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CONTRACT BETWEEN

**THE HILLSDALE LOCAL BOARD OF
EDUCATION**

AND

HILLSDALE CHAPTER 444 OAPSE

JULY 1, 2015 THROUGH JUNE 30, 2018

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**ARTICLE I
PREAMBLE**

The purpose of the local school district is to provide educational opportunities for the children of the local school district.

The Board of Education, the superintendent, the instructional staff, and the support staff can best attain their common objectives and discharge their respective responsibilities by utilizing the abilities, experience, and judgments of each other to resolve matters of concern between the groups.

It is the purpose of this document to establish a contract between the Board of Education and the Ohio Association of Public School employees and Hillsdale Chapter 444, AFSCME/AFL-CIO, to set forth an orderly procedure for the consideration and mutual resolution of matters of concern to either party.

**ARTICLE II
RECOGNITION**

A. The Hillsdale Local Board of Education

The Association agrees that the functions, rights, powers, responsibilities, and authority of the Board in regard to the management of the work force and the operation of the district shall remain exclusively those of the Board unless specifically limited or modified by an express provision or term of this contract.

B. The Superintendent

The Superintendent is recognized as the executive office of the school district and the chief advisor to the Board of Education. The superintendent and his administrative staff have the responsibility of carrying out the Board's established policies.

C. The Hillsdale Chapter 444 OAPSE AFSCME/AFL-CIO

The Ohio Association of Public School Employees, Hillsdale Chapter 444, hereinafter referred to as the Association, is recognized as the sole and exclusive representative of the support staff who are employees of the Board of Education except as noted in Section F. This recognition shall be for the purpose of establishing rates of pay wages, hours, and other terms and conditions of employment and shall be for the duration of this Agreement.

Nothing shall be written into this agreement to restrict or to deny to any member of the support staff individual rights provided by law.

D. Association Rights

The Hillsdale Local School Board shall grant the Ohio Association of Public School Employees, Hillsdale Chapter 444, AFSCME/AFL-CIO, such exclusive rights necessary to provide for proper representation of the support staff, including: a) Board of Education agenda, financial reports, and minutes of each Board of Education official meeting; b) organizational announcement on school bulletin boards as is in keeping with normal school communication procedure; c) time at all general support staff meetings, shall be available for Association announcements; and d) use of facilities for meetings as available.

E. The Union's exclusive bargaining unit includes the following job classifications:

1. Bus drivers.
2. Cafeteria workers.
3. Custodial maintenance workers.
4. Secretaries.
5. All aides and support aides.

F. The following positions are excluded from the bargaining unit:

1. Superintendent's Secretary
2. Treasurer
3. Assistant Treasurer
4. Administrative Secretary to the Treasurer/Treasurer's Office Account Clerk
5. Transportation/Safety Supervisor
6. Food Service Supervisor
7. Maintenance Supervisor
8. Assistant Maintenance Supervisor
9. EMIS Coordinator
10. Assistant EMIS Coordinator

**ARTICLE III
NEGOTIATIONS PROCEDURE**

A. Negotiations between the Board team and the Association team shall be held not more than 105 nor less than 60 days prior to the expiration of this contract for the purpose of exchanging proposals. The time and place shall be set by mutual agreement.

B. Directing requests

All requests for negotiations meetings shall be made in writing. Requests initiated by the Association shall be directed to the superintendent and the president of the Board. Requests initiated by the Board shall be directed from the superintendent to the president of the Association. The written request for professional negotiations shall include:

1. Date of writing.

2. Statement of purpose for meeting.
3. List of items to be negotiated by requesting party.
4. Name, address, and phone number of the person to be contacted representing the requesting party to arrange a mutually satisfactory time for the initial negotiations meeting.

A written reply shall be sent by the receiving party within ten (10) days to the official representative of the requesting party. This communicate shall include:

1. Date of writing.
2. Recognition of request for a professional negotiations meeting.
3. List of items to be negotiated by receiving party.
4. Time, place, and date of a mutually agreeable initial negotiations meeting.

C. The Negotiations Meeting Period

1. The first negotiations session shall be held within fifteen (15) days of the date listed on the initial request for negotiations.
2. At that time of the first meeting, proposals will be presented by both parties at which time another meeting will be scheduled.
3. At the first negotiation session, the first item of business will be the approval of the agenda. Once approved by both negotiation teams, no new matters shall be introduced for consideration during the course of this negotiations meeting without mutual consent of both teams.
4. Negotiation meetings shall be in executive session and consideration will be given to holding meetings during normal working hours.
5. During the course of negotiations, items agreed to shall be reduced to writing and initialed by representatives of each negotiation team and set aside.
6. Each negotiation team shall have no more than six (6) members, except either side may bring in a consultant for a specific issue. That consultant will only be permitted to be in attendance for the time required for their input for the issues pertaining to them.
7. Either team may declare a recess when it appears that meaningful progress cannot be attained. A recess can only commence after mutual agreement or the time and place for the continuation of the negotiations has been determined and item agreement (see No. 5) has been followed. A recess shall be for no more than seventy-two (72) hours unless extended by mutual consent.

8. Either team may call for a caucus at any time. A caucus shall not be for longer than thirty (30) minutes unless an extension is mutually agreeable to both teams.
9. The negotiation period shall be from the date of the first session not to exceed forty-five (45) days. All sessions are to be completed within this time period unless extended by mutual agreement.
10. Prior to and during negotiations, the Board agrees to provide to the Association upon written request and within a reasonable time period essential information concerning the financial resources of the school district and such other information as may assist the Association in developing intelligent and accurate proposals.
11. Members of the respective negotiations teams have the power and authority to negotiate. That is, to make proposals, consider proposals, and make concessions in the course of discussion, provided however, it is understood and agreed that during the course of negotiating a team may expend all the authority previously granted to it and may need to seek further authority or direction.
12. All sessions of the negotiations meeting shall be in "good faith."
13. While negotiations are in progress, news releases shall be made only with the mutual agreement of the negotiations teams. Said releases shall be in writing, and each team shall approve and sign a copy of the statement prior to release. No oral interpretation or communications of any kind will be given to the news media.
14. Progress reports may be made to the represented bodies by either negotiations team at the discretion of the team.
15. During a negotiation session, items of proposals may be tabled or temporarily set aside if both teams agree. These tabled items shall receive first consideration at the next scheduled negotiation session.

ARTICLE IV AGREEMENT

When agreement is reached on the items being negotiated, a final written copy shall be submitted to the Association for ratification and then to the Board at its next regular or special Board meeting.

The final written copy will contain the following:

1. Terms of the provision.
2. Effective date of the provisions.

When approved by both parties, it shall be signed by their respective presidents and shall be noted in the official minutes of the Board. There upon, the items agreed to shall constitute a revision of the contract. When applicable, provisions will be reflected in the individual contract or statement of conditions of service as submitted to employees.

Official copies of negotiated and agreed to provisions shall be reproduced and distributed to all members of the support staff. An original copy will be furnished by the Association for Board duplication of fifty (50) copies.

ARTICLE V IMPASSE

1. Responsibilities

The parties pledge themselves to negotiate in good faith and in the event agreement is not reached to utilize in good faith such mediatory facilities as are provided herein.

2. Mediation

Mediation may be selected by the party that initiated the declaration of impasse. When mediation is to be utilized, the parties shall petition the Federal Mediation and Conciliation Service for the appointment of a mediator. The services of the mediator shall be fully utilized for ten (10) days. If a tentative agreement is arrived at, such agreement shall be processed in accordance with Article IV above. This mutually agreed upon dispute resolution procedure supersedes state law resolution procedures set forth in R.C. 4117.14(C), including fact-finding. After mediation is completed, both parties have all rights provided for under R.C. Chapter 4117. Either party may request SERB to provide assistance in resolving any unresolved issues.

ARTICLE VI PROVISION CONTRARY TO LAW

If any provision of this contract, or any application of the provisions of this contract, or any agreement reached under its terms, is found to violate any federal or state law, or SERB ruling, such provisions, application or agreement shall be inoperative but the remaining provisions hereof shall remain in effect. Furthermore, in the event that a section of this agreement does not comply with law, both parties shall sincerely, attempt to arrive at a mutually satisfactory legal solution to any resulting issue(s) through the negotiating process within ten (10) work days from their agreement.

**ARTICLE VII
DURATION OF PROCEDURAL AGREEMENT AND RENEWAL PROCEDURE**

The Association and its members for the term of this agreement will not engage in any strike, slowdown or work stoppage of any kind. The Board for the term of this agreement will not act unfairly towards the Association directing a lock out.

**ARTICLE VIII
GENERAL PROVISION**

A. Individual and Organizational Rights

1. Fair Practice Clause - The Hillsdale Chapter 444 OAPSE agrees to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, or marital status.
2. The Hillsdale Chapter 444 OAPSE Association shall admit to membership all members of the support staff in accordance with the Constitution and By Law of the Hillsdale Chapter 444 OAPSE.
3. The employer shall not subcontract for work or service that would result in a layoff or termination of any support staff.

**ARTICLE IX
ASSOCIATION SECURITY AND DUES CHECK OFF**

Effective April 1, 1989, all present employees within the bargaining unit who are members of the Union shall remain members of the Union. Employees in the bargaining unit who sixty (60) days from date of hire are not members in good standing of the Union, shall pay a fair share fee to the Union. Union members shall have written authorization for dues deduction on file with the Treasurer.

All employees who do not become members in good standing of the Union shall pay a fair share fee to the Union effective sixty (60) days from the employee's date of hire. The fair share fee amount shall be certified to the Board by the Treasurer of the local Union and shall not exceed the dues regularly required by Union members. The deduction of the fair share fee from any earnings of the employee shall be automatic and does not require a written authorization for payroll deduction.

Payment to the Union of fair share fees shall be made in accordance with the regular dues deductions as provided herein, and employees, who are not members of the Union, are required as a condition of employment to pay the fair share fee.

Dues deduction authorization shall be continuous from year to year. However, authorization may be withdrawn by the individual member upon written notification to the Chapter Treasurer,

OAPSE State Treasurer, and Board of Education Treasurer, between the date of June 1 and 15 of each year.

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

The employer will provide the Union with all wage statements, i.e. W-2, W-4, so that all amounts for dues deductions and fair share fees can be figured and returned to the Treasurer.

All information shall be received by the local Union and Treasurer by January 31 each year.

The Union shall provide the Board Treasurer with amount of deduction (either full or prorated) for new employees if he/she is employed during the contract year.

The Board Treasurer shall forward to the OAPSE State Treasurer, the amount of the State and Local dues/fees, along with a complete description by name and amount, for each employee. A copy of this description shall be forwarded to the Local Treasurer. This shall be done within ten (10) days following each deduction.

It is specifically understood the only responsibility the Board of Education and its Treasurer assumes is to deduct the dues and service fees in the amount specified by the Union and to forward such dues according to the terms of the Agreement. The Union agrees to accept full liability financially and legally for any charges which may be filed, fees, penalties, punitive damages, costs, and/or back pay liabilities arising out of the employer's actions or inactions involving dues and service fees.

The Association reserves the right to designate counsel to represent and defend the Employer. However, this provision shall not prevent the Employer from employing its own counsel, at its own expense, to assist in such representation. Furthermore, the Association agrees that counsel it designates to represent the Employer shall accept and act upon the Board's reasonable instructions and recognize his/her primary obligation to his/her client. In no event shall the Association impose such a representation upon the Employer as will create or foster a conflict of interest.

The Association represents to the Board that an internal rebate procedure has been established in accordance with RC 4117.09(C).

The Board agrees to deduct from the wages of any employee who is a member of the Local, a PEOPLE donation as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time giving written notice to the Board. The Board agrees to forward PEOPLE deductions to the Union State Treasurer each month along with a list of all employees for whom such deductions have been made.

**ARTICLE X
SALARY**

- A. Salary schedule and job classification (attached).
- B. The Board will pay bi-weekly.
- C. All bargaining unit members will be enrolled in the district direct deposit program.
- D. “Me too clause” – In the event that the Hillsdale Education Association (HEA) settlement of wages is greater than the settlement with OAPSE/AFSCME Local 444, an equal increase will be offered to OAPSE/AFSCME Local 444.

**ARTICLE XI
FRINGE BENEFITS**

- A. Employees hired after February 28, 1996 and prior to September 30, 2015 that regularly work twenty (20) hours per week or more will be eligible for insurance.

Employees hired after September 30, 2015 who regularly work thirty (30) or more hours per week will be eligible for Insurance, with the exception of bus drivers, who will be eligible for insurance if they regularly work twenty (20) or more hours per week. Any pre-September 30, 2015 employee who qualifies for Insurance by working twenty hours or more per week who accepts additional position(s) within the District which increases their total working hours to thirty or more hours per week will be required to voluntarily maintain thirty hours or more per week to be eligible for Insurance coverage.

Subject to the requirements of the insured, the Board shall provide to each member who elects during the month of August enrollment period an IRS Section 125 Plan to be used to exempt the member’s portion of his/her medical insurance premium from Federal and State taxes.

- B. **Coverage**

Hospitalization/Surgical/Major Medical

The Board shall provide hospitalization and surgical coverage and Major Medical Expense Benefits through a carrier licensed by the State of Ohio for its support staff members and their dependents. A coverage summary shall be attached to this contract as Appendix A (identified as Medical Benefits).

The Board shall pay ninety-five percent (95%) of the individual premium or ninety percent (90%) of the family premium, whichever the employee elects for each support staff employee. Payroll deduction of the employee’s share shall occur in 24 equal installments. Any member hired after the first day of a month shall have the option of waiving coverage under the district’s health benefits program until the beginning of the following month. If the member chooses not to waive coverage, the employee shall be

responsible for his/her share of the premium contributions for the initial month, being divided equally between the ensuing two (2) months.

Dental

The Board shall provide Dental coverage through a carrier licensed by the State of Ohio for each support staff member and his/her eligible dependents. The Board shall pay ninety-five percent (95%) of the individual premium or ninety percent (90%) of the family premium, whichever the employee elects.

Vision

The Board shall provide vision coverage to support staff members and their dependents through a carrier selected by the Board. The Board shall pay ninety-five percent (95%) of the individual premium or ninety percent (90%) of the family premium.

Life Insurance

The Board shall provide each of its support staff members with a term life insurance policy providing for (a) a death benefit of fifty thousand dollars (\$50,000) and (b) an additional benefit of fifty thousand dollars (\$50,000) based upon accidental death and dismemberment coverage.

Joint Insurance Committee

The parties shall create a Joint Insurance Committee. The committee shall have equal representation appointed by the OAPSE President, the certified staff, and the Board of Education. The committee shall explore all insurance options and examine, research, and report methods of maintaining and improving benefits and reducing the cost of health insurance coverage. The committee shall be chaired by three (3) members: the district treasurer, an OAPSE representative, and a representative of the certified staff.

- C. **Severance Pay** Severance pay shall be a one (1) time lump sum payment to eligible employees according to the following provisions:

Eligibility

An employee's eligibility for severance pay shall be determined as of the final date of employment. The criteria are:

1. The individual retires from the school system.
2. Retirement--disability or service retirement under any State or municipal retirement system in this State.
3. The individual must be eligible for disability or service retirement as of the last date of employment.

4. The individual must within 120 days of last day of employment prove acceptance into the Retirement System by having received and cashed her/his first retirement check.
5. Must have not less than ten (10) years of service with this school district, the State, or its political subdivisions.
6. Must sign for severance check certifying all eligibility criteria have been met.

Benefit Calculation

The amount of the benefit due an employee shall be calculated:

1. Multiplying the employee's accrued but unused sick leave by one fourth (1/4).
2. Multiplying the product times the per diem rate of pay appropriate for that individual's placement.
3. The amount of the benefit calculated in Steps One and Two shall not exceed the value of seventy (70) days of accrued but unused sick leave.

Receipt of payment of accrued but unused sick leave shall eliminate all sick leave credit accrued by employee.

D. Uniforms

Employees in the food service and custodial classifications may purchase uniforms at a business of the employee's choice and shall be reimbursed by the Board of Education for uniforms up to \$130 per year. It is understood that only one (1) reimbursement payment per employee will be paid per year, regardless of the number of positions the employee may hold with the school district.

E. Transportation Reimbursement

Any employee who uses his/her personal vehicle for school related business shall be reimbursed at the current Board of Education rate.

F. Costs of Recertification

1. Employees shall be reimbursed for the following required expenses to upgrade/renew required licenses/certification/ training for employment after the second year of employment. A requisition/purchase order shall be approved by the member's immediate supervisor prior to the bargaining unit member paying for recertification costs.

- a. The Board will pay the total cost of required six (6) year Bus Driver Recertification classes and CDL Renewal.
 - b. The Board will pay the total cost of one annual bus/van driver physical if the employee goes to a Board approved physician.
 - c. Playground aides and media center assistants shall be reimbursed at a flat rate of \$20 for each renewal of the four (4) year certificate/license as required by the Ohio Department of Education.
 - d. All members will be reimbursed up to \$60 toward the required BCI/FBI background checks as required by law.
2. The Superintendent shall determine if an employee must obtain a boiler license/certificate or participate in Asbestos training. Costs associated with obtaining and renewing license/certification shall be paid or reimbursed by the Board of Education. Covered costs shall be cost of license/certificate and expenses of attending training sessions (as in compliance with Article XII, Section C).

ARTICLE XII LEAVE PROVISIONS

A. Sick Leave

1. Each classified staff member will receive fifteen (15) days sick leave per year at the rate of one and one-fourth (1-1/4) days for each month. Members who work less than full time will receive full sick leave at the fractional rate of their employment. Members who hold two or more bargaining unit positions with the district (excluding any supplemental jobs) may take sick leave in ¼, ½, or 1 day increments.
2. New staff and present staff who have exhausted their accumulated sick leave shall be credited, as needed with up to five (5) days annually. Such credited leave will be deducted from final pay of an employee, at his/her per diem rate if the employee leaves the employment of the Board before earning sufficient sick leave to repay the advance. The Board will continue to pay the school provided insurance premiums of any person who has exhausted his/her sick leave accumulation and the five (5) day advance and who remains on active contract status with the district.
3. The cumulative number of days of sick leave a person may accrue shall be two hundred eighty (280) days.
4. Staff transferring to the Hillsdale Local School District from other public schools(s) or public employment in Ohio shall be permitted to transfer accrued sick leave from such previous employment, not to exceed the maximum set forth in Article XII(A)(3), provided, however, that such previous employment was terminated within ten (10) years prior to the transfer.

5. Staff may use sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to illness, pregnancy, injury, exposure to contagious diseases which could be communicated to other employees, and for absence due to illness, injury, or death in the staff's immediate family. Sick leave for pregnancy shall be for the period of disability and requires a note from a medical doctor indicating the estimated time off work required due to medical conditions. Maternity/Paternity leave shall be provided for a maximum of six (6) weeks immediately following the birth of a child (sick leave would be used only for contract/paid days). In order for maternity/paternity leave to be extended beyond this six (6) week period, the member will need:
 1. a leave of absence
 2. a physician's note to qualify for sick leave, or
 3. qualify for FMLA leave.
6. Regarding illness or injury in the immediate family, the person's immediate family shall include: spouse, children, parents, siblings, or anyone who has clearly held same relationship to the employee. Regarding death, the person's immediate family shall include: spouse, children, father, mother, brother, sister, in-laws, aunts, uncles, nieces, nephews, grandparents, grandchildren, or other persons who have assumed similar positions, regardless of residence.
7. Sick Leave Transfer Program
 1. The Sick Leave Transfer Program is designed to assist members who experience a serious accident or major illness for which they do not have adequate sick leave as provided under law and under this contract. To be eligible, a member must have used all available sick leave. The amount of sick leave awarded per person per year under this program shall not exceed twenty (20) days or the number of days remaining in that current school year, or the number of days in the Sick Leave Transfer Program at that time, whichever is less. Members may not use days from the sick leave pool to begin the school year.
 2. The sick leave transfer pool is formed from the contributions of up to five (5) day(s) per year of accumulated sick leave from each member who wishes to voluntarily participate as needed. The pool will not exceed one hundred (100) days at any one time. Unused days in the sick leave pool, if any, shall be carried over to the next school year. Once a day has been transferred to the sick leave pool, it cannot be withdrawn. Members wishing to contribute to the pool must notify the treasurer's office in writing at anytime during the school year.
 3. Members are not eligible to be granted sick leave transfer days if:
 - a. it is routine maternity;
 - b. the specific injury or illness is not 20 consecutive days or more;
 - c. they are approved for SERS disability;

- d. they are eligible for lost time compensation under Worker's Compensation.
4. Members wishing to access the sick leave transfer pool must apply through the treasurer's office. In the case of extreme disability, a family member or the union president may also be authorized to contact the treasurer's office.

B. Personal Leave

1. All classified staff members shall be allowed three (3) days of personal leave each school year. Unused leave shall not be accumulated.
2. Personal leave shall be for the purpose of conducting personal business which cannot be conducted at times other than regular school hours.
3. Personal business would NOT include such things as: vacation, extending a vacation or holiday period, social activities, shopping trips, hobby activities, secondary employment.
4. Written request for personal leave shall be submitted at least three (3) days in advance of the date for which leave is requested.

If three (3) days notice is not possible, the staff member shall notify the building principal or immediate supervisor as soon as possible. In such situations, the personal leave form shall be submitted during the first workday after conclusion of the leave.

5. When a person requests personal leave on the appropriate form, the support staff is not required to list specific reasons. There will be no deduction in salary or sick leave when personal leave is used in accordance with this provision.
6. Personal leave shall only be used in increments of one (1) or one-half (1/2) days.
7. If a member chooses, he/she may apply one of his/her unused personal days each year of this contract to a maximum of four (4) days total accumulated personal leave in any one year. Members must notify the treasurer of this application in writing no later than June 30th of each year or no days will be carried over.
8. Each employee shall have the option to receive cash in lieu of all unused personal days at the end of the school year. The amount owed each employee per unused personal day shall be the equivalent to the payment that would have been paid to a substitute for that position and time worked. Members must notify the Treasurer of this application in writing no later than June 30th of each year.

C. **Professional Leave**

Leave to participate in activities designed to improve the job performance of employees may be approved by the Superintendent under existing guidelines.

Upon reasonable notice to the Superintendent, the OAPSE President and one voting delegate of the bargaining unit shall be permitted to attend the State Conference for a maximum of three (3) days at their own expense but without loss of pay.

D. **Bereavement**

Bereavement leave shall be a maximum of five (5) days for members of the immediate family. The employee may request additional bereavement days if extenuating circumstances exist (travel). Requests for additional bereavement days must be in writing to the Superintendent's office.

E. **Jury Duty**

When it becomes necessary for an employee to accept jury duty, the employee shall be paid his/her regular salary for the number of days involved. Any pay received for such duty shall be forwarded to the Treasurer of the Board. Such leave shall not be deducted from any other type of leave and may be granted by the superintendent or his designee.

F. **Family and Medical Leave**

The Hillsdale Local Schools Board of Education agrees to provide leave in accordance with the final rules promulgated under the act.

A year shall be defined as the twelve (12) month period of time from the last usage of this leave under FMLA by the employee.

Alleged violations of this provision may be resolved only through Article XV, (Grievance Procedure) of this contract.

G. **Leave of Absence**

A member shall be granted a leave of absence without pay for illness, or other disability. Such leave shall be for a maximum of two (2) consecutive school years. Upon written request, the Board may grant an extension for up to two (2) additional school years. A written application must be made to the Superintendent at least thirty (30) days prior to the effective date of the leave. This requirement shall be waived in cases of emergency. Members who take any leave under this section shall be eligible to continue in Board-provided insurance plans by paying the entire premiums to the Treasurer prior to the due date. At the expiration of the approved leave, the returning member shall be granted his/her position held prior to the leave. Members who request a Leave of Absence under this provision for reasons other than illness or disability may be granted such leave. If

granted, the member must notify the district of their intent to return from leave by April 15. Failure to notify by this date will be considered a resignation from the district.

H. **Physical Assault Leave**

A unit member who is absent due to a physical assault which occurs in the course of performance of duties associated with Board employment shall be eligible to receive assault leave. Upon determination of eligibility by the Board, such leave shall be granted for a period not to exceed forty-five (45) work days upon the unit member's delivery to the Treasurer a statement of the employee's inability to perform job related duties signed by a licensed physician. Additional information required will indicate the nature of the injury and its expected duration, the date of its occurrence, the identity of the attacker(s), if available, and the facts surrounding the assault.

Full payment for assault leave shall not exceed the unit members' per diem rate of pay and will not be provided unless and until the statement of inability to work is provided to the Treasurer. Falsification of either the signed statement or a physician's certificate is grounds for termination of employment under this agreement.

Where the member exhausts the assault leave, he/she may use sick leave and/or apply for disability retirement if he/she cannot resume employment and has a confirming physician's statement. Assault leave will only be granted once per contract year.

**ARTICLE XIII
WORKING CONDITIONS**

A. **School Calendar**

The Calendar Committee shall develop a school calendar and shall forward said recommended calendar to the Board of Education by March 1 of each year. If the Board objects to the submitted calendar, the recommended calendar shall be returned to the Calendar Committee along with a listing of objections for reconsideration by the Committee.

The Calendar Committee shall consist of four (4) members: one (1) certified member, one (1) classified member, one (1) administrator and one (1) board member. The Committee chair shall be rotated on a yearly basis, starting with the administrator member, then the certified member, and then the classified member. The chair shall call the first meeting by October 15 of each year.

B. **Substitution**

1. If a new employee is hired to fill a job vacancy in the bargaining unit, he/she shall have the same benefits as a regular employee after a satisfactory probationary period of ninety (90) actual working days maximum and be issued a contract for the remainder of the school year.

2. Substitutes will, where possible, be employed by the Board when an employee is absent.
3. When a bargaining unit member substitutes for another unit member in the same classification, he/she shall be paid at their regular rate of pay for time worked including any time worked over the regular position's hours. Bargaining unit members who substitute for another unit member in a different classification will receive the Step 0 rate for that classification.

C. **Bus Washing**

Each driver will be paid ten dollars (\$10.00) for washing the outside of the bus/van if performed outside the normal contracted work hours. A complete interior cleaning will be considered the same as an exterior wash. The Board will furnish the washer and necessary cleaning materials. Each driver will wash his/her bus a minimum of once each month of the school year to a maximum of 17 washings per year (two (2) inside included). Drivers will be paid upon his/her certification that the work has been completed.

D. **Use of Electric Bus Engine Heaters**

Eighty-five dollars (\$85.00) per year will be paid each driver for electricity used by the bus engine heaters. Each driver must certify the heaters were used to be eligible for the payment.

E. **Extra Bus Trips/Extra Work in all Classifications**

1. The Transportation Coordinator will schedule extra trips attempting to take into consideration the desires of the regular drivers. The Board and the activity account will pay the same schedule. All bus trips, whether they are regular or extra-curricular, or field trips, shall be offered to regular bus drivers first. The employer will review bus trips of twenty (20) miles or less to determine if the bus driver needs to remain at the delivery site.

Bus drivers required to stay overnight as part of a school-sponsored activity/field trip shall be paid regular trip rate for all hours worked from pick-up to daily final destination. Costs of overnight travel (lodging) shall be paid from the specific department/club sponsoring the trip or by the board of education as determined by the Superintendent.

- a. If a school building is rented to or used by an outside party (defined as a group not directly affiliated with the school district) and extra work is required, then the extra work shall be offered to members in the following manner: Extra work will first be offered to the Building Custodian or Head Cook of the building that is being rented or used. If the Building Custodian or Head Cook refuses the opportunity to work, then he/she shall first offer the extra work to the most senior hourly custodian/cook in that

building. The extra work shall then be offered to the most senior hourly custodian/cook from any other district building(s). This will occur on a rotating basis that will begin on the first effective day of the contract each year. The employee(s) accepting the extra work shall be paid their regular rate of pay for all hours worked.

F. **Seniority/Job Posting**

1. When a job becomes vacant, or a new job is created, a Vacancy Transfer Notice will be posted for a period of seven (7) work days. Employees in the same job classification may bid on this vacancy in writing to the Superintendent within the posted period. Late bids will not be considered. A vacancy transfer will be awarded on the basis of job classification seniority. Employees who do not exercise their transfer rights under this section and subsequently bid under Sections 2 and 3 will be considered as regular bidders under Section 4 of this article. Vacancies due to death or retirement that occur after March 1 may be filled by substitution until the end of the current school year. Vacancies that occur prior to March 1 will be filled pursuant to Section F.
2. After the transfer procedure in 1 has been utilized, a vacancy (including those which are not filled by transfer) shall be posted for a period of five (5) work days. The vacancy notice shall contain the job title, rate of pay, and shift.
3. Employees who wish to bid on a vacancy shall do so in writing within the time period of the posting. Late bids will not be accepted. All timely bids will be reviewed and all timely bidders shall be interviewed for the position.
4. Employees will be awarded jobs on the basis of qualifications, experience, ability, and previous record of employment. Employees who are relatively equal in these areas will be awarded the job on the basis of bargaining unit seniority. Any ties shall be broken by a coin toss or drawing lots. This method shall be used to break any ties(s) in the area of seniority/bargaining unit or job classification. The union president and employees involved shall be present.
5. An employee who is granted the job shall be placed on a ten (10) workday qualification period to determine capability to perform the work. If the employee or the Board feels the job performance is unsatisfactory (prior to or at the end of the qualification period), that employee will be placed back in the job classification, position and salary which he left. The Board shall retain the right to have a substitute employee fill the regular employee's position for up to ten (10) days.
6. The Board shall interview applicants from the bargaining unit prior to interviewing outside applicants. If there are no qualified bidders from the bargaining unit, the Board may hire outside the bargaining unit.

G. **Transfers**

1. If the Superintendent directs transfer to another building or equal assignment, notification shall be given to the employee five (5) days prior to the change of assignment. Employees being transferred will be assigned only to positions for which they are qualified. The employee may request to meet with the Superintendent, along with a representative, to discuss reasons and details of the transfer.
2. For purposes of placement on the salary schedule, experience or seniority will be limited to years of experience with the specific category or department to which the employee is to be assigned such as food service, transportation, custodial, secretarial. However, employees who are reassigned or transferred to a higher paying classification shall be placed on the salary schedule that is equal to or more than their present salary or hourly rate.

H. **New Job Class**

In the event there is a title change of any job in the bargaining unit or if a position in the bargaining unit is reallocated bringing about a new job class, or in the event a new job class is otherwise created, it is agreed between the parties that the Union and the Employer shall discuss whether or not a job class shall be included in the bargaining unit. If an agreement cannot be reached between the parties as to whether a new job class is to be in the bargaining unit, the dispute may be submitted to the State Employment Relations Board.

I. **Layoff/Recall Procedures**

As the Board of Education determines a need to reduce staff due to return to duty of a regular employee after a leave of absence including suspension of schools, territorial changes affecting the District, decreased enrollment of pupils in the District, or financial reasons; the following procedure shall apply:

1. The Board of Education or its designee shall meet with OAPSE ninety (90) days prior to the action and notify the affected employee(s) within forty-five (45) days.
2. As it becomes necessary to implement a reduction in force for reasons stated above, all affected employees shall be laid off according to seniority within a job classification.
3. In any affected classification, employees shall be laid off beginning with the least senior employee and continuing in reverse order of seniority until all affected employees have been laid off.
4. Any employee laid off shall have the right to bump and displace the least senior employee within the same classification.

5. Seniority shall be defined in two (2) terms – those being district-wide and job classification.
 - A. District-wide seniority shall be defined as that period of continuous employment from the employee's original date of hire. Time spent on a Board approved unpaid leave of absence shall not constitute a break in seniority but seniority shall not accrue during said leave of absence.
 - B. Job classification seniority shall be defined as the employee's most recent date of hire within job classification. Employees may have more than one job classification seniority date due to job change, promotion, voluntary transfer.

6. An employee shall have the right to return to a classification previously held if the layoff is within twenty-four (24) months from when the employee transferred from the previous classification.
 - A. Employee(s) bumping laterally or into a previously held classification shall not be subject to a probationary period.
 - B. Any employee reduced in classification or laid off shall retain recall rights for a period of twenty-four (24) months during which time the Board shall not hire nor promote anyone to the classification of the layoff until all reduced or laid off employees are reinstated.
 - C. The laid off employee shall provide the administration with their current mailing address and telephone number. In the event of recall, the employee being recalled shall be notified by registered mail to the employee's last known address as to the date of expected return to work. Each employee recalled shall be given ten (10) work days notice, excluding legal holidays to respond to a reinstatement letter and report to work. Failure to respond to an offer of reinstatement shall terminate the employee's recall rights. Copies of recall notices will be sent to the local union president.
 - D. Any laid-off full-time (a.m./p.m.) bus driver recalled to an a.m. or p.m. only route shall retain recall rights for a full-day (a.m./p.m.) route when one becomes available. A half-day (a.m. or p.m.) bus driver cannot expand to a full day (a.m./p.m.) bus driver as long as any bus driver is on lay-off.
 - E. Employees on layoff status shall be called first to perform work within their classification in the bargaining unit prior to offering assignments to qualified laid off employees in other classifications.
 - F. Employees on layoff shall have the option of being placed on the substitute list for assignments. Employees on the substitute list for

assignments are subject to call for work each day. However, the other laid-off employees shall not be required to accept a temporary assignment. Rejection shall not constitute a refusal of suitable work. The substitute list shall be posted beginning with the most senior employee. Names on the list will be called on a rotating basis. No temporary assignment shall be used to cut regular jobs.

- G. Bargaining unit classifications – Bargaining unit classifications for purposes of this Article and Article XIII are:

- Bus Drivers
- Van Drivers
- Cafeteria Workers
- Custodial Maintenance Workers
- Secretaries
- All Aides and Support Aides

J. **Job Experience**

Credit or job experience given to new employee(s) may be up to five (5) years' experience on the salary schedule.

K. **Work Schedule and Holiday and Vacation**

- 1. People on twelve (12) month status. An eleven (11) month employee shall be defined as one who is regularly scheduled to work for 230 days in a school year.

Custodians (8 hr./day) (9 hr./day school days)

- A. Holidays/Days off with pay.

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Years Eve
- New Years Day
- Martin Luther King Day
- Good Friday
- Memorial Day

- B. Vacation

Each full-time support staff employee, including full-time hourly rate and per diem employees, who work at least eleven (11) months annually, after service of one (1) year in a job classification entitled to vacation time

accrual with the Hillsdale Board of Education, shall be entitled to vacation leave with full pay, excluding legal holidays as follows:

<u>Years of Service</u>	<u>Days of Vacation Leave</u>
Less than one	0
One through five	10
Six	11
Seven	12
Eight	13
Nine	14
Ten through 19	15
Twenty or more	20

Vacation time may be taken at the discretion of the employee subject to the following conditions:

1. Employee must give at least two (2) calendar weeks advance notice. Employees shall select vacation days based upon a seniority system with most senior employee allowed first choice.
2. During the school year when students are on vacation (Christmas, Easter), the building principal may limit the number of employees on vacation at the same time to no more than two (2) in each department in the particular building and the Superintendent of the schools may limit the number on vacation at a given time, on a district wide basis to no more than two (2) employees in each department.
3. Vacation time must be approved by the building principal, if the principal is on duty at the time, the Maintenance Supervisor, if appropriate, and by the Superintendent of schools.
4. Vacations will not be approved during the one (1) week prior to or after school opening, nor the one (1) week prior to or after school closing.
5. Part-time custodians (part-time school year, full-time summer) will earn vacation at .7 of the days for which eligible. Holidays during the school year will be at the part-time rate and holidays in the summer will be at the full rate.
6. Employees may carry-over one week (five days) of unused vacation time each year to a maximum accumulation of two weeks (ten days). Employees may choose to receive pay for unused vacation up to a maximum of five (5) days each year.

7. Vacation time for part-time employee(s) who work less than eight (8) hours per day shall be prorated on an hour for hour basis for actual hours worked.
- C. Total days per year for which pay is received five (5) days per week times 52 weeks - 260 days. One day's pay will be 1/260 of annual salary. Custodians (2080 hr./yr.) + (180 hr./yr. overtime).
2. People on a 9-1/2 month status (Elementary/Middle School Secretaries) (7-1/2 hr./day)
 - A. Holidays with pay:
 - Labor Day
 - Thanksgiving
 - Christmas Day
 - New Years Day
 - Martin Luther King Day
 - Memorial Day
 - B. Total days per year for which pay is received:
 - 184 day school calendar
 - 6 holiday
 - 20 days before or after school opens
 - 210 days total
 - One day's pay will be 1/210 of annual salary (1575 hr./yr.)
3. Head Cook (7 hr./day)
 - A. Holidays with pay:
 - Labor Day
 - Thanksgiving
 - Christmas Day
 - New Years Day
 - Martin Luther King Day
 - Memorial Day
 - B. Total days per year for which pay is received:
 - 180 days school is in session
 - 2 preparation and inventory
 - 6 holidays
 - 1 pre-school orientation day
 - 1 post-school record day

190 days total

One day's pay will be 1/190 of annual salary (1330 hr./yr.)

4. Cafeteria Cook (6 hr./day)

A. Holidays with pay:

Labor Day
Thanksgiving
Christmas Day
New Years Day
Martin Luther King Day
Memorial Day

B. Total days per year for which pay is received:

180 days school is in session
6 holidays
1 pre-school orientation day
1 post-school record day
188 days total

One day's pay will be 1/188 of annual salary (1128 hr./yr.)

C. The cafeteria supervisor shall notify each cook of the first reporting day by mail to his/her address of record.

5. School Bus Drivers (Single Route) (4 hr./day 744 hr./yr.)

A. Holidays with pay:

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
Martin Luther King Day
Memorial Day

B. Total days per year for which pay is received:

180 days school is in session
6 holidays
186 days total

One day's pay will be 1/186 of annual salary

6. Van Drivers (Hours will be determined by the Superintendent/designee, not to exceed six (6) hours per day.)

A. Holidays with pay:

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
Martin Luther King Day
Memorial Day

7. Media Center Assistants (7-1/2 hr./day 1410 hrs. per year).

A. Holidays with pay:

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
Martin Luther King Day
Memorial Day

B. Total days per year for which pay is received:

180 days school is in session
6 holidays
1 pre-school day
1 post-school day
188 days total

One day's pay will be 1/188 of annual salary

C. This position remains an aide position for purposes of ORC and may be annually non-renewed as provided in ORC and will remain on current aide salary schedule.

8. Holidays

Any holiday which falls on a Saturday shall be observed on the preceding Friday.
Any holiday which falls on a Sunday shall be observed on the following Monday.

9. Overtime and Premium Pay

Any work performed over eight (8) hours in one (1) day or forty (40) hours in one (1) week, and for all work done on holidays, shall be paid at a rate of time and one half (1 1/2) the employees rate. Work week shall be from Monday through

Friday. Overtime hours will be paid if approved by the principal. Overtime pay will be added to the payroll on the next pay period.

10. Calamity Day Provision

Employees who are required to work on a calamity day shall be paid at the rate of one and one-half (1 1/2) times the regular rate for each hour actually worked that day. Employees who start to work before a calamity day is declared shall receive one and one-half (1-1/2) times the regular rate of pay for each hour actually worked.

When an employee is required to report to work on a calamity day, he/she shall be permitted, with the approval of the immediate supervisor, to remain at work and perform regular duties.

L. **Evaluation**

Members of the bargaining unit shall be entitled to a minimum of seven (7) days advance notice of any evaluation meeting.

The purpose of evaluations are to assess employees work performance and to assist them to overcome any deficiencies. Any deficiencies will be written out and a specific idea and/or suggestion will be offered to the employee to correct/overcome any deficiencies.

Evaluations shall be conducted by employee's immediate supervisor or building principal. Members of the bargaining unit will not be evaluated more than one (1) time per year. No bargaining unit member may evaluate another bargaining unit member.

Any area rated below satisfactory shall list detailed suggestions for improvement.

All evaluations shall be discussed with the employee(s), who shall receive a copy at the end of the meeting.

Employees may attach a written rebuttal/explanation to any evaluation, which shall also become part of the record.

Evaluations must be signed by the employee before going into their file. An employee's signature denotes neither agreement or disagreement; only that the employee reviewed and discussed the evaluation.

M. **Maintenance Personnel**

The Board of Education shall devise a separate job description for maintenance personnel.

N. **Job Descriptions**

The Local Union shall provide input from the various jobs on future revisions.

Job descriptions shall be provided to new employees at the time of hiring.

Any future additions/changes shall be done only after notifying the Local Union at least fourteen (14) work days prior to the change.

O. **Safety and Health**

1. **Report Internally First**

The parties desire to first deal with safety and health complaints internally to attempt to correct any health or safety allegations. Accordingly, neither the Union nor a bargaining unit member may file a complaint with the Ohio Department of Industrial Relations until after the Board and administration have been notified of the complaint and have had at least a five (5) business day opportunity to resolve the complaint.

2. **Right to Reassign**

Before exercising his/her right to refuse to work under Section 4167.06 of the Revised Code because of a condition which the bargaining unit member acting in good faith reasonably believes presents an imminent danger of death or serious harm to the bargaining unit member, the bargaining unit member will immediately notify his/her supervisor of the condition. The bargaining unit member may be temporarily reassigned while the condition is being investigated and/or corrected, with no loss of pay.

3. **Workers' Compensation**

a. An injury incurred while performing assigned responsibilities will immediately be reported to the injured employee's immediate supervisor and an application will be filed with the Bureau of Workers' Compensation/Managed Care Organization (BWC/MCO) within seven (7) working days.

b. If time off the regularly scheduled assignment is necessary due to the allowed condition(s) in the employee's claim, as certified by the treating physician, the following will take place to determine whether the employee qualifies for light duty:

1) Before any employee is permitted to perform light duty work in any classification, due to industrial injury, the employee will be required to undergo a physical examination by an occupational physician. In addition, this occupational physician will evaluate all

job descriptions to determine which classification(s) would be appropriate for the injured employee.

- 2) The employee and management will work cooperatively in this temporary reassignment and in finding a light duty position for which the employee is otherwise qualified. Before the light duty assignment becomes effective, the Superintendent will review the assignment. An employee may move from one temporary reassignment to another temporary reassignment as his/her medical condition improves, and he/she is able to perform other duties not previously approved, as certified by an occupational physician. This option may give the employee a more progressive venue for rehabilitation.
- 3) While the employee is assigned to another classification, the procedures under Article IX C will govern the filling of the employee's regular assignment.
- 4) The employee, once placed into the light duty job, will be expected to perform the job responsibilities as if it were his/her regular position. If the employee is unsuccessful in performing those responsibilities, the employee and management will continue to collaborate to find an appropriate light duty position for which the employee is qualified.
- 5) The affected employee will be paid at his/her regular hourly rate while in the temporary assignment of another classification due to the reassignment for the purposes of light duty.

P. Progressive Discipline

Employees shall not be suspended and/or disciplined without compliance with the progressive discipline procedure set forth below:

Based upon the severity of the situation, disciplinary action may warrant deviation from the below procedural order.

1. Oral Reprimand - noted in personnel file.
2. Written Reprimand.
3. 3-Day Suspension without pay.
4. 5-Day Suspension without pay.
5. Termination.

Records of disciplinary action shall be disregarded if there have been no similar incidents within the past 36 months except as required to be kept under Ohio Records Retention laws and the policy of the Board of Education regarding record retention. Any written record of disciplinary action will be kept in the employee's active personnel file but it is

understood that copies of any records that are part of any grievance hearing initiated under Article XV or as part of a criminal investigation may be kept by the legal representative of the Board of Education. Employees shall have the right to inspect their personnel file in the central office. Personnel files shall be available for review within normal business hours.

Employees shall have the right to union representation at any step of the discipline procedure.

Suspension without pay shall be the decision of the superintendent.

Q. **Flexible Starting and Ending Times**

Flexible starting and ending times shall be utilized when the outdoor temperature reaches or exceeds 89° Fahrenheit. Flexible starting and ending times shall be mutually agreed to by the bargaining unit member(s) and the appropriate immediate supervisor. Use of this provision does not reduce or eliminate the bargaining unit member's responsibility to fulfill the prescribed hours of the job classification pursuant to this contract.

R. **Evaluation of Hourly Custodian Time**

The Superintendent and the building principal shall evaluate the number of hours necessary for the hourly custodial classification. If the number of hours is to be adjusted, the adjustment shall be made on an annual basis.

S. **Drug and Alcohol Testing**

1. The parties shall comply with the Omnibus Transportation Employee Testing Act of 1991 and the rules published by the Federal Highway Administration (FHWA) and the U.S. Department of Transportation (DOT). Beginning January 1, 1998, the Employer will conduct drug and alcohol testing in accordance with the Act and the subsequent rules. The Board is responsible for implementing and conducting the testing program. Cost of this testing will be in accordance with Article XIII(S)(6) below. The Board will pay the employee one (1) hour of the hourly extra trip rate for any and all time involved in training and testing.
2. An employee shall be immediately terminated for any of the following:
 - a. Refusal to submit to a screening or confirmatory test.
 - b. Refusal to submit to the approved rehabilitation program of the Employer.
 - c. Failure to complete the approved rehabilitation program.
 - d. Test positive for an illegal drug. (For purposes of this section "illegal drugs" are those prohibited by the Act and obtained by the employee without a valid prescription).

3. An employee may notify the Employer prior to submitting to any drug or alcohol test that he/she believes that he/she may have a problem with drugs or alcohol. Upon receipt of such notice, the employee shall be afforded the opportunity to enter a rehabilitation program approved by the Employer. If the employee successfully completes the rehabilitation program, he/she will be restored to his/her employment. The cost of this program shall be borne by the Employee's medical insurance carrier.
4. Persons whose test result for alcohol is greater than a concentration of more than four hundredths (.04) of one-percent (1%) by weight of alcohol in the person's blood or a concentration of four hundredths (.04) of one-percent (1%) by weight of alcohol in the person's breath shall be afforded the opportunity to enter a rehabilitation program approved by the Employer. If the employee successfully completes the rehabilitation program, he/she will be restored to his/her employment. The cost of this program shall be borne by the Employee's medical insurance carrier.

Should an employee have sufficient sick, personal or vacation days to cover his/her absence during the time that he/she is enrolled in a rehabilitation program, the employee shall be entitled to apply these days toward the period of absence. Should the employee not have sufficient paid days off during his/her enrollment in rehabilitation, the employee will be granted an unpaid leave of absence in accordance with Article XII(G) of the collective bargaining agreement.

5. Upon successful completion of the rehabilitation program, the following procedure will apply:
 - A. Prior to returning to work, the employee must provide the Employer with written documentation from the director of the rehabilitation program in which he/she has been enrolled that the employee is able to return to work.
 - B. Prior to returning to work, the employee must provide the Employer with the results of a test for alcohol he/she has taken which indicates the concentration of alcohol is less than two hundredths (.02) of one-percent (1%) by weight of alcohol in the person's blood or a concentration of alcohol is less than two hundredths (.02) of one-percent (1%) by weight of alcohol in the person's breath.
 - C. Should the employee test positive after his/her return to work, he/she will be immediately terminated.
6. The cost of testing will be borne in the following manner:
 - A. Random Testing Cost to be borne by the Employer.
 - B. Confirmatory Test Cost to be borne by the Employer if test is negative.

Cost to be borne by the Employee if test is positive.

C. Post-Accident Test Cost to be borne by the Employer except if the Employee is cited and the test is positive.

D. Return to Work Cost to be borne by the Employee.

T. **Transportation of Students Outside of Regular Bus Route**

1. Compensation of bus drivers who transport students outside of the regular routes (morning and afternoon including regular JVS transportation and kindergarten) and scheduled field/extra/athletic trips shall be as follows:
 - a. One or more students transported within the regular school day: Drivers will receive current substitute driver hourly rate for time actually transporting students to be paid in no less than one quarter hour increments.
 - b. Transportation of one or more students to alternative sites where the student(s) attends school for more than two consecutive weeks: Members able to transport these students outside of their normal duties will receive current substitute driver hourly rate for time actually transporting students to be paid in no less than one quarter hour increments.

**ARTICLE XIV
SERS PICK UP WITH REDUCTION**

The Board herewith agrees with the Association to pick up (assume and pay) contributions to the School Employees Retirement System (SERS) upon behalf of the employees in the bargaining unit on the following terms and conditions: The amount to be picked up and paid on behalf of each such employee shall be nine (9.00) percent or the current percentage of the employee's compensation as established by the School Employees Retirement System. The employee's annual compensation shall be reduced by an amount equal to the amount picked up and paid by the Board. This pick up shall not result in any expenditure of funds by the Board.

**ARTICLE XV
GRIEVANCE PROCEDURE**

A. **Section 1**

1. **Grievance**

A grievance is defined as an alleged violation, misapplication or misinterpretation of a specific provision of this contract. 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.

2. **Time Limits**

The time limits stated in this procedure shall be considered the maximum unless an extension is agreed upon in writing by the parties. If the Association fails to answer the grievance in the limits allowed, the grievance shall be withdrawn. If the Board or administration fails to answer in time, the grievance shall move to the next step.

B. **Section 2**

Step One

Within ten (10) school days of the time a grievance occurs, the employee will present the grievance in writing to his supervisor or the appropriate designated person. Within ten (10) school days after presentation of the written grievance, the supervisor or designated representative shall give his answer in writing to the employee.

Step Two

If the grievance is not resolved in Step One to the satisfaction of the employee, the employee or the Association representative may, within ten (10) school days of the receipt of the supervisor's answer, submit to the Superintendent or his designated representative the answer in Step One with the original grievance statement. The Superintendent or his designated representative shall give the employee or his Association representative an answer in writing no later than ten (10) school days after receipt of the written grievance.

Step Three

If a satisfactory disposition of the grievance is not made as a result of the procedure provided for in Step Two, the employee or his designated representative shall have the right to appeal the dispute to the Board of Education. Such appeal must be taken within ten (10) school days from the receipt of the Superintendent's written decision in Step Two by filing a notice with the statement of the grievance attached thereto with the Superintendent or his designee. The employee may be represented by the union at the

hearing before the Board. The hearing shall be held within thirty (30) days of receipt of the written appeal request.

Step Four

If the grievant is not satisfied with the disposition at Step Three, the Union may request the issue be submitted in arbitration within five (5) working days after the receipt of the disposition at Step Three. Within five (5) days following the receipt of the grievant's request for arbitration, the Superintendent or his designee and the grievant and his/her designated representative shall mutually petition the Federal Mediation and Conciliation Services (FMCS) to provide both parties with a list of seven (7) names from which an arbitrator will be selected by the alternative strike method and notified in accordance with the rules of FMCS. A second list may be requested by either party. The toss of a coin shall determine who strikes first.

The arbitrator shall not have any authority to rule contrary to the law of the State of Ohio. The arbitrator shall confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to him/her or to submit observations or declaration or opinions which are not essential in reaching his/her decision.

The Association shall pay all compensation and expenses of the arbitrator should the arbitrator not award the relief the grievant is seeking. If the arbitrator awards the relief the grievant is seeking, the Board shall pay these expenses.

The arbitrator shall hold such meetings as he/she determines necessary to make a fair and impartial ruling on the grievance as stated. The ruling of the arbitrator shall be made in writing to the parties, Superintendent, Board and Association. The arbitrator's ruling is final and binding on the parties.

ARTICLE XVI COMMUNICATIONS FORUM

- A. Regular meetings between the Board and the Union shall be scheduled and convened to discuss matters of mutual concern. Specific grievances shall not be discussed, nor shall the meetings be considered bargaining sessions. Meetings shall be scheduled on a mutually convenient date and time, but will be conducted not less than quarterly. Committee meetings are not intended to replace informal communications between the Board and the Union and/or their representatives.
- B. A committee consisting of three (3) representatives shall constitute the Board Committee. A committee consisting of three (3) members of the bargaining unit shall constitute the Union Committee.
- C. The Board shall arrange for training of all committee members in collaborative problems solving. Bargaining unit members will be released from their regular duties for this

training but will not receive additional compensation for the additional personal time required for these sessions.

ARTICLE XVII UNION RIGHTS

The Union shall have the right to use most school equipment upon request, provided the Board may charge a reasonable amount for paper, etc.

The Union may use school buildings upon request and approval (of the appropriate Administrator) in accordance with Board Policy.

The Local Union President shall be provided a copy of current seniority lists and an updated list each October.

ARTICLE XVIII REHIRING RETIRED CLASSIFIED STAFF

1. All rehired retired Classified Staff, i.e.: bus drivers, cooks, custodial, secretaries, aides, shall be employed on 1 year limited contracts, which shall automatically non-renew at the end of the school year without the need for board action.
2. A rehired retired classified staff person is not subject to but may have an evaluation performed.
3. An employed retiree who is eligible for insurance coverage under a state retirement system will be deemed ineligible for any Hillsdale Schools health care plan coverage, including dental and vision coverage. Life insurance shall be provided as per Article XI(B). The employed retiree shall have the right to choose any of the insurance packages available from his/her retirement system.
4. Employed retirees will begin with zero days of accumulated sick leave. They will be eligible to accumulate sick leave days and be eligible for personal leave days as provided in the negotiated agreement.
5. Rehired-retired classified staff are not eligible for severance pay.
6. The Board retains the right to re-employ retired classified personnel. The Board will make this determination on a case-by-case basis.
7. A rehired-retired classified staff will not accumulate seniority.
8. A rehired-retired classified staff member is not eligible to bid on any other bargaining unit position.

9. A rehired-retired bus driver may be offered extra trips and sport trips only after all other drivers have been given the opportunity to take such trips.
10. Notwithstanding their years of experience, rehired retired Classified staff shall be placed on the salary schedule step that they were on at the time of retirement, up to and including, but not to exceed, Step 7, and will not advance beyond that step if re-employed in subsequent years. If retired from another school district or another public employer in the same general work classification the retiree will be placed at Step 7, and will not advance beyond that step if re-employed in subsequent years.
11. All terms, conditions, rights and responsibilities, afforded to members of the bargaining unit shall apply to all employed retirees unless expressly so stated above.

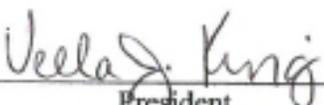
**ARTICLE XIX
AGREEMENT**

THIS AGREEMENT made and entered into this ____ day of _____, 2015 by and between the Hillsdale Local Board of Education, hereinafter called the "Employer", and the Ohio Association of Public School Employees, AFSCME/AFL-CIO, and its Chapter 444, hereinafter called the "Union", for and on Article I of this Agreement. This Agreement shall remain in effect from the date of association ratification and board adoption, whichever is later and shall terminate at 12:01 a.m. July 1, 2018.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement on the day and the year first above written.

HILLSDALE BOARD OF EDUCATION

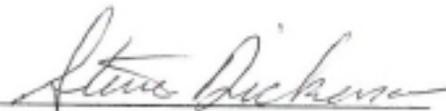
OAPSE/AFSCME/AFL-CIO LOCAL 444



President



President, Chapter 444



Superintendent

By _____



Treasurer



OAPSE Field Representative

ELEMENTARY/MIDDLE/HIGH SCHOOL SECRETARY

ELEMENTARY/MIDDLE/HIGH SCHOOL SECRETARY	
July 1, 2015 – June 30, 2018	
Experience	
0	\$13.40
1	\$13.57
2	\$13.74
3	\$13.91
4	\$14.08
5	\$14.26
6	\$14.44
7	\$14.62
8	\$14.80
9	\$14.99
10	\$15.17
11	\$15.36
12	\$15.55
13	\$15.75
15	\$15.95
17	\$16.14
20	\$16.35
21	\$16.55
22	\$16.76
23	\$16.97
25	\$17.18

High School Secretary: To perform general clerical duties at the direction of the high school principal or his/her designee as described in the job description, each day that school is in session, including those days when students do not attend because of inclement weather, calamity, or teachers conference or inservice. Regular work schedule for a total of 225 days (1687.5 hours) (7-1/2 hours daily). Regular work schedule shall be from 7:30 a.m. to 3:30 p.m. Part-time secretary shall be 210 day work schedule for a total of (1312.5 hours) (6.25 hours daily).

Elementary School/Middle School Secretary: To perform general clerical duties as described in the job description, at the direction of the elementary/middle school principal or his/her designee, each day that school is in session, including those days when students do not attend because of inclement weather, calamity, or teachers conference or inservice, and four (4) record days, plus two (2) full weeks before school starts and two (2) full weeks after school closes for a total of 210 days which includes six (6) holidays (1575 hours) (7-1/2 hrs. daily). Regular work schedule shall be from 7:30 a.m. to 3:30 p.m. The elementary/middle school secretaries be allowed additional help at the beginning and end of the school year as determined by the Superintendent.

Building secretaries agree to work up to five (5) additional days over the Summer months to assist with reporting/data entry if they are available to work. Time sheets will be filled out and their regular hourly rate will be paid.

CLERICAL/TEACHER AIDES/MEDIA CENTER ASSISTANTS

CLERICAL/TEACHER AIDE/MEDIA CENTER ASSISTANTS	
July 1, 2015 – June 30, 2018	
Experience	
0	\$12.60
1	\$12.73
2	\$12.85
3	\$12.98
4	\$13.11
5	\$13.24
6	\$13.38
7	\$13.51
8	\$13.64
9	\$13.78
10	\$13.92
11	\$14.06
12	\$14.20
13	\$14.34
15	\$14.48
17	\$14.63
20	\$14.77
21	\$14.92
22	\$15.07
23	\$15.22
25	\$15.37

Media Center Assistant: To perform daily operation of the library as described in the job description under the supervision of the building principal. Hours worked shall be 7.5 hours per day, 188 days per school year (1,410) hours per year.

HEAD COOK/CAFETERIA COOK

HEAD COOK/CAFETERIA COOK	
July 1, 2015 – June 30, 2018	
Experience	
0	\$12.85
1	\$12.98
2	\$13.11
3	\$13.24
4	\$13.37
5	\$13.51
6	\$13.64
7	\$13.78
8	\$13.91
9	\$14.05
10	\$14.19
11	\$14.34
12	\$14.48
13	\$14.62
15	\$14.77
17	\$14.92
20	\$15.07
21	\$15.22
22	\$15.37
23	\$15.52
25	\$15.68

Head Cook: To supervise the preparation and serving of food, and, in general, manage the operation of the single school kitchen and dining room as described in the job description under the direct supervision of the cafeteria supervisor with assistance of the building principal. Work daily (7 hours) for 190 days (1330 hours). The rate of pay will be \$.35 per hour more than the experience level on the cook's schedule. Regular work schedule shall be from 7:30 a.m. to 3:00 p.m.

Cafeteria Cook: To perform the tasks of preparing and serving food, cleaning up, and, in general, those duties regularly and normally connected with the cafeteria operation under the direct supervision of the head cook and the building principal. Six hours for 188 day school year (1128). Regular work schedule shall be from 7:30 a.m. to 2 p.m.

Cook duties do not include janitorial duties, window washing, toilet cleaning, and garbage details.

SCHOOL BUS DRIVERS

SCHOOL BUS DRIVERS	
July 1, 2015 – June 30, 2018	
Experience	
0	\$14.00
1	\$14.21
2	\$14.42
3	\$14.64
4	\$14.86
5	\$15.08
6	\$15.31
7	\$15.54
8	\$15.77
9	\$16.01
10	\$16.25
11	\$16.49
12	\$16.74
13	\$16.99
15	\$17.24
17	\$17.50
20	\$17.77
21	\$18.03
22	\$18.30
23	\$18.58
25	\$18.86

School Bus Driver: To transport pupils on conveyances supplied by the Board of Education in accordance with the policies and schedules established by the Board of Education and as regulated by the State Department of Education and the law of Ohio. Regular work schedule will include the regular 180 day school year plus six (6) holidays for a total of 186 days (744 hours-single route) (4 hours daily). All pre-trip/post-trip paperwork will be turned in to the transportation supervisor on a bi-weekly basis.

Extra Trips: The extra time for the trip shall be paid at ten dollars (\$10.00) per hour for all hours worked. The regular route time allowance will be deducted from the total trip hours for figuring total trip compensation. The excess time for any trip exceeding ten (10) hours will be paid at the driver’s regular hourly rate.

Breakdown: Bus drivers shall be paid breakdown time as long as this privilege is not abused.

VAN DRIVER

VAN DRIVER	
July 1, 2015 – June 30, 2018	
Experience	
0	\$12.60
1	\$12.73
2	\$12.85
3	\$12.98
4	\$13.11
5	\$13.24
6	\$13.38
7	\$13.51
8	\$13.64
9	\$13.78
10	\$13.92
11	\$14.06
12	\$14.20
13	\$14.34
15	\$14.48
17	\$14.63
20	\$14.77
21	\$14.92
22	\$15.07
23	\$15.22
25	\$15.37

Van Driver: Regular work schedule will include the regular 180 day school year plus six (6) holidays for a total of 186 days. All pre-trip/post-trip paperwork will be turned in to the transportation supervisor on a bi-weekly basis.

Breakdown: Van drivers shall be paid breakdown time.

BUILDING CUSTODIAN

BUILDING CUSTODIAN	
July 1, 2015 – June 30, 2018	
Experience	
0	\$13.80
1	\$13.97
2	\$14.15
3	\$14.32
4	\$14.50
5	\$14.68
6	\$14.87
7	\$15.05
8	\$15.24
9	\$15.43
10	\$15.63
11	\$15.82
12	\$16.02
13	\$16.22
15	\$16.42
17	\$16.63
20	\$16.83
21	\$17.04
22	\$17.26
23	\$17.47
25	\$17.69

Building Custodian: Responsible for regular daily and yearly cleaning and maintenance of the building and grounds to which he/she is assigned. He/she shall be directly responsible to the building principal. Nine hours Monday through Friday except on duly recognized public holidays and legally approved vacation periods. The regular schedule shall include those days when school is not in session because of weather and or other emergency situations. The hours are 2080 regular hours per year plus 180 hours per year at 1-1/2 the regular rate. Any time a custodian or custodians check a building or any other service outside the normal work hours, they shall be paid at 1-1/2 their hourly rate. Regular work schedule shall be from 6:30 a.m. to 4:00 p.m. during regular school year.

HOURLY CUSTODIAN/MAINTENANCE

HOURLY CUSTODIAN/MAINTENANCE	
July 1, 2015 – June 30, 2018	
Experience	
0	\$12.75
1	\$12.88
2	\$13.01
3	\$13.14
4	\$13.27
5	\$13.40
6	\$13.53
7	\$13.67
8	\$13.81
9	\$13.94
10	\$14.08
11	\$14.22
12	\$14.37
13	\$14.51
15	\$14.66
17	\$14.80
20	\$14.95
21	\$15.10
22	\$15.25
23	\$15.40
25	\$15.56

Hourly Custodian: To perform those specific cleaning and/or maintenance duties assigned as described on the job description. Hours as specified by principal, supervisor or superintendent. Directly responsible to building principal. Hourly custodians shall be permitted to earn vacation on pro-rated basis.

Hourly Maintenance: To perform maintenance duties as described in the maintenance job description. This is a 260-day position working at five (5) hours per day for 180 days and eight (8) hours per day (to a maximum of 40 hours per week) for 80 days. This position will work the same schedule as the hourly custodian schedule during the summer. This position is entitled to paid holidays as per the negotiated agreement at five (5) hours per day for those during the school year and eight (8) hours per day for those outside the school year. This position is entitled to vacation days as per the negotiated agreement. This position will follow the hourly custodian pay schedule.

SCHEDULE OF MEDICAL BENEFITS

BENEFITS	PPO	NON-PPO
PRESCRIPTION DRUG BENEFIT (through Caremark)	Plan pays 80% of the drug cost (not subject to deductible or Coinsurance Max Out-of-Pocket amount). Once a Covered Person has paid out \$1,800 in a calendar year, the Plan pays 100% of covered expenses for the balance of the calendar year.	
CALENDAR YEAR DEDUCTIBLE (no cross application between PPO and non-PPO deductibles)		
Per Person	\$150	\$500
Per Family	\$325	\$1,000
BENEFIT PERCENTAGE PAYABLE	80%	60%
COINSURANCE MAXIMUM OUT-OF-POCKET PER CALENDAR YEAR (excluding deductible and coinsurance from the Prescription Drug Benefit). No cross application between PPO and non-PPO Coinsurance Max Out-of-Pocket amounts)		
Per Person	\$950	\$2,000
Per Family	\$1,500	\$4,000
LIFETIME MAXIMUM BENEFIT	\$2,000,000	
INPATIENT HOSPITAL FOR MENTAL/NERV/SUBST ABUSE (maximum benefit is 45 days per lifetime)	80% after deductible	60% after deductible
EMERGENCY ROOM (Emergency or Non-Emergency Care)	80% after deductible	
OUTPATIENT PHYSICAL THERAPY (maximums shown apply toward each other)	80% after deductible to max benefit of 30 visits/cal year	60% after deductible to max benefit of 15 visits/cal year
OUTPATIENT MENTAL/NERVOUS/SUBSTANCE ABUSE COMBINED (maximums shown apply toward each other)	80% after deductible to max benefit of 20 visits/cal year	60% after deductible to max benefit of 15 visits/cal year
ELECTIVE STERILIZATION	80% after deductible	Not Covered
HOME HEALTH CARE (maximums shown apply toward each other)	80% after deductible to max benefit of 100 visits/cal year	60% after deductible to max benefit of 60 visits/cal year
SKILLED NURSING FACILITY (maximums shown apply toward each other)	80% after deductible to max benefit of 60 days/cal year	60% after deductible to max benefit of 30 days/cal year
HOSPICE (maximum benefit is 100 days per cal year)	80% after deductible	
CHIROPRACTIC SERVICES (maximums shown apply toward each other)	80% after deductible to max benefit of 15 visits/cal year	60% after deductible to max benefit of 8 visits per cal year
WELL CHILD CARE (benefits provided from birth to age 9)	80% after deductible to max benefit of \$500 from birth to age 1 and \$150/cal yr from age 1 to age 9	Not Covered
ADULT PREVENTIVE CARE (1 chest x-ray/ cal year, 1 CBC/cal year, 1 SMA-12 test/cal year, 1 EKG/cal year, 1 urinalysis/cal year, cholesterol tests, and 1 colonoscopy/cal year).	90% after deductible	Not Covered
ROUTINE MAMMOGRAMS (max 1 per calendar year)	90% after deductible	Not Covered
ROUTINE PAP SMEARS (max 1 per cal year)	90% after deductible	Not Covered

PRE-ADMISSION NOTIFICATION IS REQUIRED FOR ALL NON-EMERGENCY HOSPITAL ADMISSIONS; IF NOT RECEIVED, A PENALTY OF \$500 WILL BE APPLIED TO THE HOSPITAL CONFINEMENT. POST-ADMISSION NOTIFICATION IS RECOMMENDED FOR ALL EMERGENCY HOSPITAL ADMISSIONS.



HILLSDALE LOCAL SCHOOLS

485 TWP. RD. 1902 • JEROMESVILLE, OHIO 44840
Ph: 419-368-8231 • Fax: 419-368-7504

Hillsdale High School
485 Twp. Rd. 1902
Jeromesville, Ohio 44840
Ph: 419-368-6841

Hillsdale Middle School
Box 57, 144 N. High Street
Jeromesville, Ohio 44840
Ph: 419-368-4911

Hillsdale Elementary School
West Main Street
Hayesville, Ohio 44838
Ph: 419-368-4384

August 31, 1994

Mr. David Mason, President
Hillsdale Chapter 444 OAPSE
Hillsdale Middle School
P.O. Box 57, 144 North High Street
Jeromesville, OH 44840

Dear David,

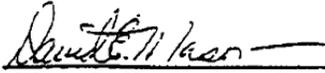
This a letter of understanding between the Hillsdale Board of Education and the Hillsdale Chapter 444 OAPSE concerning the cafeteria cook positions at both Hayesville and Jeromesville. The undersigned agree to the following:

1. The staffing levels at the middle school will remain as they were during the 1993-94 school year. Specifically, that refers to the two 2 1/2 hour cafeteria cook positions.
2. A two hour cafeteria cook position will be reinstated at the elementary building in addition to the current three hour position.
3. It is understood that the positions identified in this agreement will become permanent additions to the positions listed on page 26 of the agreement.

8/31/94 Date


Superintendent

8/31/94 Date


Hillsdale Chapter 444 OAPSE



HILLSDALE LOCAL SCHOOLS

485 TWP. RD. 1902, ROUTE 1 • JEROMESVILLE, OHIO 44840

November 11, 1993

Karla Fulk, President
Hillsdale Chapter 444 OAPSE
252 CR 30-A
Jeromesville, Ohio 44840

Dear Karla:

This is a letter of understanding between the Hillsdale Local Board of Education and the Hillsdale Local School bus drivers concerning extra trip assignments.

Field trips during the day or on Saturday shall be given on a rotation basis by a request sheet, starting with seniority of employee by date of hire. JVS trips will fall under this rotation.

Sport trips will be given on basis of priority of driving that sport from past years, taken from the request sheet. Second choice of driver should come from request sheet by seniority of date of hire (see attached trip request form).

Dec 14, 1993
Date
Nov 14 1993
Date

[Signature]
Superintendent
[Signature]
Hillsdale Chapter 444 OAPSE

November 10, 1993

TO: All Hillsdale Bus Drivers
FROM: Jim Stake, Transportation Coordinator
Hillsdale Local Schools
SUBJECT: Bus Trips for 1993-94

Would you please let me know your wishes in the spaces below concerning your choice of trips for the 1993-94 school year. Band and athletic trips will be treated the same (seniority) when getting drivers. Attempts will be made to honor as many of them as possible. Since we are in the process of checking on our fall activities, this form is due in Jim's office no later than June 1, 1993.

<input checked="" type="checkbox"/> Football-Varsity	<input checked="" type="checkbox"/> Football-JV
<input checked="" type="checkbox"/> Football-Jr. High	<input checked="" type="checkbox"/> Cross Country
<input checked="" type="checkbox"/> Golf	<input checked="" type="checkbox"/> Volleyball-Varsity/JV
<input checked="" type="checkbox"/> Volleyball-Jr. High	<input checked="" type="checkbox"/> Basketball-Varsity/JV
<input checked="" type="checkbox"/> Basketball-9th	<input checked="" type="checkbox"/> Basketball-Girls
<input checked="" type="checkbox"/> Wrestling-Varsity/JV	<input checked="" type="checkbox"/> Basketball-Jr. High Girls
<input checked="" type="checkbox"/> Basketball-Jr. High Boys	<input checked="" type="checkbox"/> Wrestling-Jr. High
<input checked="" type="checkbox"/> Baseball-Varsity	<input checked="" type="checkbox"/> Baseball-JV
<input checked="" type="checkbox"/> Softball-Varsity	<input checked="" type="checkbox"/> Softball-JV
<input checked="" type="checkbox"/> Track	<input checked="" type="checkbox"/> Track-Jr. High
<input checked="" type="checkbox"/> Band	<input checked="" type="checkbox"/> Choir
<input checked="" type="checkbox"/> FFA	<input checked="" type="checkbox"/> FHA
<input checked="" type="checkbox"/> Skiing	<input type="checkbox"/> Field trips-Saturday/after school
<input type="checkbox"/> Field trips-within school day (8 a.m.-3 p.m.)	<input type="checkbox"/> Not interested
<input checked="" type="checkbox"/> Academic Challenge	<input type="checkbox"/> JVS Field Trips

X-Denotes Sport Trips

-Denotes Field Trips

Name

Date



HILLSDALE LOCAL SCHOOLS

48E TWP. RD. 1902, ROUTE.1 • JEROMESVILLE, OHIO 44840

April 30, 1993

Karla Fulk, President
Hillsdale Chapter 444 OAPSE
252 CR 30A
Jeromesville, Ohio 44840

Dear Karla:

We have listed below the items for understanding that we previously discussed. I hope that we have cleared up some issues that have occurred this year.

I. Inservice

- A. Classified employees who are required to work when students are present (bus drivers, cooks, aides) must attend two inservice sessions during the school year (makeup for not working on Friday after Parent-Teacher Conferences).
- B. Secretaries who work during Parent-Teacher Conference hours will not report to work on Friday during conferences.
- C. It is understood that custodians (building and hourly) may attend inservice sessions and be excused from those hours of work on Friday following Parent-Teacher Conferences.

II. Calamity Days

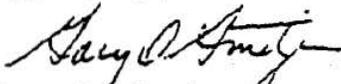
- A. Secretaries and custodians are required to report to work on calamity days.
- B. The building administrator and the employee may determine that it is unnecessary for the employee to report to work.

Karla Fulk
April 30, 1992
Page 2

III. Clerical/Teacher Aides

- A. Beginning August, 1993, the aides may be placed on a 26 pay schedule by notifying the Treasurer by August 1.

Sincerely,


Gary D. Smetzer
Superintendent

sb

Adopted by Hillsdale
Local Board of Education
June 1, 1993

Resolution #93-110

_____ Probationary
_____ Annual

HILLSDALE LOCAL SCHOOLS
EVALUATION REPORT - CLASSIFIED EMPLOYEE

Name _____

Position _____

Building _____

Date _____

1. Job improvements needed:

2. Specific strategies for improvements:

3. Evaluator's comments:

4. Employee's comments:

The member's signature indicates that all phases of the appraisal have been conducted with the full knowledge of the employee and does not necessarily indicate agreement with the comments of the completed forms.

I have reviewed the employee evaluation: I ___ have ___ have not responded on an attached sheet.

Signature of employee _____ Date _____

Signature of evaluator _____ Date _____

Sign, date and return one copy to evaluator

U – Unsatisfactory N – Needs Improvement S – Satisfactory G – Good O – Outstanding

	U	N	S	G	O
Promptness/Attendance: Attends work regularly, prompt in reporting to work and completing assignments.					
Personal Appearance: Dresses appropriately for the job.					
Job Knowledge and skills: Demonstrates a thorough understanding of the job, has mastered job skills in a competent manner.					
Quality of work: Demonstrates accuracy, thoroughness and neatness of work. Maintains a clean, safe workplace within the scope of their job responsibilities.					
Organization of work: Plans and implements work in an orderly, efficient, productive manner. Performs pre-work (i.e.Pre-trip) inspections of workplace and equipment/tools prior to operation.					
Initiative: Is resourceful and self-reliant, recognizes needs and initiates strategies.					
Works without supervision: Is dependable and can be relied upon to do the job without close supervision.					
Accepts Direction: Is open-minded and willingly accepts directions and suggestions.					
Judgment: Evaluates situations and makes sound decisions in a timely manner.					
Attitude: Displays interest, enthusiasm and is positive towards work.					
Team worker: Works cooperatively and productively with: Fellow Employees, Supervisor and Administration. Is supportive of Hillsdale Schools.					
Polite and Courteous: Shows respect for others. Is tactful, pleasant and demonstrates good human relation skills.					
Communication: Directs job related comments and/or concerns through the appropriate channels. Reports mechanical problems with buses or other equipment to mechanic or supervisor.					