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PROFESSIONAL NEGOTIATIONS AGREEMENT

BETWEEN THE

**BUCKEYE CENTRAL EDUCATION ASSOCIATION
(SCHOOL SUPPORT PERSONNEL)**

AND THE

BUCKEYE CENTRAL LOCAL BOARD OF EDUCATION

JULY 1, 2015 TO JUNE 30, 2018

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ARTICLE 1

RECOGNITION/NEGOTIATIONS PROCEDURES

A. Recognition of the Association

The Buckeye Central Board of Education, hereinafter the "Board" hereby recognizes the Buckeye Central Education Association, affiliated with the Ohio Education Association (OEA) and the National Education Association (NEA) hereinafter the "Association", as the sole and exclusive bargaining representative, for the purposes of and as defined in Chapter 4117 Ohio Revised Code, for all noncertificated support personnel (as certified by the State Employment Relations Board) exclusive of supervisors, confidential employees, and casual employees (hereinafter referred as members of the bargaining unit or member) both full-time and part-time. The employer recognizes that Association representation will include any newly created position. Such recognition shall continue until such time that a new representative is recognized in accordance with the pertinent provisions of Chapter 4117 of the Ohio Revised Code.

B. Management Rights Provisions

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the law and the Constitution of the State of Ohio, and of the United States.

C. Negotiations Procedures

1. Scope of Negotiations

Negotiable matters shall be all matters with respect to wages, hours, terms and conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement.

2. Initiation of Negotiations and Timeline for the Bargaining Process

- a. Either the Board or the Association may cause negotiations for a successor agreement to commence by giving written notification to the other party that it desires to open negotiations for the purpose of making modifications to the existing Collective Bargaining Agreement that will result in a new successor agreement. Such notice by the Association shall be served on the Superintendent of Schools and notice by the Board shall be served on the President of the Association.

The collective bargaining process shall commence not less than sixty (60) days and not more than one hundred twenty (120) days prior to the expiration date of the existing Collective Bargaining Agreement unless mutually agreed to otherwise. Negotiations sessions shall be at a mutually acceptable time.

- b. Once notice has been served, a mutually acceptable date shall be set to initiate negotiations, not later than fifteen working days after receipt of the notice by either party, unless mutually agreed to otherwise. At the initial session, the parties shall exchange his/her detailed written proposals. No new items shall be submitted thereafter except upon mutual agreement of the teams.
- c. If agreement is not reached on all items after negotiations have taken place for forty-five (45) calendar days (unless a later date is mutually agreed to) the parties shall jointly request the appointment of a mediator from the Federal Mediation and Conciliation Service (FMCS).
- d. The mediator shall meet with the representatives of the parties either jointly or separately, and shall take such steps as he/she deems appropriate to persuade the parties to resolve his/her differences and to effect a mutually agreeable settlement.
- e. If the mediator, after assisting the parties for a maximum of twenty-five (25) days, is unable to effect a settlement, this step shall be considered exhausted.
- f. In the event the members of the negotiations teams are unable to reach agreement, the Association may proceed in accordance to Ohio Revised Code 4117.14(D)(2).

3. Representation

Representatives of the Board shall meet with representatives of the Association to negotiate in good faith. Representation shall be limited to not more than six (6) representatives each of the Board and of the Association. Neither party in any negotiations shall have control over the selection of the negotiating or bargaining representatives of the other party. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and consider proposals in the course of negotiations.

Both parties agree to provide the other party with all available relevant data within a reasonable time.

4. While Negotiations are in Progress

- a. The Association and the Board agree that all negotiations will be conducted in executive session.
- b. The Association and the Board agree that each party will designate an official spokesperson to represent their committee, though all members of both committees may participate in raising questions or giving clarification when requested.
- c. The Association and the Board agree that the chairperson of either party may, independently, call for a caucus at any time during the negotiations session.
- d. The Association and the Board agree that negotiations shall take place at a mutually acceptable site.
- e. The Association and the Board agree that all items upon which tentative agreement is reached shall be initialed by each party after being reduced to writing and incorporated into a single tentative agreement. Such tentative agreement would be submitted to the ratification process described in part 5.
- f. The Board shall make available to the Negotiating Committee of the Association for inspection all public records of the Buckeye Central Local School System with any copying or preparation costs to be incurred by the Association. These shall be made available within a reasonable period of time whether or not negotiations are in progress.
- g. The Association and the Board agree that definite dates for meetings and starting times shall be determined with the mutual consent of the teams.
- h. The Association and the Board agree that while negotiations are in progress any release prepared for news media must be approved by both parties.

5. Agreement

When a total agreement is reached through negotiations, the total outcome shall be reduced to writing and submitted as a single package to the Association and Board for formal approval.

Following ratification by the Board and the Association, the agreement shall then be signed by both parties and shall become part of the official minutes of the Board.

ARTICLE 2

GRIEVANCE PROCEDURES

A. Definitions:

1. A "grievance" is a claim by a support staff employee, group of employees, or the Association that the contract has been violated, misinterpreted, or misapplied.
2. A "grievant" is the employee, employees or Association person or persons making the claim.
3. "Association PR and R Representation" is any member of the Association Professional Rights and Responsibilities Committee in the building of the grievant or who is assigned by the Association to represent the Association and the grievant.
4. A day is a working day, Monday through Friday, excluding holidays and calamity days.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may arise from time to time. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any member having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment.

C. Procedure

1. A claim by an employee or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present. In the administration of the grievance procedure, the interests of the employee shall be the sole responsibility of the Association.

Informal Step

2. a. In the event an employee believes there is a basis for a grievance, he/she shall discuss the alleged violation within thirty (30) days following the act or condition on which the grievance is based with his/her immediate supervisor. The term "supervisor" is interpreted to mean the building principal unless otherwise indicated. If the employee is not under the supervision of a building principal, then he/she shall discuss the alleged violation with the director or coordinator to whom he/she reports.
 - b. Group grievances or Association grievances may be directed to Step I without informal discussion. If Step I does not resolve the issue, the grievance may proceed to Step II. These grievances are those which directly affect all members of the Association within a given building or job classification or which involve more than one building principal.
3. If, after discussion with his/her immediate supervisor, the member and/or Association may meet with Superintendent informally, if the member/Association feels a grievance still exists, then the following steps may be taken:

- a. Step I

If the grievance is not resolved through informal discussion, the grievant may, within ten (10) working days of this meeting submit to his/her immediate supervisor and the Superintendent a completed "Grievance Report form," Step I, in triplicate. Copies of this form showing the date of the occurrence, a statement of the nature of the grievance and provisions of the contract allegedly violated, and the relief sought shall be submitted by the employee to the Association PR and R representative to the supervisor and to the Superintendent. Within five (5) school days of receipt of the Grievance Report form, the immediate supervisor and the Superintendent shall meet with the employee and his/her Association PR and R representative in an effort to resolve the grievance.

The immediate supervisor and the Superintendent shall indicate disposition of the grievance within five (5) school days after such meeting by completing step I of the Grievance Report form and returning it to the grievant.

The Association shall be notified in writing as to the disposition of the grievance.

b. Step II

If the grievant is not satisfied with the disposition made by the immediate supervisor/Superintendent, or if no disposition has been made within the above stated time limits, then the grievant and the Association shall complete Grievance Report form, Step II, within five (5) school days and submit the grievance to the Board by filing a copy with the Superintendent. Notification of such an appeal shall be given to the immediate supervisor.

The Board, at its next regularly scheduled meeting, shall meet with the aggrieved employee and the Association representative and the Superintendent or his/her designee to review such grievance in executive session, or give such other consideration as it shall deem appropriate. The disposition by the Board shall be made to the grievant by completing Grievance Report form, Step II, within ten (10) school days of the meeting.

A notification of each disposition shall be furnished the grievant and/or the Association and the immediate supervisor.

If the grievant and/or the Association fails to forward the Grievance Report form to the Board within five (5) school days after receipt of the disposition from the immediate supervisor/Superintendent, then the grievance shall be considered waived.

c. Step III

If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the Association shall notify the Board of its intent to proceed to arbitration by completing Step III of the Grievance Report form and filing it with the Treasurer of the Board within ten (10) days after Board's Step II response period. The arbitrator shall be selected by the American Arbitration Association in accord with its rules, which rules shall likewise govern the arbitration proceedings. The arbitrator shall render his decision as soon as possible after the hearing and such decision shall be final and binding on all parties.

The arbitrator shall have no power to alter, add or subtract from the terms of this Agreement. Both parties agree that the cost of the arbitrator shall be shared equally by the Board and the Association.

The time limits provided in the articles shall be strictly observed but may be extended by written agreement of both parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

If an individual member has a complaint which he/she desired to discuss with his/her immediate supervisor, he/she is free to do so without recourse to the grievance procedure. If, however, a formal grievance is undertaken, and the member desired Association representation, then it shall be the responsibility of the member to notify his/her Association PR and R representative. No adjustment of a grievance shall be inconsistent with the terms of this Agreement.

ARTICLE 3

WORKING CONDITIONS

A. Contracts

1. Newly hired regular (nonteaching) school employees, including regular hourly rate and per diem employees, shall be given written contracts for his/her employment which shall be for a period of not more than one (1) year. If such employees are rehired, his/her subsequent contract shall be for a period of one (1) year. (Notwithstanding provisions of O.R.C. 3319.081 [A]) After these first two one-year contracts, if the employee is rehired the next contract will be for a two-year period.
2. After the termination of the two (2) year contract provided in part 1 of this Article, if the contract of a nonteaching employee is renewed, the employee shall be given a continuing contract.
3. The contracts as provided for in this article may be terminated by a majority vote of the Board. Such contracts may be terminated only for violation of written rules and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance. The action of the Board terminating the contract of an employee shall be served upon the employee by certified mail. Within ten (10) days following the receipt of such notice by the employee, the employee may file an appeal, in writing, with the Crawford County Court of Common Pleas. After hearing the appeal the Common Pleas Court may affirm, disaffirm, or modify the action of the School Board.
4. The Board shall give written notice to an employee of its intent not to reemploy a nonteaching employee on or before June 1 of the year the contract expires. If said notice is not received on or before June 1, the employee shall be deemed reemployed. Any nonteaching school employee may terminate his/her contract of employment thirty (30) days subsequent to the filing of a written notice of such termination with the Treasurer of the Board.

B. Day, Year, and Assignment

1. Forty (40) hours shall be the standard work week for all nonteaching school employees. Such employees shall not be required to work on days declared by the employing Board of Education as school holidays unless failure to work on such holidays would impair the public service. When such employees are required by his/her responsible administrative

superiors to work in excess of forty (40) hours in any seven (7) day period or to work on days declared by the employing Board of Education to be school holidays, they shall be compensated for such time at 1-1/2 times their regular rate of pay or they may take compensatory time equivalent to 1-1/2 times the actual overtime hours worked and payable at their regular rate of pay. Sick leave, personal leave, professional leave, holidays, and jury duty in addition to actual hours worked will all count toward the minimum 40 hour requirement before a person qualifies for overtime pay.

a. BUS DRIVERS

Work Year - Drivers shall be scheduled to report on all regular school days during the school year on which students are scheduled to attend but not to exceed one hundred eighty (180) days.

Pre-Trip - Drivers shall be allotted thirty (30) minutes per day for daily check of his/her bus. This thirty (30) minutes shall count as part of his/her normal workday.

Regular Hours - The administration will attempt to assign a minimum of five (5) hours per day to each bus run. The morning and afternoon shifts will be completed when the runs are completed. If the total time for runs and breaks exceed forty (40) hours/week, they shall be paid for the additional time at the applicable overtime rate for work above 40 hours.

Current employees (those employed by the Board prior to July 1, 2009) working a minimum of five (5) hour workdays and such hours are reduced below the five (5) hours shall continue to be eligible and receive all applicable health insurance benefits as if the employee worked five (5) hours or more per day. The Superintendent may assign the affected employee(s) additional duties to increase their work hours to the requisite five (5) hours.

Route Assignments - Each year, prior to the start of school, all bus runs shall be posted. The posting shall include neighborhood serviced, school(s) serviced, length of run as established by the transportation supervisor, and approximate number of students for that run.

The length of the run shall include the time necessary to drive from the bus garage to the first stop; to drive from the last stop to the bus garage, to do the pre-trip inspection, to gas up and to do bus clean-up. In no event will drivers be paid less than the actual driving time.

A meeting shall be held two (2) weeks before school starts for the purpose of selecting runs. The most senior driver shall select first, rotating through the list to the least senior driver.

If changes are made to routes after the beginning of the school year which changes the routes' length, the driver may request, in writing, and shall be granted a reevaluation of the run length for determining compensation. Compensations shall be retroactive to the date of the written request. The transportation supervisor shall accompany the driver on one or more actual daily runs in order to reevaluate run length.

Safety Concerns -

Bus drivers will be notified of any impairing conditions of students who regularly ride the bus. If students need to be provided special services, such as behavior management for example, while riding the bus, it shall be the responsibility of the building principal or designee to assist drivers in meeting those needs and following up, as required.

The adult supervisor or coach of any extra-curricular activity trip or field trip shall assume the responsibility of the students on the bus.

Shuttle Routes

Shuttle routes include all trips between buildings in the district. Shuttle routes will not be put on a rotation basis with field trips. Regular drivers, on a seniority basis, can sub these routes when needed as long as there is no conflict with their regular routes.

Extra Trip Assignments

All extra trips (including field, co-curricular and athletic trips) shall be offered first to regular drivers. If no regular driver accepts, the trips shall be offered to either paid substitutes or the bus mechanic.

Extra trip requests shall be date and time stamped upon receipt by the main office.

Extra trips will be offered to available drivers on a rotating basis in order of seniority, with the trip having the earliest date/time stamp being given to the first driver in rotation. A driver shall be considered available for an athletic trip if the departure time for the trip is after the end of the driver's regular run.

Prior to the start of each school semester all drivers shall have the opportunity to sign up for inclusion on the extra trip list. All drivers who sign up shall have their names included in the rotation for that semester.

Trip Cancellation

When a driver has reported to work before being informed of a trip cancellation, the driver will be paid for one (1) hour at his/her appropriate rate for reporting.

Notification

The Board shall require seven (7) calendar days' written notice from anyone requesting extra trip transportation. The transportation coordinator shall notify the appropriate driver(s) in rotation as soon as possible after receiving the request. In the event of tournament playoffs, weather-related postponements, or other legitimate emergency, the seven day notice requirement can be waived.

Acceptance/Charge

Any time a driver accepts or declines a trip, that driver shall be charged with a trip on the rotation schedule.

Unavailability

In the event the next driver in rotation is unavailable due to route conflict, that driver shall not be charged on the schedule and shall be offered the very next trip for which he/she is available.

Cancellations

In the event a trip is cancelled after a driver has accepted it, the driver shall be offered the next trip not already assigned. However, if a cancelled trip is simply being rescheduled (i.e., rained out game) the driver will be given the rescheduled trip instead of the next non-assigned trip.

Record Keeping

The transportation coordinator shall maintain a continuous record of the trips, acceptances, declinations and rotation. The records shall either be posted or available for review/verification.

Trip Time

The paid time for all extra trips shall be the actual trip time plus fifteen (15) minutes, which shall encompass pre-trips, cleaning and driver's personal travel time.

Trip Pay

Field/activity trips shall be paid at the driver's regular hourly rate.

Athletic trips shall be paid at \$12.00 per hour.

Scheduling of Field Trips

The beginning and ending times for scheduled field trips shall be flexible. However, punctuality with regard to regularly scheduled bus routes will be taken into consideration.

CDL Renewal

The Board shall pay the difference between a regular driver's license and the cost of a CDL renewal for all regular drivers. The Board will pay the cost of a regular driver's annual abstract, unless the abstract disqualifies the driver from driving for the Board.

b. CUSTODIAL-MAINTENANCE

Workday - Custodial/maintenance personnel shall work eight (8) hours per day, Monday through Friday.

Tools - The Board of Education shall provide mutually agreed specialized tools that are necessary for all maintenance work.

Work Year - Custodial/maintenance personnel shall be scheduled to report on all weekdays except holidays not to exceed two hundred sixty (260) report days minus his/her entitlement to vacation days and paid holidays. They shall be paid for two hundred sixty (260) report days which includes vacation and nine (9) holidays, provided the holidays fall within the employee's regularly scheduled work year.

c. CUSTODIANS

Custodians shall normally work in two shifts. They shall work Monday through Friday. Necessary assignments on Saturday shall be made on a rotating basis and shall be paid overtime, if applicable. No assignments will be made on Sundays or holidays except in an emergency or as a necessary check within the building. Custodians that work on a holiday at the request of the Superintendent or designee shall be paid two times their hourly rate.

Part-time custodians shall be scheduled to report on one hundred eighty (180) weekdays during the school year. They shall be paid for one hundred eighty (180) report days and nine (9) holidays, provided the holidays fall within the employee's regularly scheduled work year.

d. FOOD SERVICE

Workday - Food service personnel shall report to work Monday through Friday.

Work Year - Food service workers shall be scheduled to report on all regular school days during the school year on which students are scheduled to attend plus two (2) additional workdays not to exceed a total of one hundred eighty-two (182) report days with eight (8) paid holidays, provided the holidays fall within the employee's regularly scheduled work year.

AFSA - Food service workers who attend meetings of the American Food Service Association, during their regularly scheduled work year shall be paid their regular rate of pay for all hours from arrival at the meeting until conclusion of the meeting. Mileage for such meeting shall be paid at the rate specified in the contract.

e. SECRETARIAL

Workday - Secretarial personnel shall work eight and one-half (8 1/2) hours per day, Monday through Friday, to include a one-half (1/2) hour unpaid, uninterrupted lunch.

Work Year - Secretaries shall be scheduled to report one hundred eighty (180) weekdays during the regular school year and ten (10) days before school opens and ten (10) days after the school year closes. They shall be paid for two hundred (200) report days and eight (8) holidays, provided the holidays fall within the employee's regularly scheduled work year.

Yearbook - Any employee who accepts the responsibility for a school's elementary yearbook shall be paid \$200.00 per year provided the work is performed outside the employee's normally scheduled work hours. The elementary secretary shall have first option to do this work.

Middle School Yearbook - Any employee who accepts the responsibility for a middle school yearbook shall be paid \$200.00 per year provided the work is performed outside the employee's normally scheduled work hours. The middle school secretary shall have first option to do this work.

f. DISTRICT MECHANIC

Mechanic - The district mechanic shall work at least eight (8) hours per day, Monday through Friday, during the normal school year. In the event the mechanic's normal eight (8) hours is increased during the school year, the mechanic will work a reduced time schedule during the summer months. However, in no event shall his total paid regular compensation exceed 2,080 hours, inclusive of vacation and nine (9) holidays.

g. LUNCHROOM/PLAYGROUND MONITORS, TEACHER AIDES/
PARAPROFESSIONALS

Lunchroom/Playground monitors and teacher aides/paraprofessionals shall report to work at designated times, Monday through Friday. These employees shall be scheduled to report on all regular school days during the school year on which students are scheduled to attend (180 days) with eight (8) paid holidays, provided the holidays fall within the employee's regularly scheduled work year.

2. Year - The employment year for all nonteaching employees shall be from July 1 through June 30. The year shall consist of two hundred sixty (260) days which includes paid holidays, vacation days, shutdown days, and recess days. Notwithstanding any provision of this Agreement, any employee who works beyond their Agreement year shall be paid for such days at their regular hourly rate.
3. Calamity Days - Support employees shall be paid for time lost up to five (5) days when the schools in which they are employed are closed due to an epidemic or other public calamity. A support employee may be required by a responsible administrative superior to work on a calamity day; he/she shall be granted compensatory time off for which he/she shall be paid at his/her regular rate of pay or shall be paid for the time worked, if no compensatory time is taken. Payment or compensatory time off shall be at the discretion of the employee.
4. Transfer, Vacancy, Promotion
 - a. Vacancies in nonteaching positions shall be posted in each building within five (5) days after each regular or special Board meeting during the regular school year. During the summer months, when school is not in session, said notice shall be emailed to all employees, posted on the Buckeye Central Schools website, and mailed to the Buckeye Central Education Association President.
 - b. Vacancy listings shall include the minimum qualifications for the positions, pertinent state requirements (e.g., boiler operator's license and bus driver's license), a description of the duties to be performed, the hours/days required, the salary, and the procedures for application.
 - c. No vacancy shall be filled until after ten (10) working days of the date of posting the notice. After August 15, vacancies may be filled after five (5) days of the notice being posted.
 - d. This section is primarily to set forth procedures whereby support staff can make known his/her desire and be considered for a new assignment. An employee properly qualified can make known his/her interest in changing positions through the use of his/her current intent form. Support staff may also request a change in position in writing to the Superintendent at anytime. If the request

for transfer is not granted the support staff member will be given the reasons in writing if they so desire. Support staff must be or will be properly qualified by the effective date of the position considered.

- e. In the event of a vacancy, an applicant hired to fill the position must possess the posted requirements. Any employee having the required qualifications may apply for the posted position and be granted an interview. The most qualified applicant, as determined by the superintendent, shall be granted the position with length of service in the affected classification and longevity in the district being given consideration. Reasons for not hiring the most senior qualified applicant will be given if requested.
- f. Support staff member placement is recognized as a responsibility of the Superintendent. In order to meet the needs of the district it may be necessary to involuntarily transfer a support staff member.
 - 1) An involuntary transfer shall mean a change in a support staff member's assignment and/or hours without the support staff member's consent. Involuntary transfers will be kept at a minimum whenever possible.
 - 2) An involuntary transfer shall be affected only after the support staff member involved is given written notice as to the reasons for said transfer.
 - 3) The support staff member may request and shall be granted a meeting with the Superintendent to discuss the reasons for the transfer. Both the support staff member and Superintendent may at his/her option have a representative of his/her choice at this meeting.
 - 4) A support staff member, at his/her option, may have a written statement of his/her objections placed in his/her file. Such transfer shall be made only when the Superintendent determines it is in the best interest of the school program.
 - 5) No support staff member shall be transferred to a position for which he/she is not duly qualified.
 - 6) When possible, support staff should be given written notice of involuntary transfers by June 1. In no case shall an employee receive notice of less than ten (10) working days. Transfers shall not be made for capricious reasons.
 - 7) In the event of a promotion or transfer from one classification

to another, the support staff member shall be granted a thirty (30) working day trial period in which to demonstrate his/her ability to perform the new job. In the event a promoted or transferred support staff member is unable to perform the new job, either in the opinion of the Superintendent or the support staff member, the support staff member shall be returned to the previously held assignment with no loss of seniority.

5. Vacations

- a. Eleven and twelve month employees shall be entitled paid vacations as indicated below:
 - After 1 year through 5 years - 10 days/15 days maximum
 - After 6 years through 11 years - 15 days/20 days maximum
 - After 12 years - 20 days/25 days maximum
- b. Vacation time may be taken during the school year including when school is not in session. Employees with the most continuous service in the school district shall have preference in the selection of vacation dates. To have seniority preference, vacation applications should be submitted to the office of the Superintendent no later than March 31. Vacation applications may be submitted after March 31; however, priorities will then be based upon the submission date.
- c. At the time of separation, employees are entitled to receive a separation benefit equal to the accrued but unused vacation leave equal to the prorated portion of earned but unused vacation leave in the year of separation at the employee's then current rate of pay. When separation is due to death, the same procedure regarding unused vacation leave will be followed. Payment shall be made to the surviving spouse or other dependent.
- d. The Superintendent will approve carry over of at least five (5) vacation days from year to year. Anything more than five (5) days may be approved at the Superintendent's discretion.

6. Holidays

All employees shall be paid their regular rate for the following holidays, if that holiday falls within the employee's regularly scheduled work year.

January 1	Memorial Day
Martin Luther King Day	Labor Day
President's Day	Thanksgiving Day
Friday before Easter	December 25
July 4	

C. School Calendar

Personnel shall be involved in the makeup of the annual school calendar for the following year. A number of possible calendars will be presented to the support personnel for a vote. While the final decision on a calendar rests with the Board of Education, the wishes of the support personnel will be given serious consideration.

D. Personnel Files

1. Each employee has the right to examine, in the presence of an administrator, and to make a copy of, any items which are a part of that employee's personnel file. The Board agrees to maintain only one (1) official personnel file to be housed in the Superintendent's office.
2. Any material believed to be inaccurate may be challenged by written response and grieved; and when proven inaccurate, it shall be removed from all files.
3. The employee shall be notified and have the right to answer any material placed in the file; this answer shall be attached to the file copy.
4. Any grievance material shall not be placed in the employee's personnel file.
5. Access to an employee's personnel file shall be limited to the Board members, central office administrators, immediate principal and/or supervisors, and the designee of the staff member. The employee must be notified of any other individual requesting access to his/her file and shall have the right to be present when his/her file is reviewed.

E. School Support Reduction

1. Layoff of employees and reduction in the number of employee positions shall be made for the following reasons: decreased enrollment of pupils; return to duty of regular employee after a leave of absence; suspension of schools or territorial changes affecting the district; financial crisis which necessitates application to and borrowing from the state loan fund; school closing; abolishment of positions; or lack of work. If the Board decides that it will be necessary to reduce the number of support personnel, it may make a reasonable reduction. In making such reductions, the Board will proceed to suspend contracts in accordance with the recommendation of the Superintendent of Schools, who will within each job classification affected give preference to employees who have greater seniority.

2. The Board agrees to provide a thirty (30) day advance written notice to the Association prior to the effective date of a reduction.
3. Based upon the recommendation of the Superintendent, the Board of Education shall determine in which classifications the layoff should occur and the number of employees to be laid off (contracts suspended) in each classification.
4. The following job classifications shall be used for the purpose of defining classification seniority in the event of layoff:
 - a. Bus Drivers
 - b. Custodial/Custodial Maintenance
 - c. Secretaries
 - d. Teacher Aides/Paraprofessionals
 - e. District Mechanic
 - f. Food Service Staff
 - g. Lunchroom/Playground Monitors
5. Whenever it becomes necessary to reduce the number of employees, layoff in the classification(s) affected shall first be accomplished through attrition.
6. Additional layoffs shall occur in inverse order of seniority within the affected classifications.
7. Each employee to be laid off shall be given written notice by certified mail by mailing a copy of the notice to the most recent address listed in the employment records or hand delivered. Each notice of layoff shall state the following:
 - a. Reasons for the layoff or reduction
 - b. The effective date of layoff
 - c. A statement advising the employee of his/her rights of reinstatement from the layoff.
8. All school support employees will be placed on a seniority list for each area of classification.
9. Seniority will be defined as the length of continuous service in the bargaining unit from the most recent date of hire. Board approved leaves of absence will not interrupt seniority but time spent on such leave shall not be counted towards seniority.
10. If two or more employees have the same length of continuous service in his/her area of classification, seniority will be determined in the following order:

- a. The earliest date of employment by the Board of Education.
 - b. The earliest date the employee began working in the Buckeye Central District.
 - c. Highest grade of contract.
 - d. Any remaining ties shall be broken by lot.
11. Each employee who has been laid off will be responsible for keeping the Board advised of his/her current mailing address and telephone number. When any employee is eligible for reinstatement, notice will be mailed by certified letter, return receipt requested to that employee at the last reported address advising him/her to report to work at a time not less than three (3) days following the date the notice was received. Failure to report for work at the time designated shall be deemed as a waiver of any rights to reinstatement. No new employees will be hired in any classification for which an eligible employee remains on the reinstatement list.
 12. The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previously accumulated seniority.

F. Evaluation Procedures and Forms

1. An annual written summative evaluation shall include the evaluation of the employee's total performance in his/her assigned position.
2. An annual written summative evaluation shall be performed on each member of the bargaining unit each calendar year using the Board approved evaluation forms prior to April 30.
3. Evaluation of employees shall be based upon the supervisor's personal observation of a bargaining unit member's work and/or work product, and other assessments by the supervisor.
4. Each bargaining unit member, upon his/her employment, shall be apprised of the general criteria upon which he/she will be evaluated.
5. All annual evaluations shall be reduced to writing, and a copy shall be given to the bargaining unit member. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.

6. If a supervisor believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in writing with suggestions for improvement within ten (10) calendar days after the deficiencies are noted.
7. Following each written summative evaluation, which shall include the right to a conference with the evaluator at the employee's request, the bargaining unit member shall sign and be given a copy of the evaluation report form prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation.
8. All written evaluation documents are to be placed in the bargaining unit member's personnel file.

G. School Merger/Consolidation

In the event Buckeye Central School System should be dissolved and merged and/or consolidated with another district or districts, the Board shall negotiate with all parties involved to attempt to preserve the jobs of their employees in order of seniority.

H. Job Descriptions

Prior to September 1, 2015, an ad-hoc committee will be established to write job descriptions and related evaluation forms for the district support staff positions. The committee will consist of up to four (4) support staff members appointed by the BCEA and four (4) administrators appointed by the Superintendent. After the committee has completed its charge the job descriptions should be submitted for Board approval no later than the June 2016 B.O.E. regular meeting. Any subsequent changes to the job descriptions will be handled through the committee process as defined above.

Evaluation instruments for non-certified staff members are found in the appendix of this agreement and will be used until the job descriptions and new evaluation instruments are developed and adopted.

I. OSHA Training

The Buckeye Central Board of Education will provide and schedule OSHA safety training sessions for its employees at no cost to the employee. It is the employees' responsibility to attend those scheduled sessions or a make-up session scheduled later.

The committee mandated to evaluate risk assessment shall contain one (1) member of each bargaining unit, who will be appointed by the Association.

Employees attending safety training sessions outside their regular workday shall be compensated as follows:

1. Hourly employees shall be paid according to the provisions outlined in Article 6.
2. All other employees shall be paid at their per diem rate.

ARTICLE 4

LEAVES

A. Sick Leave

1. Members of the bargaining unit shall be granted sick leave on the following basis:
 - a. One and one-quarter (1-1/4) days for each completed month of service up to fifteen (15) days for each completed year of service.
 - b. Five (5) days of sick leave shall be credited to all beginning members at the time of employment. These days must be earned by working four (4) months at one and one-quarter (1-1/4) days per month. Under normal circumstances, accumulating more than five (5) days cannot occur until the fifth month of employment.
 - c. Any sick leave earned and unused in prior employment in any public school system shall be transferred to the member's credit in the Buckeye Central System at the time of employment. The Treasurer from your previous employment must certify these sick leave days.
 - d. Unused sick leave credit will be accumulated up to a maximum of two hundred and sixty-two (262) days for the duration of this contract. Twelve month employees may accumulate up to two hundred ninety (290) days. Employees who achieve perfect attendance, through no use of sick leave over school year period, shall receive a certificate of merit award and a gift from the school district.
 - e. The administration may request a doctor's statement for a leave extending for more than four (4) consecutive days. The administration may request a doctor's statement or other appropriate document to verify personal sick leave absences after an employee has used fifteen (15) days during any school year or when such absences appear to be used in a pattern or without medical cause.
 - f. One (1) week of sick leave may be used for purposes of adoption with a second week to be granted at the discretion of the Superintendent.

5. Employees must complete a Sick Leave form requesting days of sick leave, sign the form, and submit for verification of sick days due, within five (5) working days of returning to work or forfeit the pay for that day.

6. Sick Leave Pool for Catastrophic Illness/Injury

The Buckeye Central Education Association and the Buckeye Central Board of Education hereby agree to establish a Sick Leave Pool for staff. The purpose of this pool shall be to provide staff who have exhausted all their paid leave days with additional leave for catastrophic illness or injury. Administration and use of the pool shall be as follows:

- a. The pool shall be administered by a committee of five (5), three (3) members to be selected by the Association and two (2) selected by the Administration. All decisions shall be by consensus of all members of the committee. A member who has been denied, may ask for a hearing before the committee for reconsideration. Other than such hearing, the ruling of the committee may not be appealed through any means or methods provided in the Collective Bargaining Agreement or otherwise.
- b. Staff on his/her own behalf, or any employee on behalf of the needy staff member must present the request in writing to the President of the Association. Said request shall include the approximate number of days required. (This number may be adjusted as necessary). The President shall bring the request to the Sick Leave Pool Committee for consideration. The Committee may request proof of need, if the majority of the committee believes proof will be helpful in their consideration. Such proof shall consist of written confirmation by a physician that the illness/injury will require the recuperation time requested. The request must meet the requirements for sick leave under Article IV (A) (2) of the Collective Bargaining Agreements. Employees may donate one day (per employee) of sick leave per year per employee. [See Appendix H - Teachers Contract, Appendix G - Classified Contract for form]
- c. If the request is approved, the Association President will notify the staff of request. A form will be provided for staff to indicate willingness to contribute sick leave. Contributions are confidential. The Association shall compile the contributions and present them to the Board Treasurer for appropriate action. There shall be separate sick leave pools for classified and certified staff.

B. Personal Leave

1. School support personnel shall be granted three (3) days of personal leave with pay per year. Generally no more than three (3) support personnel may be granted personal leave on any school day. However, the number of support employees may exceed three (3) with the approval of the Superintendent.
2. School support personnel seeking approval for personal leave with pay may complete the required form with the date of the requested absence. This form shall be submitted in triplicate to the Superintendent of Schools at least three (3) weekdays prior to the effective date of the absence. In case of emergency, the Superintendent or his/her designated representative shall waive the three (3) day prior approval limitation and the personal leave may be granted by telephone or verbally in person provided a qualified substitute can be obtained. However, as a matter of record, the employee is still required to complete the Personal Leave form on the first day of his/her return to duty and submit it to the Superintendent of Schools.
3. All personal leave shall be unrestricted.
4. Support staff will be reimbursed each school year for unused personal leave days by having these unused days added to their accumulated sick leave total.

C. Leave of Absence

1. Upon the written request of a member, the Board may grant an unpaid leave of absence for a period of not more than two (2) consecutive years of school time for educational or professional improvement, and shall grant such leave where illness or other disability is the reason for the request. Leave of absence for maternity/paternity/adoption may be granted for a period of not more than two (2) consecutive years of school time.
2. Without request, the Board may grant a leave of absence to any member because of physical or mental disability, but such member may have a hearing on such unrequested leave of absence in accordance with the provisions of the law.
3. If the request for a leave is approved, the member shall be notified in writing within ten (10) days of such action. In addition, the member shall be notified of the following matters:
 - a. The length of leave.

- b. Sick leave during the leave.
 - c. Service credit during the leave.
 - d. The retention of rights of tenure, retirement, and insurance.
4. Bargaining unit members agree to take leaves only for legitimate reasons.
 5. Upon the return to service of a member at the expiration of a leave of absence, he/she shall resume the contract status which he/she held prior to such leave.
 6. Any individual employed to replace a member on leave shall be informed of the temporary nature of this assignment by having it stated on their individual contract.
 7. A leave of absence shall not extend beyond the termination date of a member's contract but shall be renewed if the contract of the member is renewed.
 8. When on a one or a two-year leave of absence, the employee must notify the Board of Education or the Superintendent, in writing, no later than April 1 of a one-year leave or April 1 of the second year of a two-year leave, of his/her intentions to return or not to return.

D. Professional Leave

1. Upon submission of the Professional Leave form, appropriate registration form, and approval of the Superintendent, noncertified personnel shall be granted three (3) days of professional leave with pay to attend professional meetings in Ohio or contiguous states or visit other school districts in Ohio. At least one (1) of these days shall be used in the noncertified employee's classification. Expenses shall be paid by the Board of Education as follows:
 - a. Registration fee will be filed and paid in advance, if requested, with notice given to the employee.
 - b. Mileage to and from paid at the IRS approved mileage rate in effect at the start of each school year. Mileage begins and ends at the Buckeye Central campus or point of origination whichever is closer.
 - c. Actual cost up to one hundred twenty-five dollars (\$125.00) per night for lodging if it is a two (2) day meeting and more than sixty (60) miles from New Washington (to include any applicable room and sales taxes within the \$125.00 per night limit).

2. Two (2) days of professional leave shall be granted to each Association representative elected to attend the annual meeting. This day will not count as part of the three (3) days of professional leave normally granted each employee. This is limited to two (2) Association representatives. Such days may be taken in one-half (1/2) day increments.
3. All other professional leave requests and expenses paid by the Board of Education must be approved by the Board of Education. Any non-certified personnel attending required Professional Training outside of their regular work day shall be compensated in accordance to Article 6.

E. Unauthorized Absences

Absences from the job for other reasons than those covered in the sick leave provisions or otherwise granted with pay will result in deductions from pay on a per diem or per hour basis. Such deduction shall not exceed the amount that the member would have earned during the period of the unauthorized absence.

F. Jury Duty

Employees shall retain both the regular salary and any remuneration received from the court while serving on jury duty, and shall provide a copy of the court check.

G. Family Leave

1. The Board agrees that all benefits guaranteed by the Family and Medical Leave Act will be provided to employees covered by this Agreement. Pursuit of a grievance under this contract in no way prevents an employee from enforcing their rights under the Act as provided by law.
2. Each employee is entitled to and shall be granted upon request up to twelve (12) weeks of unpaid leave per year to care for a new or a sick child, parent, parent-in-law, or spouse, for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child; or when the employee is unable to work because of a serious health condition. When medically necessary, leave may be taken intermittently.

Any leave beyond twelve (12) weeks in a year for these combined purposes may be granted pursuant to the other leave provisions of this Agreement.

Eligible employees may choose to substitute paid leave granted by other provisions of this Agreement for all or part of the unpaid leave granted under this Article.

3. Protection

The Board shall return the employee taking a leave under this Article to the same position he/she occupied prior to the leave.

The taking of a leave under this Article shall not result in the loss of any employment benefit accrued prior to the date the leave commenced.

4. Insurance

The Board shall continue to pay the Board contribution necessary to continue all medical, dental, and life insurance plans for the employee while he/she is on leave under this Article.

5. Year

For purposes of family leave benefits, year shall be defined as starting on the first day of any school year and ending at midnight on the day before the next school year starts.

H. Assault Leave

1. Entitlement pursuant to and in accordance with Section 3319.143 of the ORC, assault leave shall be granted to a member of the BCEA bargaining unit who is absent from his/her assigned duties because of physical injury resulting from an assault within the scope of the staff member's employment. The staff member will be granted five (5) days of assault leave prior to the use of sick leave.
2. Usage - A member of the BCEA bargaining unit shall be granted assault leave according to the following rules:
 - a. The incident, resulting in the physical disability of the staff member must have occurred while performing his/her duties while employed by the Buckeye Central Local Board of Education.
 - b. Upon notice to the principal or immediate supervisor that an assault upon a member has been committed, any member having information related to such assault shall, as soon as possible, prepare a written statement embracing all the facts within the staff member's knowledge regarding said assault, sign said statement, and present it to the building principal or immediate supervisor.

ARTICLE 5

DISCIPLINE OF EMPLOYEES

A. Discipline of Employees

1. An employee may only be disciplined with just cause and in a progressive nature. Discipline shall be corrective in nature whenever possible, and the employee shall have the right to have a representative of his/her choice present at any meeting related to discipline. The levels of progressive discipline are:
 - a. Verbal reprimand.
 - b. Written reprimand.
 - c. The contracts as provided for in Article 3 of this agreement may be terminated by a majority vote of the Board of Education. Such contracts may be terminated only for violation of written rules and regulations as set forth by the Board of Education or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance. In addition to the right of the Board of Education to terminate the contract of an employee, the Board may suspend an employee for a definite period of time or demote the employee for the reasons set forth in this division. The action of the Board of Education terminating the contract of an employee or suspending or demoting him/her shall be served upon the employee by certified mail.
2. Immediate corrective action, including suspension or dismissal, may be taken in cases in extremely serious and/or overt actions.
3. Any objections to the basis or severity of the corrective action shall be pursued through the grievance procedure and then, if necessary, through the Court of Common Pleas.

**ARTICLE 6
WAGES AND FRINGE BENEFITS**

A. Wages

1. Effective July 1, 2015, the base step of each wage schedule shall increase by two and one-half percent (2.5%) rounded to the nearest whole cent. (Page 41)
2. Effective July 1, 2016 the base step of each wage schedule shall increase by two and one-half percent (2.5%) rounded to the nearest whole cent. (Page 42)
3. Effective July 1, 2017 the base step of each wage schedule shall increase by two percent (2.0%) rounded to the nearest whole cent. (Page 43)
4. The index for all classifications including secretaries hired after April 15, 1994, shall be a .025 index. Secretaries hired before April 15, 1994, shall remain at a .03 index. (See Appendix A)

5. Salary Schedule Placement

Credit for previous experience shall be granted for all years of experience on a year for year basis up to a maximum of ten (10) years at the discretion of the Superintendent. Employees with comparable experience in a school system shall be granted full credit for years of experience up to five (5) years. Once initial placement has been determined, an employee shall receive a step advancement on the salary schedule on July 1 for each completed year of service or be under contract for at least one hundred twenty (120) scheduled report days for his/her classification.

6. Travel

All employees who are required to travel as part of his/her job shall be paid the IRS approved rate in effect at the start of each school year. Mileage begins and ends at the Buckeye Central campus or point of origination whichever is closer.

7. Pay Periods

- a. Support staff will be paid in twenty-six (26) biweekly pays for each contract year. In an off year when twenty-six (26) pays are not possible, the parties will meet to agree to a system for that year's pay periods.

See Appendix F for requirements and agreement of pay for contracted 260 day hourly employees.

- b. All regular employees will receive payment by direct deposit. The treasurer will notify employees as to the date bank information must be forwarded to the treasurer's office for the purpose of direct deposit.

- c. The regular employee may elect to have portions of his/her check deposited in two (2) different bank accounts.

11. Payroll Practices

All employees shall be paid according to salary schedules and benefit provisions included as part of this Agreement.

Payroll deductions shall be those mandated by federal, state, or local laws plus those authorized by the employee as follows:

- a. Health Care Coverages - Employees may subscribe to any health care coverage negotiated as part of this Agreement and the employee's portion of premiums due, if any, shall be deducted once a month. For less than 12 month employees, arrangements should be made with the Treasurer for summer payment of employee share.
- b. Tax Sheltered Annuities - Employees may elect to purchase tax sheltered annuities through payroll deduction if on the approved list.
- c. Professional Dues - Personnel joining the membership of BCEA, NCOEA, OEA, NEA and/or EPAC may have such dues withheld from his/her pay. Employees may authorize membership dues deductions on a continuous basis. Each employee must notify the Board treasurer in writing of his/her desire to end continuous payroll deduction.
- d. In addition to the normal payroll deductions the following are also eligible for payroll deduction:
 - 1) Dental Insurance
 - 2) Medical and Hospital Insurance
 - 3) Firelands Credit Union
 - 4) The Legend Group
 - 5) American Fidelity
 - 6) Association dues
 - 7) Vision

Each bargaining unit member is responsible for compliance with IRS regulations pertaining to deferred compensation programs.

12. Overtime

- a. An employee working more than eight (8) hours per day or more than forty (40) hours per week between 12:01 a.m. Monday and 12:00 midnight Sunday, shall be paid 1.5 times the employee's regular hourly rate of pay for the hours worked in excess of eight (8) hours per day or forty (40) hours per week.

- b. An employee has the option to take time off, at time and one-half (1 1/2) for each overtime hour worked in lieu of overtime pay provided such compensatory time does not interfere with the operation of the schools.
- c. At minimum, accumulation and use of compensatory time shall be in compliance with the Fair Labor Standards Act (FLSA).
- d. Bus drivers shall be paid regular wages as compensation for quarterly meetings. Said compensation shall be for no less than one (1) hour and shall be paid at the employee's hourly rate.

13. Longevity Pay

Employees shall receive an additional \$500 increment at Step 15 and \$750.00 increment at the 20, 25 and 30 years of service to the Buckeye Central Local School District.

B. Fringe Benefits

1. Insurance Program

- a. The Board shall provide each member with a \$25,000 term life insurance policy with accidental death benefits based upon the one hundred eighty-four (184) day school year.
- b. The Board shall pay 85% of the medical premium for a single or family plan. The employee shall pay the remaining 15% via payroll deduction.
- c. Specifications – Basic/Major Medical Expense Coverage, Prescription Drugs, and Dental.



**BUCKEYE CENTRAL LOCAL
Traditional Dental**

With Orthodontia

10/1/2008

Benefits	
Benefit Period	January 1 st through December 31 st
Dependent Age Limit	26 Dependent/ 28 Student Removal upon end of calendar yr.
Benefit Period Maximum (per member)	\$1,500
Benefit Period Deductible Single / Family	\$25 / \$50
Orthodontic Lifetime Maximum	\$1,500
Preventive Services	
Oral Exams – two per benefit period	100% UCR
Bite Wing X-Rays – two sets per benefit period	100% UCR
Prophylaxis (cleaning) – two per benefit period	100% UCR
Fluoride Treatment – one treatment per benefit period, limited to dependents up to age 19	100% UCR
Space Maintainers- limited to eligible dependents up to age 19	100% UCR
Emergency Palliative Treatment – includes emergency oral exam	100% UCR
Restorative Services	
Consultations and Other Exams by Specialist	80% UCR after deductible
Diagnostic X-Rays - including Full Mouth/Panorex, which are limited to one every 36 consecutive months	80% UCR after deductible
Minor Restorative Services	80% UCR after deductible
Endodontics/Pulp Services	80% UCR after deductible
Periodontal Services	80% UCR after deductible
Repairs, Relines & Adjustments of Prosthetics	80% UCR after deductible
Benefits	
Simple Extractions	80% UCR after deductible
Impactions	80% UCR after deductible
Minor Oral Surgery Services	80% UCR after deductible
General Anesthesia	80% UCR after deductible

Complex Services	
Gold Foil Restoration	70% UCR after deductible
Inlays, Onlays – one every five years	70% UCR after deductible
Crowns – one every five years	70% UCR after deductible
Bridgework (Pontics & Abutments) – one every five years	70% UCR after deductible
Partial and Complete Dentures – one every five years	70% UCR after deductible
Orthodontic Services	
Orthodontic Diagnostic Services	60% UCR
Minor Treatment for Tooth Guidance	60% UCR
Minor Treatment for Harmful Habits	60% UCR
Interceptive Orthodontic Treatment	60% UCR
Comprehensive Orthodontic Treatment	60% UCR

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

2. Vision Insurance

- a. The Board shall pay fifty percent (50%) of the vision insurance premium for a single, an employee plus one (1) or a family plan. The employee shall pay the remaining cost through payroll deduction.
- b. The plan coverage shall include the following:
 - Exams every 12 months
 - Lenses every 12 months
 - Frames every 24 months
 - Full coverage for necessary contact lenses

The parties hereby agree that this language shall be construed to refer to VSP Standard Plan "B" with co-payments of \$10.00/\$25.00. The co-payments will be the responsibility of the employee.

As per the VSP rate quote document, VSP requires one hundred percent (100%) participation of those enrolled in the group dental plan.

3. Joint Insurance Committee

The BCEA and the Buckeye Central Board of Education mutually agree to maintain a joint insurance committee. The committee shall consist of five (5) voting members. The Board shall appoint two (2) members and the Association shall appoint (2) members. The four members selected by the Board and the Association shall select the fifth member.

The purpose of the committee shall be to study and recommend improvements to the current insurance benefits program and to determine possible cost savings. The committee will establish guidelines for the function and operation of the committee.

To assist the committee members in performing the assigned task, the committee shall be provided with the opportunity to participate in training and/or informational activities. If substitutes are necessary for bargaining unit members, the Board shall pay the cost of the substitute.

No later than six (6) months prior to the expiration date of the current Collective Bargaining Agreement, the committee shall issue, if possible, a recommendation to the negotiating teams for the Board and the Association. The negotiations teams shall use this information to assist in the negotiations of the insurance plan(s) provided by the District to the employees. This recommendation shall include but are not limited to:

- a. Recommendations (if any) for change in providing insurance.
- b. Recommendations for cost-saving/cost-effective changes to the current plan(s).
- c. Recommendations for changes in contract language to update/improve the insurance program(s).

4. Severance Pay

- a. A Buckeye Central Local School District employee who elects to retire is to be paid for one quarter (1/4) of the value of his/her accrued, but unused sick leave credit up to a maximum of sixty-five and one-half (65.5) days. For twelve month employees, the maximum amount of days to be paid for severance shall be seventy-two and one-half (72 1/2) days based upon two hundred ninety (290) days maximum sick leave accumulation.
- b. Payment shall be based upon the employee's salary at the time of retirement and will be made within sixty (60) days after verification of the first payment from the School Employees Retirement System. Payment for sick leave on this basis shall be paid only once to an employee and it shall be considered to eliminate all sick leave credit accumulated by the employee at that time.

- c. To qualify for severance pay an employee must have ten (10) years of service with the Buckeye Central School District. One hundred twenty (120) days is equivalent to one (1) year of service.

5. SERS Pickup

The Board shall tax shelter the amount specified by School Employees Retirement System as the employee's retirement contribution.

6. Pay Periods

Support staff will be paid every two (2) weeks during his/her work period. All secretaries will be paid on the same schedule as the certified staff.

7. Stipends/Tuition Reimbursement

- a. Upon approval of the Superintendent, a stipend will be granted up to a total of \$500.00 maximum per year per eligible person. The reimbursements will be made January 30 or September 30. Up to four (4) bargaining unit members can be awarded stipends each year.
- b. The school year for this section (7) is defined as September 1 through August 31. In order to apply, a Stipend/Tuition Reimbursement Request-Verification form must be filed in the Superintendent's office in duplicate prior to course work being taken. One (1) copy will be returned to the person filing. This copy should be resubmitted with a copy of the transcript or grade slip when the course work has been completed within the designated school year. A copy of the Stipend/Tuition Reimbursement Request-Verification form is found at the back of this document.

ARTICLE 7
SMOKING POLICY

A. Restrictions

No employee may smoke or use tobacco in any form on school grounds. Violations of this policy will result in progressive discipline.

ARTICLE 8

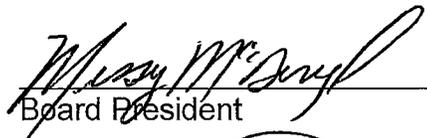
DURATION OF AGREEMENT

This Contract shall be effective at 12:01 a.m. on July 1, 2015, and shall continue in full force and effect through midnight June 30, 2018.

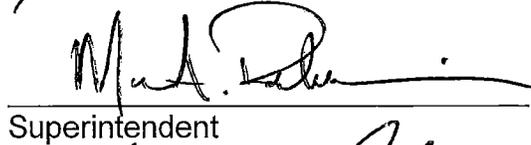
IN WITNESS WHEREOF, the parties executed this Contract on the 13th day of May, 2015.

FOR BUCKEYE CENTRAL
BOARD OF EDUCATION

FOR BUCKEYE CENTRAL EDUCATION
ASSOCIATION (SUPPORT PERSONNEL)

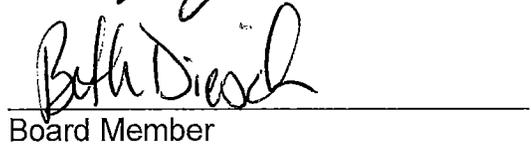

Board President


BCEA (SSP) Co-President


Superintendent


BCEA (SSP) Co-President


Treasurer


Board Member

2015-2016	Wage Schedule							
Years of Service	Bus Drivers	Head Mechanic	Custodians	Custodian Maintenance	Secretary After 4-15-94	Secretary Before 4-15-94	Lunchroom	Teacher Aide Paraprofessional
0	15.00	15.25	12.56	13.07	12.20	12.20	11.18	11.45
1	15.38	15.63	12.87	13.40	12.51	12.57	11.46	11.74
2	15.75	16.01	13.19	13.72	12.81	12.93	11.74	12.02
3	16.13	16.39	13.50	14.05	13.12	13.30	12.02	12.31
4	16.50	16.78	13.82	14.38	13.42	13.66	12.30	12.60
5	16.88	17.16	14.13	14.70	13.73	14.03	12.58	12.88
6	17.25	17.54	14.44	15.03	14.03	14.40	12.86	13.17
7	17.63	17.92	14.76	15.36	14.34	14.76	13.14	13.45
8	18.00	18.30	15.07	15.68	14.64	15.13	13.42	13.74
9	18.38	18.68	15.39	16.01	14.95	15.49	13.70	14.03
10	18.75	19.06	15.70	16.34	15.25	15.86	13.98	14.31

* Substitute bus drivers shall be paid at the base rate for 0 years of experience

* Head cook shall receive \$5.67 per day for extra duties.

* Lunchroom supervisor shall receive \$7.71 per day for extra duties.

* Longevity at steps 15, 20, 25, and 30 (\$500 at 15, \$750 at 20, 25, and 30)

Athletic Trip = \$12.00 hour

2016-2017	Wage Schedule							
Years of Service	Bus Drivers	Head Mechanic	Custodians	Custodian Maintenance	Secretary After 4-15-94	Secretary Before 4-15-94	Lunchroom	Teacher Aide Paraprofessional
0	15.38	15.63	12.87	13.40	12.51	12.51	11.46	11.74
1	15.76	16.02	13.20	13.73	12.82	12.88	11.75	12.03
2	16.14	16.41	13.52	14.07	13.13	13.26	12.03	12.32
3	16.53	16.80	13.84	14.40	13.44	13.63	12.32	12.62
4	16.91	17.19	14.16	14.74	13.76	14.01	12.61	12.91
5	17.30	17.59	14.48	15.07	14.07	14.38	12.89	13.20
6	17.68	17.98	14.81	15.41	14.38	14.76	13.18	13.50
7	18.07	18.37	15.13	15.74	14.69	15.13	13.46	13.79
8	18.45	18.76	15.45	16.08	15.01	15.51	13.75	14.08
9	18.83	19.15	15.77	16.41	15.32	15.88	14.04	14.38
10	19.22	19.54	16.09	16.75	15.63	16.26	14.32	14.67

* Substitute bus drivers shall be paid at the base rate for 0 years of experience

* Head cook shall receive \$5.81 per day for extra duties.

* Lunchroom supervisor shall receive \$7.90 per day for extra duties.

* Longevity at steps 15, 20, 25, and 30 (\$500 at 15, \$750 at 20, 25, and 30)

Athletic Trip = \$12.00 hour

2017-2018		Wage Schedule						
Years of Service	Bus Drivers	Head Mechanic	Custodians	Custodian Maintenance	Secretary After 4-15-94	Secretary Before 9-15-94	Lunchroom	Teacher Aide Paraprofessional
0	15.69	15.94	13.13	13.67	12.76	12.76	11.69	11.97
1	16.08	16.34	13.46	14.01	13.07	13.14	11.98	12.27
2	16.47	16.74	13.79	14.35	13.39	13.52	12.27	12.57
3	16.87	17.14	14.12	14.70	13.71	13.90	12.57	12.87
4	17.26	17.54	14.44	15.04	14.03	14.29	12.86	13.17
5	17.65	17.94	14.77	15.38	14.35	14.67	13.15	13.47
6	18.04	18.34	15.10	15.72	14.67	15.05	13.44	13.77
7	18.44	18.73	15.43	16.06	14.99	15.43	13.73	14.07
8	18.83	19.13	15.76	16.40	15.31	15.82	14.03	14.37
9	19.22	19.53	16.09	16.75	15.62	16.20	14.32	14.66
10	19.61	19.93	16.41	17.09	15.94	16.58	14.61	14.96

- * Substitute bus drivers shall be paid at the base rate for 0 years of experience
- * Head cook shall receiver \$5.93 per day for extra duties.
- * Lunchroom supervisor shall receive \$8.06 per day for extra duties.
- * Longevity at steps 15, 20, 25, and 30 (\$500 at 15, \$750 at 20, 25, and 30)

Athletic Trip = \$12.00 hour

APPENDIX A

INDEX

(All Classifications Including Secretaries Hired After 4-15-94)

YEARS OF SERVICE

0	1.0000
1	1.0250
2	1.0500
3	1.0750
4	1.1000
5	1.1250
6	1.1500
7	1.1750
8	1.2000
9	1.2250
10	1.2500

SECRETARIES INDEX

(Secretaries Hired Before 4-15-94)

YEARS OF SERVICE

0	1.0000
1	1.0300
2	1.0600
3	1.0900
4	1.1200
5	1.1500
6	1.1800
7	1.2100
8	1.2400
9	1.2700
10	1.3000

GRIEVANCE REPORT FORM

GRIEVANCE NO. _____

DISTRIBUTION OF FORM

- 1. Superintendent
- 2. Supervisor
- 3. Board Members
- 4. Association PR&R Rep
- 5. Employee

GRIEVANCE REPORT

Submit to Supervisor in Duplicate

BUILDING	ASSIGNMENT	NAME OF GRIEVANT
DATE		

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

Signature

Date

C. Disposition by Immediate Supervisor and Superintendent _____

Signature of Immediate Supervisor

Date

Signature of Superintendent

Date

GRIEVANCE REPORT FORM

STEP II

A. Position of Grievant and/or Association _____

Signature

Date

B. Date Received by Board of Education or Designee _____

C. Disposition by Board of Education _____

Signature of Board President

Date

Present Copies as in Step I.

GRIEVANCE REPORT FORM

STEP III

A. Position of Grievant and/or Association _____

Signature

Date

B. Date Submitted to Arbitration _____

C. Disposition and Award of Arbitrator _____

Signature

Date

Present Copies as in Steps I and II.

STIPEND/TUITION REIMBURSEMENT REQUEST-VERIFICATION FORM
NON-CERTIFICATED STAFF.

"The Board agrees to grant a stipend equal to the actual cost of the course or workshop or to a total of \$500.00 maximum per year per eligible person. The reimbursements will be made January 30 or September 30. Up to four (4) bargaining unit members can be awarded stipends each year.

A school year is defined as September 1 through August 31. In order to apply, a Stipend/Tuition Reimbursement Request-Verification form must be filed in the Superintendent's office in duplicate. One (1) copy will be returned to the person filing. This copy should be resubmitted with a copy of the transcript or grade slip when the course work has been completed.

NAME _____ DATE _____

AMOUNT PAID FOR COURSE/WORKSHOP _____

Proof of Payment is Attached: Receipt _____ Canceled Check _____

Complete the information below if known at this time.

<u>Course Name</u>	<u>Course #</u>	<u>Term</u>	<u>Hours</u>	<u>Institution</u>
Example: Research 101	EDF1001	Summer 2015	4 Semester	BGSU

FOR OFFICE USE ONLY:

Date application initially filed in office: _____ Application No. _____

Initial approval: _____ Date: _____

Date application resubmitted with verification: _____

Date payment made: _____ Amount: _____

Final approval: _____

APPENDIX D

BUCKEYE CENTRAL LOCAL SCHOOLS
Form for Requesting Donation of Sick Leave

I, _____, am requesting _____ days of donated
(Employee Name)

sick leave to begin on _____
(Date leave will begin)

Donation of sick leave will be in accordance with O.R.C. 3319.14.1 and Article 4 (A) (6) of the Master Agreement.

Employee Signature

Date

Association President

Date Received

Committee Approval: _____ Yes _____ No

Date: _____

BUCKEYE CENTRAL LOCAL SCHOOLS
Form for Donating Sick Leave

_____ is requesting sick leave donations. If you wish to donate according to the guidelines listed, please fill out this form and return it to the Association President by _____.
(Date form is needed)

General guidelines for donating days:

1. Staff members elect the number of days they choose to donate to a colleague who is approved through the sick leave committee.
2. Donated sick days will be credited on a first-come, first serve basis up to the maximum amount approved for the staff member.
3. Once the approved staff member is credited with the maximum days established, excess donated days will be returned to any remaining donating staff members.
4. Days cannot be donated for the purpose of increasing a staff member's severance pay, nor can severance pay be collected from donated days.
5. All donated days received by the Treasurer will be deducted from the donating staff member's accumulated sick leave. Staff member's cannot donate days if their own accumulated sick leave total is ten (10) or below.
6. Classified employees may only donate for other classified employees.

I, _____ agree to donate _____ day(s) of my
(Print Name)

accumulated sick leave to be used by _____
(Print name of employee requesting day)

I have read the above guidelines and agree to the terms of donating sick leave day(s).

Signature of Donating Employee

Date

(For Office Use Only)

Received by Treasurer on _____
(Date)

APPENDIX F

In an off year when twenty-six pays are not possible, the employee shall use one of the following options. This Appendix is to be used only by hourly employees who work 260 days. This form should be submitted by June 1.

Option #1

I agree to have my pay divided evenly among 26 pays.

Option #2

I agree to have my pay divided in this contract year so that when the three (3) week break occurs I will receive 40 hours pay in addition to my calculated biweekly pay.

I choose _____,
(Please list option)

I understand that when this form is turned in to the Treasurer it is my final decision and my pay will be calculated that way. I also understand that I cannot change my option at any time during the year.

Employee

Date

BCEA President

Treasurer

Superintendent

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Duties of the Elementary Secretary</u>	Administrator	Employee
<u>Office:</u>		
.01 In the performance of her duties, the secretary is responsible to the building principal.		
.02 Keeps in confidence all business transactions, conversations, and correspondence unless designated otherwise by the elementary principal.		
.03 Acts as building receptionist and directs visitors to the proper personnel. Maintains a pleasant but business-like atmosphere in the elementary school office.		
.04 Types all correspondence and other material issued from the school office, assists outside organizations when time allows.		
.05 Maintains accurate attendance records by preparing daily absentee information and administering Board Policy in compliance with the Missing Children's Act.		
.06 Is responsible for the upkeep and maintenance of all office equipment, and for the neat and orderly appearance of the school office.		

	Administrator	Employee
.07 Picks up, sorts and distributes promptly all mail received each morning to the proper personnel.		
.08 Answers the telephone, summoning when necessary the requested personnel; and relays messages, assists callers in their efforts to obtain the information they request.		
.09 Keeps a telephone log of long distance calls made by name, date, and point of call. Cross-references this log with the telephone bill and provides the treasurer with information concerning personal calls and calls unjustly charged to the district.		
.10 Is responsible for the accounting of all building monies. To include: Food Service Department, Student Pictures, Workbooks, Insurance and Activity Accounts, prepares and makes accurate deposits and submits to the treasurer all authorized bills for prompt payment.		
.11 Maintains all student personal records. Writes for records when needed and sends records when a student transfers to another district.		
.12 Maintains an annual itemized inventory record of all items of equipment and supplies.		
.13 Compiles and prepares class rosters.		
.14 Records first semester and end of year grades for all students on their cumulative folder.		
.15 Assists in preparation of supplementary grade reports for mailing.		

	Administrator	Employee
.16 Is aware of compliance with public law 94-142 (Handicapped Children) and assists teachers with appropriate forms, notices, etc.		
.17 Is responsible for maintaining up to date files of form letters dealing with all areas of school operation.		
.18 Secures substitutes as needed in the absence of the principal. Completes announcements over the public address system as needed.		
.19 Assists faculty members when needed with typing, filing, and supervision of students during special events when approved by the principal.		
.20 Maintains an accurate and up to date account of students receiving free and reduced-price lunches.		
.21 Is responsible for assessing and treating minor injuries and illnesses using basic first aid, following up with a phone call (in the absence of the school nurse).		
.22 Sees that accident reports are completed when student accidents occur by 1) assisting in completion of form where appropriate, 2) distributing form to classroom teacher or supervisor to complete.		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

lc 11

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT
Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Librarian (Elementary)</u>	Administrator	Employee
.01 Is responsible for the maintenance of the library, including selection (with teacher input), ordering circulation, and inventorying of all library books. Cataloguing of library books in compliance with the Dewey Decimal System.		
.02 Does work with students in groups or individually when time is available while working in the library.		
.03 Does supervise the library on a schedule to be established cooperatively with the principal and which promotes regular student access to the library.		
.04 Does use various methods in promoting the use of the library and of reading library books.		
.05 Receives assistance and supervision as needed from the high school certificated librarian in the operation of the elementary school library.		
.06 Is responsible for upkeep and maintenance of the video tape library and audio-visual equipment. (Revised June 14, 1984; January 9, 1986; December 10, 1987; July 1, 1989)		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

Bus Driver	Administrator	Employee
.01 Keep the bus clean and tidy, and prevent damage to interior.		
.02 Drivers will abide by the Ohio Pupil Transportation Rules and Regulations. (JDM)		
.03 Keep bus route roster up to date. When students move in or out of the district, changes reflecting same should be made on the roster.		
.04 Promptly file completed daily fuel and mileage reports with the head bus mechanic.		
.05 File with Board of Education secretary in the autumn a bus route roster which includes names of students, grade in school, times of pick-up, or times of discharge, mileage of total route and amount of time to run same.		
.06 The Maintenance Work Order shall be filed with the head mechanic in writing for minor repairs, routine maintenance service, and major repairs. A program of preventative maintenance should be undertaken by each driver. (Rev. Jan. 9, 1986; July 1, 1989)		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Teacher's Aide/Paraprofessional Personnel</u>	<u>Administrator</u>	<u>Employee</u>
<u>Duties of Teacher's Aide/Paraprofessional</u>		
.01 Is responsible directly to the teacher or teachers to whom assigned.		
.02 Does provide support instruction to students one-on-one or in small groups.		
.03 Does perform certain clerical duties to support the classroom teacher.		
.04 Does assist in the supervision of students.		
.05 Does complete other duties as assigned by the direct supervisory classroom teacher(s) or the building principal. (Adopted April 21, 1983; Revised January 9, 1986; July 1, 1989)		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Playground Monitor Personnel</u>	Administrator	Employee
<u>Responsibilities of the Playground Monitor</u>		
.01 Is responsible to the principal.		
.02 Does provide safety instruction and proper use of all equipment for students under his/her supervision. This is done in small groups or one-on-one as the need arises.		
.03 Does report accidents or rule infringements to classroom teacher upon completion of the monitor's discipline plan.		
.04 Is responsible for filling out an accident report form and placing it in the child's folder in the office.		
.05 Is responsible for an organized plan of action to handle injuries.		
.06 Is responsible for organized plan of action for weather emergency.		
.07 Is responsible for an organized, sequential discipline plan to handle situations requiring action.		
.08 Is responsible for communicating the condition and/or necessary repairs of permanent playground equipment to the maintenance supervisor or janitor.		

	Administrator	Employee
.09 Is responsible for carrying out an orderly and safe flow of traffic to and from the building.		
.10 Is responsible for obtaining and maintaining all temporary equipment, such as balls, jump ropes, etc.		
.11 Is responsible only for those students who are regularly scheduled during their specific time slot. (Make-up time is not the responsibility of the monitor, unless he/she assumes it.) (Adopted July 9, 1987; Revised Jan. 1, 2013)		

****Evaluation Scale****

1. Excellent 2. Above Average 3. Satisfactory 4. Needs Improvement 5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Custodial Personnel</u>	Administrator	Employee
<u>Responsibilities</u> .01 In the performance of his duties, the custodian is responsible to the building high school principal and the elementary principal or superintendent. (JDM) (Revised Jan. 1, 1986)		
.02 The custodians are to be responsible for the cleaning and the maintaining of the buildings and grounds to which they are assigned. (Adopted Dec. 5, 1960; Revised Apr. 2, 1962; June 4, 1962)		
<u>Work Time</u> .01 The custodians of the district are available during school time, when in session, or for any activities during the week. (Adopted Apr. 3, 1962; Revised Jan. 1, 1986; July 1, 1989)		
.02 The custodians are responsible for opening and closing the building to which they are assigned, and for any school night activities that are open to the public. (Adopted Dec. 5, 1960; Revised Apr. 2, 1962; June 4, 1962; July 1, 1989)		

<u>Work Time</u>	Administrator	Employee
.03 Opens school each morning and sees that the building is locked at night. (Adopted Dec. 5, 1960; Revised July 1, 1989)		
.04 Is present to open and close building for special functions as deemed necessary by the Board and administrator. (Adopted Dec. 5, 1960; Revised July 1, 1989)		
.05 Does not leave school grounds without approval of the building principal. (Adopted Jan. 1, 1985; Revised July 1, 1989)		
<u>Work Schedule</u>		
.01 The custodians, with the administrator, arranges a work schedule to be followed in the work of cleaning and maintenance and files it with the building principal or superintendent. (Adopted Dec. 5, 1960; Revised Jan. 1, 1986; July 1, 1989)		
.02 Promotes good public relations with pupils, teachers, and parents.		
.03 Reports improper conduct to the building principal. (JDM)		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

<u>General Duties</u>	Administrator	Employee
.01 Floors are maintained properly with wax, polishing, scrubbing, etc., when needed. (Revised July 1, 1989)		
.02 Engages in projects of wall washing, window washing, painting, cleaning, etc., as time permits. (JDM) (Revised July 1, 1989)		
.03 Informs building principal of possible unsafe conditions such as: fire hazards, improper safety equipment, etc. (Revised July 1, 1989)		
.04 Assists personnel in moving furniture, equipment, supplies, etc. (Revised July 1, 1989)		
.05 Checks furnace operations, motors, valves and gauges, and report any defect that must be taken care of by the company. (Revised July 1, 1989)		
.06 Checks room temperatures, and keep same at acceptable level. (Revised July 1, 1989)		
<u>Daily Duties</u>		
.01 Sweeps, cleans, and dusts all classrooms, laboratories, and other instruction areas including offices, dining and hallway areas everyday. (Exclude kitchen and industrial arts rooms.) (Revised July 1, 1989)		
.02 Mops entry ways immediately following morning and noon starting times during inclement weather. (Revised July 1, 1989)		

<u>Daily Duties</u>	Administrator	Employee
.03 Removes waste paper from all areas daily. (Revised July 1, 1989)		
.04 Puts up and takes down the American Flag (Revised July 1, 1989)		
.05 Daily checks on restrooms to make sure bowls, urinals, toilets, and mirrors are clean and towels, toilet paper, and soap are available. (Revised July 1, 1989)		
.06 Checks the treatment plant and water system daily to assess if they are working properly. (Revised July 1, 1989)		
.07 Turns on and off the 20 mph flashers as needed during the day, if appropriate. (Revised July 1, 1989)		
.08 Cleans the drinking fountains. (Revised July 1, 1989)		
.09 Scrubs kitchen and cafeteria areas. (Revised Jan. 9, 1986; July 1, 1989)		

****Evaluation Scale****

1. Excellent 2. Above Average 3. Satisfactory 4. Needs Improvement 5. Unsatisfactory
6. Not Applicable

<u>Weekly Duties</u>	Administrator	Employee
.01 Cleans blackboards, erasers, chalk trays, etc. (Revised July 1, 1989)		
.02 Disinfects toilet and shower facilities, or more often if necessary. (Revised July 1, 1989)		
.03 Inspects furnace ducts, filters, fans, and change filters when needed. (Revised July 1, 1989)		
.04 Scrubs heavily used or soiled areas. (Revised July 1, 1989)		
.05 General overall building clean up, scrubbing, waxing, window and wall washing. (Revised July 1, 1989)		
.06 Cleans gyms, auditorium, and locker rooms. (Revised July 1, 1989)		
.07 Cleans the high school Vo-Ag/Industrial Arts Annex. (Revised July 1, 1989)		
<u>Annual Duties</u>		
.01 Executes the summer maintenance program as outlined by the superintendent and principal.		
.02 Windows are washed each summer for the start of school. Clean windows during the winter as needed.		
.03 Completes an inventory of all equipment, supplies, etc., once each year to be presented to the superintendent, and to be held responsible for same issued to him/her.		

****Evaluation Scale****

1. Excellent 2. Above Average 3. Satisfactory 4. Needs Improvement 5. Unsatisfactory
6. Not applicable

<u>Head Custodian - Duties</u>	Administrator	Employee
.01 Maintains an inventory of custodial supplies for the district. (Revised July 1, 1989)		
.02 Meets with sales representatives, keeping informed on new products and supplies, comparing prices, etc. (Revised July 1, 1989)		
.03 Makes recommendations to the superintendent on needed supplies to be purchased for the district. (Revised July 1, 1989)		
.04 Obtains supplies from inventory for custodians within the district.		
.05 Projects custodial needs so price advantages are realized through quantity buying.		
.06 The head custodian is responsible to the superintendent. (Adopted Aug. 14, 1980; Revised Jan. 9, 1986; July 1, 1989)		
.07 Maintains school grounds in a neat and well-kept fashion. Trimming of shrubs, removal of snow, and general upkeep of playground equipment. (Revised Jan. 1, 1986; July 1, 1989)		
.08 Prepares water sample for Health Department testing as needed. (Revised Jan. 1, 1986; July 1, 1989)		
.09 Assists in or performs emergency repairs. (Revised July 1, 1989)		

<u>Head Custodian - Duties</u>	Administrator	Employee
.10 Does minor repairs such as replacing light bulbs, pencil sharpeners, desks, equipment, and report at once all major repairs that come to your attention. (Revised July 1, 1989)		
.11 Maintains and is responsible for all equipment such as scrubber, vacuum, mops, etc. (Revised July 1, 1989)		
.12 Plans a rotating program so as to ensure that tasks assigned are completed. (Revised July 1, 1989)		
.13 Requisitions supplies from the building principal. During the periods when the building principals are not employed, requisitions are submitted to the superintendent. (Revised Jan. 1, 1986; July 1, 1989)		
.14 Performs any other tasks which the administrator deems necessary. (Adopted June 4, 1960; Revised July 1, 1989)		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Head Bus Mechanic</u>	Administrator	Employee
<u>Responsibilities</u>		
.01 The bus mechanic is directly responsible to the superintendent.		
.02 Be responsible for training new drivers in proper bus maintenance and the bus procedures for Buckeye Central School District.		
<u>Duties</u>		
.01 Maintain accurate records and make monthly reports such as transportation reports to the Board, fuel and mileage per bus report.		
.02 Diagnose bus problems and know how to repair same.		
.03 Establish and follow a schedule for servicing buses and follow same.		
.04 Establish and follow a preventative maintenance program for the buses.		
.05 Maintain an inventory of high usage parts and equipment.		
.06 Recommend to the superintendent purchases for the transportation department such as tires, batteries, etc.		
.07 Keep the bus garage in clean and organized manner.		

<u>Duties</u>	Administrator	Employee
.08 Check invoices, and price parts and materials as they come in from suppliers.		
.09 Establish a working relationship with all drivers and serve as a liaison between the bus drivers and the superintendent.		
.10 Make recommendations to the superintendent concerning employment for bus drivers, regular and substitute.		
.11 Make recommendations to the superintendent concerning road and weather conditions.		
.12 Make periodic checks of all bus routes to ensure that they are operating on the established time schedule and established routes.		
.13 Counsel with the superintendent and Board of Education before the treasurer bids on new buses.		
.14 Meet with sales representatives to compare prices on parts, supplies, and equipment.		
.15 Be aware of the transportation budget and work with the superintendent to stay within the budget.		
.16 Schedule both regular and substitute bus drivers to regular routes, field trips, and extracurricular trips on a rotating basis as per established policy.		

<u>Duties</u>	Administrator	Employee
.17 Work on other maintenance, mechanical repair projects and other tasks as assigned by the superintendent.		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Duties of the Secretary to the High School Principal</u> <u>Responsibilities</u>	Administrator	Employee
.01 In the performance of her duties the secretary to the high school principal is responsible to the building principal.		
.02 The secretary to the high school principal is responsible for the performance of the secretarial and clerical duties of the high school office.		
.03 Maintains a pleasant but business-like atmosphere in the high school office.		
.04 Keep in confidence all business transactions, conversations, and correspondence, unless designated otherwise by the high school principal.		
<u>Duties</u> .01 Act as a building receptionist and direct visitors to proper personnel.		
.02 Type all correspondence and other material issued from the high school principal's office.		
.03 Prepare a daily absentee list and announcements from all departments.		

Duties	Administrator	Employee
.04 Maintain and keep recent all entries in the all county attendance book.		
.05 Sort and distribute promptly all mail received each morning to the proper school personnel.		
.06 Answer the telephone, summoning, when necessary, the requested personnel, and relay messages; assist callers in their efforts to obtain the information they request.		
.07 Keep record of long distance calls by name, date and point of call. Verify long distance calls and provide charges to the treasurer as requested.		
.08 Maintain all student personnel records. Write for transcripts when needed.		
.09 Records first semester and end of year grades for all students on their cumulative folders. On the folders, if these students have graduated, indicate class rank and date of graduation.		
.10 Prepare college transcripts.		
.11 Prepare supplementary grade reports for mailing.		
.12 Promptly file, sort, and distribute all grade reports near the end of each nine weeks.		
.13 Prepare work permits for the principal's signature.		

<u>Duties</u>	Administrator	Employee
.14 Maintain accurate records of the insurance program.		
.15 Compile and prepare class rosters.		
.16 Maintain an annual itemized inventory record of all items of equipment and supplies.		
.17 Assist, whenever time permits, faculty members who need such assistance in the typing of forms, lists, etc. (Revised Jan. 9, 1986; July 1, 1989)		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Guidance Secretary</u>	Administrator	Employee
<u>Responsibilities</u> In the performance of his/her duties, the guidance secretary is directly responsible to the high school principal.		
<u>General Duties – Guidance Secretary</u> .01 Sort, date, and open mail.		
.02 Filing and typing (news articles, articles for B.C. Briefs [school newsletter]), PA announcements for B.C., PCTC, and other miscellaneous items.		
.03 Keep college catalogues and reference materials in order.		
.04 Assist students in gathering career information – i.e., OCIS information and printed materials.		
.05 Write up student passes and schedule appointments – i.e., college and military reps, parents, teachers, and students.		
.06 Keep scholarship and career bulletin board current.		
.07 Assist in planning and administering various tests.		

<u>General Duties – Guidance Secretary</u>	Administrator	Employee
.08 Assist with Sophomore Visitation Day at PCTC, i.e., bus schedule, grouping, parent permission slips, etc.		
.09 Assist in spring and fall student interviews, PCTC, St. Bernard, Buckeye East and West new student orientation.		
.10 Assist with planning and implementing Financial Aid Night, Awards Night, etc.		
.11 Assist with updating financial aid booklet and student source booklet.		
.12 Perform other duties as directed by the guidance counselor or principal. (Adopted July 14, 1988)		
.13 Assist with routine office correspondence; filing, notices, and memos.		
.14 Responsible for textbook and supply ordering and processing.		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>Cook's Duties</u>	Administrator	Employee
.01 Follows directions given by the head cook.		
.02 Works diligently at specific tasks, and offers help to others when needed.		
.03 Acquaints herself thoroughly with every procedure in the lunchroom.		
.04 Maintains an orderly and clean work area.		
.05 Takes pride in one's personal appearance. (Revised Jan. 9, 1986; July 1, 1989)		

****Evaluation Scale****

1. Excellent
2. Above Average
3. Satisfactory
4. Needs Improvement
5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

Head Cook Duties	Administrator	Employee
.01 The cafeteria of each building is under the direction of the head cook.		
.02 The head cafeteria employee makes an inventory of all supplies and goods on hand at the end of the school year, and makes a copy available to the Board.		
.03 The head cafeteria employee of each school is in charge of preparation and buying.		
.04 Prepares menus.		
.05 Prepares and serves food in an efficient and attractive manner.		
.06 Purchases food and supplies.		
.07 Checks all purchases for accuracy.		
.08 Keeps accurate records of meals served.		
.09 Prepares annual inventory.		
.10 Prepares commodity reports for the State Department.		
.11 Enforces health rules.		
.12 Maintains sanitation.		
.13 Maintains quantity and quality cooking.		
.14 Maintains equipment		

<u>Head Cook Duties</u>	Administrator	Employee
.15 Maintains orderly housekeeping.		
.16 Recommends purchase of needed equipment.		
.17 Work schedule will be an eight hour day.		

****Evaluation Scale****

1. Excellent 2. Above Average 3. Satisfactory 4. Needs Improvement 5. Unsatisfactory
6. Not Applicable

Evaluator's Comments:

Employee's Comments:

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Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>High School Cafeteria Cashier-Secretary</u>	Administrator	Employee
.01 Collects all monies for the cafeteria daily.		
.02 Deposits all monies for the cafeteria daily.		
.03 Identifies free and reduced price lunches in cafeteria line and records on free and reduced roster.		
.04 Maintains an accurate and up to date account of students receiving free and reduced price lunches.		
.05 Maintains accurate daily work sheets.		
.06 Tabulates all lunches and ala carte items sold daily.		
.07 Receives duplicate deposit slips from the bank and gives to the treasurer daily.		
.08 Maintains files with copies of bills, inventories, daily work sheets, and CN-7's.		
.09 Prepares commodity report for the State Department and submits to the treasurer.		
.10 Monthly compiles and prepares report for non-commodity foods and supplies on hand and submits to the treasurer.		

<u>High School Cafeteria Cashier-Secretary</u>	Administrator	Employee
.11 Totals and checks all bills for the cafeteria food service supervisor and submits to the treasurer.		
.12 Follows directions given by the head cook and assists cooks with their duties when available. (Adopted July 1, 1989)		

****Evaluation Scale****

- 1. Excellent 2. Above Average 3. Satisfactory 4. Needs Improvement 5. Unsatisfactory
- 6. Not Applicable

Evaluator's Comments:

Employee's Comments:

 Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT

Support Personnel Job Description and Appraisal Form

Employee _____ Position _____

Date _____ Building _____ Evaluator _____

<u>High School Cafeteria Assistant Cashier -- Dishwasher</u>	Administrator	Employee
.01 Collects all monies for the cafeteria during her assigned time.		
.02 Deposits all monies for the cafeteria during her assigned time with the head cashier.		
.03 Identifies free and reduced price lunches in cafeteria line and records on free and reduced roster.		
.04 Maintains an accurate and up-to-date account of students receiving free and reduced price lunches.		
.05 Maintains accurate daily work sheets.		
.06 Tabulates all lunches and ala carte items sold daily during her assigned time.		
.07 Handles dishwashing duties when not involved with cashier duties.		
.08 Assists cooks with their duties when available.		
.09 Follows directions given by the head cook.		
.10 Works diligently at specific tasks, and offers help to others when needed.		

<u>High School Cafeteria Assistant Cashier – Dishwasher</u>	Administrator	Employee
.11 Acquaints herself thoroughly with every procedure in the lunchroom.		
.12 Maintains an orderly and clean work area.		
.13 Takes pride in one's personal appearance. (Adopted January 9, 1986; Revised July 1, 1989; December 12, 1991)		

****Evaluation Scale****

- 1. Excellent 2. Above Average 3. Satisfactory 4. Needs Improvement 5. Unsatisfactory
- 6. Not Applicable

Evaluator's Comments:

Employee's Comments:

Signature validates that the employee has read the report, although not necessarily agreeing with it.

Employee _____ Date _____

Evaluator _____ Date _____