



11-03-15
15-MED-03-0196
1180-02
K32670

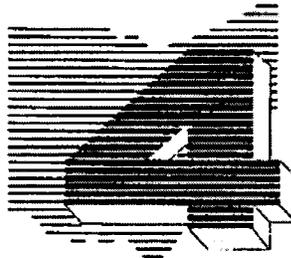
NEGOTIATED AGREEMENT

BETWEEN

**THE WELLSTON CITY SCHOOL DISTRICT
BOARD OF EDUCATION**

AND

**THE OHIO ASSOCIATION OF PUBLIC
SCHOOL EMPLOYEES, OAPSE/AFSCME
LOCAL 4, AFL/CIO, AND ITS LOCAL 557**



OAPSE/AFSCME Local 4/AFL-CIO

**Effective
July 1, 2015 - June 30, 2018**

TABLE OF CONTENTS

Page No.

PREAMBLE 1

ARTICLE 1 TERMS 1

ARTICLE 2 RECOGNITION 1

ARTICLE 3 BOARD (MANAGEMENT) RIGHTS 2

ARTICLE 4 PROCEDURES FOR CONDUCTING NEGOTIATIONS 2

ARTICLE 5 REGULATORY RELIEF 5

ARTICLE 6 NO STRIKE/NO LOCKOUT 5

ARTICLE 7 PAYROLL DEDUCTIONS 5

ARTICLE 8 GRIEVANCE PROCEDURE 6

ARTICLE 9 EMPLOYEE DISCIPLINE AND DISCHARGE 9

ARTICLE 10 WORKERS COMPENSATION 10

ARTICLE 11 PERSONAL DAYS 11

ARTICLE 12 OAPSE LEAVE 11

ARTICLE 13 WORKSHOPS 12

ARTICLE 14 EMPLOYEE EVALUATION 12

ARTICLE 15 PHYSICAL EXAMINATIONS 12

ARTICLE 16 TRAVEL ALLOWANCE 12

ARTICLE 17 LAY-OFF AND RECALL 12

ARTICLE 18 BID PROCEDURE 14

ARTICLE 19 OVERTIME 16

ARTICLE 20 SICK LEAVE 17

ARTICLE 21 SICK LEAVE INCENTIVE PLAN 17

ARTICLE 22 SEVERANCE PAY 18

ARTICLE 23 CALAMITY DAYS 18

ARTICLE 24 LEAVE OF ABSENCE 19

ARTICLE 25 ASSAULT LEAVE 19

ARTICLE 26 VACATIONS 19

ARTICLE 27 HOLIDAYS 20

ARTICLE 28 HOSPITALIZATION 20

ARTICLE 29 LIFE INSURANCE 21

ARTICLE 30 VISION CARE 21

ARTICLE 31 DENTAL INSURANCE 22

ARTICLE 32 PAYROLL DEDUCTIONS FOR INSURANCE 22

ARTICLE 33 INSURANCE OPT-OUT PROVISION 22

ARTICLE 34 BUS DRIVERS AND EXTRA TRIPS 23

ARTICLE 35 KEEPING BUS CLEAN 25

ARTICLE 36 CONDITIONS OF EMPLOYMENT 25

ARTICLE 37 SENIORITY 27

ARTICLE 38 EMPLOYMENT 27

ARTICLE 39 CONTRACT LABOR 28

ARTICLE 40 RETIREMENT 28

ARTICLE 41 SEVERABILITY 28

ARTICLE 42 JOB DESCRIPTIONS 29

ARTICLE 43	AGENCY SHOP.....	29
ARTICLE 44	WAGES/PAYROLL/BCI & FBI BACKGROUND CHECKS.....	29
ARTICLE 45	HOPE HAVEN AIDES	30
ARTICLE 46	DURATION.....	30
ARTICLE 47	LIABILITY INSURANCE.....	30
ARTICLE 48	DRUG AND ALCOHOL FOR EMPLOYEES AND TRANSPORTATION PERSONNEL.....	31
ARTICLE 49	DUAL CLASSIFICATIONS.....	35
ARTICLE 50	WELFARE/WORKFARE	35
ARTICLE 51	CONTRACT PREPARATION	35
ARTICLE 52	SCHOOL CALENDAR.....	35
SIGNATURE PAGE	36
APPENDIX	37

PREAMBLE

This Agreement made and entered into by and between the Board of Education of the Wellston City Schools, hereinafter referred to as the "Board," and the Ohio Association of Public School Employees (OAPSE) and its affiliated, the Ohio Association of Public School Employees, Local #557, of which is hereinafter referred to as the Union.

ARTICLE 1 TERMS

- 1.1 The terms and conditions of the written Agreement are effective for the period of July 1, 2015 and terminating June 30, 2018.
- 1.2 All reference to "days" in this Agreement shall be construed as workdays. Workweek means Sunday 12:01 a.m. through Saturday 12:00 p.m., excluding holidays.
- 1.3 No adjustments or changes of this Contract may take place until the negotiation committees of OAPSE/AFSCME and the Wellston City School Board of Education have agreed to the change and such change has been ratified by both groups.

ARTICLE 2 RECOGNITION

- 2.1 The Board of Education of the Wellston City Schools hereby recognized the Ohio Association of Public School Employees on behalf of Local #557 as the sole and exclusive bargaining representative for all employees now employed or to be employed in the following described unit:
- 2.2 The bargaining unit includes all full time and part time employees' in the following classifications which are regularly assigned to a work schedule:
 - a. Custodial
 - b. High School and Elementary Secretaries
 - c. Pupil Transportation
 - d. Food Service
 - e. Maintenance
 - f. Aides
 - g. Study Hall Monitors
 - h. Custodian/Boiler Operators
 - i. Bus Mechanic
 - j. Sub Caller/Building Assistant/Media Specialist
- 2.3 The following classifications are excluded and not covered in this agreement:
 - a. Administrative Secretaries
 - b. Assistant Treasurer
 - c. Cafeteria Supervisor
 - d. Maintenance Supervisor
 - e. Transportation Supervisor
 - f. Treasurer of Board of Education
 - g. Substitutes

ARTICLE 3 BOARD (MANAGEMENT) RIGHTS

3.1 Unless a public employer agrees otherwise, in a collective bargaining agreement, nothing in Chapter 4117 of the Revised Code impairs the right and responsibility of each public employer to:

1. Determine the matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy such as the functions and programs of the public employers, standards of service, its overall budget, utilization of technology, and organization structure;
2. Direct, supervise, evaluate, or hire employees;
3. Maintain and improve the efficiency and effectiveness of governmental operations;
4. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
5. Suspend, discipline, demote, or discharge, for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
6. Determine the adequacy of the work force;
7. Determine the overall mission of the employer as a unit of government;
8. Effectively manage the work force;
9. Take actions to carry out the mission of the public employer as governmental unit;
10. The employer is not required to bargain on subjects reserved to the management and direction of the governmental unit except as it affects wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. A public employee or exclusive representative may raise a legitimate complaint or file a grievance based on the collective agreement.

ARTICLE 4 PROCEDURES FOR CONDUCTING NEGOTIATIONS

4.1 NEGOTIATIONS TEAMS

The Board, or the designated representative for the Board, will meet with representatives designated by the Union for the purpose of discussing and reaching agreements. All negotiations shall be conducted exclusively between said teams. The Board's negotiating team and the Union's negotiating team each will be limited to ten (10) members. Neither party shall have control over the selection of the other party's team members. If

consultants are to be used in any capacity other than as chief spokes-person, advance notice shall be given to the other party prior to the session in which they are to be utilized. While no final agreement shall be executed without ratification by the Union 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.

- 4.2 Necessary clerical assistance may be provided if both parties agree and, if such is the case, the cost will be shared equally by the Board and the Union.

4.3 EXCHANGE OF INFORMATION

Prior to and during the period of negotiations, or impasse provision, the Board and the Union agree to provide to each other, upon request, all regularly and routinely prepared information concerning the issue(s) under consideration.

4.4 REQUEST FOR MEETING

Upon receipt of a written request for a meeting either party will have five (5) days to reply to the request. A meeting date shall be agreed to within ninety (90) calendar days prior to the contract termination date.

4.5 SUBMISSION OF ISSUES

At the first meeting, the Union and the Board shall simultaneously exchange proposals for Negotiations. Additional proposals shall not be submitted for negotiation after initial exchange unless mutually agreed upon.

4.6 NEGOTIATIONS PROCEDURES

The parties shall meet at places and times agreed upon at the beginning of the prior meeting. Length of meetings as well as times and places of the meetings shall be agreed upon at the onset of the beginning of each session. All meetings shall be held in executive session, unless agreed otherwise.

If negotiations are ordered or mutually agreed to be conducted during school hours, release time shall be provided with pay for the Union negotiating committee.

4.7 CAUCUS

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.

4.8 PROGRESS REPORTS

During negotiations interim reports may be made to the Union by its representatives and to the Board of Education by its representatives. Each party will be responsible for

requesting that the information from such reports be regarded as only proposals and shall be confidential information within the organization concerned.

4.9 NEWS RELEASES

News releases either during negotiations or at the conclusion of negotiations shall be made only by mutual agreement.

4.10 PROTOCOL

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

4.11 ITEM AGREEMENT

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

4.12 AGREEMENT

When an agreement is reached through negotiation, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form it shall be submitted to the Union and the Board for ratification and adoption. When adopted by the Board, the agreement shall become part of the official Board minutes and binding on both parties. Said agreement shall be signed by the Board's representative and by the Union's representative.

4.13 INTENT TO RECOMMEND

Prior to the negotiated agreement being presented to the Union and to the Board, each member of both negotiating teams shall pledge to recommend adoption of the tentative agreement.

4.14 DISAGREEMENT

- A. In the event an agreement is not reached by negotiations after full consideration of proposals and counter proposals, either party shall have the option of declaring impasse.
- B. 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 parties have solidified and the parties have become intransigent pertaining to unresolved negotiation issues.

- C. If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all issues where agreement has not been reached by either party.
- D. The parties jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Services. The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties.
- E. The mediator has no authority to recommend or to bind to any agreements.
- F. This mutually agreed upon dispute resolution procedure supersedes state law.

ARTICLE 5 REGULATORY RELIEF

- 5.1 If any provision of this Agreement or the application there-of is in conflict with any Federal, State, Local, or Regulatory Agency, the relief of the provision will be dictated by the Regulatory Agency, unless the provisions of this Agreement expressly provide relief.

ARTICLE 6 NO STRIKE/NO LOCKOUT

6.1 NO STRIKE

The bargaining unit members and the Union agree that they will neither cause, actively support, nor sponsor any strike, slow down or other work stoppage during the term of this Agreement. In the event that any bargaining unit members violate this provision, the Board shall notify the Union Local President and the OAPSE Field Representative by email that any of the employees covered hereunder are engaged in any prohibited activity as set forth in this Article. The Union shall immediately order such employee(s) to resume normal work activities and/or return to work.

6.2 NO LOCKOUT

In recognition of this continuous performance pledge, the Board agrees that there will be no lockout of Members of the Union except if such lockout is a result of the Board's inability to pay which results in the closing of all regular schools.

- 6.3 The only times that the NO STRIKE Article 6 will not be in force for the term of the collective bargaining agreement will be during the periods when the contract will be reopened for the items specified in Article 1.3-Negotiations on wages and fringe benefits.

ARTICLE 7 PAYROLL DEDUCTIONS

- 7.1 The Board agrees to deduct the Union dues/or fees for every employee and to remit the dues/or fees to the State Union Treasurer monthly together with a list showing the names of the employees and the amount deducted.
- 7.2 Payroll deduction:

All Union Dues, Fair Share Fees and PEOPLE donations shall be deducted in twenty-four (24) equal installments beginning with the first pay period in September and ending with the second pay period in August.

All other voluntary deductions shall be deducted in equal installments from each pay, up to twenty-four (24) pays per year.

The Board agrees to deduct from the wages of employees, who is a member of the Union, a Public Employee Organized to Promote Legislative Equality, (P.E.O.P.L.E.), donation as provided for in a written authorization from the employee. Such authorization must be executed by the employee and may be revoked by (the employee at any time by giving written notice to the Board. The Board agrees to forward P.E.O.P.L.E. deductions to the union State Treasurer along with a list of all employees for whom such deductions have been made.

7.3 By July 15 of each calendar year, the Union shall submit to the Treasurer a list enumerating the employees who will have payroll deductions in accordance with Article 7 and who will pay dues by another method.

7.4 The amount of dues of the Union shall be filed by letter each year prior to July 1.

7.5 For all deductions of dues and fees made in accordance with this Agreement and 4117.09 O.R.C., Union and the employees represented in this bargaining unit will hold harmless the Board, its members and the Treasurer of the Board for any findings, omissions or error made as a result of these payroll deductions.

7.6 Authorized Payroll Deductions:

Local dues shall be deducted the first pay day after the school starts (amount of fifteen (\$15.00) dollars per year). School Treasurer will in turn write a check of the full amount by September 30th of each year to OAPSE Local #557 Treasurer for all members of OAPSE Union Local #557.

Open enrollment for payroll deduction annuities or insurance plans will be:

September 1-30
February 1-28

Anyone wishes to drop an annuity or insurance program may do only by written notice to the Treasurer during an open enrollment period.

ARTICLE 8 GRIEVANCE PROCEDURE

8.1 GRIEVANCE FORMS.

A. Any grievance must be filed on the authorized grievance form agreed to between the parties to this Agreement. Such forms must provide for naming of the alleged

violation and shall state the contention of the employee or the Union, and shall indicate the relief requested.

- B. Any grievance not advanced to the next step by the Union within the time limit in that step shall be deemed resolved by the Administration's last answer.
 - C. Any grievance not answered by the Administration within the time limit in that step shall be automatically advanced to the next step of the grievance procedure.
 - D. Time limits may be extended by the Administration and the Union in writing, than the new dates shall prevail.
 - E. The agreed to grievance form shall be made available to any employee requesting such, either through his/her supervisor or Union's Representative.
- 8.2 A grievance is deemed as an alleged violation of a specific article or section of this Agreement or the application of or the interpretation of existing rules and regulation. If any such grievance arises, there shall be no stoppage or suspension of work or concerted activity because of such grievance; but such grievance shall be submitted to the following grievance procedure. Before a grievance is submitted in writing an attempt shall be made to resolve the dispute through normal discussion with the supervisor(s).
- 8.3 A grievant shall mean a person or the Union alleging that some violation, misinterpretation or misapplication of the above has actually occurred, or group alleging that some violation, misinterpretation or misapplication of the aforementioned Agreement or regulations has actually occurred. A grievance alleged to be a "group" grievance shall have arisen out of identical circumstances affecting each member of said group.
- 8.4 All parties may be represented at any step of the grievance procedure; however, a unit member may only be represented by the Union. If a meeting under this procedure is scheduled during a member's normally scheduled work time, release time will be provided for that member to attend.
- 8.5 STEP ONE

Within fifteen (15) working days of the time a grievance arises or knowledge of a grievance, the employee or the Union will present the grievance in writing to his/her supervisor or designated person. Within ten (10) working days after presentation of the grievance the supervisor or designated representative shall give his/her answer in writing to the employee.

STEP TWO

If the grievance is not resolved in Step One, the employee or the Union Representative may within ten (10) working days of receipt of the supervisor's answer, submit to the Superintendent or his designated representative the answer at Step One with the original grievance statement.

The Superintendent, or his designated representative shall conduct a formal hearing within (10) ten working days after the receipt of the written grievance. A written disposition shall be completed no later than (10) ten working days after the receipt of the written grievance.

STEP THREE

If a satisfactory disposition of the grievance procedure is not made as a result of the procedure in Step Two, the employee or the designated Union Representative shall have the right to appeal the dispute to the Federal Mediation and Conciliation Service (FMCS) within ten (10) working days of receipt of the answer in Step Two. If a cost is incurred for the mediator, such cost shall be shared equally by the Union and the Board.

STEP FOUR

If a satisfactory disposition of the grievance is not made as a result of the procedure in Step Three, the Union shall have the right to appeal the dispute to an impartial arbitrator within twenty (20) working days of the receipt of the answer from Step Three by filing a notice within the statement of grievance attached thereto with the Federal Mediation and Conciliation Service, and a copy of such notice served on the administration's representative. The decision of the arbitrator shall be final and binding on all parties involved in the grievance.

8.6 POWER OF THE ARBITRATOR

- A. It shall be the function of the arbitrator and he shall be empowered except as his powers are limited below after due investigation to make a decision in case of alleged violations outlined in Article 8, Section 1, of this Agreement.
- B. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
- C. He shall no power to establish salary schedules or change salary schedules.
- D. He shall have no power to decide any question which, under this Agreement, is solely within the responsibility of management to decide. In rendering decision, an arbitrator shall give due regard to the responsibility of management except as they may be conditioned by this Agreement.
- E. In the event that a case is appealed to an arbitrator on which he determines he has no power to rule, it shall be referred back to the Union, with a notification to the Administration without decision or recommendations on its merits.
- F. The award and/or decision of the Arbitrator shall be final and binding upon both the Wellston Board of Education and OAPSE/AFSCME, AFL-CIO #4, Local #557.

- G. The fees and expenses of the arbitrator shall be borne by the losing party, who shall clearly be designated by the arbitrator in the award and/or decision.

ARTICLE 9 EMPLOYEE DISCIPLINE AND DISCHARGE

- 9.1 The employee shall be given a written statement containing the charges, and the time and place of the hearing. The written statement shall notify the employee of his/her rights to have Union representation. The employee must sign the statement acknowledging receipt of the statement and date received. Unless an employee presents a clear and present danger to the health and/or safety of himself/herself, other employees, or students as determined by the Superintendent, no employee shall be removed from his/her work location or disciplined without first having had a hearing with a Union Representative of his/her choice present, if the employee so requests. However, the hearing shall not be delayed more than four (4) business days to allow the presence of a Union Representative. In the Superintendent's absence, the responsibility for the disciplined action addresses in 9.1 falls upon the Superintendent's designee or his/her designee. Employees shall not be removed or disciplined except for just or proper cause.

Oral warnings shall be documented. Documentation of an oral warning shall be signed by the employee. The supervisor or other administrator shall provide to the employee a copy of the documentation of an oral warning. Such documentation shall be kept by the Superintendent in a file in the central office other than the employee's personnel file.

It is understood that an employee's signing an acknowledgement of receipt of statement or documentation of oral warning does not imply agreement with said records and serves only to acknowledge his/her receipt of the record. If an employee refuses to sign such documentation, the supervisor or other administrator shall write on the document, "refused to sign," and shall place the document in the file.

9.2 Disciplinary Procedure

Disciplinary action shall consist of a course designed to improve the quality of the employee and shall generally be progressive in nature. The measure of discipline shall normally follow in the order listed below:

- (i) Oral Warning
- (ii) Written Warning
- (iii) Up to three (3) day suspension without pay
- (iv) Up to five (5) day suspension without pay
- (v) Up to ten (10) day suspension without pay
- (vi) May result in discharge

Rules cannot be listed to cover every situation. Therefore, depending on the severity of the offense, the sequence of disciplinary action may be altered. Certain offenses are serious enough to warrant immediate discharge or suspension without regard to previous reprimands or discipline. Such serious offenses include, but are not limited to the following:

Theft of or damage to property; criminal conviction.

Falsification of any records, including employment records; and fighting which results in physical contact.

- 9.3 The employee may request removal of any record of disciplinary action of his/her personnel file if the disciplinary action was taken more than twenty-four (24) months earlier provided there has not been a reoccurrence of the same type of misconduct.
- 9.4 The employee may appeal any disciplinary action to the Board of Education or may use the grievance procedure to challenge any discipline action. Oral and Written warnings may not be grieved beyond Step Three of the Grievance Procedures.
- 9.5 Upon receiving a complaint about the conduct or job performance of an employee by the Board or the Superintendent or his designee shall hold a conference with the employee. Should the complaint warrant any type of disciplinary action, the provisions of this Article shall apply.
- 9.6 All records of disciplinary nature held in an employee's file must be initialed by the employee. The employee shall be permitted to write on aforementioned record that they do not agree with the said record but are signing to acknowledge their receipt of the record. The employee may attach written documentation and evidence of their disagreement with the discipline. It is understood that an employee's initials do not imply agreement with said records and serves only to acknowledge their receipt of the record. If an employee refuses to initial such documentation, the supervisor or other administrator shall write on the document, "refused to initial."
- 9.7 This article supersedes and takes the place of O.R.C. 124.34 and shall exclusively govern the discipline and discharge of employees.

ARTICLE 10 WORKERS COMPENSATION

- 10.1 All employees covered under the Agreement are protected under the State Workers Compensation Act of Ohio, in cases of injury or death incurred in the course of or arising out of their employment.
- 10.2 An injury incurred while performing assigned responsibilities shall be reported to the injured employee's supervisor or other designated representative within twenty four (24) hours, if possible, or the next business day after the incident occurs. A report shall then be filed with the District's Workers Compensation Coordinator by the employee, or the employee's supervisor, in the event the employee is unable to complete the filing and an application may be filed with the Bureau of Workers Compensation. Failure to report an injury within twenty four (24) hours or on the next business day shall not affect an employee's right to file a worker's compensation claim or be cause for discipline.
- 10.3 Employees, off work on workers compensation claims, shall be offered the opportunity to return to work on light duty assignments, provided the employee has a doctor's statement outlining the criteria which encompasses light duty. The employer may assign light duty

as outlined in the transitional work guide for Wellston City Schools provided such assignment does not violate the current bargaining agreement.

ARTICLE 11 PERSONAL DAYS

- 11.1 Each employee shall be authorized three (3) days annually for personal leave. Such leave shall be granted upon notification subject to the following conditions:
- A. Notification shall be given to the building principal three (3) days in advance, unless circumstances make it impossible to comply herewith, in such event the employees shall notify the building principal at the earliest possible time.
 - B. Personal leave shall be granted to conduct personal matters which cannot be handled except during the employee working hours.
 - C. Personal leave cannot be used the first or last week of school or immediately preceding or following a holiday unless approved by the employee's immediate supervisor.
 - D. Personal leave shall not be used for the purpose of working for another employer. However, employees may use personal leave to work for the Board of Elections on election days, provided that substitutes are available to cover absent employees.
- 11.2 Personal leave notification forms must be completed before the personal day is used.
- 11.3 Non-certified employees shall be paid the rate of pay equal to the rate of pay for substitutes plus one dollar (\$1.00) per hour in that classification for unused personal days for all classifications. Total days permitted to each employee will be three (3) days per year.

Request for payment must be submitted in writing to the Treasurer of the Board no later than the last scheduled workday of the employee contract year. Payment shall be made by June 30th of the year in which personal days were earned for nine (9), ten (10) and eleven (11) month employees.

Request for payment must be submitted in writing to the Treasurer of the Board no later than June 30 of the employee contract year. Payment shall be made within (30) calendar days after the last scheduled workday of the employees' contract year in which the personal days were earned for twelve (12) month employees.

ARTICLE 12 OAPSE LEAVE

- 12.1 The Board agrees to permit any duly elected delegates of OAPSE Local #557, leave of three (3) days to attend the OAPSE Annual Conference with continuity of salary.

ARTICLE 13 WORKSHOPS

- 13.1 Upon prior written request to the Superintendent the Board of Education shall permit the OAPSE President and one additional member one day at regular pay to attend an OAPSE workshop.

ARTICLE 14 EMPLOYEE EVALUATION

- 14.1 An annual written evaluation of each employee shall be completed cooperatively by the building principal(s) and/or appropriate supervisor prior to May 31 of each year. A conference shall be held with the employee to review the evaluation. All parties involved with the evaluation shall sign the written report and a copy shall be placed in the employee's personnel file. Signing does not mean that the employee necessarily agrees with the evaluation, just that they have received a copy of the evaluation.
- 14.2 An employee may write his/her comments on any evaluation form examined by him/her.
- 14.3 Any employee can request to see and shall be permitted to examine his/her personnel file, so long as the employee does not remove any article from the file.

ARTICLE 15 PHYSICAL EXAMINATIONS

- 15.1 The Board shall pay the cost of required physical examinations only if the employee attends the physician appointed and approved by the Board for said purpose.

ARTICLE 16 TRAVEL ALLOWANCE

- 16.1 Any employee required to use his/her own vehicle to service the Board shall be paid for actual travel distance at the IRS rate in effect on July 1 of each year for the following fiscal year.

ARTICLE 17 LAY-OFF AND RECALL

- 17.1 All positions shall be filled by employees of the Board.
- 17.2 If it becomes necessary to reduce the number of non-certified employees in the school system due to abolishment of positions, lack of funds, or lack of work, the following procedures shall govern such lay-offs.
- 17.3 The number of people affected by the reduction in force will be kept to a minimum by not employing replacements, insofar as practical, for employees who resign, retire, or otherwise vacate a position.
- 17.4 Whenever it becomes necessary to lay-off employees by the reasons stated above, affected employees shall be laid off according to "classification seniority." The Board of Education retains the right to determine lay-offs in each classification.

17.5 The Board of Education will lay off the employees with the least classification seniority. When a layoff occurs, due to abolishment in a classification, and vacancies exist within the classification, the least senior employee that remains in the classification shall assume the vacant position until the vacant position is bid according to Article 30 (Bid Procedure).

17.6 An employee who is laid off will have the right to displace (bump) any employee within the classification of layoff with less classification seniority. Any employee displaced or bumped from their position shall have the right to displace/bump any employee within the classification with less classification seniority. This process shall continue until the least senior employee within the classification is displaced/bumped from the classification.

An employee displaced (bumped) from their classification who has held a position in another classification may use accrued seniority in the previous classification to displace (bump) any employee in their previous classification with less classification seniority.

17.7 If an employee is displaced (bumped) from his/her classification or previous classification the employee may continue his/her displacement/bumping rights of those employees with less system wide seniority in other classifications until he/she obtains a position for which he/she is qualified.

All bargaining unit members must be given twenty (20) days' notice of the date and time of the bump/displacement process. The Local President or designee must be present at the meeting.

17.8 An employee who cannot meet the qualifications for any position available to him/her through displacement/bumping right shall be laid off.

Any employee to be bumped shall receive verbal notification from the Superintendent at a meeting held with the employee, Superintendent and an OAPSE Representative. The displaced employee shall notify the superintendent in writing within seven (7) days that they wish to utilize their bumping rights.

17.9 Employees shall be notified of the lay-off in writing by the Superintendent and the employee shall have seven (7) days after written notification to notify the Superintendent, in writing, of his/her intention to exercise his/her displacement/bumping rights. Failure to provide such a written notification by an employee waives his/her displacement rights. This written notification shall be by certified mail.

17.10 Twenty (20) days prior to the effective date of the lay-off, the Board of Education shall prepare and post for inspection in a conspicuous place, a list containing the position names, "classification seniority list," "system seniority list," and indicate which employees are to be laid off. Each employee to be laid off shall be given advance written notice of the lay-off. This notice shall be given at least thirty (30) days prior to the effective date of the lay-off and shall state the following:

a. Reasons for the lay-off reduction.

- b. The effective date of the lay-off.
 - c. A statement advising the employee of their displacement/bumping rights.
 - d. A statement advising the employee of their rights of reinstatement from the layoff.
- 17.11 The Board shall furnish to the local OAPSE President, a "classification" and "system" seniority list. Copies of job description and the qualifications for each classification will be given to the local OAPSE President.
- 17.12 For the classifications in which the lay-off occurs, the Board shall prepare a reinstatement list and name all employees employed under the probationary contracts in reverse order of the lay-off. The name of all employees employed under the continuing contract status of employment shall be placed on a separate reinstatement list in reverse order of lay-off. Reinstatement shall be made from this list before any new employees are hired in that classification or any employee is reinstated from the probationary list. All lists shall be given to the Union's (OAPSE) representative.
- 17.13 Vacancies which occur in the classification of lay-off shall be offered to, or declined in writing, by the employees standing highest on the lay-off list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement list.
- 17.14 The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of the lay-off. If reinstated from lay-off during this period, such employee shall return all previous accumulated seniority and a notice of reinstatement shall be made by certified mail.
- 17.15 While on lay-off, the employee will have the option to remain an active participant in the district's group insurance program, with the exception of life insurance, provided payment for these benefits is made to the Treasurer of the Board on the first of each month in the full amount of the monthly group premium.
- 17.16 While on lay-off, the employee shall have the option of being called as a substitute in all classifications for which they meet the qualification. If an employee works for a period of time that exceeds 20 days, the two year recall will be extended for the number of days worked.
- 17.17 When a lay-off occurs due to abolishment in a classification, and vacancies exists, within the classification, the least senior employee that remains in the classification shall assume the vacant position during the period of time the position is posted for bid, according to Article 18 (Bid Procedure). Employees on layoff shall be recalled to vacant positions according to seniority, during the bid procedure, until he/she is successful in attaining a position through the bidding process.

ARTICLE 18 BID PROCEDURE

- 18.1 A. When a vacancy occurs in a classification or a location assignment, it shall be posted as a vacancy within (5) working days in each school building and the

transportation office for a period of at least (5) working days. The vacancy shall be filled within five (5) working days after closing of the posting. A vacancy is an existing or new position that the Employer (Board members, administrators, agents and all other acting on the Board's behalf as directed by the Board) has authorized to be filled, whether created as a result of the resignation, retirement, termination, transfer or death of an employee. Any employee desiring the posted position shall submit a bid in writing to the office of the individual designated on the posting prior to the close of the bid period. All postings shall include the position's location or route, scheduled daily hours, scheduled number of work days per year, job title, classification, salary, job description and/or duties of the position. If a vacancy is posted during the summer, the Union President or next available officer will be notified of the vacancy by email. The Board agrees a substitute will not fill a vacant position for more than twenty (20) working days after the posting date expires if bargaining unit members bid on the position. If after twenty (20) days the vacant position is not filled, according to this Article, the posting may be extended an additional forty (40) days

- B. The Employer shall use the following procedures in choosing a person to fill a vacancy:
1. The position will first be offered to qualified employee applicants who are working in the same classification as the vacancy. If more than one qualified employee within the classification applies for the vacancy, the applicant with the greatest classification seniority will be awarded the position.
 2. If no qualified employee from within the same classification as the vacancy applies for the position, all other applicants for the position will then be considered and the position will be awarded to the applicant that the Employer deems most qualified, provided that person meets the minimum job requirements for the position. Criteria for selection shall include, but are not limited to, relevant skills, qualifications, experience and seniority with the District, if any. Up to three (3) most senior applicants who are currently employed in other classifications shall be interviewed for the position, but it is understood that the Employer will select the applicant it deems most qualified out of all of the applicants, provided that person meets the minimum job requirements for the position.
 3. An employee's system seniority shall be determined by using the date on which the employee was most recently hired by the Board of Education. An employee's classification seniority shall be determined by using the date on which the employee was hired into their current classification.
- C. The employer shall provide electronic copies of all bids to the Union's President.

- D. When, as a result of being awarded a position through the bid procedure, an employee moves from one classification to another, he/she shall be placed at the appropriate step of the pay scale in the new classification based on total years of employment with the District up to a maximum of fourteen (14) years of system service. Credit for all years of system service greater than fourteen (14) will be lost, for purposes of determining salary, when an employee transfers from one classification to another as a result of being awarded a position through the bid procedure. A new employee shall generally be placed at Step 0 unless the Employer in its discretion determines that the employee has prior experience which warrants placing the employee at a higher step on the pay scale no higher than steps 0 through 5.
- E. For the purpose of bidding, Study Hall Monitors and Aides shall be considered the same classification. Seniority shall transfer from one classification to the other.

ARTICLE 19 OVERTIME

- 19.1 All overtime shall be offered on a rotation basis to employees within their classification by seniority. All employees must notify their immediate supervisor, in writing, prior to September 1st that they wish to be included in the overtime rotation.
- 19.2 All worked performed on Saturday will be paid at time and one-half regular pay. Payment of overtime shall be paid the pay period following the pay period in which the overtime was accrued. All hours worked over 40 hours per week shall be paid at the rate of time and one-half (1 ½). Week meaning Sunday through Saturday. Sick leave will not be included in "hours worked" for calculation of overtime.
- 19.3 Custodians scheduled to work third shift will not be paid overtime rate for the hours of 9:00 p.m. through 12:00 midnight on Sunday nights only, unless the hours worked causes the employee to work more than forty (40) hours in one week.
- 19.4 Pay for extra trips and overtime shall be made to employees at the same interval as regular pay dates when the overtime is earned. Employees shall receive with their pay check an itemized record of all overtime and extra trips for the pay period. All time sheets must be submitted to the Treasurer's office at least seven (7) working days prior to the regular pay date.
- 19.5 Compensatory time and overtime must be authorized by the building principal/supervisor.

Employees have the option of compensatory time in lieu of overtime payment. Compensatory time may accumulate to a maximum of one hundred twenty (120) hours. Compensatory time shall be earned at the appropriate rate of pay. If the employee chooses the payment option as opposed to compensatory time option, the payment will be at the appropriate rate of pay. Compensatory time shall be earned at 1.5 hours for each hour worked over 8 hours in one day or 40 hours in one work week.

A request for use of earned compensatory time shall be given to the principal/supervisor forty-eight hours before the use of compensatory time.

ARTICLE 20 SICK LEAVE

- 20.1 Each person employed by the Board shall be entitled to fifteen (15) days sick leave with pay for each year under contract, which shall be credited at the rate of 1.25 days per month. Unused sick leave shall be accumulated to an unlimited amount.
- 20.2 Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family. Unused sick leave shall be accumulated for the period of time that an employee works for the Board of Education. The immediate Family shall include: Spouse, Child, Parent, Brother, Sister, Step Child, Spouse's Parent, Sister-In-Law, Brother-In-Law, Son-In-Law, Daughter-In-Law, Grandchild, Grand Parent, Foster Child, anyone who stood in the place of a parent, or any person who makes their home with the employee.
- 20.3 Any accumulated sick leave of a person separated from any other public service shall be transferable in accordance with law.
- 20.4 If sick leave is taken and medical attention was required, the Board may request a signed statement to justify the use of sick leave. If an employee is absent for more than four (4) consecutive days, a doctor's excuse may be required by the supervisor.
- 20.5 Any non-certified employee who has forty (40) days of accumulated sick leave may transfer up to three (3) days sick leave in any one school year to any other non-certified employee who has exhausted his/her accumulated sick leave as a result of an extended illness and who does not qualify for disability. Each non-certified employee shall be limited to one request every two school years, with a school year defined as July 1 to June 30. A maximum of 120 days leave may be transferred for the benefit of the ill employee. These days will not act as accumulated sick leave for said employee. This will be on a volunteer basis from any employee who has forty (40) days of accumulated sick leave.
- 20.6 Employees shall specify illness, injury, or doctor's appointment as the reason for sick leave request on the district sick leave form. (See attached form).

ARTICLE 21 SICK LEAVE INCENTIVE PLAN

- 21.1 Attendance is an important factor in the successful operation of any School District.
- 21.2 Attendance Incentive Plan:
 - 1st 9 weeks: \$100.00 for 0 absences
 - 2nd 9 weeks: \$100.00 for 0 absences
 - 3rd 9 weeks: \$100.00 for 0 absences
 - 4th 9 weeks: \$100.00 for 0 absences

Summer or 12 month employees: \$100.00 for 0 absences
9-10 month employees are eligible for 4 incentives.
11-12 month employees are eligible for 5 incentives.

Employees who work less than 25 hours per week will receive \$65.00 per 9 weeks.

- 21.3 Personal days, Comp Time, Donated Sick Leave, In-service Leave, Conference Leave, Vacation Leave and Jury Duty Leave are excluded.
- 21.4 Incentives will be paid as follows in a payroll following the end of each 9 weeks.
- 21.5 If absenteeism is reduced by 50% over the previous fiscal year, all employees shall receive a \$250.00 incentive payable on the first pay of December. Employees who work less than 25 hours per week will receive \$170.00.
- 21.6 This Sick Leave Incentive will expire June 30, 2018. If the Attendance Incentive Plan is removed then the prior Sick Leave Bonus will be reinstated.

ARTICLE 22 SEVERANCE PAY

- 22.1 Any employee who retires shall be entitled to pay for thirty-five percent (35%) of the accumulated sick leave not to exceed two-hundred (200) days.
- 22.2 The rate of pay shall be their rate of salary or hourly rate at the time of leaving the service of the Board.
- 22.3 Payment of the severance pay shall be made to the employee in one lump sum as part of his/her last check from the school system upon evidence at retirement from the School Employees Retirement System.

ARTICLE 23 CALAMITY DAYS

- 23.1 All employees shall be paid their appropriate rate of pay for all days or part of a day when schools buildings in which they are assigned are closed for weather or other emergencies by the Superintendent ("school closure days") – up to a total of the first five (5) school closure days.
- 23.2 On the first five (5) school closure days called by the Superintendent, all 12-month employees have the option to report to work as soon as they safely can report to work. These 12-month employees and any other employee who performs work for the Board at the request of their immediate supervisor on the first five (5) school closure days shall be paid at the rate of time and one-half (1 ½) for all hours worked. (2 ½ time will no longer be paid.) If an employee is required or requested to work and the employee has a weather emergency, the employee may contact his/her supervisor and seek approval to make up the time.
- 23.3 Any employee who works under Section 35.2 above may choose to receive compensatory time at the rate of time and one-half (1 ½) in lieu of overtime payment.

- 23.4 After the first five (5) school closure days, twelve month employees shall report to work and shall be paid at their regular rate (no time and one-half). If the employee has a weather emergency, the employee may contact his/her supervisor and seek approval to make up the time.

ARTICLE 24 LEAVE OF ABSENCE

- 24.1 Upon written request, the Board of Education may grant a leave of absence for a period of not more than two (2) years for education or professional or other purposes, and shall grant such leaves where illness or other disability if the reason for the request.
- 24.2 Upon the return of the employee from a leave, the Board may terminate the employment of a person hired for the purpose of replacing the returning employee while he/she was on leave.

ARTICLE 25 ASSAULT LEAVE

- 25.1 All cases of physical threat or violence to an employee shall be reported to the immediate supervisor as soon as the incident occurs. If in the judgment of the employee and the supervisor the assault is sufficiently severe, the police shall be notified. A written report of all assaults on employees will be made to the Superintendent by the person assaulted for further investigation and possible expulsion of the student or possible litigation against other individuals who initiate said assault. Any employee who is assaulted while performing regular school duties shall be excused to seek a physician's evaluation of the injuries. If the physician's evaluation of the injuries due to the said assault warrants the employee to have additional time off, such time shall not exceed a maximum of thirty (30) work days and these days are not to be deducted from sick leave. The Board may request a second opinion by a physician of the Board's choice, the cost of the second opinion shall be paid for by the Board.

ARTICLE 26 VACATIONS

- 26.1 All eleven (11) month and twelve (12) month employees shall be granted, after one (1) year of service with the Board of Education ten (10) days of vacation with pay.
- 26.2 All eleven (11) month and twelve (12) month employees shall be granted, after six (6) years of service, fifteen (15) days of vacation with pay.
- 26.3 All eleven (11) month and twelve (12) month employees shall be granted, after twelve (12) years of service, twenty (20) days of vacation with pay.
- 26.4 All eleven (11) month and twelve (12) month employees shall be granted, after twenty (20) years of service, twenty-five (25) days of vacation with pay.
- 26.5 Employees may carry-over a maximum of 10 days of unused vacation during their employment.

ARTICLE 27 HOLIDAYS

27.1 Employees shall be paid for the holidays stated below.

9 and 10 Month Employees

Labor Day	Thanksgiving Day
Day after Thanksgiving	Day before Christmas
Christmas Day	New Year's Eve Day
New Year's Day	Martin Luther King Day
Good Friday	Memorial Day

11 and 12 Month Employees

Labor Day	Thanksgiving Day
Day after Thanksgiving	Day before Christmas
Christmas Day	New Year's Eve Day
New Year's Day	Martin Luther King Day
Good Friday	Memorial Day
July 4 th	

27.2 Any employee required to perform work on a paid holiday shall be paid at the rate of double (2X) in addition to his/her holiday pay.

ARTICLE 28 HOSPITALIZATION

28.1 The Board of Education shall provide medical benefits for all regular employees as outlined in the attached Schedule of Benefits. This shall also include vision, dental, and prescription drugs. Each regular employee who works 25 hours or more per week shall contribute the following amounts for single and family health insurance and prescription coverage each month through payroll deduction.

	Single Coverage	Family Coverage
2012-13	\$25.00	\$35.00
2013-14	\$30.00	\$50.00
2014-15	5%	5%
2015-16	5%	5%
2016-17	6%	6%
2017-18	7%	7%

*Percentages apply to the cost of vision, dental, and health insurances.

28.2 The Board agrees to pay on behalf of each full time and each part time bargaining unit member (unless prorated as in 40.3 below) its share of the cost of single premiums and family premiums as long as the insurance costs fall within the following criteria:

- a. Should the increase in total costs (Board's and employees' shares) be equal to or less than 4 percent as of April 1, 2015, equal to or less than 3 percent as of April 1, 2016, equal to or less than 3 percent as of April 1, 2017 and each insurance year thereafter, the insurance committee shall not be required to make an adjustment to the health insurance plan.

Should the increase in cost be below the stated percentages as outlined in this paragraph, then the difference between the actual increase and the maximum will be rolled into the following year, specifically on the first to the second year of the contract. No amount shall be rolled or carried beyond April 1, 2017.

(If the Board and OAPSE are unable to agree upon a successor contract (following expiration of this contract), then any continuation of the 2015-2018 contract shall include a 3 percent cap on the increase in total insurance costs for each insurance year as referenced in the above paragraph.)

- b. Should the increase in total insurance costs exceed the percentages in paragraph a. above, then insurance coverage shall change to reduce the increase costs to the percentages stated in paragraph a.

Change in coverage will be determined by an insurance committee which will consist of the following:

Four (4) WTA members;
Three (3) OAPSE members;
Two (2) Administrative representatives; and
One (1) Nonvoting Board member or designee.

If the committee does not deliver a seven out of nine majority approved recommendation with at least one vote from the administrative representatives within 15 days of the insurance contract renewal date, the Board shall implement insurance changes to bring the cost within the limits stated in paragraph a.

- 28.3 Benefits will be pro-rated for employees hired after January 1, 1994, if working less than twenty-five (25) hours per week. Responsibility for premiums will be based on hours worked.

ARTICLE 29 LIFE INSURANCE

- 29.1 The Board of Education shall pay the complete cost of \$40,000.00 life insurance policy to all regular employees working twenty (20) hours per week or more. If not actively at work, the benefits shall take effect after such employee returns to work on a regular basis.

ARTICLE 30 VISION CARE

- 30.1 The Board of Education shall pay the complete cost of a vision care plan for all regular employees working twenty-five (25) hours or more per week.

ARTICLE 31 DENTAL INSURANCE

31.1 The Board of Education agrees to pay the complete cost effective May 1, 1987, of a dental insurance plan for all bargaining unit employees working twenty-five (25) hours or more per week.

31.2 Minimum percentages shall be:

Class I	100%
Class II	80%
Class III	60%
Class IV	60%

ARTICLE 32 PAYROLL DEDUCTIONS FOR INSURANCE

32.1 The Board agrees that any employee who is required to pay a portion of an insurance plan or annuity may do so through payroll deductions provided there are ten enrollees. A 125 plan for payroll deducted insurance premiums will be provided, if plan can be implemented at a nominal cost.

ARTICLE 33 INSURANCE OPT-OUT PROVISION

33.1 Beginning with March 1, 2013, a full-time employee who declines Board-offered health, dental, and vision insurance plans will be compensated \$4,000 for opting out of those plans for twelve (12) consecutive months. When both spouses are employed by the Board of Education, neither spouse shall be eligible for the opt-out compensation.

The terms of the opt-out include:

- a. To qualify for opt-out compensation, the employee must make a request in writing to the Treasurer for the opt-out payment. The request must state that the employee has health insurance coverage through his/her spouse or elsewhere. This written request must be hand-delivered to the Treasurer's office and date-stamped by the end of the health insurance open-enrollment period. Mid-year opt-outs will be accepted and paid on a pro-rata basis (based on full months of opt-out.) If the Treasurer's office does not have and employee cannot provide a copy of the date-stamped request, then a pro-rata portion of the opt-out payment will be paid based on the date-stamp of any later-submitted request.
- b. A portion of the opt-out amount will be paid each month over twelve consecutive months. An employee must have opted out one full month before payment begins.
- c. An employee who has opted out of insurance coverage may have insurance coverage reinstated in accordance with the rules of the existing insurance plans upon providing written notice of a qualifying event as defined by the insurance carrier.

- d. An employee who is reinstated to Board-offered health insurance will not be eligible for the opt-out payment for the part of the year for which the coverage is reinstated.

ARTICLE 34 BUS DRIVERS AND EXTRA TRIPS

34.1 A. Calculation of Time

1. A bus route will be re-timed by the transportation supervisor within 30 calendar days after school starts if there have been physical changes (different roads, different number of stops) in either the AM or PM routes or both since the prior school year. If there have been no physical changes in the route, the route time will not be adjusted. If there have been physical changes in the route, the transportation supervisor will ride both the AM and PM routes before any adjustment is made in the time of the route. The length of time of a route shall include driving time, and a 30 minute pre-trip inspection, cleaning, and fueling the bus.
2. If a driver disagrees with the transportation supervisor's adjustment of route time, then the route will be re-timed by the Superintendent or his or her designee, with a substitute driving. If only one driver disagrees with the transportation supervisor's adjustment of route time in a given school year, then the Superintendent will re-time the route within 14 calendar days after the Superintendent becomes aware of the driver's disagreement. If multiple drivers challenge the transportation supervisor's adjustment of route time in a given school year, however, the Superintendent, or Designee will re-time each route within thirty days after the Superintendent becomes aware of the driver's disagreement.
3. If a route should increase fifteen (15) minutes or more in time, that route shall be put up for bid. The route put up for bid shall be awarded to the driver who possesses the most system seniority.

- B. Bus drivers shall be paid their regular rate of pay for extra time spent with their bus on a breakdown upon verification of the Transportation Supervisor.
- C. When bus drivers are required to take head count, the Board will pay drivers one (1) days' pay at their appropriate rate of pay.
- D. When a driver is unable to drive his/her afternoon route, the route shall be assigned to a substitute except when regular drivers have agreed to change routes to meet scheduled or non-scheduled trips or breakdowns.

34.2 Bus drivers shall be responsible for maintaining the proper conduct of all students riding on their buses at all times to insure the safety of all students. Student not conducting themselves properly on the bus after a verbal warning by the bus driver shall be reported to the Transportation Supervisor. The Transportation Supervisor and/or Principal along with the bus driver may meet with the student(s) so reported to review Board of

Education rules and regulations regarding the proper conduct while riding a bus and the Board approved disciplinary action for violation. The driver may request a meeting with the Transportation Supervisor or Principal and the student(s) to discuss an incident that involves safety or extenuating circumstances. Conduct requiring disciplinary action shall be reported to the student's building principal. Prior to taking disciplinary action, the Principal shall meet with the bus driver and the student to review the improper conduct. The Principal shall determine the appropriate disciplinary action in accordance with Board of Education approved rules and regulations governing student conduct on buses.

34.3 Mid-day Driver

- A. When a mid-day driver is unable to driver his/her mid-day route, a regular driver shall be assigned to the route. This assignment shall be based on seniority with the driver with the greatest seniority being assigned first and the other driver being assigned last. A regular driver who is offered the mid-day route shall drop to the bottom of the list if he/she is unable to drive. A substitute driver will be used if no regular driver on the rotation list is available.
- B. The list of drivers who are available to substitute for a mid-day driver shall be determined at the beginning of each school year. At the initial bus driver's meeting, each driver will be asked to sign if he/she is interested in driving for the mid-day driver. If a driver signs that he/she has no desire to drive the mid-day route, that driver will not be placed on the rotation list.
- C. All mid-day routes which become vacant shall be bid separately from regular routes.

Bus driver's pay shall include all regular scheduled hours calculated over 26 pays, effective September 1, 1999.

34.4 Extra Trips

- A. All extra trips, including academic, field, choir, and athletics shall be assigned on a rotation basis as requests for trips are received and approved. Seniority for the rotation system shall be based on the number of continuous years of service as bus driver in the Wellston City School District. A driver on the rotation list who is offered an extra trip, but refuses to drive, shall drop to the bottom of the rotation list. Bus drivers assigned an extra trip that is later canceled will be given the NEXT trip on the rotation list.
- B. All extra trips of two (2) hours or less shall be assigned on the rotation basis according to seniority. All trips two (2) hours or more shall be assigned on a separate rotation basis in an effort to distribute extra trip hours evenly among the drivers who agree to drive extra trips.

Any driver may sign up with their immediate supervisor in writing prior to September 1 of each school year on the two (2) hour or less trip list or the two (2) hour or more trip list or both trip lists. The rotating seniority list shall be

continuous from year-to-year for the purpose of assigning trips, overtime, and extra work.

- C. In cases of emergency, as determined by the Transportation Supervisor, the Transportation Supervisor may bypass the rotation list.
 - D. Regular drivers shall have the opportunity to select from all trips during their regular driving time provided a substitute can be obtained for their regular route and there is no delay in student transportation. The driver's regular route pay will be deducted from the total trip pay.
 - E. Bus drivers shall receive a minimum of two (2) hours' pay at their regular hourly rate for each field trip, class trip or other special trip driven.
 - F. On trips where the passengers stop to eat or are provided a meal, the bus driver shall be reimbursed the actual cost of his/her meal up to \$5.00 per meal upon submitting to the Treasurer's office an itemized receipt for the meal purchased.
 - G. Bus drivers shall be paid two (2) hours pay show-up time at the driver's regularly hourly rate in the event his/her extra trip is canceled and he/she is not provided a one (1) hour notice. If the canceled trip is from the two (2) hours or less list, the next available trip on the list shall be assigned to the driver. If the canceled trip is from the two (2) hours or more list, the next available trip on that list shall be assigned the driver.
 - H. Drivers cannot trade trips. If a driver's name comes up on both lists at the same time, the driver has his/her choice of trips. The other trip will be next available on the other list.
 - I. If an employee should miss an extra bus trip due to submitting to a random drug or alcohol test, he/she will have first choice on the next available trip.
- 34.5 Drivers shall be paid for all time worked including lay over time scheduled by the Board at the appropriate rate of pay.

ARTICLE 35 KEEPING BUS CLEAN

- 35.1 The Board of Education shall furnish all materials necessary to accomplish the above.
- 35.2 Five (5) new uniforms for the bus mechanic, to be replaced whenever they need to be from wear and tear.

ARTICLE 36 CONDITIONS OF EMPLOYMENT

- 36.1 The Board of Education agrees that a twenty-cent (\$.20) cost differential be established between the classification of Custodian and Boiler-Custodian with the latter having the larger wage. Employees hired after June 30, 2003 shall not receive the twenty-cent (\$.20) differential unless a boiler license is required for the position.

The Board of Education shall pay in full the amount to renew the boiler license of employees who currently hold a boiler's license. Employees hired after June 30, 2003 shall not have their boiler license paid in full unless a license is required for the position.

- 36.2 The Board of Education will reimburse each regular driver a one-time testing fee up to seventy-five (\$75.00) with written authorization of the transportation supervisor.
- 36.3 The Board of Education shall pay in full the amount to renew the Commercial Driver's License (CDL) fees if required.
- 36.4 At least one (1) custodian shall be on duty, in school district building(s), whenever the building(s) is open for any school related activity or at the request and expense of the public.
- 36.5 At least one food service personnel shall be on duty, when kitchen facilities are in use for any school related activity or at the request and expense of the public.

36.6 PARAPROFESSIONAL/AIDE REQUIREMENTS

The No Child Left Behind Act of 2001 ("NCLB") establishes new professional qualifications requirements for certain paraprofessionals as part of a plan to ensure a high-quality education for every student. In order to become "highly qualified" under the ACT, paraprofessionals must:

- 1. Complete at least two years of instruction at an institution of higher education as defined by the Ohio Department of Education, or
- 2. Obtain an Associate's (or higher) degree, or
- 3. Achieve a passing score on the ParaPro Assessment offered through the Ohio Department of Education and the Educational Testing Service, or
- 4. Complete any other requirement established by the Ohio Department of Education.

The Board shall provide Paraprofessionals/aides information/updates regarding requirements to continue employment.

In order to continue to receive Title I funding, the District must require all- affected paraprofessionals/aides to meet the qualifications as mandated by the NCLB. All Title I paraprofessionals/aides other than cafeteria aides and bus aides must file proper and adequate proof of qualifications with their building principal on or before July 1, 2006 so that the District has time to replace any paraprofessional/aide who does not so file. The current deadline for paraprofessional/aides to meet the new qualifications and provide information shall be extended if the date is extended by law. Only official transcripts and/or official testing reports constitute proof as required by this Article. These professional requirements must be satisfied as a condition of continued employment.

Affected paraprofessionals/aides who fail to file proof of their qualifications by the required date will be laid off and shall have bumping rights according to the layoff procedure, Article 17, of the current bargaining agreement.

The Board agrees to payment of \$40.00 toward the cost of taking test one time upon showing written proof of taking the test.

- 36.7 All bargaining unit members may purchase an activity pass for admission to any regularly scheduled sporting event that is held in any facility owned and operated by the Wellston Board of Education, at an annual fee as established by the Board, which shall be the same annual fee charged to teachers for the activity pass. The annual fee shall be payroll deducted from the last August payroll upon written approval received by the Treasurer two (2) weeks prior to pay day.
- 36.8 Bargaining unit members who are not scheduled to work five days per week may work as substitute employees of the district. Any one-on-one aide whose assigned student is absent from school may work on those days as a substitute employee of the district. At the employee's request such employees shall be placed on one or more substitute lists for the district, provided that the individual employee meets the qualifications to be placed on each such list in the sole discretion of the Superintendent. An employee requesting to substitute in his/her current classification shall be determined to be qualified for substitute work in that classification. Work as a substitute shall not be bargaining unit work and shall not count towards minimum hours to qualify for insurance benefits. This provision is not grievable.

ARTICLE 37 SENIORITY

- 37.1 The following seniority definitions will apply:
- A. Classification seniority is the employee's length of continuous service in his/her primary classification. Employees will not accrue classification seniority within their secondary classification.
 - B. System seniority is the employee's length of continuous service with the school district from his/her most recent date of hire or assignment to regular full-time status in primary positions.
- 37.2 If two or more employees have the same length of continuous service, then seniority shall be determined by the date of application of the employees, for all employees hired after July 1, 1987.
- 37.3 If an employee is off work due to an approved worker's compensation claim, the employee shall continue to accrue seniority within the bargaining unit.

ARTICLE 38 EMPLOYMENT

- 38.1 The probationary period shall be no more than one (1) calendar year at which time the employee shall be eligible for another one (1) year contract. Upon completion of the first

one (1) year contract an employee shall not be removed or disciplined without just cause. Upon completion of the second one (1) year contract the employee shall become a tenure employee with all rights and benefits under the bargaining Agreement and shall not be removed or disciplined except in accordance with Article 9 of this Agreement. While on probationary contract, an employee may be terminated for any and no reason and may not grieve any discipline under Article 9.

ARTICLE 39 CONTRACT LABOR

39.1 The Board of Education shall not use contract labor to fill vacancies created in regular position, except by mutual agreement by the parties (defined as two from the Union, one of which shall be the local president and two from management, one of which shall be a board member.

ARTICLE 40 RETIREMENT

40.1 The Wellston City Board of Education will "pick-up" the required retirement contributions made by all members of OAPSE Local #557. The pick-up amount will then be deducted from the salary as listed on the adopted salary schedule. The procedure shall be in compliance with the State Teacher and School Employee Retirement System.

ARTICLE 41 SEVERABILITY

- 41.1 A. In the event there is a conflict between a provision of this Agreement and any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, the terms of this Agreement shall prevail as to that provision except as may otherwise be provided by ORC 4117.10 (A). All other provisions of this Agreement which are not in conflict with any applicable state or federal law, or valid rule or regulation adopted by a federal agency or state agency pursuant thereto, shall continue in full force and effect in accordance with their terms.
- B. If, during the term of this agreement, there is a change in any applicable state or federal law, or valid rule or regulation adopted by a federal agency or state agency pursuant thereto, which would invalidate any provision of this agreement, the parties will meet to negotiate any necessary change in the agreement relative to the affected provision within sixty (60) calendar days, by demand of either party.
- C. If, during the term of this agreement, there is a change in any applicable state or federal law, or valid rule or regulation adopted by a federal agency or state agency pursuant thereto, which requires the Board to develop policies that affect the term(s) condition(s) of employment, or working condition of employment or working condition within sixty (60) calendar days by demand of either party.
- D. The parties intend, to the fullest extent allowed by law, for this Agreement to supersede and take place of the ORC in all provisions addressed by this Agreement, even where ORC is not specifically referenced. The parties further intend, to the fullest extent by law, for this Agreement to supersede and take place of the Ohio

Civil Service laws and rules in all provisions addressed by this Agreement, even where civil service laws and rules are not specifically referenced. It is understood that the State Personnel Board of Review and DAS shall have no authority or jurisdiction as it relates to articles of this Agreement. The parties hereby agree that, for purposes of this Agreement, none of the provisions of the Ohio Revised Code or Ohio Administrative Code pertaining to the reporting of payroll, personnel actions, or any other type of documentation regarding bargaining unit employees to the Ohio Department of Administrative Services shall apply to the bargaining unit employees.

ARTICLE 42 JOB DESCRIPTIONS

- 42.1 The Board of Education shall furnish to the President of OAPSE a copy of the job description of each classification covered under the terms of the agreement, including qualifications of each classification; a classification seniority list; a system seniority list; and salary schedules for each classification.

ARTICLE 43 AGENCY SHOP

- 43.1 Each employee covered by this Agreement, who fails voluntarily to acquire or maintain membership in the Union, shall be required as a condition of employment on or after the probationary period provided in this Agreement or sixty (60) days following the beginning of employment, whichever is less, or the effective date of the Agreement, whichever is later, to pay to the Union a fair share fee, which shall not exceed the dues paid by members of the Union who are in the bargaining unit covered by this Agreement; provided that any employee who has been declared exempt for religious convictions by the SERB shall not be required to pay said fair share fee.

However, such employee shall pay, in lieu of such fair share fee, on the same time schedule as Union dues are payable, and amount or money equal to such fair share fee to non-religious charitable fund exempt from taxation under Section 501 (C) (3) of the Internal Revenue Code, mutually agreed upon by such employees and the OAPSE State Treasurer. Such employees shall furnish to the Union State Treasurer written receipts evidencing payment to such agreed upon non-religious charitable fund. Failure to make such payment or furnish such receipts as proof of payment shall subject such employee to the same sanctions as would non-payment of Union dues under the Agreement.

- 43.2 In the event the laws of Ohio governing Union security are changed during the term of this Agreement to permit forms of Union security, the Employer agrees to meet with the Union, upon its request for the purpose of negotiating a new Union security provision to be incorporated in this Agreement.

ARTICLE 44 WAGES/PAYROLL/BCI & FBI BACKGROUND CHECKS

- 44.1 The attached salary schedule shall remain in effect during the effective contract years:

Board and Union Ratification	
July 1, 2015 – June 30, 2016	1.5%

July 1, 2016 – June 30, 2017	1.5%
July 1, 2017 – June 30, 2018	2.0%

- 44.2 When back pay is to be retroactive, the payment will be paid to the employee in one lump sum check.
- 44.3 Effective the 1989-90 contract year, the Board agrees to establish a pay schedule of twenty-six (26) equal pays which will allow the Treasurer to establish the first pay date of each contract year on the Friday that will enable him/her to avoid paying for services rendered.
- 44.4 The Board shall establish direct deposit to a bank for currently employed bargaining unit members who apply for direct deposit through the district treasurer. All bargaining unit members hired after July 1, 2000, must participate in direct deposit. Bargaining unit members participating in direct deposit may not change banks more than one time per fiscal year (July 1-June 30).

For all direct deposits made in accordance with this Agreement, the Union and the employees represented in this bargaining unit will hold harmless the Board, its members, its agents and the Treasurer of the Board for any findings, omissions or errors made as a result of direct deposit.

BCI/FBI

The Board agrees to pay up to \$25 for any BCI background check required by law for any bargaining unit employee's employment or continued employment. The Board agrees to pay fifty percent of the cost of any FBI background check required by law for any bargaining unit employee's employment or continued employment.

ARTICLE 45 HOPE HAVEN AIDES

- 45.1 Aides assigned to work at Hope Haven: (1) shall follow the building rules at Hope Haven in addition to Board policies of Wellston City Schools and any directives of their supervisors; (2) will be supervised by Hope Haven administrators and the administrators of the Wellston City Schools; and (3) may be disciplined by the Wellston City School Board or designee. The Hope Haven administration may be the designee in the case of verbal or written warnings. Anything above a written warning will be issued by Wellston City Schools.

ARTICLE 46 DURATION

- 46.1 This Agreement shall be effective July 1, 2015 and shall continue in effect to and including June 30, 2018 and from year to year thereafter unless alterations are required, in writing, in accordance with Article 5 and Article 43 of this Agreement.

ARTICLE 47 LIABILITY INSURANCE

- 47.1 The Board will defend and indemnify employees in civil actions for damages as required by Revised Code 2744.07.

**ARTICLE 48 DRUG AND ALCOHOL FOR EMPLOYEES AND
TRANSPORTATION PERSONNEL**

- 48.1 The Employer shall have the right to conduct the same drug and alcohol testing of non-CDL holders that it does of Transportation Personnel. The parties shall comply with federal law regarding drug and alcohol testing for transportation personnel. The Employer shall conduct drug and alcohol testing of CDL holders in accordance with federal law (including the Omnibus Transportation Employee Testing Act of 1991 and rules published by the Federal Highway Administration and U.S. Department of Transportation) and approved Board policy. The Board is responsible for implementing and conducting the testing program. The cost of the testing shall be borne by the Employer. Testing shall include reasonable suspicion, random and post-accident testing, as required by law.
- 48.2 The Board will pay each employee for a straight two (2) hours at his/her regular hourly rate (mileage inclusive) on each occasion the employee is selected and submits to a random alcohol and/or drug test. Whenever possible, the Board will also provide transportation to and from the testing site for employees undergoing testing.
- 48.3 An employee may be terminated for any of the following: 1) refusal to submit a screening or confirmatory test; 2) refusal to submit to the treatment and/or rehabilitation program recommended by the substance abuse professional approved by the Employer; and/or 3) failure to complete the treatment and/or rehabilitation program recommended by the substance abuse professional approved by the Employer.
- 48.4 A prohibited amount of alcohol shall mean the concentration of alcohol in the employee's system that is prohibited under state or federal law.
- 48.5 The possession or use of any controlled substance, as defined by applicable law to CDL holders, is prohibited unless such substance has been prescribed by a licensed physician and has been used according to the prescription. Employees are also prohibited from any use of alcohol while on duty, any use of alcohol during the four hours before driving a vehicle or performing a safety-sensitive function, having concentrations of alcohol in the employee's system that are prohibited under state or federal laws regardless of when the alcohol was ingested, and use of alcohol during the 8-hour period immediately following any accident involving employment. An employee shall be prohibited from performing any safety-sensitive function in accordance with legal requirements, if the Employer has actual knowledge that the driver has engaged in prohibited use of alcohol or a controlled substance, or if a test result indicates such a violation, or if a driver refuses to submit to any alcohol or drug test covered by this Article. In addition, if the Employer has actual knowledge that the employee has engaged in prohibited use of alcohol or a controlled substance or if a test result indicates such a violation, the employee will be subject to serious discipline, up to and including termination, as set forth below.
- 48.6 If an employee's alcohol test shows a concentration of alcohol in the employee's system greater than zero but less than a prohibited concentration, the employee will be removed immediately from performance of any safety-sensitive function, will receive at least a 24-

hour unpaid suspension and will be required to attend an Employee Assistance Program (EAP) consultation with a substance abuse professional. A Wellston City School District administrator shall schedule the EAP consultation and shall confirm that the employee attends the meeting. Should an appointment be scheduled outside of the 24-hour suspension, then the suspension without pay shall continue beyond the initial 24-hour period until after the appointment occurs. In addition, on the first occurrence, the employee shall be afforded the opportunity to enter a treatment and/or rehabilitation program recommended by the substance abuse professional approved by the employer. The employee will be subject to more frequent testing upon return to duty, as set forth in 49.13 below. On the second occurrence, the employee will be removed immediately from performance of any safety-sensitive function, will receive at least a 30-day suspension, will be required to attend an Employee Assistance Program (EAP) consultation with a substance abuse professional and shall be afforded the opportunity to enter a treatment and/or rehabilitation program recommended by the substance abuse professional approved by the employer, in addition, the employee will be subject to more frequent testing upon return to duty, as set forth in 43.13 below. On the third occurrence, the employee will be terminated.

- 48.7 An employee may notify the Employer, at a time that the employee has not been selected for testing, that he/she believes he/she may have a problem with drugs or alcohol. Upon receipt of such notice, the employee shall be removed immediately from the performance of any safety-sensitive function and shall submit to an evaluation by a substance abuse professional who will determine what assistance, if any, the employee needs in resolving such a problem, and will refer the employee for any necessary treatment and/or rehabilitation. On the first occurrence, the employee shall then be afforded the opportunity to enter into a treatment and/or rehabilitation program as directed by the substance abuse professional and approved by the Employer. The cost of the program shall be borne by the individual employee or the medical insurance carrier.
- 48.8 Employees who have entered or are awaiting entry into an approved treatment/rehabilitation program and have not been terminated from employment may use sick leave, vacation time, personal days, and/or any approved unpaid leave to cover their absence while attending or awaiting entry into an approved treatment/rehabilitation program. Should an employee not have sufficient paid days off, the employee will be granted an unpaid leave of absence in accordance with Article 24 of this collective bargaining agreement.
- 48.9 The procedures for handling violations of the drug and alcohol prohibitions are as follows:

First Offense

- a. **Result in Random Drug Test**

If an employee's random test shows a prohibited concentration of alcohol in the employee's system or a positive result for a prohibited drug, then on the first offense the employee will be removed immediately from performance of any safety-sensitive function, will receive at least a 24-hour unpaid suspension and will be required to attend an Employee Assistance Program (EAP) consultation with a substance abuse professional. The Employer has the option of implementing up to a five (5) days suspension without pay. A Wellston City School District administrator shall schedule the EAP consultation and shall confirm that the employee attends the meeting. Should an appointment be scheduled outside the period of suspension, then the suspension without pay shall continue until after the appointment occurs. In addition, on the first occurrence, the employee shall be afforded the opportunity to enter a treatment and/or rehabilitation program recommended by the substance abuse professional approved by the employer.

b. Other than Random Test Result

If it is determined through means other than a random test that an employee has violated the drug and/or alcohol prohibitions (for example, through a post-accident test or reasonable suspicion test), then on the first offense the employee will be removed immediately from performance of any safety-sensitive function, will receive at least a 24-hour unpaid suspension and will be required to attend an Employee Assistance Program (EAP) consultation with a substance abuse professional. The employer has the option of implementing up to a twenty (20) day suspension without pay, which shall not be grievable. A Wellston City School District administrator shall schedule the EAP consultation and shall confirm that the employee attends the meeting. Should an appointment be scheduled outside the period of suspension, then the suspension without pay shall continue until after the appointment occurs. In addition, on the first occurrence, the employee shall be afforded the opportunity to enter a treatment and/or rehabilitation program recommended by the substance abuse professional approved by the employer.

Second and Third Offenses

a. Result of Random Drug Test

On the second occurrence, the employee will be removed immediately from the performance of any safety-sensitive function, will receive at least a thirty (30) day unpaid suspension, which shall not be grievable. In addition, the employee will be required to attend an Employee Assistance Program (EAP) consultation with a substance abuse professional and shall be afforded the opportunity to enter a treatment and/or rehabilitation program recommended by the substance abuse professional approved by the employer, as on the first occurrence.

On the third occurrence, the employee will be terminated, and the termination is not subject to the grievance procedure or any other contractual challenge.

b. Other than Random Test Result

On the second occurrence, the Employer has the right to terminate the employee, and the termination or any lesser discipline imposed is not subject to the grievance procedure or any other contractual challenge.

On the third occurrence, the employee will be terminated, and the termination is not subject to the grievance procedure or any other contractual challenge.

c. Alcohol or Drug-Related Misconduct

If, as a result of alcohol or drug use, an employee engages in misconduct other than the alcohol or drug use itself (for example, if the employee causes injury to person(s) or damage to property), then the employee shall be subject to discipline in accordance with provisions of Article 9 of this Agreement.

- 48.10 Employees who have violated the drug and alcohol prohibitions may be moved, at the Employer's option, to a non-safety sensitive position, if available. If the Employer chooses to put the employee in a non-safety sensitive position, the employee will be subject to random drug testing for the first twelve (12) months following his/her placement.
- 48.11 A employee who has violated the drug and alcohol prohibitions will be advised by the Employer of resources available to the employee on evaluating and resolving problems associated with the misuse of alcohol and drugs, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate, treat, and resolve drug and alcohol-related problems. The employee must be evaluated by a substance abuse professional who will determine what assistance, if any, the employee need in resolving such a problem, and will refer the employee for any necessary treatment and/or rehabilitation. This provision is not intended to preclude the Employer from proceeding with discipline of an employee, up to and including termination, based on a violation of the drug and alcohol prohibitions. Employees shall not return to duty on a safety-sensitive function until they have completed any course of treatment and/or rehabilitation recommended by the substance abuse professional.
- 48.12 Before an employee who has violated the drug and alcohol prohibitions or who was otherwise removed from safety-sensitive duties under this Article returns to work, following procedures shall apply: A drug or alcohol test will be conducted before an employee who has violated the drug and alcohol prohibitions or who was otherwise removed from the safety-sensitive duties. Employees whose conduct involved drug and alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a result of 0.02 breath alcohol concentration or less. Employees

whose conduct involved drugs may not return to duty in a safety-sensitive function until the return-to-duty produces a verified negative result. In addition, before an employee who has violated the drug or alcohol prohibitions returns to performing safety-sensitive duties, the employee must comply with any treatment/rehabilitation recommended by the substance abuse professional, with compliance to be determined by a substance abuse professional, and must provide the Employer with written documentation from a licensed physician or other substance abuse professional indicating that the employee is fit for duty.

- 48.13 In accordance with legal requirements, an employee who violated the drug or alcohol prohibitions and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing, as directed by the substance abuse professional and as required by law, following the employee's return to safety-sensitive duties (at least 6 tests in the first 12 months following the employee's return.). An employee whose alcohol test shows a concentration of alcohol in the employee's system greater than zero but less than a prohibited concentration will also be subject to unannounced follow-up testing following the employee's return to safety-sensitive duties.
- 48.14 Should an employee test positive for drugs or alcohol following completion of a treatment and/or rehabilitation program, discipline shall be imposed in accordance with the procedures contained herein.

ARTICLE 49 DUAL CLASSIFICATIONS

- 49.1 Dual classification shall not be permitted. An employee who wants to bid on a position outside his/her classification may do so, but if the employee is awarded that position, the employee must choose between his/her existing position and the new position. The employee shall not serve in both positions simultaneously.

ARTICLE 50 WELFARE/WORKFARE

- 50.1 The Board reserves the right to utilize welfare/workfare recipients provided that such persons are not used to reduce or limit the hours or number of regular permanent bargaining unit position. The work performed by welfare/workfare recipients shall not be performed with the intent or implication to displace, cause reassignment of bargaining unit employees, cause or create layoffs, or in any other way infringe upon the provisions of this Agreement.

ARTICLE 51 CONTRACT PREPARATION

- 51.1 The Union agrees to type, collate, and prepare the final contract, subject to review by the parties.

ARTICLE 52 SCHOOL CALENDAR

- 52.1 Two (2) bargaining unit members shall be involved on the school calendar committee.

SIGNATURE PAGE

This contract shall be effective July 1, 2015.

FOR THE BOARD

[Signature] 10/23/15
Board President Date

[Signature] 10/23/15
Superintendent Date

[Signature] 10/23/15
Treasurer Date

FOR OAPSE

[Signature] 10-23-15
OAPSE President Date

[Signature] 10-23-15
OAPSE Representative Date

Appendix

Wellston City Schools
Salary Schedules

AIDE

	EFFECTIVE 7/1/2014 0.5%	EFFECTIVE 7/1/2015 1.5%	EFFECTIVE 7/1/2016 1.5%	EFFECTIVE 7/1/2017 2.0%
EXP.	PER HOUR	PER HOUR	PER HOUR	PER HOUR
0	11.58	11.75	11.93	12.17
1	11.68	11.86	12.03	12.27
2	11.80	11.98	12.16	12.40
3	11.92	12.10	12.28	12.53
4	12.18	12.36	12.55	12.80
5	12.34	12.53	12.71	12.97
6	12.47	12.66	12.85	13.10
7	12.58	12.77	12.96	13.22
8	12.73	12.92	13.11	13.38
9	12.86	13.05	13.25	13.51
10	13.24	13.44	13.64	13.91
11	13.44	13.64	13.85	14.12
12	13.61	13.81	14.02	14.30
13	13.79	14.00	14.21	14.49
14	13.99	14.20	14.41	14.70
18	14.23	14.44	14.66	14.95

STUDY HALL MONITOR

	EFFECTIVE 7/1/2014 0.5% EXP. PER HOUR	EFFECTIVE 7/1/2015 1.5% PER HOUR	EFFECTIVE 7/1/2016 1.5% PER HOUR	EFFECTIVE 7/1/2017 2.0% PER HOUR
0	11.58	11.75	11.93	12.17
1	11.68	11.86	12.03	12.27
2	11.80	11.98	12.16	12.40
3	11.92	12.10	12.28	12.53
4	12.18	12.36	12.55	12.80
5	12.34	12.53	12.71	12.97
6	12.47	12.66	12.85	13.10
7	12.58	12.77	12.96	13.22
8	12.73	12.92	13.11	13.38
9	12.86	13.05	13.25	13.51
10	13.24	13.44	13.64	13.91
11	13.44	13.64	13.85	14.12
12	13.61	13.81	14.02	14.30
13	13.79	14.00	14.21	14.49
14	13.99	14.20	14.41	14.70
18	14.23	14.44	14.66	14.95

FOOD SERVICE

	EFFECTIVE 7/1/2014 0.5% EXP. PER HOUR	EFFECTIVE 7/1/2015 1.5% PER HOUR	EFFECTIVE 7/1/2016 1.5% PER HOUR	EFFECTIVE 7/1/2017 2.0% PER HOUR
0	11.58	11.75	11.93	12.17
1	11.68	11.86	12.03	12.27
2	11.80	11.98	12.16	12.40
3	11.92	12.10	12.28	12.53
4	12.18	12.36	12.55	12.80
5	12.34	12.53	12.71	12.97
6	12.47	12.66	12.85	13.10
7	12.58	12.77	12.96	13.22
8	12.73	12.92	13.11	13.38
9	12.86	13.05	13.25	13.51
10	13.23	13.43	13.63	13.90
11	13.44	13.64	13.85	14.12
12	13.61	13.81	14.02	14.30
13	13.79	14.00	14.21	14.49
14	13.99	14.20	14.41	14.70
18	14.22	14.43	14.65	14.94

HIGH SCHOOL SECRETARY

	EFFECTIVE 7/1/2014 0.5% EXP. PER HOUR	EFFECTIVE 7/1/2015 1.5% PER HOUR	EFFECTIVE 7/1/2016 1.5% PER HOUR	EFFECTIVE 7/1/2017 2.0% PER HOUR
0	12.77	12.96	13.16	13.42
1	12.91	13.10	13.30	13.57
2	13.08	13.28	13.48	13.74
3	13.24	13.44	13.64	13.91
4	13.58	13.78	13.99	14.27
5	13.74	13.95	14.16	14.44
6	13.94	14.15	14.36	14.65
7	14.10	14.31	14.53	14.82
8	14.29	14.50	14.72	15.02
9	14.49	14.71	14.93	15.23
10	14.96	15.18	15.41	15.72
11	15.17	15.40	15.63	15.94
12	15.37	15.60	15.83	16.15
13	15.60	15.83	16.07	16.39
14	15.83	16.07	16.31	16.63
18	16.11	16.35	16.60	16.93

ELEMENTARY SECRETARY

	EFFECTIVE 7/1/2014 0.5% EXP. PER HOUR	EFFECTIVE 7/1/2015 1.5% PER HOUR	EFFECTIVE 7/1/2016 1.5% PER HOUR	EFFECTIVE 7/1/2017 2.0% PER HOUR
0	12.36	12.55	12.73	12.99
1	12.46	12.65	12.84	13.09
2	12.61	12.80	12.99	13.25
3	12.77	12.96	13.16	13.42
4	12.92	13.11	13.31	13.58
5	13.24	13.44	13.64	13.91
6	13.41	13.61	13.82	14.09
7	13.58	13.78	13.99	14.27
8	13.74	13.95	14.16	14.44
9	13.94	14.15	14.36	14.65
10	14.38	14.60	14.81	15.11
11	14.56	14.78	15.00	15.30
12	14.77	14.99	15.22	15.52
13	14.99	15.21	15.44	15.75
14	15.20	15.43	15.66	15.97
18	15.47	15.70	15.94	16.26

CUSTODIAN

	EFFECTIVE 7/1/2014	WITH 0.5% BOILER'S LICENSE	EFFECTIVE 7/1/2015	WITH 1.5% BOILER'S LICENSE	EFFECTIVE 7/1/2016	WITH 1.5% BOILER'S LICENSE	EFFECTIVE 7/1/2017	WITH 2.0% BOILER'S LICENSE
EXP. PER HOUR			PER HOUR		PER HOUR		PER HOUR	
0	12.73	12.94	12.92	13.13	13.11	13.33	13.38	13.60
1	12.88	13.08	13.07	13.28	13.27	13.48	13.53	13.74
2	13.02	13.22	13.22	13.42	13.41	13.62	13.68	13.89
3	13.21	13.41	13.41	13.61	13.61	13.82	13.88	14.09
4	13.51	13.72	13.71	13.93	13.92	14.13	14.20	14.42
5	13.71	13.92	13.92	14.13	14.12	14.34	14.41	14.63
6	13.86	14.07	14.07	14.28	14.28	14.50	14.56	14.79
7	14.06	14.27	14.27	14.48	14.48	14.70	14.77	15.00
8	14.23	14.43	14.44	14.65	14.66	14.87	14.95	15.16
9	14.42	14.63	14.64	14.85	14.86	15.07	15.15	15.37
10	14.89	15.09	15.11	15.32	15.34	15.55	15.65	15.86
11	15.09	15.30	15.32	15.53	15.55	15.76	15.86	16.08
12	15.31	15.52	15.54	15.75	15.77	15.99	16.09	16.31
13	15.55	15.75	15.78	15.99	16.02	16.23	16.34	16.55
14	15.78	15.98	16.02	16.22	16.26	16.46	16.58	16.79
18	16.05	16.26	16.29	16.50	16.54	16.75	16.87	17.09

BUS MECHANIC

	EFFECTIVE 7/1/2014 0.5%	EFFECTIVE 7/1/2015 1.5%	EFFECTIVE 7/1/2016 1.5%	EFFECTIVE 7/1/2017 2.0%
EXP.	PER HOUR	PER HOUR	PER HOUR	PER HOUR
0	13.51	13.71	13.92	14.20
1	13.69	13.90	14.10	14.39
2	13.85	14.06	14.27	14.55
3	14.05	14.26	14.47	14.76
4	14.38	14.60	14.81	15.11
5	14.56	14.78	15.00	15.30
6	14.74	14.96	15.19	15.49
7	14.94	15.16	15.39	15.70
8	15.13	15.36	15.59	15.90
9	15.33	15.56	15.79	16.11
10	15.83	16.07	16.31	16.63
11	16.05	16.29	16.54	16.87
12	16.28	16.52	16.77	17.11
13	17.53	17.79	18.06	18.42
14	17.80	18.07	18.34	18.70
18	18.24	18.51	18.79	19.17

BUS DRIVER

	EFFECTIVE 7/1/2014 0.5% EXP. PER HOUR	EFFECTIVE 7/1/2015 1.5% PER HOUR	EFFECTIVE 7/1/2016 1.5% PER HOUR	EFFECTIVE 7/1/2017 2.0% PER HOUR
0	13.16	13.36	13.56	13.83
1	13.32	13.52	13.72	14.00
2	13.49	13.69	13.90	14.18
3	13.68	13.89	14.09	14.38
4	14.00	14.21	14.42	14.71
5	14.19	14.40	14.62	14.91
6	14.38	14.60	14.81	15.11
7	14.58	14.80	15.02	15.32
8	14.77	14.99	15.22	15.52
9	14.96	15.18	15.41	15.72
10	15.47	15.70	15.94	16.26
11	15.69	15.93	16.16	16.49
12	15.92	16.16	16.40	16.73
13	16.19	16.43	16.68	17.01
14	16.46	16.71	16.96	17.30
18	16.74	16.99	17.25	17.59