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AGREEMENT

BETWEEN

**OHIO ASSOCIATION OF PUBLIC SCHOOL
EMPLOYEES
LOCAL #477**

AND

**BLANCHESTER LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

JULY 1, 2015-June 30, 2018

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ARTICLE 1-RECOGNITION

The Board of Education of the Blanchester School District, hereinafter referred to as the "Board", recognizes the Blanchester OAPSE Local #477, hereinafter referred to as the "Local", as the sole and exclusive representative for all non-certificated personnel who are under contract to work, hereinafter referred to as "employees," for the purpose of negotiation of wages, hours, fringe benefits and other terms and conditions of employment during the term of this Agreement.

The Association agrees that the functions, rights, powers, responsibilities and authority of the Board in regard to the management of the work force and the operation of the District, not specifically limited or modified by an expressed provision or term of this Contract, shall remain exclusively those of the Board.

ARTICLE 2 -PREAMBLE

It is recognized that the best interests of the public education will be served by establishing procedures to provide an orderly method for the Blanchester Board of Education, or their representatives, and representatives of non-certificated personnel to discuss matters of mutual concern and to reach satisfactory agreement on these matters. We do hereby declare that:

- A. The Board of Education, under law, has the final responsibility establishing policies for the District.
- B. The Superintendent and his staff have the responsibility of carrying out the policies established.

The Blanchester Local Board of Education also recognizes that the best interests of our school system will be served by establishing procedures to provide an orderly method of the Board of Education and representatives of the Blanchester OAPSE (Ohio Association of Public School Employees) Local #477 to discuss matters of common concern and to reach a mutually satisfactory agreement on these matters.

ARTICLE 3- NEGOTIATING IN GOOD FAITH

Negotiating procedures require that all parties involved will negotiate in good faith and that the employees representing the Local will be protected from reprisals of any sort resulting from their work in negotiations.

Good faith involves coming to the negotiating table with the intention of negotiating, not of dogmatically pursuing preconceived stands. Good faith requires that the Local and the Board be willing to react to each other's proposals. If a proposal is unacceptable to one of the parties, that party may give reasonable explanations for that party's position. Good faith requires both parties to recognize negotiation as a shared process.

ARTICLE 4- PRINCIPLES

A. Attaining Objectives

Attainment of objectives for the operation of the Blanchester School District requires mutual understanding and cooperation among the Board of Education, the Superintendent and the employees. Therefore, free and open exchange of views is desirable and necessary with parties participating in negotiations leading to determination of wages, hours, fringe benefits and other terms and conditions of employment.

B. Negotiation Teams

The Board, or the designated representative(s) of the Board, will meet with representatives designated by the Local for the purpose of discussing and reaching agreements. All negotiations shall be conducted exclusively between said teams. The Board's negotiating team and the Local's negotiating team will be limited to a maximum of four (4). Neither party shall have control over the selection of the other party's team members. While no final agreement shall be executed without ratification by the Local and adoption by the Board, the negotiating teams will have the authority to make proposals, consider proposals and determine items acceptable to both parties involved in negotiations. A field representative of the Association may be included in the Local's negotiating team and the Board of Education may include a professional negotiator as a member of its team.

ARTICLE 5 -PROCEDURES

A. Inaugurating Steps to Agreement

A written request for meetings will be submitted by the Local to the Board through the Superintendent or by the Superintendent to the President of the Local by April 1.

B. Meetings

Meetings between the negotiation teams of the Local and the Board will be held within fifteen (15) days after the date of request for a meeting, unless a later date is mutually agreed upon. The negotiation period shall not exceed 90 days, and all sessions are to be completed within this time period. The time limit may be extended for a specific period of time by mutual agreement.

1. Initial proposals to be negotiated shall be exchanged at the first meeting. Thereafter, no new proposals shall be submitted unless mutually agreed upon by the parties.

2. If mutually agreed upon, consultants may be invited by either party to be present to serve in an advisory capacity, but may not enter into direct negotiations. Unless mutually agreed to share, the cost of any consultants shall be borne by the requesting party.
3. Upon request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time within which to caucus in privacy.

C. Reporting

1. When the negotiating teams reach an agreement, a joint report will be prepared and presented to the Local for ratification. If ratified by the Local, it shall be submitted to the Board at its next regularly scheduled meeting.
2. While discussions are in process, any verbal or written release prepared for news media must be approved by both parties.

D. Disagreement

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

Impasse is whenever the parties have stopped talking to each other at the negotiating table or after many bargaining sessions have been held and the position of the parties has solidified.

1. Either party may declare impasse on the outstanding issues..
2. The parties shall jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service.
3. The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties.
4. The mediator has no authority to recommend or to bind either party to any agreement.
5. These dispute settlement procedures shall supersede and replace O.R.C. 4117.14.

E. Final Agreement shall contain:

1. Terms of all items negotiated;
2. Effective date of negotiated items;
3. Signatures of Local and Board President after ratification by their respective governing bodies.

ARTICLE 6 -GRIEVANCE PROCEDURE

Definition

A grievance is defined as a complaint by an employee or employees, involving the interpretation, application or alleged violation of this Agreement. It is the intent of the parties to equitably resolve grievances at the lowest possible administrative level. It is the intention of the parties to encourage as informal and confidential an atmosphere as is possible in the resolution of grievances.

Procedure

A. Grievances shall be handled in the following manner:

Step One

The employee that feels that he/she has been aggrieved may present the alleged grievance to the immediate supervisor. The grievance shall be submitted orally. If the grievance is not satisfactorily adjusted informally, the grievance may proceed to Step Two. The grievance must be filed within twenty (20) work days of the Union's knowledge of the event giving rise to the grievance.

Step Two

An aggrieved employee may present directly the grievance to the immediate supervisor in writing. If the grievance is not satisfactorily adjusted within five (5) work days after the submission of the grievance, the immediate supervisor shall reduce to writing his/her response to the grievance within that five (5) day period.

Step Three

- A. If the grievance is not resolved in Step Two, the employee may, within five (5) work days of receipt of the supervisor's answer, submit to the Superintendent or his designated representative, the answer at Step Two with the original grievance statement. The Superintendent or his designated representative shall give the employee an answer in writing no later than five (5) work days after receipt of the written grievance. He/She may request a conference with the aggrieved or other parties involved in order to reach a decision.
- B. A grievance may be initiated at Step Three two if such grievance is not in the realm of responsibility of the immediate supervisor or Principal. The same time-line in Step One (1) shall apply.

Step Four

If a satisfactory disposition of the grievance is not made as a result of the procedure provided in Step

Three, the employee shall have the right to appeal in writing to the Board of Education, with a copy of said appeal to the immediate supervisor and the Superintendent. The notice of appeal shall be filed with the Treasurer of the Board of Education at least five (5) work days prior to the next regular meeting of the Board of Education after completion at Step Three.

The Board, or a committee thereof, shall review the grievance, hold a hearing with the employee if necessary, in executive session and render a decision in writing within fifteen (15) work days.

Step Five

Grievance Mediation - In the event the grievance is not resolved at Step Four the Federal Mediation and Conciliation Service shall be contacted to appoint a Mediator to conduct the mediation conference.

Step Six

In the event that the grievance is not satisfactorily resolved at Step Five, the Association may submit the grievance to arbitration or Common Pleas Court. The request for arbitration shall be made within ten (10) work days of the mediation hearing at Step Five. The Board's representative and the grievant's representative shall then immediately meet to attempt to select a mutually acceptable arbitrator from the lists of the American Arbitration Association. The arbitrator shall have the authority to hold hearings and to confer with any person deemed advisable in arriving at his/her decision on the grievance. The arbitrator shall report his/her decision to the grievant, the Union, and the Board in accordance with the rules and regulations of the American Arbitration Association. It is agreed by the parties that the decision of the arbitrator shall be advisory. Each party shall pay one-half (½) of the cost of the arbitrator.

ARTICLE 7- PROBATIONARY PERIOD

An employee shall be considered a probationary employee during the first one hundred sixty (160) working days. Employees retained beyond the probationary period will be placed on the seniority list. Termination of an employee during the probationary period shall not be subject to Article 6, Grievance Procedure.

This article supersedes Section 3319.081, R.C.

The annual salary notice set forth in Section 3319.082, R.C., shall not be required.

ARTICLE 8- DISCIPLINARY PROCEDURE

This procedure shall apply to discipline, suspension and termination and shall be for "Just Cause."

Normally, an employee shall receive a verbal warning on the first offense; a written reprimand on the second offense; shall be suspended on the third offense and shall be suspended or terminated on the fourth offense, provided, however, that the Superintendent may accelerate disciplinary measures to any step if, in his opinion, the gravity of the offense warrants such action.

Forty-eight (48) hours prior to discipline, suspension or termination, the unit member shall be informed, in writing, of the reason for the disciplinary measure, shall be given an opportunity to respond and shall be given the right to be accompanied to any meeting by a representative of the collective bargaining agent.

Records of discipline or suspension shall be expunged from an employee's file if no similar offense occurs within a three (3) year period of time, provided, however, that any offense related to sexual misconduct shall not be expunged.

Discipline, suspension and termination shall be subject to the grievance procedure. This provision replaces section 3319.081 of the Ohio Revised Code.

ARTICLE 9 HOLIDAYS

School employees will be paid for the following holidays: Labor Day, Thanksgiving Day, Thanksgiving Recess, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and July Fourth. Nine-month employees will be paid for seven ten holidays, and twelve month employees will be paid for eight holidays. For nine month employees, if Memorial Day falls outside the school calendar, President's Day shall be recognized as a paid holiday, if necessary, in order to allow for seven paid holidays to be recognized during the contract year.

Holidays which may be declared by the Board of Education are stated in O.R.C 3313.63. If the Board establishes a schedule which requires schools to be in session on any of the stated holidays, non-teaching employees may be required to work to avoid impairment of public service.

Employees required to work on a holiday specified in Section 3319.087. R.C. shall be paid at the rate of one and one-half (1 ½) times for all hours worked.

Holiday payment will be made to the employee based on the number of hours he/she works daily as verified by the Supervisor.

ARTICLE 10 - PERSONAL LEAVE

- A. Each full-time employee shall have three (3) unrestricted days of paid personal leave each school year to transact personal business which cannot be conducted outside the regular school day. Part-time employees shall be granted an equivalent amount of work time for personal leave on no more than three (3) regular scheduled work days. Payment will be made to the employee based on the number of hours he/she works daily as verified by the Supervisor.

- B. Personal leave shall be governed by following criteria:
 - 1. A request for personal leave shall be made to the principal, supervisor or Superintendent at least three (3) work days prior to such leave. Via the employee KIOSK.

 - 2. Personal leave shall not be granted during the first and last week of school, nor on the work day preceding or following a day when school is closed for a holiday, vacation, and on professional conference days, unless an emergency exists or a legitimate and unforeseeable circumstance arises that requires the use of a personal leave day.

 - 3. Unused personal leave days are not accumulative from year to year. Unused Personal Leave Days will be converted to Sick Leave.

- C. Personal leave may not be used for seeking gainful employment.

- D. Personal leave may be taken in one-quarter ($\frac{1}{4}$) day increments.

ARTICLE 11 - SICK LEAVE

All regularly scheduled employees will be paid regular compensation for the time lost due to illness, and shall be credited with fifteen (15) days sick leave each year at the rate of 1.25 days per month. Unused sick leave may be accumulated to a maximum of 228 days.

Accumulated sick leave of an employee who leaves the service of the Board of Education shall be placed to his credit upon his reemployment by the Board, and an employee who transfers from any public agency in the State of Ohio to the Board of Education shall be credited with the unused sick leave to his credit to a maximum of 228 days. Employees leaving the employ of the Board of Education will be furnished with a cumulative sick leave certificate.

Sick leave will be allowed for the personal illness, exposure to contagious disease of the employee,

or illness or death in the employee's immediate family. Immediately family, for this purpose, shall include spouse, children, father, mother, brother, sister, in-law, grandparents, grandchild or other persons who have assumed a similar position as parents to the employee, and may be used in one-quarter ($\frac{1}{4}$) increments.

Under the provisions of sick leave shall be included such emergency requirements as extensive physical examinations for the purpose of diagnosis of an illness when requested by the personal physician. An employee may be required to submit a certificate or statement from his attending physician verifying the illness or cause of incapacitation if the absence from duty exceeds three (3) consecutive days.

In view of the above, when an employee is ill on both the day preceding and the day after a day when the building has been closed because of weather or public calamity, sick leave shall be charged for such calamity day.

Employees on leave of absence for professional improvement, military service, or other purposes, can neither accumulate, nor use sick leave credited to them prior to date of leave of absence.

Any absence to be charged to sick leave one day or more immediately preceding or following a vacation and/or holiday may require a doctor's certificate. Sick leave payments will be made to the employee based on the number of hours he/she works daily, as verified by the Supervisor.

A member may donate accumulated sick leave to another member who has exhausted his/her sick leave due to a chronic illness, injury or disease affecting the member of his/her immediate family. All donations must be on forms provided by the Board Treasurer. A member may donate not more than three (3) days of the member's accumulated sick leave per contract year. A recipient of sick leave donations shall be allowed to accumulate no more than twenty-five (25) days of donated sick leave.

ARTICLE 12 - SEVERANCE PAY ALLOWANCE POLICY

Upon retirement from the School District, each non-teaching staff member who qualifies for and has begun receiving retirement payments from an Ohio public retirement system, shall receive a severance allowance based upon his/her final per diem base salary and 25% of his/her accrued sick leave insofar as it does not exceed a total of fifty-seven (57) days. Such payment shall be made in one lump sum within sixty (60) days of the retired employee's submission to the Treasurer of written documentation that he/she has begun receiving retirement payments from an Ohio public retirement system. Payment shall eliminate all sick time credit accrued by the employee at that time.

ARTICLE 13 - VACATIONS

Each eleven or twelve-month non-teaching school employee, including full-time, hourly-rate and per diem employees, after service of one year with the Board of Education and up through the completion of six (6) years of service, shall be entitled, during each year thereafter, while continuing in the employ of such Board of Education, to vacation leave with full pay for a minimum of ten (10) days excluding legal holidays. Employees continuing in the employ of the Board upon the start of seven (7) through the completion of fourteen (14) years of service shall be entitled to vacation leave with full pay for fifteen (15) days, excluding legal holidays, and upon the start of fifteen (15) or more years, twenty (20) days vacation. Vacation must be requested at least one (1) week in advance of use.

All vacations must be taken and cannot be accrued from year to year. Any eleven or twelve-month employee who leaves the employ of the Blanchester Board of Education in good standing at any time prior to the end of the contract year shall receive the vacation pay to which he is entitled computed pro-rata to the period of time worked.

ARTICLE 14 - ASSAULT LEAVE

Any member who is unable to perform his or her duties due to a physical assault upon him/her by a student or parent shall receive assault leave up to a maximum of ten (10) days. Upon request from the Superintendent, the member shall provide the Superintendent with a statement from his/her physician that he/she was unable to perform the duties due to the injury. In order to be eligible for assault leave, the employee shall cooperate with the School District and/or law enforcement in the investigation and/or prosecution of the assailant(s). If providing such cooperation requires employee to miss work, then employee will suffer no loss of pay.

ARTICLE 15 - LEAVE OF ABSENCE REQUEST

Upon written request of a regular non-teaching employee, the Board of Education shall grant a leave of absence for a period of up to two (2) consecutive school years if illness or their disabilities is the reason for the request. Upon subsequent request, such leave may be renewed by the Board. This is in accordance with Section 3319.13 of the Revised Code of the State of Ohio.

ARTICLE 16 - TRANSPORTATION

A. Route Times

Your established route time starts at the time you are assigned to leave the bus compound (or home) until you arrive back at the end of your assigned route (compound or home). A route is a series of pickups and/or drop-offs of students to include but not limited to the a.m., midday, kindergarten, preschool, and the p.m. routes. Drivers will retain their route from year to year.

Drivers will be given fifteen (15) minutes beyond their established route(s) time for pre-tripping their bus; fueling, and sweeping at their regular rate of pay. All current routes will be established at a minimum of four (4) hours daily. Any future new routes that may be created may be established at less than the four (4) hour minimum. If your route time is established under four (4) hours daily then the fifteen (15) minute (pre-trip) will be applied towards the four (4) hour minimum. Bus Drivers will be paid for all hours worked to the nearest quarter (1/4) hour. Drivers will be expected to work the four (4) hours.

B. Route Bid:

1. A "new route" shall be defined as a route that is not currently contracted, and has been newly created by the Administration or becomes available due to a transfer, reassignment, promotion, demotion, termination, resignation, death or retirement of an employee. (see Section A).
2. A "shuttle run" shall be defined as any route less than 4 hours that does not fall under the definition of a "route" in Section A. If a shuttle run(s) is combined with another shuttle run and it exceeds 4 or more hours a day, it shall then be considered a new route and shall be posted for bid by seniority.
3. If a route or shuttle run is continued from one year to the next, the driver holding that contracted route and/or shuttle run shall maintain it in the ensuing year.
4. A route or shuttle run that becomes vacant after the August bid due to a transfer, reassignment, promotion, demotion, termination, resignation, death or retirement shall be posted and filled according to Article 22.
5. All new routes or new shuttle runs shall be bid annually on the second Monday of August each year. New routes and shuttle runs shall be prepared by the Superintendent or designee and posted and made available to all drivers for their review at least seven (7) days prior to the August bid. The posting shall list the time/hours of the route or the shuttle run.
6. Drivers shall bid on the new routes and new shuttle runs with the most senior driver bidding first and the remaining drivers bidding in order of seniority until all new routes and new shuttle runs have been filled. Drivers may bid on a combination of routes and shuttle runs, provided that the hours are compatible, and provided that no driver may select a combination of routes and shuttle runs which cause the driver to drive more than 40 hours per week. If no driver bids on a new shuttle run, or if no driver is eligible for the assignment, then the Board may seek external applicants for the shuttle run.

7. If after the August bid, a driver's route or shuttle run requires more time than the assigned time, as verified by the Superintendent or designee, the pay and benefits will be adjusted to reflect the increase.
 8. If after the August bid, a driver's time decreases by less than 30 minutes, the driver shall continue to receive the assigned amount of compensation and benefit level.
 9. If after the August bid, a driver's time decreases by more than 30 minutes, the Board shall have the option of continuing the amount of compensation and benefit level or require the driver to bump a less senior driver, and bumping shall occur until all routes and shuttle runs are filled. A driver may choose to continue with the route with the reduction in pay and benefits.
 10. The Superintendent or designee must ride the route or shuttle run with the driver to verify any changes in time. The designee cannot be a bargaining unit member or substitute.
- C. Bus drivers will be paid six (6) hours at his/her regular rate of pay on a one-time yearly basis for preparation of paperwork required by federal, state or local regulations. Payment will be made each September. All routing information including, but not limited to, number of students, location of drop-offs and pick-ups, and times shall be the responsibility of the Transportation Supervisor.

ARTICLE 17- BUS DRIVERS' CLEANING FUND

Each driver shall be responsible for the interior cleanliness and exterior washing of the school vehicle assigned to him/her. The Board of Education shall furnish, through the Transportation Supervisor's Office, the necessary supplies for maintaining a clean bus. A payment of \$25.00 for a school bus and \$10.00 for other school vehicles shall be made for each exterior washing to a maximum of ten (10) times each school year. The year end cleaning prior to inspection shall be paid at the driver's regular rate of pay. To be eligible for the payment, the exterior washing must occur outside the drivers' normal work hours, and the time expended by the driver for the exterior washing shall not count toward the computation of overtime.

ARTICLE 18 - BREAKDOWN AND GARAGE TIME

Bus drivers shall be compensated at their hourly rate of pay for all breakdown time from the beginning of a breakdown.

Bus drivers required to transport their buses for minor or major repairs shall be compensated at their hourly rate of pay for all time expended beyond their regular hours.

Drivers may not remain with their buses for the purpose of collecting pay while the bus is placed in the garage for general maintenance and servicing purposes.

The Supervisor of Transportation will provide transportation for the driver in case of extended breakdown time or when a bus is delivered to the garage for general servicing. In case of emergency, the Superintendent's Office may be contacted for the driver's transportation.

ARTICLE 19 - FIELD TRIPS OR ADDITIONAL RUNS

- A. Superintendent, principals, athletic directors, and other sponsors of trips are to sign the date, departure time and signature on all transportation requests to eliminate confusion and submitted no later than fourteen (14) days prior to the expected departure.
- B. All eligible drivers will sign on an availability sheet their desire to take field trips or additional runs.
- C. Field trips or additional runs shall be assigned on a seniority rotation of those drivers who sign up for such trips. The seniority list shall be continuous from year to year with drivers who enter the list rotating by their seniority in the flow already established. This rotation shall include summer trips. Field trips/additional runs shall be posted in an accessible area. There shall be three (3) separate lists: a.m., p.m., and weekend trips for the school year, and a summer list in the summer. Trips will be assigned for the following week (Monday - Sunday) during the trip assignment meeting. This meeting will take place every Wednesday at 9:15 a.m. and will last no longer than fifteen (15) minutes. Time spent attending this meeting will be paid. The Union President or his/her designee must be present at this meeting. A list of these trips will be posted not less than twenty-four (24) hours prior to the trip meeting. Drivers must be present at the trip meeting in order to receive a trip. If a driver is on a field trip or off on an authorized leave with pay, then that driver must provide a list of desired trips to the Supervisor. If a trip is requested after the Wednesday meeting, those must be assigned using the appropriate list seniority rotation.
- D. There shall be posted in a place accessible to the drivers, a chart containing the names of all the drivers who have signed up for field trips. The list shall be in order of seniority and shall indicate each date(s) on which a driver was offered and has performed a field trip assignment.
- E. Drivers will be allowed to take off of their route up to two (2) times per year in order to take a field trip or additional run.
- F. Substitute drivers may be scheduled to drive additional trips if full-time drivers are not available. A teacher who is a licensed qualified driver may be assigned to drive for field trips which are related to his/her department, class or vocational area if drivers are not available.

- G. If a trip is cancelled and the Driver shows up without being notified, that driver shall be paid for two (2) hours. In order to be compensated, the driver must contact the supervisor at least thirty (30) minutes before the trip departure in order to confirm that the field trip/additional run has not been cancelled. If a trip is canceled after the driver has been assigned the trip, the driver will be given the next available trip on that rotation list.
- H. Emergency trips are those field trips/additional runs that the Transportation Supervisor has less than two (2) hours to fill or has to fill during the weekend (Saturday/Sunday) and with the first available driver.
- F. If a driver is assigned a field trip/additional run, and turns that field trip/additional run back in more than 4 times during the school year, he/she will be removed from the field trip/additional run list until the next school year.

ARTICLE 20 - MEDICAL EXAMINATION

Each newly hired employee or employee returning from an absence of one (1) year or more must present evidence of a satisfactory physical examination or a statement from a physician that he/she is free from infectious disease and is physically capable of performing his or her duties. This report must be submitted before the employee begins work. Extensions can be made for up to 20 days by the Superintendent if an emergency exists or unless such exception conflicts with law.

Members shall be required to undergo such physical exams and tests, including reasonable suspicion drug and alcohol tests, as may be allowed by federal, state or local law or rules and regulations.

Costs of all exams or tests referred to in the aforementioned section are the responsibility of the employer. Any employee required to submit to a drug test will be paid at his/her regular rate of pay to a maximum of 2 hours per test.

Physicals and/or health checks may be obtained at no cost to the employee from a physician designated by the Board of Education. If the employee chooses to see another physician, the employee will be reimbursed. For their out of pocket health expenses up to a maximum of \$75.00.

ARTICLE 21 - REDUCTION IN WORK FORCE/LAYOFFS

Section 1 All bargaining unit classifications and positions shall be filled by employees of the Board.

Section 2 If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds or lack of work, the following procedure shall govern such layoff:

- A. The number of people affected by reduction in force will be kept to a minimum by not employing replacements insofar as practical of employees who resign, retire or otherwise vacate a position.
- B. Whenever it becomes necessary to layoff employees by reasons as stated above, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular job classification computed from the latest date of hire or appointment to the present classification. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, date of application shall be the means of deciding which employee shall be laid off first.
- C. Employees who are laid off, or their job gets abolished from their classification shall have the right to displace a less senior employee in their current classification or in another classification in which they previously worked, provided the employee desiring to exercise such bumping rights has:
 1. More job or prior job classification seniority than an employee in the job classification into which the employee wishes to bump;
 2. Any certificates or licenses to perform such work. Such certificates or licenses must be current and maintained at the time of the R.I.F.
 3. Performed work in and held job classification seniority in the job classification.

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

1. Secretary
 - a. 11 ½ month
 - b. 9 ½ month - 8 hour
 - c. 9 ½ month - 7 hour
2. Aides
3. Custodial
4. Maintenance
5. Mechanic/Maintenance
6. Transportation
7. Food Service
 - a. Head Cook
 - b. Cook

- D The Board shall determine in which classifications the layoff should occur and the number of employees to be laid off. In classifications of layoff, the employees on probation shall be laid off before any employee in that classification is laid off.
- E Thirty (30) days prior to the effective date of layoffs, the Board shall prepare and post for inspection in a conspicuous place a list containing the names, seniority dates and classifications and indicate which employees are to be laid off. Each employee to be laid off shall be given advance written notice of the layoff. This notification shall also be provided to the Union President thirty (30) days prior.

Each notice of layoff shall state the following:

1. Reasons for the layoff or reduction;
2. The effective date of layoff.

- F. For the classifications in which the layoff occurs, the Board shall prepare a reinstatement list and the name of all employees who have been suspended shall be placed on the reinstatement list in the reverse order of layoff. Reinstatement shall be made from this list before any new employees are hired in that classification.
- G. Vacancies which occur in the classification of layoff shall be offered to or declined in writing by the employee standing highest on the layoff list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement list.
- H. The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previously accumulated seniority.
- I. The notice of reinstatement shall be made by certified mail to the person's last known address, and the person shall reply, accepting this reinstatement, within seven (7) days of mailing, otherwise, said person shall be removed from the reinstatement list.

ARTICLE 22 - PAY PERIODS AND DUES DEDUCTION

- A. OAPSE dues will be withheld by the Treasurer of the Board for 24 pays as authorized in writing by the employee. The deduction period will be from September through August. Once the deduction authorization has been received by the Treasurer, the full amount of the deduction will be made as specified, unless the employee leaves the service of the Blanchester Board of Education. Dues money shall be sent directly to the State Office of the Ohio Association of Public School Employees with a list of all members for whom deductions have been made. Dues deduction authorization shall be continuous once requested, for the duration of this Agreement, except that such an authorization may be revoked by the employee, in writing, between June 1, 2017 and June 15, 2017.

B. AFSCME PEOPLE

The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE 23 - POSITION BID PROCEDURE

A. Job Vacancy Posting

All buildings owned and operated by the Board of Education and staffed by school employees shall be posted with job vacancy notices in an area accessible to all employees covered in the bargaining unit when position openings become available. Such postings shall include job title, location, number of hours, qualifications, and contact person. During the summer months or extended vacation periods, the Board shall also provide the OAPSE President with copies of all postings. The Board may fill certain special education aide positions with a temporary aide for no more than sixty (60) work days. If the position is needed beyond the sixty (60) work days, then on day sixty-one (61), the position shall be filled with that temporary aide and paid according to the negotiated wage.

B. All vacancies shall be posted for a minimum of five (5) working days. The employees desiring the position shall submit a written request for the vacancy within the five (5) working days time period to the Superintendent or designee announcing the opening.

C. Internal applicants may apply for any position when vacancies occur. If the employee possesses the necessary qualifications, he/she may be chosen to fill the vacant position.. If qualifications are determined equal by the administration, seniority shall be the determining factor for placement. Any change in qualifications for a vacancy will be forwarded to the OAPSE President. Employees may hold more than one (1) position providing it does not exceed forty (40) hours in one week.

D. The person to be selected shall be the decision of the administration. The administration may select an applicant who is not a current employee of the school system, when Step C has been completed.

E. For the purpose of this section, the classifications shall be:

1. Secretary
2. Aides
3. Custodial
4. Maintenance
5. Mechanic/Maintenance

6. Transportation
7. Food Service
 - a. Head Cook
 - b. Cook

- F. Job postings will be posted at specified locations, all existing school buildings, and the bus garage.
- G. New Hires - Initial placement on the salary schedule will be determined on the previous work experience of the employee at the Superintendent=s discretion.
- H. When, as a result of being awarded a position through the bid procedure, an employee moves from one classification or position to another, he/she shall be placed at the Step of the respective pay scale that reflects no decrease in their hourly rate of pay, unless the employee bids down, then placed on the salary scale no higher than the top rate of the class or position.

ARTICLE 24 - SENIORITY

- A. The Association shall be provided with a current seniority list of all employees contained in the bargaining unit every three (3) months upon request. Seniority definition: System seniority shall be defined as the uninterrupted length of continuous employment with the Blanchester Board of Education and is computed from the employee's latest date of hire as a regular employee. Classification seniority shall be defined as the combined and continuous length of service within a particular classification of the Board of Education. When two (2) or more employees have the same employment date as a regular employee, the first letter of the employee's last name will be used to determine seniority, that is, the employee with the last name earlier in the alphabet shall be the most senior.

ARTICLE 25 - FOOD SERVICE SUBSTITUTES

If a six-hour employee is absent, the Supervisor shall attempt to replace the employee with a regular short-hour employee. However, if a satisfactory short-hour substitute cannot be obtained, a substitute for the six-hour employee may be necessary.

ARTICLE 26 - HOSPITALIZATION, PRESCRIPTION DRUG AND DENTAL

The Blanchester Board of Education provides for essential medical insurance benefits with the payment of monthly premiums on a health insurance plan for unit members as set forth below:

For those members of the bargaining unit employed by the Board of Education prior to August 20, 1987, the Board of Education shall pay 92% of the health insurance plan premium. The member shall pay the balance.

For members of the bargaining unit employed by the Board of Education on or after August 20, 1987, the Board shall pay the following percentages of Board paid premium for hospitalization/ major

medical/prescription drug insurance as follows:

<u>Hours Worked/Per Week</u>	<u>Health Insurance Plan</u>
35 or more	92%
20 but less than 35	87%
15 but less than 20	50%
Less than 15	0%

The member shall pay the balance.

The Board must provide a medical insurance plan that is the same as or comparable to the insurance plan in effect on October 1, 2010.

Where spouses are both employed by the School District, the Board shall pay 100% of one family plan or 100% of two single plans if there are no dependents as defined in the Group Insurance Policy.

The Board shall provide a dental plan as set forth in Exhibit "A" and pay the premium for said plan for each bargaining unit member. Insurance coverage will begin for new employees the first day of the month following the first day they are required to work. The Board shall pay 100% of the dental plan. The Board will pay 100% of the vision plan.

Health Insurance Opt-Out

If at least six (6) unit members who were insured through the Board's health plan during the 2014-2015 plan year elect to opt-out of the Board's health plan, then an opt-out incentive shall be paid according to the terms of this Article. In order for the opt-out incentive to be paid in years following the initial year of this Agreement, at least six (6) unit members who were insured through the Board's health plan during the 2014-2015 plan year must continue to stay off the Board's health plan in those subsequent years.

Subject to the requisite number of unit members opting-out as referenced above, the Board will pay an annual incentive to unit members who elect not to take the Board's health insurance plan on or before October 1st of each year. The opt-out incentive shall be paid as follows:

Family Plan: \$2,550 Single Plan: \$1,250

The lump sum payment shall be made in the last pay in June of each school year.

If coverage is dropped for less than twelve (12) months, the incentive payment will be based on the number of whole months during the contract year for which coverage was dropped.

For part time unit members, the opt-out incentive will be prorated to reflect the proportion of a full time equivalent (FTE) position held by the unit member.

In order to be eligible to receive the opt-out incentive, the unit member must stay off the Board's health insurance plan from October 1st through the remainder of that contract year. However, if the unit member experiences a qualifying event (including, but not limited to the unit member's spouse losing his/her job) then, in such event, the unit member will be eligible to immediately resume his/her health insurance coverage through the Board. The unit member's opt-out incentive will be prorated to reflect the percentage of a full contract year that the unit member was off the Board's health plan.

ARTICLE 27-TERM LIFE INSURANCE

All contracted non-certificated employees will be granted a \$30,000.00 term life insurance policy, fully paid by the Board.

ARTICLE 28 - SCHOOL CLOSINGS

- A. Employees shall be paid for all time lost, up to a maximum of five (5) work days each contract year in the event that the school in which they are employed is closed due to disease epidemic, hazardous weather conditions, law enforcement emergency, inoperability of school busses or other equipment necessary to the school's operation, damage to a school building, temporary circumstances due to utility failure rendering the school building unfit for school use, or other public calamity.
- B. The administration reserves the right to require employees to report for work on a calamity day. Those employees required to report to work on any of the five (5) calamity days noted above shall be paid at the rate of one and one-half (1 ½) times his /her regular rate of pay for all hours worked. Following the use of the five (5) calamity days noted above, unit members shall be required to report to work, and shall perform work related to their classification as directed by the Board. On such days, unit members shall be paid their regular rate of pay.
- C. No employee shall be required to report to work if a level 3 emergency is declared by any law enforcement agency in the county in which they live.
- D. Any employee who is not required to work on a calamity day and is paid by the Board for said day shall not be paid additionally if required to work on a make-up day as designated by the Board.

ARTICLE 29 - RELEASED TIME FOR MEALS

- A. All employees working five (5) or more consecutive hours per day shall be entitled to one-half (½) hour of released time without pay for a meal at a time to be determined by his/her supervisor .
- B. All employees working seven (7) or more consecutive hours per day shall be entitled to one (1) fifteen minute paid break in addition to the half-hour (½) unpaid meal time at a time approved by the Supervisor.

The employee will be allowed to retire to an area within the assigned building which is apart from the designated work station or may leave the school premises to take a meal break as long as they are not away from their work station more than one-half (½) hour.

ARTICLE 30 - MILEAGE

- A. Any employee of the bargaining unit who is required to use his/her personal automobile for District business at the direction of the Superintendent or his/her designee, with the approval of his/her supervisor, shall be reimbursed at the rate established annually by the I.R.S. for the previous tax year.

ARTICLE 31- JOB DESCRIPTIONS

- A. The Board shall have the authority to devise and write all job descriptions for each job classification employees are employed under this Agreement. The Association shall be furnished a copy of each job description for each job classification employees are employed in under this Agreement.
- B. Prior to the Board changing any job description for any job classification employees are employed in under this Agreement, the Board shall first notify the Association of such change and the effective date of the change.

ARTICLE 32 -COURT LEAVE/ JURY DUTY

An employee who is called for jury duty or receives a subpoena for a court appearance as a witness shall exhibit the jury summons or subpoena to his/her supervisor as soon as practicable in advance and shall thereupon be excused to perform such services. The employee shall upon presentation of proof that he/she did serve, receive his/her regular hourly rate of pay for his/her normal working hours and shall remit to the employer all fees received from the Court for such services.

Members shall be eligible for Court Leave when subpoenaed in any matter relating to his/her position with the School District or when subpoenaed to appear in a civil or criminal proceeding when they or a member of their family is not a defendant.

Employees shall not be required to come to work prior to reporting for jury duty.

Hours paid for under this Article shall be considered hours worked for the purpose of computing overtime pay.

ARTICLE 33- HOURS/OVERTIME

- A. The Board shall pay an employee for overtime at a wage rate of one and one-half (1 ½) times the employee's wage rate for all hours worked over forty (40) in a week. If the employee's regular work

is less than forty (40) hours, the Board shall pay the employee's regular hourly rate if he/she is requested to work.

- B. Employees not regularly scheduled to work on Saturday, Sunday, a holiday or, scheduled non-work day, who are called to work shall be guaranteed a minimum of two (2) hours work and shall be compensated at the rate of time and one-half (1 ½) their regular rate of pay for all such hours worked.
- C. Employees who accept work assignments on Saturday and Sunday are required to work the minimum number of guaranteed hours.
- D. A holiday which falls within the normal work week will be considered as hours worked for the purpose of computing overtime for that week as long as the holiday is a legal holiday recognized on the work calendar by classification. Hours taken as sick leave and personal leave shall not be counted as hours worked for purposes of calculating overtime.
- E. Members shall receive their yearly salary in twenty-six (26) equal installments. The installments shall be paid on alternating Fridays. The first installment two weeks after last full pay of previous school year. (27 pays if calendar dictates.)
- F. All employees shall be paid their regular hourly rate of pay for all required meetings: example - meetings with parents, in-service, safety, and meetings called by supervisor and/or administrators.

Time spent in required meetings shall be considered hours worked when calculating overtime.

Bus Drivers shall be paid their regular hourly rate of pay for time spent in obtaining CDL re-certification. Drivers and Aides shall be required to pay no more than half (½) the cost of criminal background checks (fingerprinting).

- G. Direct deposit will be offered as an option to employees. Effective September 1, 2007, all newly hired employees will be required to have their pay directly deposited, electronically and this will be the only method of payment.

ARTICLE 34- SERS BOARD PICK-UP

The Board herewith agrees to pick-up (assume and pay) contributions to the School Employees Retirement System on behalf of the employees in the bargaining unit, on the following terms and conditions:

- A. The amount to be picked-up on behalf of each employee shall be the total employee's contribution to the SERS based upon the employee's total annual compensation.

- B. The pick-up shall apply uniformly to all members of the bargaining unit.
- C. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
- D. The pick-up shall become effective upon ratification and shall apply to all compensation, including supplemental earnings, thereafter.
- E. The Association agrees on behalf of its members that the consequences of any adverse ruling by the Internal Revenue Service or by a court of law holding that said contributions are not in the form of a salary reduction shall be the responsibility of the member and not the responsibility of the Board.

ARTICLE 35- NO STRIKE/LOCKOUT

OAPSE Local #477 agrees that during the term of this Contract, its members will not withhold their services, conduct a work stoppage or conduct a strike. At no time during the term of this Agreement will the Board lock-out employees covered by this Agreement.

ARTICLE 36 - FAMILY MEDICAL LEAVE ACT

Bargaining unit members may be entitled to a leave of absence under the Family and Medical Leave Act of 1993. The District shall grant such leave in accordance with the rules promulgated under that Act. Leaves granted under the Act shall be in addition to any paid leaves provided for in this contract. Any contractual unpaid leave shall be granted upon request at the expiration of those granted under the Family and Medical Leave Act. Return from any unpaid leave shall be under the same terms as those provided for under the Act. For the purpose of FMLA, "year" shall be defined as the twelve (12) month period beginning with the first day of leave under FMLA.

ARTICLE 37 - OPEN ENROLLMENT

Bargaining unit members may enroll their children in the Blanchester Schools through Open Enrollment, at no cost to the member. When Open Enrollment is not available, the Bargaining Unit Member's children will be enrolled in the District, tuition free.

ARTICLE 38 - UNION RIGHTS

- A. The employer will provide the Union with bulletin board space in all school buildings and bus garage. The bulletin boards shall be used by the Union for posting notices concerning Union business or social matters and job postings.
- B. The Board shall provide the President of OAPSE Local 477 a mail slot/box at the Board Office

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- C. The OAPSE President and one delegate shall be released from his/her duties without loss of pay to attend the annual OAPSE conference to a maximum of three (3) days.

ARTICLE 39-AGREEMENT

- A. The Board shall provide employee passes, free of charge, to each member of the bargaining unit for all home athletic events.
- B. This Agreement represents the entire agreement between the parties hereto and no other agreement, either oral or written, unless executed by both parties hereto subsequent to the date of this Agreement, shall be effective to bind the parties. Further, both parties agree that they had full and adequate opportunity to present proposals, counter proposals and other demands upon the other and any of these proposals, counter proposals or demands not contained within this Agreement are withdrawn and shall not be the subject of further discussion between the parties during the term of this Agreement.
- C. Except as otherwise specifically provided in the written provisions of this Agreement, the Board of Education has the sole and exclusive right to make all decisions relevant to the conduct and management of the schools as presented by law.

ARTICLE 40 - PROVISIONS CONTRARY TO LAW

If any provision of this Agreement or any application of the document to any member of the bargaining unit is found to be contrary to law, then that provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force.

Wages:

Equity Adjustment effective 7/1/15 for:

- Secretaries, Aides, Cooks, and Case Manager \$.50 per hour
- Bus Driver \$.75 per hour

Then:

- Effective 7/1/15 3% for Custodians and Maintenance
- Effective 7/1/15 2.5% all others
- Effective 7/1/16 2%
- Effective 7/1/17 2%

Any Member employed by the Board during the 2009/2010 school year and who did not advance one year of experience from the previous school year shall be provided with two (2) years experience applicable for salary schedule placement, effective July 1, 2015.

Insurance change:

- Effective for the 15/16 plan year and for the duration of the contract;
 - A.) Increase the maximum out-of-pocket to \$1,500/3,000
 - B.) Rx: \$10/20/30

ARTICLE 41-DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2015 and shall continue in full force and effect until June 30, 2018.

BLANCHESTER LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION

OHIO ASSOCIATION OF PUBLIC
SCHOOL EMPLOYEES LOCAL #477

BY *Rud Shunk*
President

BY *Donna C. Seay*
President

BY *Darlene Kassner*
Treasurer

BY *Beth Hedger*
Vice President

BY *Dean D. Ryck*
Superintendent

BY *Barbara Lambros*
Secretary

BY _____

BY *Don Hall*
OAPSE FIELD REP

SCHEDULE OF BENEFITS FOR HEALTH, DENTAL AND VISION

EXHIBIT "A"

HEALTH

ANTHEM – www.anthem.com 1-800-552-9159

	<u>NETWORK</u>	<u>NON-NETWORK</u>
Deductible Single/Family	\$100/\$200	\$200/\$400
Out of Pocket Limit Single/Family	\$1500/\$3000	\$3000/\$6000
Physician office Copay	\$15	20%
Preventive Care	\$15	20%
Mammogram		
Pap Tests		
PSA Tests		
Immunizations		
Emergency Room Copay	\$50	\$50
Urgent Care Copay	\$25	\$25
Inpatient Facility	\$0	20%
Outpatient Surgery	\$0	20%
Supplies, Equip and Appliances	20%	40%
Prescription Drugs		
Tier I – Typically Generic medications		\$10
Tier II – Typically Preferred Brand Medications		\$20
Tier III – Non-Preferred Brand Medications		\$30

Eligible Dependents covered to the **END OF THE MONTH THEY TURN 26**

VISION

VSP – www.vsp.com 1-800-877-7195

	<u>Network</u>	<u>Non-Network</u>
Examination (once a year)	\$10 Copay	\$35 Copay
Lenses (once a year)	\$25 Copay	\$25-\$80 Copay
Frames (once every 2 years)	\$25 Copay	\$45
Contacts	\$130	\$130

Eligible Dependents covered to the **END OF THE YEAR THEY TURN 24.**

DENTAL

Delta Dental – www.deltadentaloh.com 1-800-524-0149

	PLAN PAYS
Exams, cleanings and fluoride treatments	100%
Emergency Pain Relief	100%
X-Rays	100%
Sealants	100%
Oral Surgery	80%
Root Canals	80%
Treatment of gum diseases	80%
Repair to bridges and dentures	80%
Minor Restorative Services (fillings)	80%
Teeth Cleaning by Specialist	100%
Bridges and Dentures	50%
Major Restorative Services (crowns)	50%
Orthodontics (braces)	60%

Eligible Dependents covered to the **END OF THE YEAR THEY TURN 24.**

**BLANCHESTER LOCAL SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
EFFECTIVE JULY 1, 2015**

STEP	SEC'TY	*AIDE	PARAPRO *AIDE	DEGREE *AIDE	MECHANIC MAINT	**CUSTODIAN	BUS DRIVER	HEAD COOK	COOK	CASE MANAGER
1	11.95	11.37	11.70	11.81	15.60	13.13	14.09	12.53	11.57	12.28
2	12.28	11.63	11.96	12.08	16.40	13.32	14.26	12.70	11.75	12.69
3	12.56	11.94	12.28	12.38	16.93	13.55	14.51	12.87	11.92	13.13
4	12.85	12.27	12.60	12.70	17.43	13.81	14.73	13.06	12.10	13.55
5	13.20	12.46	12.79	12.92	18.27	14.06	15.02	13.24	12.29	13.98
6	13.53	12.79	13.13	13.23	18.89	14.32	15.25	13.45	12.44	14.41
7	13.89	13.14	13.47	13.57	19.47	14.60	15.52	13.66	12.67	14.80
8	14.26	13.49	13.82	13.93	20.11	14.85	15.81	13.89	12.88	15.26
9	14.62	13.87	14.21	14.31	20.73	15.16	16.09	14.10	13.12	15.67
10	15.00	14.15	14.48	14.60	21.29	15.47	16.40	14.34	13.34	16.14
13	15.34	14.52	14.85	14.95	21.92	15.77	16.70	14.62	13.59	16.75
15	15.84	14.98	15.31	15.42	22.62	16.16	17.08	14.93	13.92	17.40
20	16.31	15.42	15.75	15.88	23.30	16.66	17.57	15.38	14.32	17.91

*Aides - Add \$.90 per hour while performing duties as a special needs aide for children with physical, psychological or emotional disabilities that require the aide to regularly handle bodily fluids or secretions, assist in toileting, administer medication, assist in other specialized health care procedures, or to address other physical hazards involving the child.

**Custodians - Add \$.25 per hour for shifts beginning 2:30 p.m. or after.

Parapro Aide - Aides that have passed the paraprofessional test.

Degree Aides - Aides that have a 2 year degree or more in a field related to their aide position.

**BLANCHESTER LOCAL SCHOOL DSITRICT
CLASSIFIED SALARY SCHEDULE
EFFECTIVE JULY 1, 2016**

STEP	SEC'TY	*AIDE	PARAPRO *AIDE	DEGREE *AIDE	MECHANIC MAINT	**CUSTODIAN	BUS DRIVER	HEAD COOK	COOK	CASE MANAGER
1	12.19	11.60	11.93	12.05	15.91	13.39	14.37	12.78	11.80	12.53
2	12.53	11.86	12.20	12.32	16.73	13.59	14.55	12.95	11.99	12.94
3	12.81	12.18	12.53	12.63	17.27	13.82	14.80	13.13	12.16	13.39
4	13.11	12.52	12.85	12.95	17.78	14.09	15.02	13.32	12.34	13.82
5	13.46	12.71	13.05	13.18	18.64	14.34	15.32	13.50	12.54	14.26
6	13.80	13.05	13.39	13.49	19.27	14.61	15.56	13.72	12.69	14.70
7	14.17	13.40	13.74	13.84	19.86	14.89	15.83	13.94	12.92	15.10
8	14.55	13.76	14.10	14.21	20.51	15.15	16.13	14.17	13.14	15.57
9	14.91	14.15	14.49	14.60	21.14	15.46	16.41	14.38	13.38	15.98
10	15.30	14.43	14.77	14.89	21.72	15.78	16.73	14.63	13.61	16.46
13	15.65	14.81	15.15	15.25	22.36	16.09	17.03	14.91	13.86	17.09
15	16.16	15.28	15.62	15.73	23.07	16.48	17.42	15.23	14.20	17.75
20	16.64	15.73	16.07	16.20	23.77	16.99	17.92	15.69	14.61	18.27

*Aides - Add \$.90 per hour while performing duties as a special needs aide for children with physical, psychological or emotional disabilities that require the aide to regularly handle bodily fluids or secretions, assist in toileting, administer medication, assist in other specialized health care procedures, or to address other physical hazards involving the child.

**Custodians - Add \$.25 per hour for shifts beginning 2:30 p.m. or after.

Parapro Aide - Aides that have passed the paraprofessional test.

**BLANCHESTER LOCAL SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
EFFECTIVE JULY 1, 2017**

STEP	SEC'TY	PARAPRO *AIDE	DEGREE *AIDE	MECHANIC *AIDE	MAINT	**CUSTODIAN	BUS DRIVER	HEAD COOK	COOK	CASE MANAGER
1	12.43	11.83	12.17	12.29	16.23	13.66	14.66	13.04	12.04	12.78
2	12.78	12.10	12.44	12.57	17.06	13.86	14.84	13.21	12.22	13.20
3	13.07	12.42	12.78	12.88	17.61	14.10	15.10	13.39	12.40	13.66
4	13.37	12.77	13.11	13.21	18.13	14.37	15.33	13.59	12.59	14.10
5	13.73	12.96	13.31	13.45	19.01	14.63	15.63	13.77	12.79	14.54
6	14.08	13.31	13.66	13.76	19.65	14.90	15.87	13.99	12.94	14.99
7	14.45	13.67	14.01	14.12	20.26	15.19	16.15	14.22	13.18	15.40
8	14.84	14.03	14.38	14.49	20.92	15.45	16.45	14.45	13.40	15.88
9	15.21	14.43	14.78	14.89	21.57	15.77	16.74	14.67	13.65	16.30
10	15.61	14.72	15.06	15.19	22.15	16.09	17.06	14.92	13.88	16.79
13	15.96	15.11	15.45	15.55	22.81	16.41	17.37	15.21	14.14	17.43
15	16.48	15.59	15.93	16.04	23.53	16.81	17.77	15.53	14.48	18.10
20	16.97	16.04	16.39	16.52	24.24	17.33	18.28	16.00	14.90	18.63

*Aides - Add \$.90 per hour while performing duties as a special needs aide for children with physical, psychological or emotional disabilities that require the aide to regularly handle bodily fluids or secretions, assist in toileting, administer medication, assist in other specialized health care procedures, or to address other physical hazards involving the child.

**Custodians - Add \$.25 per hour for shifts beginning 2:30 p.m. or after.

Parapro Aide - Aides that have passed the paraprofessional test.

OAPSE LOCAL _____
STEP _____



OFFICIAL GRIEVANCE FORM

NAME(S) OF GRIEVANT(S) _____

Phone Number _____ Email Address _____

IS THIS A CLASS ACTION GRIEVANCE? Yes No

CLASSIFICATION _____

WORK LOCATION _____ IMMEDIATE SUPERVISOR _____

Statement of Grievance: _____

Remedy requested: _____

Date Presented to Management Representative _____

Title _____

Management's Signature _____

Management's Disposition of Grievance: _____

I authorize the OAPSE Local _____ as my representative to act for me in the disposition

of this grievance

Date _____ Signature of Employee _____

Signature of Union Representative _____ Title _____

Withdraw Authorization

I _____ knowingly, hereby agree to withdraw this grievance.

Grievants' Signature _____

THE OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES



