit shall exclude all certificated employees, non-certificated substitutes, the treasurer, assistant to the treasurer, secretary to the Superintendent and any other confidential or management level employees as defined in Section 4117.01 of the Ohio Revised Code, and all other employees not specifically included above.

If the Board creates a new full time or regular part time non-certificated position, it shall bargain the pay for that position prior to hiring a person for that position.

The term member(s) used hereinafter shall refer to a member(s) of the bargaining unit.

Right to Join or Not to Join - It is further realized that School Support Personnel have the right to join, participate in and assist the Association, and the right to refrain from such, but membership shall not be a prerequisite for employment or continuation of employment of any employee.

#### B. Substitutes

Substitute employees who are employed in the same position longer than ninety (90) consecutive working days (employee must actually work each day) shall become members of the bargaining unit. However, this does not apply to substitutes who are replacing members who are on leave of absence.

The Board may hire a substitute for a newly created position or a position that is open due to a permanent departure of an employee for up to sixty (60) consecutive calendar days. After sixty (60) consecutive calendar days, if the Board chooses to fill a position, it shall be in accordance with the posting and filling provisions of Article 6. The Board shall not purposely terminate the employment of a substitute in such position before sixty (60) calendar days, and then fill the same position with

another substitute for the purpose of avoiding posting the opened position to the bargaining unit in accordance with Article 6.

C. Scope of Bargaining

This recognition constitutes an Agreement between the Board and the Association to attempt to reach mutual understandings regarding matters related to terms and conditions of employment.

D. Negotiations Procedure

1. Attaining Objectives - Collective Bargaining requires mutual understanding and cooperation among the Board, the Superintendent, and the bargaining unit. Therefore, free and open exchange of views is desirable and necessary in the negotiations process.
2. Negotiating Teams - The Board, or designated representative(s) of the Board will meet with representatives designated by the Association for the purpose of discussion and reaching mutually satisfactory agreements. Each party shall clothe its representative with power and authority to make proposals, consider proposals, and make counter proposals in the course of discussions. All negotiations shall be conducted exclusively between said teams.
3. Negotiating in Executive Sessions - All negotiation sessions shall be in executive session, meaning: only members of the teams, consultants, and others as mutually agreed to between the teams shall be in the room in which the negotiating session is being held.
4. Submission of Issues - Upon the written request of either party no later than sixty (60) days prior to the contract expiration, a mutually accepted meeting date shall be set not more than fifteen days following such request, or some other mutually agreeable date. If neither party serves such written notice during the above mentioned time period, then the contract between the parties shall be deemed to have been extended to June 30 of the year following the year of expiration. All issues proposed for discussion shall be submitted in writing by the Board and the Association at this first meeting. No additional issues shall be submitted by either party following the first meeting, unless mutually agreed by the parties. The second meeting, and all necessary subsequent meetings, shall be called at times mutually agreed by the parties. The initial session and all future sessions shall not adjourn or recess until a time, place and date have been established for the next negotiating session, unless impasse has been declared.
5. Negotiations Meetings - Designated representative(s) of the Board shall meet at mutually agreed upon places and times with representatives of the Association for the purpose of affecting good faith bargaining including a free

exchange of facts, opinions, and proposals in an effort to reach mutual understanding and agreement. Following the initial meetings, as described in Paragraph 4 above, such additional meetings shall be held as the parties may require to reach an understanding on the issue(s), or until an impasse is reached. Meetings shall not exceed three (3) hours unless otherwise agreed to, and shall be held at a time other than the regular school day.

6. Caucus - Upon request of either party, the negotiations meeting shall be recessed to permit the requesting party a reasonable period of time to caucus.
7. Exchange of Information - Prior to and during the period of negotiations, the Board and the Association agree to provide to each other, upon written request, all regularly and routinely prepared information concerning the issue(s) under consideration.
8. Progress Reports - Each team shall be responsible for making periodic progress reports to the respective party it represents during negotiations. Progress reports to the media during negotiations may only be jointly issued by both parties, unless impasse is declared by either party. If impasse is declared, reports to the media may be issued by either.
9. Reaching Agreement - As tentative agreement is reached on each issue, it shall be so noted and initialed by each party. When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced to writing as a tentative agreement and submitted to the Association and the Board for approval. Following approval by the Association and by the Board, the Board shall, by resolution, adopt the agreement as its official policy. Both parties shall agree to abide by the terms of the agreement and to take the necessary action to advise their members of the terms of the agreement.
10. Impasse - If, after forty five (45) days prior to the expiration of the agreement, agreement has not been reached on all items under negotiations, either party may call for the services of the Federal Mediation and Conciliation Service (FMCS) to assist in negotiations. If a party calls for FMCS involvement, the other party shall join in a joint request. This is the final step in the negotiations procedure and is intended to supersede the statutory dispute resolution procedure.

Mediation shall continue for fifteen (15) days following the first mediation session, or fifteen (15) days following the expiration of the agreement, whichever is later, except by mutual consent of the Board and association.

## ARTICLE 2

### BOARD RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Ohio and United States including, but without limiting the generality of the foregoing, the right:
  - B. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees.
  - C. To determine the size and composition of the staff and to hire all employees; to direct the employees and determine their qualifications and the conditions for their continued employment or their termination and non-renewal; and to promote and transfer all such employees.
  - D. To determine the use, number and location of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, building or other facilities.
  - E. The Board shall determine all methods and means to carry on the operation of the schools, including automation, technological changes or contracting of services.
  - F. To determine: The type of equipment used and the sequence of work processes; the need for or making of technological alterations by revising either process or equipment or both and the standards and quality of work to be produced.
  - G. The listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of or a waiver of any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.
  - H. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the constitution and the laws of Ohio and of the United States.
  - I. The Association also retains and reserves all rights as specified under 4117.08. Where this Agreement is silent as to an issue that is specifically addressed under the laws of Ohio and/or the United States and which the school district is subject to, applicable law(s) shall prevail.

## ARTICLE 3

### RIGHTS OF THE ASSOCIATION

- A. The Board shall supply the Association with the names and addresses of all new members within one (1) week after official Board action employing such members.
- B. The Association shall be provided Bulletin Board space in each building for the posting of notices and other materials relating to Association activities. The Bulletin Board space shall be identified with the name of the Association. The Association building representative has the responsibility of maintaining the Bulletin Board. Partial space shall be provided for Board usage material and all material that are posted by the Association or the Board shall be identified properly. Nothing anonymous will be posted. The Board shall maintain the right to remove anything which is outside the scope of collective bargaining.
- C. Representatives of the Association shall be permitted to transact Association business on school property at reasonable times which do not interfere with assigned duties of the member or of the administration.
- D. The Association building representatives may use individual school office equipment such as copying machines, calculating machines, and audiovisual equipment, provided such use is on school property and does not interfere with school use of equipment. Equipment must be returned in the same condition as when borrowed, taking into consideration normal wear of such equipment. The Association shall pay for all consumable supplies and each member shall follow any current or future Board/Administrative rule of regulation regarding the use of the above equipment.
- E. The Association representative may use telephones as designated by the Principal to carry out Association business. Any fees or toll call charges shall be reimbursed to the Board by the Association. Calls made shall not interfere with duties assigned by the Board and/or Administration.
- F. Association meetings shall be considered exempt from any Board rental fee policy. Prior arrangement must be made with the building principal and any janitorial or non-certified fee will be paid by the Association.
- G. The Association will be provided with, at no cost:
  - 1. Four copies of all Board agendas, minutes, and financial reports upon specific request to the Superintendent by the President of the Association. These reports will not reach the Association prior to reaching Board members.

2. A place on the agenda of all regular Board meetings shall be provided in order that the Association may directly communicate with the Board.

#### ARTICLE 4

##### LABOR RELATIONS COMMITTEE

- A. In the interest of sound labor-management relations, the Board and/or its designees shall meet with five (5) representatives of the Association once every nine weeks (unless mutually agreed to otherwise) each school year (on the 1st Monday of each nine-week grading period) during mutually agreeable non-paid time to discuss potential problems and promote more harmonious labor-management relations. The meetings shall last no more than three (3) hours, unless mutually agreed to by the Superintendent and the Association President. The issues to be addressed at these meetings shall be exchanged between the Superintendent and the Association President by noon the Monday preceding the meeting. The Superintendent and the Association President, or their designees, shall attend these meetings. This committee is not a forum to discuss grievances or to engage in collective bargaining. This committee shall be trained to utilize problem-solving and alternative dispute mechanisms as agreed to and scheduled by this committee. The cost for this training, should a fee be assessed, shall be shared equally by the Board and the Association.
- B. If a special labor-management meeting(s) has been requested, and mutually agreed upon, it shall be convened as soon as feasible.
- C. The supervisors of each job classification shall schedule a meeting with employees in their job classifications once prior to the beginning of the school year. The purpose of this meeting shall be to discuss upcoming school year schedules, concerns, how to improve services to students, etc. This time shall be paid and attendance is required. The Association shall be notified in writing of the time and location of such meetings, and shall have paid release time to have an Association representative present for the meeting. Any suggestion or recommendation resulting from these meetings may be an agenda item for discussion at the labor-management meetings.

**ARTICLE 5**  
**LEAVES OF ABSENCE**

A. Sick Leave

1. Annual Accumulation

Members shall be granted sick leave on the following basis: 1 1/4 days for each completed month of services or 15 days for each completed year of service. Each member employed by the Board who is in his/her first year of employment shall be entitled to an advancement of five days sick leave upon employment by the Board. This sick leave shall be charged against the sick leave he/she subsequently accumulates under this article.

2. Manner of Calculation

Any sick leave earned and unused in prior employment, with another school district or other agency of the state upon representation of a certified copy stating the number of sick leave days earned and unused from such employers, shall be transferred to the member's account at the time of employment in the manner prescribed by law.

3. Accumulation

The maximum number of sick leave days accumulated shall be unlimited. However, a member of the bargaining unit who has been absent on sick leave lasting for a time period of one school year (184 days) may have the right to request one extension to this leave. The member must notify the Board of Education by the 60<sup>th</sup> day remaining in the leave extension period of their intent to return to employment.

4. Approval of Use of Sick Leave Days

Members, upon approval of the responsible administrative officer of the school district, may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others and absence due to illness, injury or death in the members' "immediate family". "Immediate family" for purpose of this article shall be defined as: spouse, grandchildren, children, father, mother, brother, sister, grandparents, in laws, step relatives with the above title, and family members residing in the member's home. The Superintendent at his/her discretion may allow the use of sick leave for other persons who have assumed a similar relationship to a family member herein listed.

5. Statement of days of Sick Leave

Each member shall annually receive by the August paycheck a statement giving the number of sick leave days he/she has accumulated.

6. The Board shall require a member to furnish a written, signed statement on forms prescribed by the Board to justify the use of sick leave. If medical attention is required the member's statement shall list the name and address of the attending physicians, and the date(s) on which the physician was consulted. When a member uses sick leave for a period of two (2) weeks or more due to the illness or injury of an immediate family member, as defined in subsection D above, the member shall submit upon request, a signed physician's statement explaining the reason for the requested leave.

7. Falsification of a statement or misuse of sick leave may be grounds for suspension or termination in addition to the loss of wages for those days in which the sick leave provisions are misused.

8. Bargaining unit members who work in more than one classification shall not use sick leave for only one of their classifications on the same day without approval from both supervisors. The parties recognize that partial sick leave usage may be legitimate.

9. Attendance Incentive

a. Employees shall receive an attendance incentive bonus on the following basis:

3 or less days of sick leave used in the year:	\$175
2 or less days of sick leave used in the year:	\$225
1 or less days of sick leave used in the year:	\$270
0 days of sick leave used in the year:	\$365

b. For the purpose of this section, a year shall be defined as the school year from July 1 to June 30. Payment of the attendance incentive bonus shall be included in the first paycheck after the completion of the employee's contract.

c. For purposes of this attendance incentive bonus, a total of up to three days sick leave may be used per year to attend the funeral of an immediate family member (as defined in 5.01(D)) and these days shall not be counted when determining the amount of bonus to be paid. To receive the bonus, the employee must otherwise be eligible according to the provisions in this section. In order to exclude these days from the

computation of the bonus amount, an employee must provide evidence that leave was taken for bereavement purposes.

4. The bargaining unit members' use of a deduct day shall be counted as use of a sick leave day for purposes of calculating the attendance incentive.
10. Sick Leave Transfer
- a. A bargaining unit member may initiate a one-time transfer per year of sick leave to a named specific unit member who has exhausted or shortly will exhaust his/her accrued sick leave. A member may receive a transfer no more than twenty (20) days in any one school year. Bargaining unit members wishing to assist may transfer no more than two (2) days in any school year. Sick leave can only be transferred for the serious illness or accident of a member or illness of a spouse or dependent children.

The sick leave transfer must be approved by the Board after a written request from the Association. The request must detail the reasons for the transfer. The sick leave transfer is irrevocable and shall cause the contributing member to have his/her sick leave reduced accordingly. The contributing bargaining unit member must fill in the approved form and return it to the Treasurer's Office.

- b. Transfer does not affect the incentives of the bargaining unit members making donations.

## B Personal Leave

1. Effective June 1 of every year, each member shall have available up to:

Personal: 3 days of leave for personal reasons.

Personal leave shall not be cumulative and shall be used only if the member cannot schedule his personal or legal/ business activity at any other time.

2. Reimbursement for Unused Days.

Members may cash in unused personal leave days at the end of their contract year or have the option of rolling one (1) unused personal leave day over for use in the next school year (accumulation of roll-over days shall never exceed one (1) for use in any subsequent school year). This will occur on May 31 of each year. If the member elects to cash in unused personal leave days, he/she will be paid at the substitute rate of pay (for each classification) for a day not to exceed \$80.00 per day. The end of the contract year is defined as

the employee's last work day of the school year prior to or on June 30 of any year.

3. Restrictions on Use of Leaves

a. Personal leave cannot be taken:

- (1) On the workday preceding or following a holiday or vacation period.
- (2) During the first or last week school is in session.
- (3) No more than six (6) members of the bargaining unit can be absent on the same day.
- (4) For the seeking of or participation in gainful employment.
- (5) A member may make a request for personal leave which is not in compliance with restrictions (a) through (c) above. The Superintendent may, at his/her discretion, waive a, b, or c, above restrictions on a case by case basis. It is understood by the parties that each decision to waive the above restrictions shall be without precedent or prejudice to any other future request.

4. Applying for Leaves

- a. Non-emergency requests shall be submitted in writing to the Superintendent no less than five (5) workdays prior to taking such leave.
- b. Emergency requests shall be directed to the building principal for immediate disposition. The written form must be completed and filed within three (3) workdays after the absence.

C. Court Leave

1. Court leave shall be granted to any member(s) who is required to be absent from his/her working assignment as a result of employment related duties regarding the member's attendance at law enforcement agencies and/or in a court of law providing it is not in connection with outside employment or personal business. Such leave shall also be granted for jury duty or subpoenaed appearance so long as such subpoenaed appearance is not related to personal business. Court leave/jury duty leave shall not be deducted from a member's sick leave or personal leave accumulations, and will not affect attendance incentives.
2. Each member shall file with the Board Treasurer a Certificate of Jury Service as well as compensation received.

3. Certificate of Jury Service and compensation need not be filed until tour of jury service is completed.

D. Child Care Leave

1. Leave Rights

Any member who is expecting a child shall be granted a leave of absence without pay upon application providing the member gives at least thirty (30) calendar days' notice in writing to the Superintendent. Members who are adopting a pre-school child are also eligible for such leave and shall give the Superintendent thirty (30) calendar days' notice, whenever possible. Such leave shall be no longer than one academic school year.

2. Application for Leave

Application for child care shall be in writing and shall contain a statement of the expected date of birth, or in the case of adoption, the date of obtaining custody, the date on which the leave of absence is to commence and the date the member anticipates return to service. Such return date should be as early as possible.

3. Reinstatement Rights

Upon return from approved child care leave that the time set forth in the application for leave, the members shall be entitled to reinstatement to the same position, if it exists, or similar position consistent with training.

E. Association Leave

1. The Superintendent shall grant a cumulative total of up to four days leave with pay per school year to members of the Association, selected by the Association, to attend Association activities which are not related to or are not in connection with any strike preparation or support, organizing of public employees or activities of a partisan political nature.
2. This leave shall be granted upon written request from the Association President. This leave must be submitted at least five (5) days in advance, except in emergency where 24 hours must be given, to the office of the Superintendent and shall include the name(s) of the Association's representative(s), date(s) for which leave is requested, and the activity for which the leave shall be used.
3. Upon the express written approval of the Superintendent, additional Association Leave days may be granted.

F. Professional Leave

Members may apply for paid leave to attend workshops, seminars, and training sessions directly related to their job duties within the district. No expenses other than salary will be covered by this leave unless prior approval is granted by the Superintendent. All decisions to approve such leave will be made on an individual case basis without precedent to any other requests made.

G. Unpaid Leave

1. Upon the written request of a member, the Board may grant an unpaid leave of absence for a period of not more than three (3) months. The member may make payment to the Board Treasurer for any insurance provided to him/her during the leave, so that coverage will continue. Such payments must be made by the date established by the Board Treasurer. The reason for the request shall be stated in writing to the Superintendent. Upon request, this leave may be extended up to a period of twelve (12) months.

Employees on an extended leave (three months and beyond) will be required to fill out a form specifying their expected date of return. This form will be mailed by the Board Treasurer to the employee on leave when approximately seventy five percent (75%) of the approved leave has expired.

2. Unpaid leaves for a duration of less than one (1) month may be granted by the Board, upon written request of the member stating the reasons for the request. The first such one (1) month or less leave granted by the Board in a twelve (12) month period shall not be subject to any change in Board provided insurance premium payments. Any further leaves of one (1) month or less duration which the Board elects to grant in the twelve (12) month period subsequent to the initial leave shall require the member to pay the necessary insurance premiums, pursuant to the procedures set out in paragraph "A" above. One (1) month shall be defined as a thirty (30) consecutive day period.
3. The Board shall grant unpaid leave to any member whose illness or other disability is the reason for such requests. If requested, the member shall provide a doctors' statement substantiating the fact that the employee is unable to perform his/her professional duties. The statement shall include an estimated time of the member's return. Nothing herein shall be construed as a waiver of the member's right to physician/patient confidentiality.
4. Upon return from leave, a member shall be given an assignment in the same job classification consistent with his/her qualifications and ability to immediately perform the work, providing there is a vacancy in such classification. If there is no vacancy in the same job classification, the

member shall be given other bargaining unit work at his/her old rate or the applicable rate of pay whichever is higher.

5. If a member works 120 days or more of the contract year, he/she shall receive a step increase on the regular date for incremental increase.

#### H. Bereavement Leave

Bargaining unit members will be given up to three (3) days of bereavement leave for the death of an immediate family member as defined in Article 5. Bereavement leave shall not be deducted from the bargaining unit member's sick leave balance, and shall not affect an employee's eligibility for incentive pay.

#### I. Military Leave

A bargaining unit member who is a member of the Ohio National Guard, the Ohio naval militia, the Ohio military reserve, or any of the reserve components of the armed forces of the United States is entitled to a paid leave of absence for up to one (1) month for each calendar year in which they are performing service in the uniformed services.

Whenever a bargaining unit member is called to active duty for a period in excess of one (1) month in any one (1) calendar year because of an executive order issued by the President or because of an act of Congress, the board of education will pay such bargaining unit member each month the difference between his/her military pay and his/her regular salary.

When a bargaining unit member returns from active duty, he/she is entitled to reinstatement to the same or similar position with the district that he/she vacated for active military service so long as such bargaining unit member received any type of discharge from active service other than dishonorable. Bargaining unit members seeking reinstatement must apply with the board of education within ninety (90) days after discharge. If the application for reinstatement is made at least thirty (30) days before the beginning of the next semester, the bargaining unit member will be reinstated for that semester. If the application for reinstatement is made less than thirty (30) days before the next semester, the bargaining unit member may not be reinstated until the following semester. The right to reinstatement is limited to five (5) years from date of discharge from active service.

For purposes of seniority and placement on the district's salary schedule, years of absence in the active service of the armed forces are to be counted as though service had been performed during such time.

Sick leave shall not accumulate during the period of unpaid military leave.

A bargaining unit member who returns from active duty may not be discharged from employment with the district without cause for a period of one (1) year from the date of reinstatement of service with the district.

- J. Family and Medical Leave – The Board and the Zane Trace School Support Personnel Association agree to abide by the provisions of the federal Family and Medical Leave Act.

## ARTICLE 6

### VACANCIES/POSTING PROCEDURE

- A. Definition of Vacancy:

A vacancy is defined as the creation of a new position through Board action or a decision of the Board to fill a position which may have resulted from Board/Administrative action concerning transfer, retirement, death, resignation, termination, non-renewal, etc. The Board retains the sole right to determine staff size.

- B. Posting Vacancies

1. School Year: During the year, all vacancies will be posted for a minimum of five (5) full school days. No position will be filled until the vacancy has been posted for at least five (5) full school days.
2. Summer: Vacancies which are determined to exist during the summer vacation period will be posted in the Superintendent's and Principal's office for a minimum of five (5) full administrative working days. During the first day of posting, a copy of the vacancy shall be hand delivered or mailed to each bargaining unit member's last known home address.
3. Posting Places: During the school year all vacancies shall be posted in the following places:
  - a. Superintendent's Office
  - b. Cafeterias
  - c. Each workroom of each school building
  - d. All Principal's offices
  - e. Bus garage
4. Waiver of Posting Requirement: If during the school year a resignation, retirement, death or similar circumstance occurs with a five (5) day notice to the Administration/ Board, the posting requirement shall be waived. During the period of July 15 through September 15, any vacancy resulting from an unexpected resignation, retirement, death, or similar circumstance shall not

have to be posted. However, during this time period the Administration shall make a reasonable attempt to notify by phone or in person any unit member who has placed on file his/her desire to transfer to any vacancy which occurs during this time period.

5. Posting changes: The Association President shall be notified of any change(s) made in any posting notice, including any extension of any posting time period, and such changes shall be posted in the same manner as the original posting.

Any amended notice shall state in it, "amended as of \_\_\_\_\_, 201\_\_."

6. Bargaining unit members shall also be informed of, and permitted to apply for, all vacant positions that are not included in the bargaining unit, including administrative, teaching, and supplemental contract position vacancies.

The remaining provisions of this subsection shall not apply to non-bargaining unit position vacancies.

#### C. Content of Vacancy Notice

Each notice of vacancy shall include the general qualifications of the job becoming vacant.

#### D. Applying for Vacancies

Application for vacancies (including members who want to transfer to vacancies) must be in writing and will be accepted from within and/or outside the school district. Members must indicate the specific vacancy in which they desire to transfer.

#### E. Criteria for Filling Vacancies

Transfer candidates and new candidates for vacancies shall be chosen on the basis of experience, performance and potential for leadership as established by the following criteria:

1. Individual qualifications
2. Job classification requirements
3. Ability, skill and experience levels

4. Special criteria established by the Administration to achieve staff balance or better staff utilization. Such special criteria, if any, shall have been published and posted with the vacancy notice or shall not be applicable herein.
5. Where the foregoing factors are substantially equal, the preference in assignment or transfer shall be given to the applicant with the greatest number of years of bargaining unit seniority.

## ARTICLE 7

### GRIEVANCE PROCEDURE

#### A. Introduction

The Board recognizes that in the interest of effective personnel management, a procedure is necessary whereby members can be insured of a prompt, impartial, and fair hearing on their grievances. Such procedures shall be available to all members, and no reprisals of any kind shall be taken against any member initiating or participating in the grievance procedure.

#### B. Purpose and Objectives

The primary purpose of this procedure shall be to obtain at the lowest administrative level and in the shortest period of time equitable solutions to grievances which may arise from time to time. Both the Board and the Association agree that grievance proceedings shall be handled in a confidential manner.

#### C. Definitions

1. A grievance is an alleged violation, misinterpretation or misapplication of the expressed provisions of the Master Agreement.
2. A day shall be a working school day.
3. The aggrieved party shall be defined as the member or group of members filing the grievance or the Association.

#### D. General Provisions

1. A grievance shall be reduced to writing and include: (a) provisions of the Agreement allegedly violated; (b) a description of what occurred and when it occurred; (c) relief sought; and (d) date of the initiating procedure.

2. Counsel of choice may be used by all or any party involved in the grievance procedure at all levels. If counsel for the member is an organizational counsel it shall be only official representatives of the recognized member organization.
3. Time limits given shall be considered as maximum, unless extended by mutual written agreement by the parties involved.
4. Failure of the aggrieved to proceed within the specified time limits to the initial level or any subsequent level is waived and void.
5. Failure of the administration to respond in the time limit stated shall mean the grievance progresses to the next level.
6. A grievance shall be filed at the appropriate level, which is with the level of administration whose action promoted the grievance.
7. Nothing contained in this procedure can be construed as limiting the rights of a member from using other professional or legal rights in resolving a complaint or problem. However, if a member pursues any legal remedy other than with the State Employment Relations Board (SERB) exclusively, he shall automatically forfeit any remedies provided by the grievance procedure contained herein.
8. No reprisal shall be made against any party involved in use of the grievance procedure.
9. A grievance may be withdrawn at any level without prejudice or precedent.
10. While a grievance is in process, copies of the written grievance and all dispositions shall be forwarded in a timely fashion to the Association President.
11. Resolution of a grievance at any level shall apply to the stated grievance and shall in no way infringe on the statutory obligations or other policies of the Board.
12. Nothing contained in this procedure shall be construed as limiting the individual rights of a member, having a complaint or problem, to discuss the matter informally with the principal or Superintendent through normal channels of communication.
13. Release time with no loss of wages shall be provided for up to three (3) members of the aggrieved party to attend a grievance arbitration hearing while school is in session, as provided for under Level IV of this procedure. This procedure shall not be construed to limit the use of other applicable

leave provisions of this Agreement, providing adequate staffing can be maintained.

E. Procedure

Level I - Informal Step

An alleged violation shall be first discussed informally with the appropriate administrator prior to initiation of the grievance procedure. If a grievance is filed with the Superintendent, the grievant(s) shall initiate an informal discussion of the grievance prior to filing the written grievance.

Level II - Principal

A copy of the written grievance shall be submitted to the aggrieved's immediate administrator no later than ten (10) days after the day he becomes aware of the alleged violation.

A meeting shall be mutually agreed upon between the aggrieved and the administrator no later than five (5) days after the day the grievance is filed.

Either the aggrieved or the Administrator may have present such people who may provide information related to the grievance. Discussion at this meeting shall be confined to the issues as stated in the grievance and the relief sought.

No later than five (5) days after the day of the meeting, the Administrator shall provide an answer to the grievance.

Level III - Superintendent

If the aggrieved is not satisfied with the answer received in Level II, he/she may within five (5) days after the day of receipt of such written answer, submit the written grievance to the Superintendent and request a meeting to discuss the grievance.

The meeting shall be held no later than five (5) days after the day of request.

The meeting shall be conducted in a manner as stated in Level II. No later than five (5) days after the day of the meeting, the Superintendent shall provide the aggrieved with a written answer to the grievance.

Level IV - Arbitration

If the aggrieved is not satisfied with the suggestion for resolution received in Level III, and with the written approval of the Association President or his/her designee,

he/she may within five (5) days after the day of receipt of such written answer, make written notice to the Board that the grievance be submitted to arbitration.

The arbitrator shall be selected by the Association and the Superintendent, or their representatives.

The arbitrator shall be selected from a list of arbitrators provided by the Federal Mediation and Conciliation Services using the alternate strike method. Either party has the right to request a second list of arbitrators. If either party elects to request a second list, such election shall be made prior to striking the first list.

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

Cost of the arbitrator shall be shared equally by the aggrieved and the Board.

The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms of the written provisions of this Agreement or imply obligations and conditions advisory upon the parties from this Agreement except as set forth herein.

The ruling of the arbitrator shall be made in writing to the aggrieved, the Association, and the Superintendent, and shall be binding on all the parties to the limit of the grievance as stated.

## ARTICLE 8

### INDIVIDUAL CONTRACTS

- A. Newly hired bargaining unit members, including regular hourly rate and per diem employees, shall be given written contracts for their employment which shall be for a period of not more than one (1) year. If such employees are rehired, their subsequent contract shall be for a period of two (2) years.
- B. For bargaining unit members hired on or after 1/1/97, if the contract of a bargaining unit member is again renewed, the subsequent contract shall be for a period of three (3) years. After completion of the three (3) year contract, if the contract of the bargaining unit member is renewed, the employee shall be given a continuing contract.
- C. The Board of Education shall give written notice of its intent not to re employ an employee on or before June 1st of the year his/her contract expires. If said notice is not received on or before June 1st, the employee may terminate his/her contract

of employment thirty (30) days subsequent to the filing of a written notice of such termination with the Treasurer of the Board.

- D. The number of contract days shall be specified on each individual contract.

## ARTICLE 9

### WORKROOM SPACE

- A. A faculty/SSP Workroom is provided at each school building in accordance with the Agreement of both bargaining units. The following equipment and supplies will be shared by both bargaining units and will be maintained and kept in good repair:
  - 1. Phone
  - 2. Bulletin Board
  - 3. Tables
  - 4. Chairs
  - 5. Sink, where plumbing is available
  - 6. Refrigerator
  - 7. Computer and printer
- B. Separate restroom facilities for both men and women staff shall be provided. Such restrooms shall not be student restrooms. These facilities shall be shared with the other bargaining unit members and administrative staff.

## ARTICLE 10

### EVALUATION

- A. Every employee shall be evaluated once a year by his/her immediate supervisor.
- B. Any written employee evaluation form shall be shown to and signed or initialed by the employee prior to inclusion of the form in that employee's personnel file. The refusal of any employee to initial or sign the form will not bar the inclusion of that form in the employee's personnel file if the appropriate supervisor certifies, in writing, that the evaluation form was shown to the employee and that the employee refused to initial or sign it.
- C. Any employee may include in his personnel file any written reply to any evaluation form.

- D. A copy of the evaluation shall be given to the employee no later than ten (10) days after the evaluation has taken place.

## ARTICLE 11

### BREAK SCHEDULE

- A. Employees shall schedule breaks with their individual supervisors.
- B. Aides whose duties include the individual needs of a student shall not be required to eat at the same time these aides assist students to eat.
- C. Aides, regardless of their duties, shall be provided a lunch break to eat lunch without caring for students and provided any other breaks they are entitled to.

## ARTICLE 12

### REDUCTION IN FORCE

Where it becomes necessary because of economy, consolidation or abolishment of functions, curtailment of activities or otherwise, the Board determines it necessary to reduce the size of the work force, such reduction shall be made in accordance with the following provisions:

- A. The Superintendent shall inform the Association President and the member(s) affected of the positions he will recommend for elimination at least thirty (30) calendar days prior to the first day of the reduction in force.
- B. The employees to be reduced shall be determined by seniority based upon continuous service in the school district and shall be placed upon a Reduction in Force list from which the employee(s) with the least seniority within the classification(s) where the reduction in force is to take place shall be the first person(s) to be reduced. Classifications shall be as follows: custodian, head cook, cook, aide, media coordinator aide, clerical aide, building and grounds coordinator, bus mechanic, bus driver, interpreter, secretaries, maintenance chief, and any other classification added by bargaining according to Article 1 Section A.
- C. An employee who receives a layoff notice because he is the least senior employee in a classification which is being reduced shall have the right to bump the least senior employee in another classification provided the following conditions are met:

1. The employee who wants to exercise the right to bump must have previously worked in the classification (on a permanent basis in the district) into which he wants to bump.
  2. The employee must still possess the qualifications to immediately perform the work in the classification he wishes to bump into.
  3. The employee who receives a layoff notice and feels he has bumping rights shall notify the Superintendent in writing no later than two (2) working days after he receives the layoff notice. In this written notice, the employee shall identify the classification into which he wants to exercise a bump.
  4. The employee who is exercising this bump must have more seniority than the employee he is bumping and the least senior employee in that classification will be bumped and receive a layoff notice.
  5. The thirty (30) calendar day notice requirement in provision (A) above only applies to employees who receive an initial layoff notice and not to employees who are bumped.
  6. A bumped employee may also exercise a bump if he has the seniority and qualifications as outlined in the Article.
- D. In the event of equal seniority for any provisions of this contract, the tie breaking procedures in order of priority are:
1. Previous interrupted service in the school district
  2. Length of service in other school districts
  3. Coin flip in presence of an Association representative
- E. Unpaid leaves of absence shall neither count for nor interrupt continuous service, unless otherwise provided by law.
- F. An employee shall not lose seniority when he/she changes assignment to a different position, department or building.
- G. An employee whose name appears on the Reduction in Force list will be rehired when a position becomes available for which he/she is qualified in reverse order of layoff. In the event that a vacancy(s) is determined by the Board to exist, the Board shall recall the employee to active employment status by giving written notice to the employee. Said written notice shall be sent to the employee by registered or certified letter addressed to the employee's last known address. It shall be the responsibility of each employee to notify the Board of any change in

address. If the employee fails to accept active employment status within five (5) calendar days from the date actual notification was delivered or seven (7) calendar days from the date of mailing, said employee shall be removed from the Reduction in Force (Recall) list and shall be considered to have resigned from the district with no further employment right with the District. Written notification of recall shall also be sent to the Association President. A member shall retain his/her rights to recall for a period of twenty-four (24) months from the first day of the layoff.

- H. During the period of layoff, the employee's seniority shall remain unbroken, but shall not accumulate. The employee shall maintain all accumulation of sick leave days, and shall retain his/her salary schedule placement.
- I. The Superintendent will furnish Association by October 15 with seniority lists of all employees showing each employee's date of original employment and present assignment
- J. Employees on lay off shall be provided the right to maintain insurance coverage under the terms provided for by federal law and for the duration required by federal law.

## ARTICLE 13

### EMPLOYMENT PROVISIONS

#### A. Personnel File

1. Any member shall have the opportunity, upon request, during regular office hours, to review his/her personnel file. No document shall be removed from the file without the express written consent of the custodian of the file. Said custodian may require that such review be in the presence of such custodian or his/her designee. Copies of any document may be secured from the member's personnel file upon payment of a fee by the member to cover the actual expense of such copy. If the member disputes the accuracy, relevance, timeliness or completeness of information on him/her maintained in said file, he/she may request in writing that such disputed material be removed from the file. Such request shall specifically identify the material objected to and the basis for the dispute. If such request is denied, the member shall be permitted to attach a rebuttal statement to any information in his/her file.
2. The Superintendent shall remove any information which is inaccurate, in accordance with ORC 1347.09 and 149.43. Anonymous letters shall not be placed in the member's personnel file. A bargaining unit member will be

notified in writing and given a copy of any document added to or removed from his/her file within three (3) business days. The accuracy of documents, the addition of documents, and the removal of documents shall be subject to the grievance procedure.

3. Bargaining unit members shall be informed whenever any person (other than employees or agents of the Board) has requested to view their personnel files, unless such person demonstrates to the administrator that he/she has the legal authority to require that the investigation be kept confidential. The name(s) of the persons so requesting shall be made known to the employee, unless confidentiality is required as is stated above, and if the employee is present in the school district at the time of the viewing, the employee shall be given release time to witness the viewing.
4. All personal information maintained by the school district which relates to members shall be kept in accordance with Ohio Revised Code 1347. There shall be only one (1) personnel file for each bargaining unit member.

#### B Activity Passes

1. Each employee shall be given two (2) free admissions to all extra-curricular activities held at any school building within the Zane Trace Local School District during the school year. One shall be for the employee, and the other shall be for one other person designated by the employee. The pass for the employee shall be one color and the pass for the guest shall be another color.

Retirees of the Zane Trace Local School District shall be eligible to receive lifetime passes upon the effective date of his/her retirement provided the retiree notifies the Treasurer's Office in writing no later than thirty (30) days from the retiree's effective date of retirement that he/she would like these passes. Upon receipt of such notification, the Treasurer shall include the lifetime passes in the retiree's final paycheck from the district.

2. During the first week of any school year, Activity Cards pursuant to Section A above shall be issued to each employee. Such cards shall state the name of the employee or "Guest of [employee name]."
3. Entrance to all activities pursuant to this section shall be free upon the presentation of the card.
4. Activity cards are good for two (2) admissions only for use by the employee and one guest.

C. Health and Safety

Employees are encouraged to submit their concerns over potentially unsafe working conditions to their supervisors.

D. Employee Schedules

Employees shall be notified at the beginning of each school year of the calendar of days during which they will perform their individual duties for that year. Any changes to that calendar must be made in writing to the employee(s) affected.

E. Non-Smoking Policy

There shall be no use of tobacco by any person within any facility in the Zane Trace Local School District or on any Board-owned vehicle.

"Use of Tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco.

"Person" shall include all employees of the district, whether on regular contract or casually employed.

"Facility" shall mean any structure or area physically present within school district boundaries, with the exception of personally owned automobiles/vehicles of employees.

F. School Calendar

The Association shall be provided the opportunity of input into the school calendar prior to adoption of the calendar by the Board.

G. Cafeteria Uniform Smocks

All personnel employed in the cafeteria shall wear a smock as well as shoes provided by the Board when performing job duties, unless directed or permitted otherwise by the cafeteria supervisor. Each employee shall be provided three (3) smocks and one (1) pair of shoes per year at the Cafeteria Department's expense. Smocks will be replaced as needed based on wear and tear.

H. Cleaning and Inspections

The Board may require various job classifications to meet certain cleaning and inspection requirements for the job. Any inspection and cleaning requirements will not create any out of pocket expense for the employees. The Board shall follow the provisions of Article 27 - Discipline and Discharge when addressing an employee not meeting the above requirements.

- I. Any bargaining unit member who the Board of Education sends to complete training or coursework to become more proficient in the bargaining unit member's current position, upon successful completion of such training or coursework, shall be reimbursed the cost of such training or coursework by the Board of Education if the Board of Education does not pay the costs of such directly. Such payment shall occur no later than twenty (20) work days after the bargaining unit member has presented the Superintendent with documentation of successful completion of such training/coursework.
- J. The Board will pay up to fifty dollars (\$50) of the cost of state and federal background checks required by Ohio Revised Code for all bargaining unit members.
- K. Any custodial bargaining unit member whose permanent, regular work schedule is second or third shift shall receive a shift differential in the amount of thirty-five cents (\$.35) per hour. This differential shall not apply to bargaining unit members who only substitute or temporarily transfer to the second or third shift. This differential shall only apply to permanent custodial employees who actually work second/third shift. This differential shall also not apply to custodial employees during the summer months.

## ARTICLE 14

### BUS DRIVERS PROVISIONS

- A. Pay for Shuttle Routes
  1. Upon the resignation, retirement, non-renewal, or termination of this bargaining unit member any bargaining unit member driving a van route/shuttle shall receive his/her hourly rate with pay not being for less than 30 minutes per day if shuttle goes beyond the hours of his/her normal route. The Board agrees to increase the shuttle route rates by the same amount as the base salary increase(s). Full-time drivers will have first option to these routes through the bid process as attached in Appendix A.
  2. Any driver assigned to pick up or deliver students will be paid his/her regular full-time salary if the assignment occurs outside the regular day (4 hr.) Pay will be for not less than 30 minutes.
  3. When a driver is required by the Superintendent or building principal to meet with a parent outside their regular working hours, the driver will be paid the regular hourly rate for that driver. Compensation will be provided only for the

duration of the meeting. Pay will be made on time sheet in 30 minute increments.

B. Extra Trips/Cancellation Pay

All full time bus drivers shall be offered any and all extra trips before those trips are offered to substitute drivers. If a driver is offered an extra trip in accordance with the attached procedures in Appendix A, and if the extra trip conflicts with the driver's regular route run(s) on the day in question, then the driver will be required to give up the part of his/her route that conflicts with the extra trip, i.e. A.M., or P.M. However, if no substitute is available then the driver shall be required to make his or her regular route run(s) rather than the extra trip. Every effort shall be made by the Board to award extra trips to regular drivers before substitutes. When possible, extra trips shall be made available after the drivers' regular routes. The Transportation Supervisor shall be responsible for obtaining substitute drivers, from the list of Board approved full-time and substitute drivers.

Extra trips may be subcontracted when the trip is not paid from the district's general fund.

Extra trips shall be reimbursed at the regular rate of pay for bus drivers up to a maximum of 17 hours per trip per day.

Maps with the directions will be provided to the driver with the trip tickets.

If a driver is assigned to drive an extra trip and arrives at the trip departure site and is notified of the trip's cancellation at that time, he shall receive two (2) hours pay at his regular rate of pay. If the driver is notified prior to departing his/her home, such pay will not be applicable.

Bus drivers shall be reimbursed for extra trips at the regular rate of pay for actual time driving to and from destination including "down time" (time waiting at destination to make the return trip).

Any driver required to remain at the event location overnight shall be reimbursed for meals and lodging, up to a maximum established in Board policy. If a driver is not required to stay overnight but voluntarily elects to remain at the event location, he shall be responsible for his own meals and lodging.

Bus drivers will not be paid for any pre-trip inspection time for extra trips provided the bus and driver remain the same. For those trips that occur on days when school is not in session, bus drivers will be paid for fifteen (15) minutes of pre-trip inspection time.

Procedures for receiving extra trips shall be in Appendix A.

### C. Maintenance and Repair Pay

1. If a driver has to wait longer than one (1) hour for maintenance/repair services, he/she shall be paid for time spent beyond the one (1) hour period. However, in order to qualify for this pay, the driver shall notify his/her supervisor that one (1) hour has gone by and that he/she is now eligible for maintenance and repair pay until he/she is off duty. Failure to notify the Supervisor will make the driver ineligible for such pay. If it is necessary and approved by supervision that the driver use his/her vehicle while awaiting completion of maintenance/repair services, pay shall be given for mileage in accordance with Article 20.
2. Pre-trip: Drivers will be required to conduct a daily pre-trip inspection in the morning prior to his/her route. Daily pre-trips need to be recorded in the pre-trip forms and turned in to the supervisor every two weeks.
3. Semi Annual Cleaning: Drivers will be required to conduct a major cleaning of their buses two (2) times per year. The drivers shall receive \$50.00 per cleaning contingent upon the driver's bus passing inspection.
4. Cleaning Inspections: In addition to the above cleaning requirement, the drivers will be required to pass a standard cleaning inspection of their buses four (4) times per year. Two (2) of the inspections will be announced well in advance allowing the drivers time to prepare their buses. The remaining two (2) inspections shall be unannounced. If the bus passes this standard inspection, the driver will receive thirty (30) dollars per passed inspection.
5. Cleaning Materials shall be approved and provided by the Board.

### D. Bus Routes

1. All vacant bus route runs shall be filled by bid in accordance with Article 6.
2. In the event at some later date (after initial bids are accepted) a new run or a run becomes available because of a driver's termination of employment, it shall be posted and bid in accordance with Article 6.
3. Each driver shall be required to attend an in-service/orientation meeting to be held at the beginning of the school year. Such day shall be compensated at the driver's regular rate of pay. The Transportation Supervisor and the On Board Instructors will develop the in-service/orientation program. The program will include a review of the Zane Trace bus driver's manual, state mandates, district regulations, any new safety regulations, and the student handbooks for the respective schools.

4. If bus drivers are reassigned from one route to another, all drivers involved in such reassignments shall be invited to a meeting to discuss such reassignment(s), in order for the administration to get input from the staff prior to changes in assignments.

E. Bus Driver Qualifications

1. All bus drivers employed by the Board shall meet the qualifications set forth in state law, including O.A.C. 3301-83-06.
2. The Board will pay up to fifty dollars (\$50) of the cost of state and federal background checks required by Ohio Revised Code for all bargaining unit members.
3. Bus Driver Insurability.
  - a. A bus driver who is determined to be uninsurable under the Board's fleet insurance shall forfeit his/her employment as a bus driver. The insurability requirements under the Board's fleet insurance policy shall be provided, in writing, to bus drivers annually at the bus driver in-service meeting referenced in Section 15.04(C). Written notice of any amendments to the insurability requirements shall be provided to bus drivers immediately upon the Board's receiving notification from the insurance carrier of any changes.
  - b. The Board shall follow the provisions of Article 26 - Discipline and Discharge when addressing a driver not meeting the above qualifications.

F. On Board Instructors

Zane Trace drivers who are certified to be On Board Instructors shall be responsible for the recertification of Zane Trace drivers as provided by Ohio Law and regulations. On Board Instructors shall receive their hourly rate of pay for all time spent with drivers they recertify.

Zane Trace On Board Instructors will be rotated. If the next instructor on the rotation is unable to instruct it goes to the next instructor in rotation.

Any driver who is unsuccessful in recertifying, after two (2) attempts, will be assigned to and On Board Instructor from the ODE Area Coordinator.

In the event the Zane Trace School District engages in a reciprocal agreement with another district to utilize each district's On Board Instructor, such recertification can be invoked.

G. Driving Schedule

Every driver shall have a regular scheduled run. The runs shall be guaranteed at four (4) hours per day.

Routes regularly in excess of four (4) hours will be paid in increments of fifteen (15) minutes or greater fraction thereof.

The time calculated for runs shall include within the four-(4) hour guarantee the following:

1. Loading time
2. Sweeping school bus ( twice a week)
3. Fueling school bus.

H. Bus Driver Safety

1. Communications

All bus drivers shall be provided with communications devices that are in good working order and have a range, whenever possible, that covers the entire territory of their routes. The Transportation Supervisor or designee shall be available, absent illness or emergency circumstances, to speak with drivers while the drivers are on their regular school day routes.

2. Student Behavior

The Board of Education shall strictly enforce its policy regarding the disciplinary suspension of students from bus riding privileges when students' conduct merit such a suspension. If a driver believes a student's misconduct on the bus is a top priority deserving of discipline, the driver will escort the student to the Principal's/Designee's office as soon as possible after the completion of the route or by the next school day. The decision to impose such a suspension rests solely with the administration or the Board. The reporting driver will be notified of the discipline imposed as soon as possible.

3. Bus drivers shall be provided any and all medical information of students needed to ensure the safety of students riding their buses. This information shall be stored so as to provide confidentially.

I. Drivers are required to leave his/her bus at the garage for the days he/she is requesting off. This does not apply to emergency sick leave. The driver is

responsible for providing their own transportation when dropping and picking up bus.

## ARTICLE 15

### PAY PROVISIONS

#### A. Overtime/Premium Pay

1. All overtime shall be offered to employees within classification/building/shift on a rotation basis recognizing seniority for the first rotation of overtime. Compensatory time shall be accumulated and used in accordance with the Fair Labor Standards Act.
2. All employees shall be paid at the rate of one and one half (1 1/2) times their regular rate of pay for all hours worked in excess of forty (40) in any one week. When computing overtime, holidays shall be counted as days worked.
3. All employees who work eight (8) hours a day shall receive eight (8) hours holiday pay for all legal holidays they are entitled to by contract in the employee's workweek. All employees who work less than eight hours shall be paid holiday pay for holidays they are entitled to by contract for the number of hours they would have worked.
4. In lieu of payment of monies earned in overtime, employees shall, at their option, be allowed to take compensatory time off. Compensatory time off shall be earned at the appropriate rate of overtime. Compensatory time must be used within thirty (30) days of being earned or as mutually agreed to between the employee and the immediate supervisor.
5. Employees shall be granted compensatory time off only on a schedule approved by the appropriate administrator.
6. Cooks who are required by their supervisor to work more than six hours a day shall be paid their hourly rate for all time over six hours per day. Cooks who are required by their supervisor to work more than forty (40) hours in a work week shall be paid time and one-half their hourly rate of pay for every hour worked in excess of forty (40) hours in a work week.
7. A "Maintenance Chief" shall receive an additional five percent (5%) of his/her salary schedule for being on call on weekends and evenings, and for being responsible for heat and all maintenance and building checks.
8. When any bargaining unit members are required by the employee's supervisor to work any of the paid holidays or Sundays, he/she shall be paid

one and one half (1 1/2) times his/her regular rate of pay. The employee may elect, in lieu of payment, to take one and one half compensatory time which will be taken at the employee's discretion as long as the time is taken within the same contract year.

9. Custodians shall be offered the opportunity to work ball games, parties or other activities and events. If no custodian accepts the assignment, a sub will be called.

B. Call In Pay

1. Any bargaining unit member who has completed his/her regularly scheduled work day and is called back to work shall receive a minimum of two (2) hours pay at the applicable rate in addition to regular pay due the employee on that day. This two hours pay shall also apply to pay for any driver who is required by supervision to finish a route for another driver. This call in pay does not include time worked immediately prior to or immediately following an employee's regular workday, which shall be compensated at the applicable hourly rate.
2. Such call in time shall be authorized by the supervisor. The intent of this provision is to provide a minimum entitlement of paid hours for employees who are asked to return to work outside of regularly scheduled work hours.
3. This provision does not apply to maintenance employees who annually receive a premium to do building checks, maintenance, etc.

C. Temporary Transfers

A member who is temporarily assigned to a position with a rate of pay greater than the rate he is regularly paid shall receive payment in accordance with the step that is equal to his/her seniority in the pay scale for the job he/she is temporarily transferred.

## ARTICLE 16

### CALAMITY DAYS

- A. All employees shall be paid their appropriate rate of pay for all days or part of a day when schools in which they are employed are closed due to an epidemic or other public calamity, to a maximum of five (5) days. If schools are closed due to an epidemic or other public calamity more than five (5) days, and the State or Ohio requires those days to be made up, employees will be required to perform their

duties in a regular manner on scheduled make up days. If the State of Ohio waives calamity days beyond five (5), employees will not be required to make up such days beyond five (5).

- B. Any employee who is called into work by an administrator of the district on a calamity day shall be granted compensatory time off hour for hour of work in addition to the appropriate rate of pay for the day as outlined in paragraph (17.A) above.

## ARTICLE 17

### HOLIDAYS

- A. All bargaining unit members shall be granted the following holidays and/or recess days:
  - B. 9 and 10 Month Employees
    - 1. New Year's Day
    - 2. Martin Luther King Day
    - 3. President's Day
    - 4. Good Friday
    - 5. Easter Monday
    - 6. Memorial Day
    - 7. Labor Day
    - 8. Thanksgiving Day
    - 9. Friday after Thanksgiving Day
    - 10. Christmas Day
  - C. 11 and 12 Month Employees shall receive all holidays/recess days as listed above, plus July 4th, Christmas Eve and New Year's Eve.
  - D. Any holiday which falls on Saturday will be observed the preceding Friday and if the holiday falls on Sunday it will be observed the succeeding Monday.
  - E. In order to be paid for the holiday, a member must work the last scheduled shift prior to the holiday and the first scheduled shift following the holiday unless the member is on approved vacation and personal leave.

## ARTICLE 18

### VACATIONS

- A. All bargaining unit members who work for eleven or twelve months during the calendar year shall be granted paid vacations (excluding holidays as specified in Article 18).

1 - 10 years	10 days
11 - 20 years	15 days
21 years - 29	20 days
30 or more years	25 days

- B. Upon separation from employment, a bargaining unit member shall be entitled to compensation at his/her current rate of pay for all lawfully accrued and unused vacation leave to his/her credit at the time of separation. In case of the death of a bargaining unit member, such accrued and unused vacation leave and prorated portion for the current year shall be paid to his/her estate.

For the purpose of this section, a full time employee is a person who is in service for not less than eleven months in each calendar year.

- C. Vacation taken during the regular school year will require the bargaining unit member to request the leave and work with the administration as to the times to be taken, with the administration having the final approval. Employees will not be recalled from vacation unless an emergency exists. If recalled, the employee shall reschedule the vacation days, with the administration's approval, or shall be permitted to accumulate such vacation days into the next year.
- D. A "year" for purposes of this Article shall commence on the first day of employment, and a new "year" shall begin the day after the anniversary date of the employee. No employee shall receive vacation in their first year of service.
- E. An employee using vacation time when the district closes for all or a portion of a day shall not have his/her vacation time deducted for such day or portion of the day.

## ARTICLE 19

### MILEAGE

The Board will reimburse employees who are on Board approved business under the direction of the Administration at the IRS rate per mile.



**ARTICLE 20**  
**SEVERANCE PAY**

- A. Severance pay shall be granted in the amount to be determined by multiplying the daily rate of the employee's pay at retirement by one-third (1/3) the total number of accumulated but unused sick days. Any employee who has 180 or more days of accumulated and unused sick leave, shall receive 60 days of severance pay.
- B. By receiving payment of this unused sick leave, an employee would forfeit all accrued and unused sick leave at the time of retirement. Should the employee elect to give up retirement and return to full-time employment, the employee would be credited with zero days of accrued sick leave. Substitute work would not be affected.
- C. Such payment shall be made only once to any employee.
- D. An employee must actually retire from either the Teachers' or School Employees' Retirement System before being eligible for severance pay benefits. Employees shall receive payment after providing proof of service retirement from the appropriate retirement system.
- E. Written notice of eligibility for severance pay shall be given to each employee deemed eligible under Board of Education Policy. Said employee shall, within 120 days after receipt of such notice, elect either a transfer of the unused sick leave or a severance payment. Failure of the employee to apply for either option within that time will cause the Board of Education to make such severance payment.
- F. Incentive for Early Notice of Retirement

Employees who give written notice of intended retirement on or before March 1 of the year in which they intend to retire will be paid \$1,500 in their last paycheck. The written notice will state the effective date of retirement.

**ARTICLE 21**  
**INSURANCE PROVISIONS**

- A. Life Insurance

The Board will pay for a group term life insurance policy up to the amount of \$25,000 covering its full time employees. The amount, \$10,000 term life insurance will be paid for those working up to a period of four (4) hours per day over a 180

day school year. Life insurance will be reduced to 50% for any bargaining unit member over 70 years old.

B. Dental Insurance

The Board shall purchase, through a carrier licensed by the State of Ohio, dental insurance coverage which meets or exceeds the specifications of the plan in place on December 31, 1987, for each member of the bargaining unit, now or hereinafter employed, and his/her eligible dependents. The Board's contribution toward the purchase of such insurance shall be 100%.

**Base Plan Benefits**

Covered Expense	Individual Deductible (per calendar year)	Family Deductible (per calendar year)	Coinsurance Amount
Class I	None	None	100%
Class II	\$25.00	\$50.00	80%
Class III	\$25.00	\$50.00	50%
Class IV	None	None	50%

To encourage early detection of dental disease and to allow all participants a benefit from the plan each year, the deductible is waived and 100% of the Reasonable and Customary charges will paid for all Class I Services.

CALENDAR YEAR MAXIMUM (for all Class I, II, & III expenses) \$1,500 per person.

ORTHODONTIC LIFETIME MAXIMUM (for all Class IV expenses) \$1,000 per person.

Summary of Coverage  
\$25.00 Calendar Year Deductible

Class I  
(Preventive & Diagnostic)

Routine Oral Exams once every 6 months  
 Teeth Cleaning once every 6 months  
 Fluoride Treatments once every 12 months  
 Treatment of Gum  
 Space Maintainers  
 Diagnostic X Rays  
 Tests and Lab Exams

Class II  
(Basic Restorative)

Fillings  
 Amalgams, Silicate, Acrylic  
 Root Canal  
 Therapy  
 Initial Disease  
 Repair of Bridge Work and  
 Dentures  
 Extractions & Oral Surgery  
 General Anesthesia, only if  
 medically necessary

100%	80%
Class III (Major Restorative)	Class IV (Orthodontic)
Inlays, Onlays, Gold Fillings, Crown Restorations Retention Installation of Appliances Not Partial or Full	Full Banded Orthodontic Treatment Appliances for Tooth Guidance Appliances to control harmful habits
Removable Dentures Initial Installation of Fixed Bridgework Replacement of Existing Bridgework or Dentures	Treatments in connection with full banded treat
50%	50%
Calendar Year Maximum	\$1,500 per Person
Lifetime Maximum	\$1,000 per Person

C. Hospital/Surgical/Major Medical Insurance

1. Bargaining unit members who work less than four (4) hours per day may elect family or single health insurance coverage with the Board paying forty percent (40%) of the single or family premiums.
2. The Board shall purchase, through a carrier licensed by the State of Ohio, hospital/surgical insurance coverage which meets or exceeds the specifications below for each member of the bargaining unit, now or herein after employed, and his/her eligible dependents. Eighty percent (80%) of the family premium and one hundred percent (100%) of the single premium of such insurance shall be paid by the Board. All employees hired on or after July 1, 2001 who elect single coverage will pay 10% of the single coverage premium.

Employees may change their enrollment in family or single coverage from August 15 to September 15 and from February 15 to March 15. Exceptions may be made by the Superintendent in case of emergency (e.g. status change).

- C. The parties agree to set up a joint committee to address health care issues and cost savings measures.

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
Deductible (calendar year) Single Family	None None	\$200 \$400
Co-Insurance Out-of-Pocket Maximum (calendar year) Single	\$0.00	\$400 (20% of the first \$2,000 in covered charges)
Maximum Out-of-Pocket (calendar year) Deductible & Coinsurance Single Family	\$0.00 \$0.00	\$600 \$1,200
Prescription Drugs (Retail Pharmacy)	\$10 per generic RX/\$15 per brand RX for a 31 day supply (Includes Oral Contraceptives)	50% after deductible
Prescription Drugs (Mail Order)	\$10 per generic RX/\$15 per brand RX for a 90 day supply (Includes Oral Contraceptives)	Not a Benefit
Well Baby Care & Immunization to 12 months of age	\$10 copay	80% after deductible
Well Baby Care age 1 to 9	\$10 copay	80% after deductible
Labor Room	100%	80% after deductible
Delivery Room	100%	80% after deductible
Newborn Care	100%	80% after deductible
Newborn Hospital	100%	80% after deductible
Routine Adult Physical - Age 9+	\$10 copay	80% after deductible
Outpatient Office Visits (with diagnosis)	\$10 copay	80% after deductible
Cataract Vision Exam	\$10 copay	80% after deductible
Allergy injections with office visit	\$10 copay	80% after deductible
Routine Pap Smear	\$10 copay	80% after deductible
Screening Mammography (explain limits)	100%	80% after deductible
Diagnostic Mammography	100%	80% after deductible
Chiropractor X-rays	Covered under out-of-network	80% after deductible
Chiropractic Office Visits	Covered under out-of-network	80% after deductible; Limit of 30 visits per year
Physical Therapy Occupational Therapy	100%; 60 visits combined in and out-of-network, thereafter if Medically Necessary	80% after deductible
Supplemental Accident Benefit	Emergency Medical Care covered with \$50 copay (waived if admitted)	Emergency Medical Care covered with \$50 copay (waived if admitted)
Urgent Care	\$10 copay	80% after deductible
Emergency Room	Emergency Medical Care covered with \$50 copay (waived if admitted)	Emergency Medical Care covered with \$50 copay (waived if admitted)
Ambulance (Medically Necessary)	100%	100%
Durable Medical Equipment	100%	80% after deductible

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
Oral Surgery (In-Patient Hospital)	100%	Must establish medical necessity; 80% after deductible
Jaw Surgery (Medically Necessary)	100%	80% after deductible
Accidental Dental Traumas	100%	80% after deductible
TMJ Services	100%; \$1,000 lifetime maximum benefit (in and out)	80% after deductible; \$1,000 lifetime maximum benefit (in and out)
Inpatient Hospital Semi-Private Room	100%	80% after deductible
Inpatient Therapy	100%	80% after deductible
Physician Consultation Inpatient	100%	80% after deductible
Psychiatric & Substance Abuse Outpatient	\$10 copay per visit 50 visits per calendar year (combined)	80% after deductible; limited to 50 visits per calendar year (combined with in-network) Co-insurance does not contribute toward stop loss coverage
Psychiatric and Substance Abuse Inpatient Hospital (semi-private room)	100%; 60 day maximum per calendar year (combined)	80% after deductible; 60 day maximum per calendar year
Hospital Doctor Visits	100%	80% after deductible
Anesthesia	100%	80% after deductible
Emergency Surgery	100%	80% after deductible
Inpatient Surgery (Medically Necessary)	100%	80% after deductible
Intensive Care Unit	100%	80% after deductible
Cardiac Care Unit	100%	80% after deductible
Special Care Unit	100%	80% after deductible
Operating Room	100%	80% after deductible
Recovery Room	100%	80% after deductible
In-Hospital Path. & Lab.	100%	80% after deductible
Radiology	100%	80% after deductible
IV Solution and Supplies	100%	80% after deductible
Pre-Admission Testing	100%	80% after deductible
Diagnostic Testing & Laboratory (ex. x-ray, cat scan, MRI)	100%	80% after deductible
Home Health Care	100% 120 day maximum (in and out-of-network)	80% after deductible 120 day maximum (in and out-of-network)
Prostate Specific Antigen Test	100%	80% after deductible
Skilled Nursing Facility Care	100%	80% after deductible
Hospice (Terminally Ill)	100%	80% after deductible
Assistant Surgery	100%	80% after deductible
Personal Care Items	Not Covered	Not Covered
Human Organ Transplant (Tissue and Organ Combined)	100%	80% after deductible
Elective Abortions	100%	80% after deductible
Artificial Limbs/Eyes (Initial/Replacement)	100%; initial and replacement	80% after deductible; initial and replacement

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
Dialysis	100%	80% after deductible
Chemotherapy/Radiation- Outpatient	100%	80% after deductible
Second Opinion for Elective Surgery	100%	80% after deductible
Sterilization	100%	80% after deductible
Reversal of Sterilization	Not Covered	Not Covered
Infertility Treatment	100%/Diagnostic Only; Excludes artificial insemination and in-vitro fertilization	80% after deductible/Diagnostic Only; Excludes artificial insemination and in-vitro fertilization
Lifetime Maximum Benefit	Unlimited	\$1,000,000
Dependent Age Limit	19; 25 if full time student	19; 25 if full time student
Pre-existing Condition Waiting Period (New Hires)	None	None
Pre-existing Condition Waiting Period (Late Enrollees)	None, late enrollees only as allowed by HIPPA or at annual Open Enrollment	None, late enrollees only as allowed by HIPPA or at annual Open Enrollment
Health Care Management/ Pre-certification Requirements	Handled by network doctor	Yes, \$200 penalty if not pre- certified

#### D. Vision Insurance

The Board shall provide, through a carrier licensed by the State of Ohio, Vision Plus Insurance to be available at the employee's option at a monthly cost to the employee.

#### E. Insurance Waiver Incentive

1. Employees may choose to waive all medical coverage provided herein by giving written notice of such waiver to the Treasurer by August 1 of each school year. Employees must waive coverage for 12 consecutive months to become eligible for the waiver payment. Employees who waive single coverage will be paid \$1,400 and the employees who waive family coverage will be paid \$2,500 for each year they waive coverage. Payments shall be made in the first paycheck that follows the succeeding July 1 of each year in which they waive coverage. Once an employee waives coverage, he/she cannot seek to reenter the Board's insurance plan for a period of one (1) calendar year. Upon proof of loss of other coverage within one (1) calendar year after waiving coverage, employees who previously waived coverage from the Board may apply to reenter the Board's insurance plan during that calendar year. Reentry is subject to carrier guidelines. Employees who are hired after August 1 of any school year are not eligible to receive the insurance waiver incentive herein until after September 1 of the school year following the school year in which they are hired.

2. Where two (2) bargaining unit members are husband and wife, they shall have the option of electing either one (1) family or two (2) single plans. If they elect a family plan, they shall have the option of applying the Board's contribution for two (2) single plans to the cost of one family plan.

## ARTICLE 22

### PAYROLL PROCEDURES

#### A. Payroll Deductions

1. Upon receipt, the Treasurer shall make payroll deductions in the following areas, divided as equally as possible in twenty-six (26) deductions, or fewer if the employee begins duties after the year has begun:
  - a. Insurance programs
  - b. Tax sheltered annuities (5 participant minimum for each new annuity).
  - c. Savings Bonds
  - d. Banks, Savings and Loans, or any other banking institution (5 participant minimum)
2. Enrollment and/or alteration of deductions for tax sheltered annuities shall be accomplished between September 1 and September 30, and between January 1 and January 30. No addition or alteration may be made in deductions for tax sheltered annuities except during such time periods, except that if there is a retroactive pay settlement, a bargaining unit member shall be permitted to make changes in tax sheltered annuities within thirty (30) days of the time of Board ratification of such retroactive pay settlement.
3. Bargaining unit members currently enrolled in programs of tax sheltered annuities and/or credit unions shall be permitted to retain those programs.
4. The Board agrees to deduct membership dues of the Association, its unified affiliates and other affiliated organizations in the manner prescribed below:
  - a. The Association will inform each of its members and prospective members of the voluntary nature of their authorization for deduction(s) including the prescribed procedure for utilizing said authorization and the provisions and procedures for revoking an authorization.
  - b. The Association President or Treasurer shall submit all new signed authorization forms to the Treasurer of the Board during a period from September 1 to October 15 each year. The Board's Treasurer shall

deduct dues in equal installments, beginning with the first or second pay check coming due in October, and ending with the last pay period in June, excluding the thirteenth pay check of the year. Upon termination of employment, retirement, or leaving the bargaining unit, the remainder of the Association dues shall be deducted from the employee's final pay check.

- c. Written authorization for payroll deduction of dues shall be continuous from school year to school year. An employee may revoke such authorization by giving written notice to the Treasurers of both the Board and the Association between September 1 and September 30. Newly hired employees shall be permitted to sign up for late payroll deduction.
  - d. Following completion each month of dues payroll deduction, the Board's Treasurer shall remit the amount which was deducted to the Association Treasurer on corresponding pay period in check form made payable to ZANE TRACE SCHOOL SUPPORT PERSONNEL ASSOCIATION.
  - e. By October 15 of each year, the Association will notify the Board's Treasurer as to the total amount to be deducted per member. Such notification shall be in the form of a letter signed by the Association President or Treasurer. The amount to be deducted may not be changed more frequently than once each twelve (12) months.
  - f. The Association will indemnify the Board and its Treasurer against liability for all deductions made in accordance with these provisions provided the Board's Treasurer has received and is in possession of a duly signed authorization card.
5. There shall be no charge for any deductions specified herein.
6. Fair Share Fee

#### Right to Fair Share Fee

This provision will be applied to any bargaining unit members and all rehired retirees will be subject to fair share.

- a. Payroll Deduction of Fair Share Fee

The employer shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Zane Trace School Support Personnel Association, a fair share fee for the Union's representation of such non-members during the term of this contract. No non-member filing a timely demand shall be required to subsidize

partisan political or ideological causes not germane to the Union's work in the realm of collective bargaining.

b. Notification of the Amount of the Fair Share Fee

Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Union, shall be transmitted by the Union to the Treasurer of the Board on or about September 15 of each year during the term of this Contract for the purpose of determining amounts to be payroll-deducted, and the Employer agrees to promptly transmit all amounts deducted to the Union.

c. Schedule of Fair Share Fee Deductions

(1) All Fair Share Fee Payors

Payroll deduction of such annual fair share fees shall commence on the first pay date which occurs on or after January 15 annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of:

(a) sixty days employment in a bargaining unit position or

(b) January 15

d. Upon Termination of Membership During the Membership Year

The Treasurer of the Board shall, upon notification from the Union that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction. The deduction of said amount shall commence on the first pay date occurring on or after forty-five days from the termination of membership.

e. Transmittal of Deductions

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

f. Procedure for Rebate

The Union represents to the Employer that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Union and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.

g. Entitlement to Rebate

Upon timely demand, non-members may apply to the Union for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Union.

B. Methods of Salary Payment

1. Salary payments shall be made by direct deposit.
2. IRS Section 125 Plan

The Board shall provide to the extent available under the Internal Revenue Code and regulations (Section 125) a flexible spending account for the payment of unit members' insurance premium contributions on a pre-tax basis, and other contributions agreed to by the Board and the Association.

## ARTICLE 23

### SERS PICKUP UTILIZING THE SALARY REDUCTION METHOD

- A. The Board shall assume and pay, or pick up the mandatory employee contribution to SERS required for all SERS participants, subject to the provisions of this section, in lieu of payment of those contributions by said members. This Article shall be implemented at no additional cost to the Board.
- B. For the purposes of this Pickup Plan, total salary or salary per pay period for each member shall be the salary otherwise payable under their contracts and applicable Board policies. The total annual salary or salary per pay period of each member shall be payable by the Board in two parts: (1) deferred annual salary and (2) cash salary. A member's deferred salary shall be equal to that percentage of said member's total annual salary or salary per pay period which is required from time to time by the Ohio State School Employees Retirement System (SERS) to be paid

as an employee contribution by said member and shall be paid by the Board to SERS on behalf of said member as a "pickup" of the employee contribution otherwise payable by said member. A member's cash salary shall be equal to said member's total annual salary or salary per pay period less the amount of the pickup for said member and shall be payable, subject to applicable payroll deductions, to said member. The Board's combined total expenditures for members' total annual salaries or salaries per pay period otherwise payable under this section (including pickup amounts) and its employer contributions to SERS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

- C. The Board shall compute and remit its employer contributions to SERS based upon total annual salary or salary per pay period, including the "pickup". The Board shall report for federal and Ohio income tax purposes as a member's gross income said member's total annual salary or salary per pay period, less the amount of the "pickup". The Board shall report for municipal income tax purposes as a member's total annual salary or salary per pay period, including the amount the "pickup". The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.
- D. The "pickup" shall be included in the member's total annual salary or salary per pay period for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose.
- E. The Plan shall terminate immediately if any provision hereof is determined to be contrary to law or if employer pickup should no longer be authorized by the Internal Revenue Service, Ohio Attorney General or by the Ohio State School Employee's Retirement System.

## ARTICLE 24

### SALARY

0% the first year of the contract. Reopener for wages only for the remaining two years of the contract.

In addition, a one-time three hundred fifty (\$350.00) dollar salary adjustment for those not on a step, and a one-time salary adjustment for those with a step of Two Hundred (\$200.00) Dollars.

In computing salaries and hourly wages, applicable numbers shall be rounded in the nearest cent. The hourly wage provided in the salary schedule is the employee's rate of pay.

See Salary Schedules in Appendix B.

This contract has become effective as a binding contract July 1, 2014.

## ARTICLE 25

### SALARY SCHEDULE CREDIT

- A. A bargaining unit member who works and/or is under contract for 120 work days or more in any school year, shall be given credit for one year on the salary schedule for the year worked. Such a year shall also be counted for contract eligibility. All persons employed in the bargaining unit who are currently being given salary schedule credit for partial service worked shall retain such credit.
- B. Employees transferring to another hourly schedule position will retain all incremental service credit.
- C. When an employee takes a second (or third) position, the employee's seniority shall begin at the zero step in that hourly schedule unless the employee has previous experience in that classification (and has not left the district since that experience).
- D. When an employee goes down to one position, the employee's district seniority is retained on that hourly schedule and at that point this position is the prevailing position for seniority and hourly pay scale. Experience in all hourly schedules (classifications) shall prevail in Article 13 and Article 8 for this position.

## ARTICLE 26

### DISCIPLINE AND DISCHARGE

- A. No employee shall be disciplined without just cause and compliance with applicable provisions of this Contract. Grounds for discipline are incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance.
- B. In cases involving the discipline of an employee, the Board shall follow the principle of progressive discipline, including oral warning, written reprimand, suspension with or without pay, and termination, unless the Superintendent determines that special circumstances exist to warrant a deviation from the preceding steps.

- C. Employees will not be reprimanded in the presence of any other employee, students, or parents of students.
- D. In the event that it becomes necessary to suspend an employee, there shall be a preliminary hearing scheduled prior to the action. The employee shall have at least forty-eight (48) hours' notice of such hearing, unless the parties mutually agree to modify the time of the hearing. This hearing shall involve the employee, the Association's representative(s), the immediate supervisor, and the Board's representative(s). The employee shall be presented the specific allegations, will be provided the evidence substantiating the Board's investigation, and be given the opportunity to present evidence in his/her own defense. The Superintendent shall have the authority to suspend employees.
- E. It is recognized that an act of an unusually serious nature may prompt the Board to bypass one or more of the steps outlined above. Oral warnings and written reprimands will cease to have any force and effect and will be removed from the employee's personnel file twelve (12) months after the effective date of the reprimand provided there are no intervening reprimands or suspensions during the twelve (12) month period. Notices of suspensions shall be removed from personnel files after twenty-four (24) months if there have been no intervening reprimands or suspensions. However, previous notices of suspensions that have been removed from a personnel file may be taken into consideration should the employee commit similar misconduct in the future.
- F. Reprimands shall be subject to challenge under the grievance procedure; however, the employee may attach a written rebuttal to the reprimand. In addition to having the right to attach a written rebuttal to a notice of suspension, the employee may challenge a suspension under the grievance procedure. In determining whether "just cause" exists, the arbitrator shall determine whether cause for the discipline existed and whether the amount of the discipline was proper under the circumstances.
- G. Termination of an employee shall be in accordance with ORC 3319.081 and will be processed through the Court of Common Pleas. Termination shall not be subject to challenge under the grievance procedure.

## ARTICLE 27

### PRINTING OF MASTER AGREEMENT

- A. The Board shall provide a professionally printed Master Agreement to every member of the bargaining unit following ratification of the Agreement.

- B. The President of the Association shall be given fifteen (15) copies.
- C. The Agreements shall be distributed within one month following ratification by both parties provided printing facilities can accommodate the request and the final draft has been approved by both parties.
- D. Each newly hired employee shall be issued a copy of the agreement upon employment in the district.
- E. The costs of printing shall be borne by the Board.
- F. Pocket size, if possible.

## **ARTICLE 28**

### **NO STRIKE**

The Association does hereby affirm and agree that during the effective period of this Agreement, it will neither directly or indirectly call, sanction, encourage, finance, or assist, nor shall any employee instigate or participate in any strike as defined in ORC 4117.

## **ARTICLE 29**

### **CONTRACT MAINTENANCE**

- A. The Board shall revise its policies and take all appropriate steps in order to comply with this contract.
- B. The Board and the Association acknowledge that during negotiations which preceded this Agreement, (as contained in the Agreement Booklet with appendices), each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of collective bargaining/negotiations and that all the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in written provisions in this Agreement.

Except as provided for herein, or by mutual agreement, or by order of court of competent jurisdiction, or by order of SERB, any matters or subject not covered

herein have been waived by the parties for purposes of negotiations for the life of the Agreement. All other previously negotiated agreements not incorporated herein are null and void and of no further force and effect.

- C. Except as specifically set forth in Section 4117.10(A) of the Ohio Revised Code, this contract supersedes and prevails over all statutes of the State of Ohio and all policies, rules, and regulations of the Board and/or administration. However, should the State Employment Relations Board or any court of competent jurisdiction determine, after all appeals or times for appeal have been exhausted, that any provision herein is unlawful, such provision shall be null and void, but all other provisions of this contract shall remain in full force and effect.

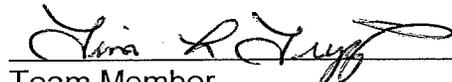
### ARTICLE 30

#### DURATION

This contract shall be effective July 1, 2014 through June 30, 2017.

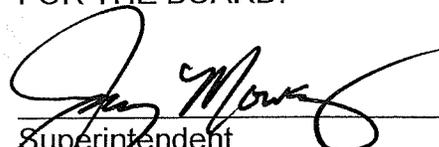
FOR THE ASSOCIATION:

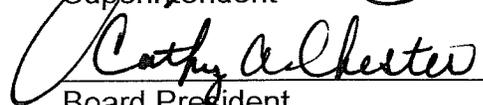
  
\_\_\_\_\_  
Association President

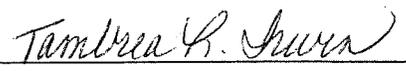
  
\_\_\_\_\_  
Team Member

  
\_\_\_\_\_  
Team Member

FOR THE BOARD:

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
Treasurer

## Membership Dues Deduction Form – ZTSSPA

I hereby authorize the Treasurer of the Zane Trace Local Board of Education to deduct from my earnings the dues of the Association and its affiliates in keeping with provisions of the negotiated agreement between ZTSSPA and the Board. In the event my employment is terminated or if this authorization is revoked, I agree that the balance of dues not deducted during that school year will be deducted from my final payroll check in the case of termination or from my next payroll check in the case of revocation.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## APPENDIX A

### Procedures for Extra Trips

- A. Meeting shall be held prior to the fall, winter, and spring seasons for the purpose of selecting extra trip assignments. Attendance shall be voluntary. Drivers must be present at the drawing unless they are sick or have a trip.
- B. At these meetings, drivers shall be provided with a list of the scheduled extra trips for that season with the estimated length of each trip, the scheduled start time for each trip, and number of hours for a trip on the draw sheet. Bidding shall be by seniority.
- C. When a driver accepts an extra trip that he/she cannot take, the trip assignment must be turned in to the Bus Supervisor no later than two weeks before the date of the trip. The only exception shall be if the driver is on authorized leave the day of the extra trip.
- D. Unscheduled trips that arise during a season shall be staffed according to the following procedure:
  1. Unscheduled extra trips shall only be available to those drivers who at the beginning of each school year indicated to the Bus Supervisor that he/she would like to be considered for unscheduled extra trips (form developed to indicate interest).
  2. After determining who is eligible for the trip, the Bus Supervisor shall offer the unscheduled extra trips via a list with bus drivers' names listed in descending order of seniority (most senior at the top of the list). Unscheduled extra trips shall first be offered to the driver at the top of the list. Should that driver decline the extra trip, his/her name will be placed at the bottom of the list and the trip shall be offered to the next driver on the list. This process shall be used until a driver accepts the unscheduled extra trip. The name of the driver who accepts the trip shall then be placed at the bottom of the list. The next available unscheduled extra trip will be offered to the person on the list who follows the person to whom the previous trip was awarded.
- E. Each driver shall be provided with a map and a list of passengers for each trip (drivers are not to leave without map and list).
- F. Cancelled trips shall be driven by the driver who originally selected the trip. Unless a trip of equal or more hours can be replaced for that trip.
- G. If there are two (2) or more buses going on a trip and buses are to be sent home, the driver with the highest seniority would be the bus to stay.

- H. Trip/Seniority lists are available from the Bus Supervisor upon request. A list of all trips and drivers taking trips shall be posted within three (3) days after each bid session (three (3) times per school year).
- I. If a driver is offered a trip and already has a trip, their name stays at the top of the list for the next trip.

**APPENDIX B**

**AIDES - 7 Hours/189 Days**

<b>STEP</b>	<b>WORK DAY</b>	<b>WORK YEAR</b>	<b>HOURLY RATE</b>	<b>2014-2015 SALARY</b>
0	7	189	\$11.83	\$15,651.09
1	7	189	\$12.08	\$15,981.84
2	7	189	\$12.35	\$16,339.05
3	7	189	\$12.60	\$16,669.80
4	7	189	\$12.88	\$17,040.24
5	7	189	\$13.14	\$17,384.22
6	7	189	\$13.40	\$17,728.20
7	7	189	\$13.67	\$18,085.41
8	7	189	\$13.93	\$18,429.39
9	7	189	\$14.19	\$18,773.37
10	7	189	\$14.45	\$19,117.35
11	7	189	\$14.72	\$19,474.56
12	7	189	\$14.98	\$19,818.54
13	7	189	\$15.24	\$20,162.52
14	7	189	\$15.50	\$20,506.50
15	7	189	\$15.77	\$20,863.71
20	7	189	\$16.82	\$22,252.86
25	7	189	\$17.60	\$23,284.80

**AIDE - 7 Hours/187 Days**

<b>STEP</b>	<b>WORK DAY</b>	<b>WORK YEAR</b>	<b>HOURLY RATE</b>	<b>2014-2015 SALARY</b>
0	7	187	\$11.83	\$15,485.47
1	7	187	\$12.08	\$15,812.72
2	7	187	\$12.35	\$16,166.15
3	7	187	\$12.60	\$16,493.40
4	7	187	\$12.88	\$16,859.92
5	7	187	\$13.14	\$17,200.26
6	7	187	\$13.40	\$17,540.60
7	7	187	\$13.67	\$17,894.03
8	7	187	\$13.93	\$18,234.37
9	7	187	\$14.19	\$18,574.71
10	7	187	\$14.45	\$18,915.05
11	7	187	\$14.72	\$19,268.48
12	7	187	\$14.98	\$19,608.82
13	7	187	\$15.24	\$19,949.16
14	7	187	\$15.50	\$20,289.50
15	7	187	\$15.77	\$20,642.93
20	7	187	\$16.82	\$22,017.38
25	7	187	\$17.60	\$23,038.40

### AIDE - 3 Hours/187 Days

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	3	187	\$11.83	\$6,636.63
1	3	187	\$12.08	\$6,776.88
2	3	187	\$12.35	\$6,928.35
3	3	187	\$12.60	\$7,068.60
4	3	187	\$12.88	\$7,225.68
5	3	187	\$13.14	\$7,371.54
6	3	187	\$13.40	\$7,517.40
7	3	187	\$13.67	\$7,668.87
8	3	187	\$13.93	\$7,814.73
9	3	187	\$14.19	\$7,960.59
10	3	187	\$14.45	\$8,106.45
11	3	187	\$14.72	\$8,257.92
12	3	187	\$14.98	\$8,403.78
13	3	187	\$15.24	\$8,549.64
14	3	187	\$15.50	\$8,695.50
15	3	187	\$15.77	\$8,846.97
20	3	187	\$16.82	\$9,436.02
25	3	187	\$17.60	\$9,873.60

The following list represents paid holidays for aides.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day

CLERICAL AIDE

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	8	189	\$13.14	\$19,867.68
1	8	189	\$13.40	\$20,260.80
2	8	189	\$13.67	\$20,669.04
3	8	189	\$13.93	\$21,062.16
4	8	189	\$14.19	\$21,455.28
5	8	189	\$14.45	\$21,848.40
6	8	189	\$14.72	\$22,256.64
7	8	189	\$14.98	\$22,649.76
8	8	189	\$15.24	\$23,042.88
9	8	189	\$15.50	\$23,436.00
10	8	189	\$15.77	\$23,844.24
11	8	189	\$16.03	\$24,237.36
12	8	189	\$16.29	\$24,630.48
13	8	189	\$16.55	\$25,023.60
14	8	189	\$16.82	\$25,431.84
15	8	189	\$17.34	\$26,218.08
20	8	189	\$17.87	\$27,019.44
25	8	189	\$18.65	\$28,198.80

The following list represents paid holidays for aides.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day

## BUILDING AND GROUNDS COORDINATOR

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	8	260	\$22.59	\$46,987.20
1	8	260	\$22.86	\$47,548.80
2	8	260	\$23.12	\$48,089.60
3	8	260	\$23.38	\$48,630.40
4	8	260	\$23.64	\$49,171.20
5	8	260	\$23.91	\$49,732.80
6	8	260	\$24.17	\$50,273.60
7	8	260	\$24.43	\$50,814.40
8	8	260	\$24.69	\$51,355.20
9	8	260	\$24.96	\$51,916.80
10	8	260	\$25.22	\$52,457.60
11	8	260	\$25.48	\$52,998.40
12	8	260	\$25.74	\$53,539.20
13	8	260	\$26.02	\$54,121.60
14	8	260	\$26.27	\$54,641.60
15	8	260	\$26.54	\$55,203.20
20	8	260	\$27.07	\$56,305.60
25	8	260	\$27.85	\$57,928.00

The following list represents paid holidays for Building and Grounds Coordinator.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Vacation:	1 – 10 years	2 Weeks	(10 work days)
	11 – 20 years	3 Weeks	(15 work days)
	21 – 29 years	4 Weeks	(20 work days)
	30 or more years	5 Weeks	(25 work days)

## BUS DRIVERS

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	4	189	\$12.45	\$9,412.20
1	4	189	\$13.50	\$10,206.00
2	4	189	\$14.55	\$10,999.80
3	4	189	\$17.34	\$13,109.04
4	4	189	\$17.60	\$13,305.60
5	4	189	\$17.87	\$13,509.72
6	4	189	\$18.13	\$13,706.28
7	4	189	\$18.92	\$14,303.52
8	4	189	\$19.18	\$14,500.08
9	4	189	\$19.44	\$14,696.64
10	4	189	\$19.71	\$14,900.76
11	4	189	\$19.97	\$15,097.32
12	4	189	\$20.23	\$15,293.88
13	4	189	\$20.49	\$15,490.44
14	4	189	\$20.76	\$15,694.56
15	4	189	\$21.02	\$15,891.12
20	4	189	\$21.54	\$16,284.24
25	4	189	\$22.33	\$16,881.48

The following list represents paid holidays for Aides.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day

**BUS MECHANIC**

<b>STEP</b>	<b>WORK DAY</b>	<b>WORK YEAR</b>	<b>HOURLY RATE</b>	<b>2014-2015 SALARY</b>
0	8	260	\$19.18	\$39,894.40
1	8	260	\$19.44	\$40,435.20
2	8	260	\$19.71	\$40,996.80
3	8	260	\$19.97	\$41,537.60
4	8	260	\$20.23	\$42,078.40
5	8	260	\$20.49	\$42,619.20
6	8	260	\$21.02	\$43,721.60
7	8	260	\$21.28	\$44,262.40
8	8	260	\$21.81	\$45,364.80
9	8	260	\$22.33	\$46,446.40
10	8	260	\$22.59	\$46,987.20
11	8	260	\$22.86	\$47,548.80
12	8	260	\$23.12	\$48,089.60
13	8	260	\$23.38	\$48,630.40
14	8	260	\$23.64	\$49,171.20
15	8	260	\$24.69	\$51,355.20
20	8	260	\$25.48	\$52,998.40
25	8	260	\$26.27	\$54,641.60

The following list represents paid holidays for Bus Mechanic.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Vacation:	1 – 10 years	2 Weeks	(10 work days)
	11 – 20 years	3 Weeks	(15 work days)
	21 – 29 years	4 Weeks	(20 work days)
	30 or more years	5 Weeks	(25 work days)

**COOK - 6 HOUR**

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	6	191	\$12.60	\$14,439.60
1	6	191	\$12.88	\$14,760.48
2	6	191	\$13.14	\$15,058.44
3	6	191	\$13.40	\$15,356.40
4	6	191	\$13.67	\$15,665.82
5	6	191	\$13.93	\$15,963.78
6	6	191	\$14.19	\$16,261.74
7	6	191	\$14.45	\$16,559.70
8	6	191	\$14.72	\$16,869.12
9	6	191	\$14.98	\$17,167.08
10	6	191	\$15.24	\$17,465.04
11	6	191	\$15.50	\$17,763.00
12	6	191	\$15.77	\$18,072.42
13	6	191	\$16.03	\$18,370.38
14	6	191	\$16.29	\$18,668.34
15	6	191	\$16.82	\$19,275.72
20	6	191	\$17.34	\$19,871.64
25	6	191	\$18.13	\$20,776.98

**COOK - 4 HOUR**

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	4	189	\$12.60	\$9,525.60
1	4	189	\$12.88	\$9,737.28
2	4	189	\$13.14	\$9,933.84
3	4	189	\$13.40	\$10,130.40
4	4	189	\$13.67	\$10,334.52
5	4	189	\$13.93	\$10,531.08
6	4	189	\$14.19	\$10,727.64
7	4	189	\$14.45	\$10,924.20
8	4	189	\$14.72	\$11,128.32
9	4	189	\$14.98	\$11,324.88
10	4	189	\$15.24	\$11,521.44
11	4	189	\$15.50	\$11,718.00
12	4	189	\$15.77	\$11,922.12
13	4	189	\$16.03	\$12,118.68
14	4	189	\$16.29	\$12,315.24
15	4	189	\$16.82	\$12,715.92
20	4	189	\$17.34	\$13,109.04
25	4	189	\$18.13	\$13,706.28

**COOK - 3.5 HOUR**

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	3.5	189	\$12.60	\$8,334.90
1	3.5	189	\$12.88	\$8,520.12
2	3.5	189	\$13.14	\$8,692.11
3	3.5	189	\$13.40	\$8,864.10
4	3.5	189	\$13.67	\$9,042.71
5	3.5	189	\$13.93	\$9,214.70
6	3.5	189	\$14.19	\$9,386.69
7	3.5	189	\$14.45	\$9,558.68
8	3.5	189	\$14.72	\$9,737.28
9	3.5	189	\$14.98	\$9,909.27
10	3.5	189	\$15.24	\$10,081.26
11	3.5	189	\$15.50	\$10,253.25
12	3.5	189	\$15.77	\$10,431.86
13	3.5	189	\$16.03	\$10,603.85
14	3.5	189	\$16.29	\$10,775.84
15	3.5	189	\$16.82	\$11,126.43
20	3.5	189	\$17.34	\$11,470.41
25	3.5	189	\$18.13	\$11,993.00

**COOK - 3 HOUR**

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	3	189	\$12.60	\$7,144.20
1	3	189	\$12.88	\$7,302.96
2	3	189	\$13.14	\$7,450.38
3	3	189	\$13.40	\$7,597.80
4	3	189	\$13.67	\$7,750.89
5	3	189	\$13.93	\$7,898.31
6	3	189	\$14.19	\$8,045.73
7	3	189	\$14.45	\$8,193.15
8	3	189	\$14.72	\$8,346.24
9	3	189	\$14.98	\$8,493.66
10	3	189	\$15.24	\$8,641.08
11	3	189	\$15.50	\$8,788.50
12	3	189	\$15.77	\$8,941.59
13	3	189	\$16.03	\$9,089.01
14	3	189	\$16.29	\$9,236.43
15	3	189	\$16.82	\$9,536.94
20	3	189	\$17.34	\$9,831.78
25	3	189	\$18.13	\$10,279.71

\*Vacant 3 hour position will be filled for the term of this Contract.

## HEAD COOK

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	6.5	191	\$12.88	\$15,990.52
1	6.5	191	\$13.14	\$16,313.31
2	6.5	191	\$13.40	\$16,636.10
3	6.5	191	\$13.67	\$16,971.31
4	6.5	191	\$13.93	\$17,294.10
5	6.5	191	\$14.19	\$17,616.89
6	6.5	191	\$14.45	\$17,939.68
7	6.5	191	\$14.72	\$18,274.88
8	6.5	191	\$14.98	\$18,597.67
9	6.5	191	\$15.24	\$18,920.46
10	6.5	191	\$15.50	\$19,243.25
11	6.5	191	\$15.77	\$19,578.46
12	6.5	191	\$16.03	\$19,901.25
13	6.5	191	\$16.29	\$20,224.04
14	6.5	191	\$16.55	\$20,546.83
15	6.5	191	\$17.08	\$21,204.82
20	6.5	191	\$17.60	\$21,850.40
25	6.5	191	\$18.39	\$22,831.19

The following list represents paid holidays for all cooks.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day

**CUSTODIAN - 8 hrs/260 days**

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
	8	260	\$14.19	\$29,515.20
1	8	260	\$14.45	\$30,056.00
2	8	260	\$14.72	\$30,617.60
3	8	260	\$14.98	\$31,158.40
4	8	260	\$15.24	\$31,699.20
5	8	260	\$15.50	\$32,240.00
6	8	260	\$15.77	\$32,801.60
7	8	260	\$16.03	\$33,342.40
8	8	260	\$16.29	\$33,883.20
9	8	260	\$16.55	\$34,424.00
10	8	260	\$16.82	\$34,985.60
11	8	260	\$16.75	\$34,840.00
12	8	260	\$17.34	\$36,067.20
13	8	260	\$17.60	\$36,608.00
14	8	260	\$17.87	\$37,169.60
15	8	260	\$18.13	\$37,710.40
20	8	260	\$18.65	\$38,792.00
25	8	260	\$19.44	\$40,435.20

**CUSTODIAN 8 hrs/189 days**

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	8	189	\$14.19	\$21,455.28
1	8	189	\$14.45	\$21,848.40
2	8	189	\$14.72	\$22,256.64
3	8	189	\$14.98	\$22,649.76
4	8	189	\$15.24	\$23,042.88
5	8	189	\$15.50	\$23,436.00
6	8	189	\$15.77	\$23,844.24
7	8	189	\$16.03	\$24,237.36
8	8	189	\$16.29	\$24,630.48
9	8	189	\$16.55	\$25,023.60
10	8	189	\$16.82	\$25,431.84
11	8	189	\$16.75	\$25,326.00
12	8	189	\$17.34	\$26,218.08
13	8	189	\$17.60	\$26,611.20
14	8	189	\$17.87	\$27,019.44
15	8	189	\$18.13	\$27,412.56
20	8	189	\$18.65	\$28,198.80
25	8	189	\$19.44	\$29,393.28

CUSTODIAN - 7 hrs/189 days

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	7	189	\$14.19	\$18,773.37
1	7	189	\$14.45	\$19,117.35
2	7	189	\$14.72	\$19,474.56
3	7	189	\$14.98	\$19,818.54
4	7	189	\$15.24	\$20,162.52
5	7	189	\$15.50	\$20,506.50
6	7	189	\$15.77	\$20,863.71
7	7	189	\$16.03	\$21,207.69
8	7	189	\$16.29	\$21,551.67
9	7	189	\$16.55	\$21,895.65
10	7	189	\$16.82	\$22,252.86
11	7	189	\$16.75	\$22,160.25
12	7	189	\$17.34	\$22,940.82
13	7	189	\$17.60	\$23,284.80
14	7	189	\$17.87	\$23,642.01
15	7	189	\$18.13	\$23,985.99
20	7	189	\$18.65	\$24,673.95
25	7	189	\$19.44	\$25,719.12

The following list represents paid holidays for Custodians.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Vacation:	1 – 10 years	2 Weeks	(10 work days)
	11 – 20 years	3 Weeks	(15 work days)
	21 – 29 years	4 Weeks	(20 work days)
	30 or more years	5 Weeks	(25 work days)

**INTERPRETER**

<b>STEP</b>	<b>WORK DAY</b>	<b>WORK YEAR</b>	<b>HOURLY RATE</b>	<b>2014-2015 SALARY</b>
0	7	189	\$11.83	\$15,651.09
1	7	189	\$12.08	\$15,981.84
2	7	189	\$12.35	\$16,339.05
3	7	189	\$12.60	\$16,669.80
4	7	189	\$12.88	\$17,040.24
5	7	189	\$13.14	\$17,384.22
6	7	189	\$13.40	\$17,728.20
7	7	189	\$13.67	\$18,085.41
8	7	189	\$13.93	\$18,429.39
9	7	189	\$14.19	\$18,773.37
10	7	189	\$14.45	\$19,117.35
11	7	189	\$14.72	\$19,474.56
12	7	189	\$14.98	\$19,818.54
13	7	189	\$15.24	\$20,162.52
14	7	189	\$15.50	\$20,506.50
15	7	189	\$15.77	\$20,863.71
20	7	189	\$16.82	\$22,252.86
25	7	189	\$17.60	\$23,284.80

The following list represents paid holidays for the Interpreter.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day

**MAINTENANCE CHIEF**

<b>STEP</b>	<b>WORK DAY</b>	<b>WORK YEAR</b>	<b>HOURLY RATE</b>	<b>2014-2015 SALARY</b>
0	8	260	\$21.54	\$44,803.20
1	8	260	\$21.81	\$45,364.80
2	8	260	\$22.07	\$45,905.60
3	8	260	\$22.33	\$46,446.40
4	8	260	\$22.59	\$46,987.20
5	8	260	\$22.86	\$47,548.80
6	8	260	\$23.12	\$48,089.60
7	8	260	\$23.38	\$48,630.40
8	8	260	\$23.64	\$49,171.20
9	8	260	\$23.91	\$49,732.80
10	8	260	\$24.17	\$50,273.60
11	8	260	\$24.43	\$50,814.40
12	8	260	\$24.69	\$51,355.20
13	8	260	\$24.96	\$51,916.80
14	8	260	\$25.22	\$52,457.60
15	8	260	\$25.48	\$52,998.40
20	8	260	\$26.02	\$54,121.60
25	8	260	\$26.80	\$55,744.00

The following list represents paid holidays for the Maintenance Chief.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Vacation:	1 – 10 years	2 Weeks (10 work days)
	11 – 20 years	3 Weeks (15 work days)
	21 – 29 years	4 Weeks (20 work days)
	30 or more years	5 Weeks (25 work days)

MEDIA COORDINATOR AIDE

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
	7	194	\$12.08	\$16,404.64
1	7	194	\$12.35	\$16,771.30
2	7	194	\$12.60	\$17,110.80
3	7	194	\$13.14	\$17,844.12
4	7	194	\$13.40	\$18,197.20
5	7	194	\$13.67	\$18,563.86
6	7	194	\$13.93	\$18,916.94
7	7	194	\$14.19	\$19,270.02
8	7	194	\$14.72	\$19,989.76
9	7	194	\$14.98	\$20,342.84
10	7	194	\$15.24	\$20,695.92
11	7	194	\$15.50	\$21,049.00
12	7	194	\$15.77	\$21,415.66
13	7	194	\$16.03	\$21,768.74
14	7	194	\$16.29	\$22,121.82
15	7	194	\$16.55	\$22,474.90
20	7	194	\$17.08	\$23,194.64
25	7	194	\$17.87	\$24,267.46

The following list represents paid holidays for the Media Coordinator.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day

## SECRETARY

STEP	WORK DAY	WORK YEAR	HOURLY RATE	2014-2015 SALARY
0	8	239	\$13.14	\$25,123.68
1	8	239	\$13.40	\$25,620.80
2	8	239	\$13.67	\$26,137.04
3	8	239	\$13.93	\$26,634.16
4	8	239	\$14.19	\$27,131.28
5	8	239	\$14.45	\$27,628.40
6	8	239	\$14.72	\$28,144.64
7	8	239	\$14.98	\$28,641.76
8	8	239	\$15.24	\$29,138.88
9	8	239	\$15.50	\$29,636.00
10	8	239	\$15.77	\$30,152.24
11	8	239	\$16.03	\$30,649.36
12	8	239	\$16.28	\$31,127.36
13	8	239	\$16.55	\$31,643.60
14	8	239	\$16.82	\$32,159.84
15	8	239	\$17.34	\$33,154.08
20	8	239	\$17.87	\$34,167.44
25	8	239	\$18.65	\$35,658.80

The following list represents paid holidays for Secretaries.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Vacation:	1 – 10 years	2 Weeks	(10 work days)
	11 – 20 years	3 Weeks	(15 work days)
	21 – 29 years	4 Weeks	(20 work days)
	30 or more years	5 Weeks	(25 work days)

SICK LEAVE TRANSFER  
ZANE TRACE LOCAL SCHOOLS

Dear \_\_\_\_\_:

This letter is to certify that I, \_\_\_\_\_, an employee of the Zane  
Print Name

Trace Local Schools, hereby contribute \_\_\_\_\_ day(s) of my accrued and unused sick leave days to \_\_\_\_\_, a current employee of the Zane Trace Local Schools.

I understand that this transfer of sick leave days is irrevocable and I hereby waive any rights or claims that I might have had to the number of days indicated above. Further, I agree that my current sick leave accumulation shall be immediately reduced by the day(s) specified above.

Thank you.

Sincerely,

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of the Witness

\_\_\_\_\_  
Employee Name - Printed

\_\_\_\_\_  
Witness Name - Printed

\_\_\_\_\_  
Employee Address

\_\_\_\_\_  
Witness Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date