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# **MASTER CONTRACT**

**BETWEEN**

**THE BUCKEYE VALLEY LOCAL BOARD OF EDUCATION**

**and**

**OAPSE LOCAL #236**

**Effective: August 1, 2015 to July 31, 2018**

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## ARTICLE 1

### Recognition

1.01. The Buckeye Valley Local Board of Education, hereinafter referred to as the BOARD, recognizes the Ohio Association of Public School Employees/AFSCME/AFL-CIO and Local #236, hereinafter referred to as the UNION, as the sole and exclusive bargaining agent of all classified personnel, as defined in this Article:

- (a) Custodians
- (b) Maintenance Personnel
- (c) Bus Drivers
- (d) Cooks
- (e) Secretaries
- (f) Bus Mechanics
- (g) Secretary Aides
- (h) Student Aides
- (i) Kitchen Aides
- (j) Library Media Specialist
- (k) Technology Specialist
- (l) Food Service Coordinator
- (m) Permanent Classified Substitute
- (n) Senior Bus Driver

For purposes of contractual agreement (m) and (n) above are the same classification as a bus driver.

Employees in the following classifications are excluded from the Bargaining unit:

- (a) Treasurer
- (b) Secretaries to Superintendent (2)
- (c) Assistants to Treasurer
- (d) Substitutes
- (e) Director of Classified Personnel

All other employees in the school district are excluded from the Bargaining unit.

1.02. This recognition shall remain in effect during the term of this Agreement.

1.03. For the purpose of this Agreement, days are recognized as administrative work days unless otherwise noted.

1.04. Job Description: Job descriptions prepared by the administration and approved by the Board will be available for all bargaining unit members and will be provided to new unit members upon initial employment in the district. The Union President will be consulted prior to changes in a job description.



## ARTICLE 2

### **Rights of the Board**

- 2.01. The Union recognizes that the Board and the Superintendent are the bodies of authority solely vested with the right to run and fund the Buckeye Valley Local Schools, that the Board and Superintendent shall have the right to take any action they consider necessary and proper to effectuate management policy express or implied, and that there is no duty to bargain over such decisions. The Board recognizes that it is obligated to bargain about the wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of this Agreement. Changes may be made at all times during this Agreement by mutual consent of both parties and shall be attached in the form of Articles.
- 2.02. Except as modified by a specific and express term of this Agreement, the Board hereby retains and reserves to itself and the Superintendent all powers, rights, authority, duties and responsibilities conferred upon and vested in them by the laws and the Constitution of the State of Ohio, and of the United States, including but not limited to the right to: determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy such as the functions and programs of the Board, standards of services, including the conduct and performance expected of an employee in emergency situations; its overall budget, utilization of technology, and organizational structure; manage and direct employees, including the right to select, hire, supervise, evaluate, retain, promote, transfer, assign, schedule, or layoff employees; maintain and improve the efficiency and effectiveness of school operations; determine the overall methods, process, means, or personnel by which school operations are to be conducted including the management and determination of the location, type and number of facilities, the type of equipment, programs and work to be performed; suspend, discipline, demote, or terminate employees; determine the adequacy of and effectively manage the work force; determine and carry out the overall mission, goals, programs and services of the school district and to utilize personnel in a manner determined by the Board to effectively and efficiently meet these purposes; promulgate and enforce work rules, orders, policies and procedures; and determine the hours of work and work schedules. The exercise of any of the foregoing management rights are limited only by the expressed terms of this Agreement.

## ARTICLE 3

### **Rights of Individuals**

- 3.01. Nothing contained herein shall abridge the right of individual classified employees to present their view of recommendations which affect their status in the District to the Superintendent or to the Board in accordance with established procedures.

## ARTICLE 4

### Negotiations Procedures

#### 4.01. Negotiation Meetings

- (a) Either the Union or the Board may initiate by a letter forwarded to the other party not less than ninety (90) or more than one hundred twenty (120) days prior to the expiration date of the contract, in accordance with ORC 4117. Requests, in writing, for negotiation meetings from the Union shall be made in compliance with 4117 and a copy being mailed directly to the Superintendent. Request from the Board shall be made, in compliance with 4117, in writing, and a copy mailed directly to the Union President. A time mutually agreed upon will be set for the first meeting. The purpose of this meeting will be to submit all items to be negotiated and to explain the purpose and intent of items not completely understood.
- (b) Meetings: Within fifteen (15) calendar days after the negotiation request is received the representatives of the Board will reach an agreement as to the time, location, and date for the meeting which shall be held within twenty (20) calendar days after the request has been received, unless both parties agree to an extension of time. Further meetings, if required, shall be held at a mutually agreed time and negotiations shall be completed within ninety (90) days from the date of initial meeting unless an extension is mutually agreed upon due to extenuating circumstances. Meetings shall be scheduled with no interruption of or resulting interference with school schedules. Negotiation meetings between the Union representatives and representatives of the Board shall be held in Executive Session unless otherwise mutually agreed by both parties.
- (c) Scope: The Board and the Union shall negotiate on issues pertaining to wages, hours, terms and conditions of employment or the continuation, deletion or modification of the current negotiated agreement.

#### 4.02. Negotiation Time Limits

- (a) Caucus: The Chairman of either group may recess its group for independent caucus at any time.
- (b) Length: Negotiations meetings shall not exceed three (3) hours in length, unless extended by mutual agreement.

#### 4.03. Representation

- (a) Negotiation Teams: The Board and the Union shall be represented at all negotiation meetings by a team of negotiators, not to exceed seven (7) members each. Neither party in any negotiations shall have any control over the negotiation or bargaining representatives of the other party. While no final

agreement shall be executed without ratification by the Union and the Board, the parties will mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and to make concessions in the course of negotiations. All negotiations shall be conducted exclusively between the teams, and in Executive Session. No action to coerce or censor or penalize any negotiation participant shall be made or implied by any member as a result of participation in the negotiation process.

- (b) Consultants: The parties may call upon professional and lay consultants. Such consultants may be used to the discretion of the negotiators. The expense of such consultants shall be borne by the party requesting them.

#### 4.04. Information

- (a) The Board of Education and the Union agree to supply available public information that is specifically requested and routinely prepared in a timely fashion. All costs of reproduction shall be assumed by the requesting party.

#### 4.05. While Negotiations are in Process

- (a) Progress Reports: Periodic written progress reports may be issued to the public during negotiations provided that any such release shall have the prior approval of both parties.
- (b) Reporting: During the period of consideration interim reports of the progress may be made to the Union by its representatives and to the Board by its representatives. Any information derived from such reports shall not be disclosed to the general public.
- (c) Good Faith Negotiations: Representatives of the Board and the Union shall negotiate in "good faith." "Good faith" means the obligation of the Board representatives and Union representatives to meet at reasonable times and to deal with each other openly and fairly in an effort to reach an agreement upon matters of appropriate concern.
- (d) Recorders: No Tape Recorders or mechanical devices shall be used to record any negotiation session.

#### 4.06. Agreement

- (a) All tentative agreements reached by the parties pertaining to articles or sections shall be reduced to writing and initialed by both parties. Once a tentative agreement is reached, no further discussions shall take place on the issue.
- (b) When consensus is reached on those matters being negotiated, the outcome shall be reduced to writing and submitted to the Union, which must take action within a thirty (30) day period from the date of tentative agreement. Following ratification

by the Union said agreement shall then be submitted to the Board for its consideration.

- (c) The Board shall be responsible for the typing of the final negotiated agreement. The Union shall be responsible for the duplication and distribution of the agreement to all bargaining unit employees.
- (d) Upon tentative agreement, both bargaining teams shall give their full recommendation to their respective parties for acceptance and/or ratification.
- (e) All present language, unless deleted or modified, will be incorporated into a successor agreement at such time a successor agreement is ratified and approved.

#### 4.07. Disagreement

(a) Mediation:

- (1) In the event agreement is not reached by the parties after a period of sixty (60) days of bargaining or after all issues have been fully discussed, either party may declare an impasse and request the use of mediation in an effort to reach an acceptable settlement. The requesting party shall request a mediator from the Federal Mediation and Conciliation Service whose rules and regulations govern the mediation.
- (2) If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all the issues where agreement has not been reached by either party.
- (3) The declaring party shall prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service. The assigned Mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties.
- (4) The Mediator has no authority to recommend or to bind either party to any agreements.
- (5) In the event there are costs and expenses for such service, the costs shall be shared equally by the Board and the Union.

## ARTICLE 5

### Communications

- 5.01. Upon request of either the President of OAPSE or the Superintendent of Schools, the Superintendent shall meet once a month during the months of September through May, with a committee assigned by the President and the Superintendent, to discuss

professional and personnel matters that may be of interest to all parties. The purpose of this committee shall be to open the lines of communication between the professional staff, the Superintendent, and the Board. If an issue between OAPSE and the Superintendent is not resolved to the satisfaction of OAPSE, the President of OAPSE shall be granted the opportunity to discuss the matter at the next regular meeting of the Board of Education.

## **ARTICLE 6**

### **Committee and Individual Assignments**

- 6.01. Classified staff members shall regularly serve on committees to which they may be appointed and shall regularly participate individually and in committee in the school district development.
- 6.02. The purpose of such committees is to enable the administration to utilize the opinions and assistance of all classified staff on matters pertaining to the district's physical needs and facilities.
- 6.03. Before the Board adopts the school calendar, the Superintendent shall meet and discuss calendar proposals with two unit members appointed by the Union President.
- 6.04. By the first pay in July of each year, bargaining unit members will be provided a calendar listing all pay days and paperwork due dates for the following year.

## **ARTICLE 7**

### **Notice of Officers**

- 7.01. The Union shall notify the Treasurer of the Board of all the elected representatives and appointed officials of the Union within seven (7) days of such election and appointments.

## **ARTICLE 8**

### **Payroll Deductions**

- 8.01. The Board agrees to deduct monthly Union dues or Fair Share Fees for every bargaining unit member who has authorized the Board to do so in writing, and to remit the dues and fees, with a list showing the bargaining unit members' deductions, to the State Union Treasurer monthly. The Board shall be required to write no more than one (1) check monthly. For purposes of local dues only, any change to the local dues amount shall take place on October 1<sup>st</sup> of each year.

Enrollment for dues or Fair Share Fee deductions shall be made upon submission of a signed authorization form to the Treasurer. Dues deduction authorization may be revoked by an employee during a ten (10) day period ending August 31. Written notice of revocation shall be served upon the Treasurer and State Union Treasurer. The Board agrees not to honor any dues deduction authorization executed in favor of any other labor organization for the bargaining unit.

If for any reason the Board fails to make a deduction for any employee as above provided, it shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention (in writing) by the employee. The Union agrees to hold the Board and its designees harmless for any and all errors arising out of the dues deduction procedure.

- 8.02. Agency Shop: Each employee covered by this Agreement, who fails voluntarily to acquire or maintain membership in the Union, shall be required as a condition of employment on or after the probationary period provided in this Agreement, or sixty (60) days following the beginning of employment, whichever is less, or the effective date of this Agreement, whichever is later, to pay to the Union a Fair Share Fee. This Fair Share Fee shall not exceed the dues paid by members of the Union who are in the bargaining unit covered by this Agreement provided that any employee who has been declared exempt for religious convictions by the SERB shall not be required to pay said Fair Share Fee. However, such employee shall pay, in lieu of such Fair Share Fee, on the same time schedule as Union dues are payable, an amount of money equal to such Fair Share Fee to a non-religious charitable fund exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code, mutually agreed upon by such employee and the OAPSE State Treasurer. Such employee shall furnish to the Union State Treasurer written receipts evidencing payment to such agreed upon non-religious charitable fund. Failure to make such payment or furnish such receipts as proof of payment shall subject such employee to the same sanctions as would non-payment of Union dues under the Agreement.

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

The Union agrees to indemnify and save the Board harmless against any judgments for any costs, expenses, or any other liability the Board might incur as a result of the enforcement of this fair share section. The Union agrees to assume complete responsibility for resolving any disputes arising out of the dues deduction procedure.

- 8.03. PEOPLE Deduction: The Board agrees to deduct from the wages of any employee who is a member of the Union, a PEOPLE (Public Employees Organized to Promote Legislative Equality) deduction as provided for by written authorization. Such authorization must be executed by the employee and may be revoked at any time by giving written notice to the Board Treasurer and the OAPSE State Office. The Board agrees to remit dues promptly to the OAPSE State Office together with an itemized statement showing the name of each employee from whose pay such deductions have

been made and the amount deducted during the period covered by the remittance. The Board will submit a check separate from the employee's Union dues deductions.

## ARTICLE 9

### **Distribution and Display of Union Material**

- 9.01. The Board concurs that the act of recognition of the Union was and is, inference that the use of certain school facilities, as noted below, is open to the Union, subject to such conditions and restrictions as are hereinafter provided.
- 9.02. The following facilities are therefore open to use by the Union:
- (a) Use of classified staff meetings for Union announcements with the meeting chairman's permission.
  - (b) Use of school buildings for meetings.
  - (c) Use of school office and reproducing equipment for Union literature (limited to one (1) copy per building, unless authorization is given for more).
  - (d) Use of District email (which will also be used to inform members of a grievance moving from Step 3 to Step 4).
- 9.03. Use of the above facilities are subject to the following conditions and restrictions:
- (a) All Union materials intended for distribution and/or display in any property under the management of the Board must be approved and signed by the appropriate Union official before distribution and/or display.
  - (b) The following types of material shall not be distributed or displayed:
    - (1) Materials indicating the existence of situations not reflecting actual conditions.
    - (2) Materials which could possibly undermine support of the school system by the general public.
    - (3) Materials personally attacking the actions or competence of individuals.
    - (4) Materials promoting any activity contrary to Board Policy or the Revised Code of Ohio.
    - (5) Materials whose contents are in poor general taste and not in the best interests of the Board and the Union in general or the entire school system in particular.
  - (c) Distribution and/or display of any material by any Union official is tacit admission of compliance with conditions in (a) and (b) above and implied permission that he/she is so held responsible for the contents.

- (d) In the event a Union official desires Administration concurrence for distribution and/or display of a given piece of material, he/she should seek the approval of the Superintendent or the Central Office designate.
- (e) Failure of any official to comply with conditions (a) through (c) may result in his/her name being dropped as an appropriate Union official who can post material, in addition to any other appropriate action supported by Administrative procedures or Board Policy. If any such action against a Union official is considered, the local president shall be notified.
- (f) The approved list of names shall be those supplied by the Union to the administration under items of the current Agenda.

## **ARTICLE 10**

### **Employee-School-Community Relations**

10.01. It shall be the responsibility of the Union to interpret the program of the schools to the community in ways which will improve the public's understanding of purposes and procedures, encourage its involvement and support.

## **ARTICLE 11**

### **Grievance Procedure**

#### 11.01. Definitions

- (a) Grievance: A "grievance" shall be defined as an alleged misapplication, misinterpretation or violation of only the specific and express written provisions of this Agreement.
- (b) Grievant: is a member or group of members of the bargaining unit. In the case of group of members filing a grievance, the local union may file the action on the members behalf.
- (c) Days: means administrative work days during the calendar year.

#### 11.02. General Provision

- (a) Time Limit: Since it is important that a grievance be processed as rapidly as possible the number of days indicated at each level shall be considered maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual written agreement. Failure of the Employer to process a grievance within the time limits specified, shall permit the

grievant to proceed to the next step. Failure of the grievant to initiate the grievance or appeal a decision within the specified time limits shall result in the grievance being deemed waived and void.

- (b) Representation: The employee has the right to have a representative present at any and all meetings. Such representative may be a Union representative.
- (c) Written Decisions: Except at the informal level, all decisions rendered, at all levels of the grievance procedure, shall be in writing, setting forth the decision and shall be transmitted promptly to all parties.
- (d) Reprisals: No reprisals of any kind shall be taken by the Employer or any of its agents against any grievant, any representative, any member of the Union or any other participant in the grievance procedure by reason of such participation. Similarly, no reprisals of any kind shall be taken by the Grievant, his representative or Union against the Employer or any of its agents.
- (e) Records: All grievance records shall be kept separate from the employee's personnel file and shall be subject to the same rules of confidentiality as the personnel file. Nothing in this procedure shall deny the rights of an individual to handle his/her own disputes individually, without representation, through proper channels, either with the Administrative staff or the Board of Education, providing that any settlement shall not violate the terms of this Agreement. No formal grievance shall be adjusted without a Union representative being present.

### 11.03. Procedure

**Step I:** A grievant shall first notify and discuss the alleged grievance with the appropriate immediate supervisor. This meeting shall be on an informal basis and shall be held within five (5) days following the act or condition which is the basis of the grievance.

**Step II:** If the grievance is not resolved in Step I, the grievant may file a written grievance with the immediate supervisor within five (5) days following the Step I meeting. The grievant shall be granted a conference to be conducted within five (5) days after the immediate supervisor's receipt of the request. The grievant shall be advised in writing of the time, place, and date of such conference. The immediate supervisor shall address the written grievance within five (5) days after conclusion of the conference. The action taken shall be reduced in writing and copies sent to the individual, President of the Union and Superintendent of Schools.

**Step III:** If the action taken by the immediate supervisor does not resolve the grievance to the satisfaction of the grievant, the grievant may appeal, in writing, to the Superintendent and request a conference. Failure to file such appeal within five (5) days from receipt of the written disposition at Step II shall constitute a waiver of the right to appeal. Upon request, a conference shall be conducted by the Superintendent within ten (10) days. The Superintendent shall address the grievance, in writing, within ten (10)

days after the conclusion of said conference. Copies of the written disposition shall be sent to the Grievant, building principal and Union president.

**Step IV:** If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the aggrieved party, the aggrieved party may appeal the grievance to the Board of Education, within five (5) days of receipt of the written Level III disposition. The appeal to the Board of Education shall be in writing and filed with the Treasurer of the Board. The Treasurer of the Board shall place the item on the Agenda for the next regular meeting of the Board of Education. If it chooses to do so, the Board may conduct a special meeting to deal with the situation.

The Board of Education shall act on the appeal no later than the next regular Board meeting following the Board meeting at which the grievance was received. The Board of Education shall notify the aggrieved party, in writing, of its decision within ten (10) days following the Board meeting during which the decision is made on the grievance.

**Step V:** If the grievant is not satisfied with the disposition of the grievance at Step IV, the Union may request a hearing before an arbitrator. The grievant's request for arbitration shall be made within five (5) days following the receipt of the disposition of the grievance by the Board. The grievant's request for arbitration shall be to the Superintendent by certified mail with return receipt requested.

- (a) Such request for binding arbitration of the grievance shall specify the act or condition upon which the grievance is based, the names and addresses of the parties, the contractual clause(s) alleged to have been misapplied and the remedy sought. The parties may mutually petition the Federal Mediation and Conciliation Service (FMCS) to provide both parties with a list of seven (7) names. Either party may request a second list. An arbitrator shall be selected from the first or second list by the alternate strike method. Each party shall have three strikes. A toss of a coin shall determine who strikes first.
- (b) Once the arbitrator has been selected, he/she shall conduct a hearing on the grievance in accordance with the advisory rules and regulations of the FMCS.
- (c) The arbitrator shall hold the necessary hearing promptly and issue the decision. The decision shall be in writing and a copy sent to both parties. The decision of the arbitrator shall be binding on the Board, the Union and the grievant. Binding arbitration shall be the sole and exclusive remedy for any alleged violation of this Agreement.
- (d) The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this collective bargaining contract, nor add to, detract from or modify the language therein in arriving at his/her decision concerning the issue. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not submitted. The arbitrator shall not have any authority to rule

contrary to the laws of the State of Ohio, except articles of the agreement which already supersede State law.

- (e) The cost of the arbitrator and the services of FMCS shall be borne by the losing party. However, in the event the arbitrator renders a decision in which neither party is clearly identified as the loser, such costs shall be borne by both parties according to a distribution of costs received by the arbitrator.
- (f) Any other expenses resulting from the arbitrator shall be borne by the party incurring them. The Board agrees to released time as necessary for a Union member needed as a witness during that member's regular hours of employment.
- (g) The arbitrator shall not interfere with management prerogatives involving the Board's discretion, except where management has altered those prerogatives through this Agreement. No grievances shall be arbitrated together with any other grievances except by mutual consent of the parties.

## **ARTICLE 12**

### **Physical Examinations**

- 12.01. As a requirement of employment to working in the Buckeye Valley Local School District, all new employees may be required to have a medical examination. Cost of this exam shall be borne by the employer.
- 12.02. Yearly exams will be required for those persons whom Ohio law requires a physical examination. These exams will be paid for according to law.
- 12.03. No other employees will be required annual exams, however, the Board reserves the right to request a physical examination at any time. Such examination shall be by a doctor of the Board's choice. The Board shall make full payment for these examinations.

## ARTICLE 13

### Discipline

13.01. Before imposing discipline on an employee, other than an oral warning, the Superintendent or his designee shall hold a conference with the employee to give the employee an opportunity to learn the reasons for the intended disciplinary action and to explain his behavior. The employee has the right to be accompanied at the conference by one representative of his own choosing, if the employee so requests. The conference will be scheduled within five (5) days, if practical, by the Superintendent/Designee. The Superintendent/Designee may impose reasonable rules on the length of the conference and the conduct of the participants. If the Superintendent/Designee determines that the employee's continued employment prior to the conference poses a danger to persons or property or a threat of disrupting operations, he may suspend the employee, without pay, pending the conference which shall be held within five (5) days, to determine final disciplinary action. Following the conference, the Superintendent/ Designee may issue discipline in the form of a written reprimand or suspension, up to five (5) days. Board of Education action is necessary for suspension of greater than five (5) days or dismissal.

13.02. The measure of discipline shall normally follow in the order listed below:

- (a) 1st offense - oral warning (does not require hearing with representative)
- (b) 2nd offense - written reprimand (does not require hearing with representative)
- (c) 3rd offense - suspension, up to three (3) days, without pay, or involuntary transfer
- (d) 4th offense - suspension, up to twenty (20) days, without pay, and possible termination.

Depending upon the severity of the offense, the sequence of disciplinary action may be altered.

13.03. Certain offenses are serious enough to warrant immediate discharge without regard to previous reprimands or discipline. Such serious offenses include, but are not necessarily limited to, the following:

- (a) Theft of or damage to property of the Board;
- (b) Theft of or damage to the property of a fellow employee;
- (c) Insubordination, or the uttering of threatening or abusive language toward management personnel, other employees, students, or the public;
- (d) Intoxication on the job, working under the influence of a controlled substance, or the sale, possession, or use of any controlled substance;
- (e) Falsification of any records, including employment records, and
- (f) Fighting.

13.04. The employee's personnel file shall not include any record of non-serious offenses longer than the past two (2) years. Serious offenses such as those contained in 13.03 above may be retained in the personnel file indefinitely.

- 13.05. Only discipline at step (c) or above of Section 13.02 shall be subject to Step V of the grievance procedure. The decision reached at Step V shall be binding and non-appealable.
- 13.06. This article supersedes Ohio Rev. Code Section 3319.081 and shall exclusively govern the discharge and discipline of employees.
- 13.07. Sections 1 - 6 of this article shall not apply to non-renewal of limited contracts.
- (a) The Board may non-renew the limited contract of an employee by giving him notice of non-renewal on or before June 1st before the contract expires, in accordance with Ohio Rev. Code Section 3319.083.
  - (b) An employee must work a minimum of one hundred twenty (120) days for his first regular contract under the terms of Ohio Rev. Code 3319.081.
- 13.08. Discipline shall be handled in a manner so as not to jeopardize the safety and welfare of students or staff.

## **ARTICLE 14**

### **Evaluation Policy**

- 14.01. The Union shall provide three (3) employees to serve on the committee to review the classified evaluation procedures. The Board shall appoint up to three (3) members on this committee which shall be chaired by a Central Office designate. This committee may meet annually, if desired, to review the classified evaluation procedures adopted by the Board and to offer recommendations to the Administration for consideration. The Board reserves its lawful right to accept, reject or return any proposal to the evaluation committee for additional improvement.
- 14.02. Evaluations will be conducted annually. The building principal will evaluate all secretaries, library media specialists, and aides (with the exception of cafeteria aides) in their building. The Director of Classified Services or designee will evaluate cooks, bus drivers, mechanics, and cafeteria aides. The Director of Classified Services will evaluate maintenance and custodians. The evaluation will include the signature of the employee; this signature shall not signify agreement of the contents of said evaluation, only that the employee is aware of its placement in the personnel file. A copy of the evaluation shall be provided to the employee within ten (10) workdays of the official evaluation meeting. Employees may submit a rebuttal for attachment to the evaluation within ten (10) workdays after receiving a copy of the evaluation.

## ARTICLE 15

### **Layoff and Recall**

- 15.01. If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds, or lack of work, the following procedure shall govern such lay-off.
- 15.02. The number of people affected by reduction in the force will be kept to a minimum by not employing replacements, insofar as practical, of employees who resign, retire or otherwise vacate a position.
- 15.03. Whenever it becomes necessary to lay-off employees by reasons as stated above, affected employee shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board of Education in a particular job classification computed from the latest date of hire or appointment to their present classification. Authorized leaves of absence do not constitute an interruption in continuous service, however, unpaid leaves shall not count towards seniority. In the case of identical seniority, then the last four (4) digits of the employee's social security number will be used. The highest number when read as a whole number (example 2000 would read, two thousand, 1999 would read one thousand nine hundred ninety-nine) would then be the most senior employee. A bargaining unit member who is laid off has the right to "bump" a less senior bargaining unit member in another classification, based on system seniority defined as the employee's uninterrupted length of service with the Board of Education, providing he/she is qualified for the position and has performed such job related duties. In the case of job abolishment, an employee may bump the least senior employee in the same classification with the same number of work hours. If the employee can only bump to a position with fewer work hours, based on seniority, he/she must bump the least senior employee in the position with fewer work hours. In all cases, a bumped employee may bump a less senior employee in the same classification (if any) according to the same process as in the preceding sentences, or bump a less senior employee (if any) in another classification, provided he/she is qualified for the position or has previously worked in the other classification. In a situation where an employee bumps into a position for which they are qualified but have not worked, the employee shall serve a ninety (90) work day trial period. The employee may not be removed from the position after the ninety (90) work day trial period for arbitrary and capricious reasons. An employee may not bump into a position that would result in a promotion (i.e., more hours or higher hourly rate).
- 15.04. The following classifications shall be used for the purpose of defining classification seniority in the event of lay-off:
- (a) Head Custodians
  - (b) Custodians
  - (c) Maintenance Personnel

- (d) Bus Drivers
- (e) Head Cooks
- (f) Cooks
- (g) Secretaries
- (h) Bus Mechanics
- (i) Secretary Aides
- (j) Student Aides
- (k) Kitchen Aides
- (l) Library Media Specialist
- (m) Technology Specialist
- (n) Food Service Coordinator
- (o) Permanent Classified Substitute
- (p) Senior Bus Driver

For purposes of contractual agreement (o) and (p) above are the same classification as a bus driver.

- 15.05. The Board of Education shall determine in which classifications the lay-off should occur and the number of employees to be laid off. In the classifications of lay-off, employees on limited contracts shall be laid off before any employee in that classification employed under a Continuing contract is laid off.
- 15.06. Ten (10) days prior to the effective date of lay-offs, the Board of Education shall prepare and post, for inspection, in a conspicuous place, a list containing the names, seniority dates and classifications and indicate which employees are to be laid off. Each employee to be laid off shall be given advance written notice of the lay-off. Each notice of lay-off shall state the following:
- (a) Reasons for the lay-off or reductions.
  - (b) The effective date of lay-off.
  - (c) A statement advising the employee of his/her rights of reinstatement from the lay-off.
- 15.07. For the classifications in which the lay-off occurs, the Board shall prepare a reinstatement list and name all employees employed under Continuing and Limited contracts. These shall then be placed on the reinstatement list in reverse order of lay-off. Reinstatement shall be made from this list before any new employees are hired into that classification.
- 15.08. Vacancies which occur in the classification of lay-off shall be offered by way of certified mail to the employees standing highest on the lay-off reinstatement list before the next person on the lists may be considered. Recall shall not take place until bidding for employees in the affected classification has concluded. The Board shall not be

responsible for further notification if the employee does not claim or refuses delivery of the certified mail notice. An employee may be removed from the recall list if he/she:

- (a) Waives his/her recall rights in writing.
- (b) Resigns
- (c) Fails to accept recall to a position for which he/she is certified within six (6) administrative work days of mailing the certified letter. Failure to accept recall to a position with fewer hours than the position from which the employee was laid off shall not be grounds for removal from the recall list.
- (d) Fails to report to work within three (3) administrative work days after acceptance of the position, unless sick, injured, or excused by the Superintendent or his designee.

The individual who has been affected by a staff reduction shall be responsible for keeping an updated address and telephone number on file in the Superintendent's office. Failure to do so will effectively remove that employee from the recall list.

- 15.09. The employee's name shall remain on the appropriate list for a period of two (2) years, from the effective date of lay-off. If reinstated from lay-off during this period, such employee shall retain all previous accumulated seniority and his/her position on the salary schedule.

## **ARTICLE 16**

### **Bid Procedure**

- 16.01. When a Board determined vacancy occurs within a classification or assignment, it shall be posted in the Central Office and emailed to employees school email address within ten (10) administrative work days of the Board receiving notice from the employee who is leaving. The notice shall be posted for a period of five (5) administrative work days with a detailed job description, position, qualifications, months, hours and shift, start date vacancy occurs, building and pay range.
- 16.02. Any bargaining unit member wishing to be considered for a vacancy must request the vacant position in writing to the Superintendent within five (5) administrative work days following the final day of posting or within five (5) administrative work days of the mailing of paychecks. In selecting an employee for the vacant position, the Board shall use the following guidelines:
- (a) In the case of a lateral transfer within the same classification or department, the position will be awarded to the most senior employee requesting the position. This paragraph shall not apply to special need aides. Employees who have been issued discipline at step (c) or higher (section 13.02 above) shall be excluded from

bidding on lateral transfers from one (1) year from issuance of said discipline. For the purposes of this section, all secretary positions shall be considered the same classification.

- (b) If the vacant position is not filled by an employee within the classification or department, consideration shall be given to the most qualified bargaining unit member outside the classification.
- (c) Any bargaining unit member who is not awarded the position based solely on qualifications shall be given a conference with the Superintendent to inform him/her of the reasons for not receiving the position, with recommendations being given toward improving qualifications.

16.03. The Board of Education shall retain the discretion to determine if a vacancy exists. Nothing in this Article shall preclude the right of the Board from hiring outside the school system.

16.04. When the Board determines to fill a vacancy resulting from a retirement, resignation, termination or creation of a new position, a substitute shall not serve in the position for more than sixty (60) work days.

## **ARTICLE 17**

### **Meetings Called by Administration**

17.01. Classified employees will attend any mandatory group meeting called by the administration during or after the work day and shall be paid for all hours in attendance at their regular rate of pay. This pay shall also include any mandatory trainings or drug testing. This does not include any time spent in voluntary meetings, voluntary committee work, discipline matters, the grievance process, or conducting Union business.

## **ARTICLE 18**

### **Employees' Duties Relative to School Closing**

18.01. For the first four (4) days that school is closed due to a calamity, Custodian, Maintenance, and/or Mechanic employees will report to work unless they are called off by their supervisor, or if it is a Level 2 or 3 weather emergency in their county of residence, Delaware County or a county they must drive through to get to work, and who work during that day shall receive two (2) times their regular pay for all hours worked for the day that school is closed (regular rate of pay for scheduled hours not worked). For any additional days beyond the first four (4) days that school is closed due to a calamity, all classified employees are required to report to work and shall be paid at their regular rate of pay for all hours actually worked during that day and their regular rate of pay for the remaining hours of their work day. Employees will not be paid mileage to report to

work on any calamity day. Any make-up days must be worked without additional compensation.

- 18.02. Should driving conditions become hazardous once the Bus Driver starts his/her route, he/she will travel only those roads which, in his/her opinion, are in such condition as to secure the safety of the riders and bus. At all times, the Bus Drivers must notify the Central Office designee of their decision. This is imperative to provide communications between the Central Office and parents.
- 18.03. When schools are closed or schools are being closed early by the Superintendent due to emergency, the employees will receive the normal rate of pay.
- 18.04. When a delayed start of schools has been declared and, later, school is closed due to a calamity day, cooks who reported to work at their normal time will be paid their regular rate for the calamity day plus two (2) hours at their regular rate.
- 18.05. Assignment of snowplowing duty shall be the responsibility of the Superintendent/designee. Qualified employees will be given consideration in the following classification order:
  - (a) Mechanics
  - (b) Maintenance
  - (c) Custodians

If no employee signs up, plowing must be done by the Head Mechanic or Head Maintenance personnel to insure the work is done. The pay rate shall be determined per Section 18.01 of Article 18 of the Negotiated Agreement.

Snowplowing following the closing of school due to a calamity will be paid at the pay rate determined per section 18.01 of Article 18 of the Negotiated Agreement.

The Board shall offer training (without pay) to any custodian who wishes to sign up for snow removal.

- 18.06. On a delayed start one (1) member of each building office staff (secretaries and secretarial aides) will get to their building at the normal start time. Other building secretaries, library media specialists and secretarial aides will get to their building no later than student arrival time. Any aide will still work his/her regular number of hours once they report to the building. Hours worked for aides will not extend beyond the end of the student day.

## **ARTICLE 19**

### **Building Duty**

- 19.01. When buildings are being used for Board approved functions or outside groups, a building custodian and/or cook shall be on duty at the Board's discretion. ( If any issue arises regarding Article 19 as to whether an employee should have been on duty, the parties agree to re-open to discuss Article 19 only and resolve the issue.)
- 19.02. The custodian and/or cook whose building the activity is in shall have the first opportunity to work. This provision shall apply to all overtime situations.
- 19.03. If the Board determines that the services of the custodian and/or cook are necessary, the Board agrees not to use substitutes or volunteers unless a regular custodian from the bargaining unit cannot be secured.
- 19.04. If a building custodian and/or cook is required to work in excess of forty (40) hours per week, he/she shall be compensated at one and one-half (1-1/2) times his/her hourly rate for all hours worked over forty (40) hours per week.
- 19.05. If more than one cook is in the building in which the extra duty activity occurs, the extra duty shall be assigned on a seniority rotation basis, with head cook having first priority, the next senior cook having second priority, etc., on a rotational basis for those other than head cooks. When and if it becomes necessary to assign extra duty to cooks, the inverse is true.
- 19.06. Building duty resulting from approved functions or outside groups will be assigned to the custodians in the building in which the additional duty is required on a rotating basis.

## **ARTICLE 20**

### **Fringe Benefits**

- 20.01. Eligibility: All full-time employees, defined as those employees working six (6) or more hours per day, shall be entitled to any benefits offered. Employees working four (4) hours or more but less than six (6) hours per day shall be entitled to offered benefits on a pro-rated basis. Those employees of less than four (4) hours per day shall be eligible for sick leave, personal leave, and professional leave benefits only. Any employee who is not eligible for fringe benefits may not have the option of purchasing that benefit for any employee in continuous employment and initially employed prior to January 1, 1989.
- 20.02. Uniforms: Uniforms shall be provided for all mechanics and maintenance employees in the unit including two coats, and custodians shall be provided twelve (12) work shirts yearly (such shirts shall be maintained by the employee). These shirts shall not be modified and must be worn by all custodians during work time. A clothing reimbursement allowance of \$100 shall be paid, not more than once per year to each cook and custodial employee upon presentation by the employee of paid receipts for work clothing in the amount of \$100 or more.

- 20.03. Reimbursement for Training: The Superintendent in his/her discretion may grant requests by bargaining unit members for tuition reimbursement for job-related classes and/or training.

Applications for reimbursement must be submitted to the Superintendent or his/her designee before the unit member begins the course or training. The total reimbursement to any member for a pre-approved course or training will not exceed the actual tuition cost of the course or training. Approved reimbursement will be made after required documentation is submitted to the Superintendent or his/her designee.

- 20.04. The Board shall pay the costs associated with obtaining BCI background checks. For those bargaining unit members employed by the Board as of July 1, 2012 the Board will also pay the costs associated with obtaining an FBI background check if one is needed. This payment shall also include the cost of fingerprinting (if any).

## ARTICLE 21

### Leaves

- 21.01. Personal: Each employee of the Buckeye Valley Local School District is eligible to receive three (3) days of absence from duties, with pay, each contract year, in order to conduct business of a personal nature upon the approval of the Superintendent. Personal leave days are non-accumulative and shall not require stated purposes.

Except in cases of emergency, requests for personal leave must be submitted in writing at least three (3) but no earlier than sixty (60) days prior to the date leave is to be used and forwarded to the Office of the Superintendent. Personal Leave shall be granted on a first come first serve basis unless the requests are given on the same day, then they shall be approved upon classification seniority. Notification of denial of Personal Leave must come within five (5) school days of receipt by the Central Office or the request shall be considered approved. Personal Leave requests shall not be unreasonably denied. Days without pay (dock days) will not be approved unless requested due to an emergency or special circumstances at the discretion of the Superintendent or designee.

No more than one (1) maintenance, one (1) mechanic, three (3) bus drivers, or more than one (1) employee per classification per building shall be allowed personal leave on any one day.

No personal leave may be taken by bus drivers during the last fifteen (15) school days of the school year. Exceptions may be granted at the discretion of the Superintendent. Exceptions may not be denied in an arbitrary or capricious manner.

All unused personal leave days shall be converted each July 31st to sick leave accumulation or if requested in writing by June 15<sup>th</sup> any unused personal days will be paid out at ½ of the employee's rate.

- 21.02. Professional:

- (a) Upon approval of the Superintendent, each classified member shall be eligible for three (3) days Professional Leave with full salary to attend professional meetings which would be beneficial in a specific or general area of the program.
- (b) This leave shall be non-accumulative, but could be extended upon recommendation of the Superintendent.
- (c) The Superintendent is to have the request at least five (5) administrative work days prior to the date of leave; however, the five (5) days time required may be waived by the Superintendent to a shorter period of time in unusual circumstances.
- (d) Reimbursable expenses for professional meetings may include travel (mileage), meals (not to exceed \$5.00 for breakfast, \$8.00 for lunch, or \$12.00 for dinner), lodging (not to exceed \$75.00 per day), and registration fees as required.

21.03. Leave of Absence: A leave of absence is defined as a period of extended absence from duty, without pay, by an employee approved by the Board. Leaves of absence, without pay, may be granted for a period not to exceed two (2) years, upon written request to the Superintendent without loss of seniority for:

- (a) Service in a governmental agency, state or nationally recognized professional, labor, or fraternal organization which the employee has been formally designated to represent.
- (b) Illness leave (physical or mental) may be granted, if a written statement is available from a physician.
- (c) Prolonged illness in immediate family-spouse, children, parents, grandparents, grandchildren, brothers, sisters, parents-in-law, foster parents, and any other person for whom the employee is physically or financially responsible.
- (d) Educational leave to any full-time employee. Notification shall be at least one (1) month before leave is to begin.
- (e) Each of the parties reserves any and all rights that they may have under the Family and Medical Leave Act of 1993 ("FMLA"), 29 U.S.C. Sections 2601 through 2654, inclusive. The Board may designate any paid sick leave or unpaid leave of absence provided in this agreement as FMLA leave and otherwise exercise such rights as it may have under the FMLA and regulations adopted thereunder with respect to such leave.

The Superintendent and the employee shall establish the beginning and expiration dates of the leave. Failure to return at the expiration of the leave shall be deemed a constructive resignation and all rights and privileges of employment shall thereupon be extinguished.

Upon return from the leave, the employee shall return to the same salary step and the same or similar position as that held at the time of leaving.

- 21.04. Sick Leave: Sick leave shall be accumulated to two hundred fifty (250) days for all bargaining unit members. Accumulation shall be at the rate of one and one-quarter (1-1/4) days per month, and fifteen (15) days per year.

Classified employees of the Board may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family. For the purpose of this section, immediate family shall be defined as follows: spouse, mother, father, son, daughter, grandparent(s), grandchildren, brother, sister, relatives who are in-laws, or any other person living within the household for whom the employee is responsible. Any employee who is absent for ten (10) or more days in a contract year or who has a pattern of absences may be required to substantiate his/her absences.

Any employee who has been employed with the District for at least one (1) year and whose accrued and unused sick leave balance equals five (5) or fewer days will be required to furnish a medical excuse for the use of sick leave for the remainder of the school year during which their accrued and unused sick leave balance equaled five (5) or fewer days. Exceptions from this requirement may be granted by the Superintendent. Exceptions may not be denied in an arbitrary and capricious manner.

Sick leave may also be used in the event of the death of a member of the employee's immediate or extended family. If the use of sick leave for this purpose is for an employee's extended family member, only one (1) day of sick leave may be used for this purpose. If more than one (1) day is needed, the employee may use personal leave, vacation leave, or leave without pay. For this purpose, extended family includes each of the following relationships, whether by blood or by marriage: aunt, uncle, cousin, niece and nephew.

An employee using sick leave must inform his/her supervisor or designee of the absence as soon as practical and not later than the beginning of his/her work day, unless explicitly waived by the supervisor or designee.

- 21.05. Pregnancy: Pregnancy leave will be granted to women upon request of the individual employee. The pregnancy leave of absence may be granted for absence due to disability caused by or contributed to by pregnancy, childbirth, and recovery, for a period not to exceed six (6) weeks beyond delivery. Sick days may be used for such a leave if the attending physician certified such disability. Additional sick leave may be used beyond the normal six (6) week period of confinement, if the attending physician certified that such disability is related to the pregnancy. The number of sick leave days taken may not exceed the amount the employee has accumulated or has been advanced. If the employee desires a pregnancy leave of absence, she must file a written request with the Superintendent as soon as possible after being advised by the attending physician of the date after which the employee will no longer be able to perform her assigned tasks without serious injury to her health. The request shall indicate the date of the requested

leave and the date when the employee shall be able to resume her duties. These dates shall be certified by the attending physician.

In cases of adoption the employee shall be granted up to six (6) weeks of unpaid leave. Such employee shall notify the superintendent with proof of adoption.

- 21.06. Assault Leave: An employee who is physically injured as a result of a physical assault occurring while the employee is performing duties required by his/her contract and occurring on school premises or during a school sponsored function and not caused by another employee of the District shall be entitled to assault leave. Assault leave shall not be available to an employee who provoked the assault which is the basis for said leave request.

Assault leave includes full pay and benefits without reduction from sick leave during the period of absence due to the assault for up to fifteen (15) work days per contract year. The Board, in its sole discretion, may grant additional days on an individual case by case basis.

Medical verification shall be furnished to the Superintendent for all assault leave of three (3) days or more. The board shall have the right to require a medical examination by a physician of its choice after the member has been absent for three (3) school days per occurrence. The Board will pay any or all of the cost of any such examination that is not covered by the employees' insurance.

Assault leave will be reduced by the amount of any workers' compensation wage benefits paid to the employee with respect to any absence that was the subject of assault leave. Any excess payments may be recovered by the Board from future salary payment.

## ARTICLE 22

### Vacations

- 22.01. All full-time classified employees in the bargaining unit who work eleven (11) and twelve (12) month contracts shall receive the following paid vacation:

1 year to 6 years	2 weeks
7 years to 15 years	3 weeks
16 years and over	4 weeks

22.02. Such vacation leave shall be planned between the employee and his/her immediate supervisor. Vacation leave is non-accumulative and cannot be transferred from one year to the next. All annual vacation leave must be used by the employee's anniversary date, but not later than six (6) months following the anniversary date during the year earned. However, should an employee's vacation not be approved upon request to the immediate supervisor, that portion of vacation not used shall be carried over to the next year's entitlement. Holidays which are recognized in Article 30 shall not count as vacation days.

## ARTICLE 23

### Insurance

23.01. Hospitalization: The Board shall provide hospitalization and major medical insurance for all classified employees of the Buckeye Valley Local School District who are full-time employees. This insurance shall provide coverage equivalent to or exceeding the group plan in force during the 2011-2012 school year and shall include cost containment features (Second Opinion Surgery and Hospital Utilization Review). For employees who were employed by the Board as of July 31, 2012, the Board's share of the cost for this premium shall be 90% of the cost of either single or family coverage for the 2015-16 school year; 89% of the cost of either single or family coverage for the 2016-17 school year; and 88% of the cost of either single or family coverage for the 2017-18 school year. The Board's share of the cost for this premium for those employees employed after July 31, 2012 shall be 85% of the cost of either single or family coverage. Regular part-time employees who work four (4) hours or more, but less than six (6) hours per day are eligible for hospitalization and major medical insurance on a pro-rated basis. When two or more members of a family are employed in the school system the Board will pay hospitalization benefits not to exceed 100% coverage.

Employees may not be paid cash in lieu of insurance benefits.

Coverage: See Plan Booklet for COG adopted coverage information.

#### A. Stark County Schools Council

The Board of Education may fully meet its obligations to provide health care benefits and services under this collective bargaining agreement by participating in the health benefits program of the Stark County Schools Council (COG). The Board shall provide health, dental, vision and life insurance through the COG. The coverage shall be the standardized COG specifications

#### B. Preferred Provider - Doctors/Hospitals

1. The parties agree that one or more Preferred Provider Organization (PPO) programs for hospital and physicians' services shall be provided through the Stark County Council of Governments (COG) Health Insurance Program. Anyone, as

of August 1, 2009, who has the traditional Mutual Health Program instead of the PPO, may continue such participation.

2. The selection of the PPO(s), the types of benefits/programs, or any changes therein, shall be mutually determined by the representative of the COG and the Stark County OEA office representative.

### C. Preferred Provider - Prescription Drugs

The Board shall provide, through the Stark County Council of Governments, a preferred provider drug program that, if the employee chooses to utilize, will include the following:

1. The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.

2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.

3. The deductible will be waived.

4. The list of covered expenses shall be agreed upon by the COG and the Stark County OEA office representative.

5. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.

6. Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

23.02. Term Life Insurance: Beginning July 1, 2015, an employee must be regularly scheduled to work at least twenty (20) hours per week to be entitled to life insurance. This provision shall be modified as follows for the duration of this Agreement: The Board shall pay the annual premium for a \$30,000 term life insurance policy on each classified employee. Enrollment is required as a condition of employment. The payout for such policy shall be determined by the terms of the Policy as set forth by the insurance carrier. The first pay check will not be issued until the Treasurer's Office receives a completed enrollment form.

Bargaining unit members may purchase additional term life insurance at the group rate, in \$5,000 increments, up to a maximum of \$60,000 coverage in addition to Board paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier. The value of the life insurance reduces by 50% at age 65. The specific terms of the policy are contained in the life insurance contract.

- 23.03. Vision Plan: The Board shall provide Vision Insurance for all full-time classified employees. The vision insurance coverage shall provide for eye examinations and lenses every twelve (12) months; frames every twenty-four (24) months with no deductible. All employees will either enroll or provide documentation to the Treasurer's Office of the decision to refuse coverage.
- 23.04. Regular part-time employees who work four (4) hours or more, but less than six (6) hours per day are eligible for the vision plan on a pro-rated basis.
- 23.05. Dental Insurance: The Board shall pay the same percentage of the dental insurance premium for all full-time classified employees as set forth in 23.01 for Hospitalization. Regular part-time employees who work four (4) hours or more, but less than six (6) hours per day are eligible for the dental plan on a pro-rated basis.
- 23.06 There shall be a Flexible Spending Account program set up for all bargaining unit members.

**23.07 SECTION 125 TAX SHELTER**

Tax sheltering of the individual's contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided, under IRS Section 125.

All COG employers must offer the IRS Section 125 tax shelter provided through the COG. If an employee elects to utilize any of the IRS 125 benefits, the administrative cost shall be shared equally between the employee and the employer.

**ARTICLE 24**

**Severance Pay**

- 24.01. This shall be figured on the basis of one-fourth (1/4) of the accumulated sick leave days up to and including a total accumulation of one hundred forty (140) days. If the member has an accumulation in excess of one hundred forty (140) days, the rate shall be figured on the basis of the total accumulated sick leave days up to and including two hundred fifty (250) days multiplied by (.400).
- 24.02. Payment for severance pay shall be made in accordance with the following conditions:
- (a) An employee must have worked the five (5) previous years in the Buckeye Valley Local School District to be eligible for severance pay.
  - (b) An employee must be eligible for retirement from the School Employees Retirement System (SERS).
  - (c) An employee may retire only once.
  - (d) Retirement must be applied for and approved within ninety (90) days of leaving the school district position.

- (e) Payment will be made over three (3) monthly payments or payable with a lump sum payment (at the employee's choosing) after notification from the retirement board that the employee has retired.
- (f) Payments will be made at the employee's daily rate of pay during his/her last year of service.
- (g) Any employee with fifteen (15) years service in the Buckeye Valley School District will be eligible for severance pay upon resignation regardless of eligibility for retirement.

## ARTICLE 25

### Mileage

- 25.01. Any classified employee who, as a part of his/her job, is required to use his/her own personal vehicle for transportation shall be reimbursed at the maximum rate allowable under the Internal Revenue Service allowable business deduction in effect on January 1 of each year for all work related travel. Members of the bargaining unit will be reimbursed for mileage expenses within fourteen (14) days of submission of the mileage reimbursement form.
- 25.02. No mileage shall be paid for travel to or from the place of employment.
- 25.03. A classified employee regularly assigned to one particular area and requested by his/her superior to work in another area on a temporary basis shall be reimbursed for the mileage difference between his/her normal travel and that of the temporary assignment.

## ARTICLE 26

### Free Admission

- 26.01. The Board will grant all classified employees the privilege of free admission to all home Buckeye Valley athletic contests.

## ARTICLE 27

### Bus Drivers

- 27.01. Bus Driver Training Schools: The bus drivers of Buckeye Valley School District recognize that the law requires completion of the Bus Drivers Training School prior to employment.

The Board shall pay the full cost of the Bus Driver Training course after the driver has been employed by the district one month. Cost will include registration fee, instruction fees, and text materials only. Each bus driver is required to attend an Annual In-service Training Program per Section 3301.83-10, which will be provided through the local Board of Education, as a condition of employment. Each bus driver shall be paid his/her regular hourly rate for each hour of attendance.

Handicapped Routes will be assigned each school year and will remain in effect for that year only. An employee who drives a handicapped route will, upon re-employment, be given contracts in the same sequence as other employees, however, if his/her handicapped route is discontinued he/she may be laid off and shall be afforded all rights under the Agreement because of such lay-off. Drivers of handicapped routes shall

receive the benefits under this contract, may participate in insurance on a pro-rated basis and will be paid for actual hours worked.

The On-Board Instructor (OBI) shall receive Step 3 of the bus driver salary schedule or their regular hourly rate (whichever is greater) for all time worked performing the duties of the OBI.

27.02. Bus Cleanliness: During the week following the end of school, all drivers will clean and wash their bus, both inside and outside. Window glass will be cleaned as well.

27.03. Assignment of Routes: Yearly, drivers shall bid (by seniority) on their routes. Route information shall include start time, location of route, and location of students. If a route vacancy occurs or a new route is created during the school year, the route shall be posted and awarded in accordance with Article 16.

A practice run of their route will be run to check time schedules and turnarounds. All drivers will call and talk to each kindergarten parent/guardian and all parents of new students no later than Wednesday of the week before school starts. A draft Versatrans riders list will be provided to each driver at the annual driver in-service meeting. All drivers will review, update and return this list to the Transportation Director by the Friday before the start of the student school year. Also, all drivers will submit final riding lists, route sheets and maps no later than the second Friday after Labor Day each school year. All drivers shall have one (1) additional work day added to their work year totaling 186 days.

27.04. Definition of a Run: A sequence of bus stops for the purpose of transporting students, usually grouped by grades, from home bus stops to school, from school to home bus stops or a combination of both.

Definition of a Route: A sequence of two (2) to four (4) runs. A single route consists of two (2) runs and a double route consists of four (4) runs.

Definition of a Pre-School Route: Consists of one (1) run. These routes will be made up of transporting pre-school students from home bus stops to school or transporting pre-school students from school to home bus stops. Preschool routes get paid 1.66 hours a day including holidays.

Definition of Shuttle Runs: A trip is considered a shuttle when one or more students are intended to be transported daily for the school year and; the driver must begin earlier or has a time delay from his/her regular routing; the bus must make additional stops other than would be required to make without these students; or if the driver must go more than five (5) miles out of his/her way before the start of his/her regular pick-up. The pay shall be eight dollars and fifty cents (\$8.50) per shuttle. There will be no shuttle pay for a.m. Career Center/ROTC/Ventures, etc. shuttle runs while the drivers are being paid for their normal a.m. route. Drivers may elect, based on seniority, to complete these shuttles. If no driver elects to drive these a.m. shuttles, drivers will be assigned to these shuttle runs in reverse order of seniority.

There will be no pyramiding of overtime or stacking time or overlapping time.

Drivers will be allowed to have one mid-day job. If drivers have a kindergarten route they will not be allowed to perform another mid-day duty until all other drivers have had the opportunity to bid that duty.

Shuttle runs will be assigned by seniority each school year and will remain in effect for that school year only. Daily shuttle runs requiring transportation of students in the afternoon or in the afternoon and mid-day will be assigned to the same driver. In the event that a driver assigned to a shuttle run no longer desires the run, or a new shuttle run is created, the run will be offered, in order of seniority, to the most senior driver with a schedule that will permit the driver to run his or her regular bus route assignment and the shuttle. In the event that no driver accepts assignment to a shuttle run it will be assigned to the least senior driver with a compatible driving schedule.

The changes in these sections are intended to address the closing of North Elementary and are not intended to establish a practice of replacing double routes with single routes or point-to-point routes. Other changes in practices/procedures would need to be negotiated.

- 27.05. Extra Pay Considerations: Any full-time driver desiring an extra trip, which shall be defined as any extra-curricular, co-curricular, athletic, arts or academic trip, shall be given preference of assignment to such extra trip over any part-time or substitute driver. If this would conflict with their normal route, they shall have the option of driving the trip at the established rate and forfeiting their regular earnings. If more than one bus is scheduled for a trip, and it becomes necessary to decrease the number of buses needed, the most senior driver shall be given the option to drive the trip. The normal procedure shall be for an extra trip driver to remain at the trip site for the duration of the visit. Any deviation from this procedure will require advance approval of the Superintendent or his designee. Time is figured from the initial loading of students to their unloading after the completion of the trip. The rate for all extra trips shall be according to the following scale:

Regular hourly rate for actual drive time (2 hr. minimum)

One-half (0.5) the regular hourly rate for wait time

\$30.00 - no show

Drive time and wait time to be paid in 15 minute increments.

On overnight trips, the drivers will be paid all hours of the trip, except sleep time.

- (a) Drivers shall receive ½ hour for pre-trip, refueling, and sweeping in addition to the time allotted for the trip, or the no-show pay.
- (b) All double routes drivers must complete their regular routes before taking any extra trips unless pre-approved by the Superintendent/designee. A driver who bids and is awarded a trip that begins before he/she finishes his/her regular route

shall complete his/her regular route and drive directly to the event, stay with the team/group, and drive the team/group back to the District.

**Bid Process:** Bid Process Meetings for drivers wishing to take extra trips will be held at a Central Location at a date and time mutually agreed upon by OAPSE Local #236 and the Director of Transportation when all drivers should be available. These bid process meetings shall be for the purpose of bidding all scheduled trips as defined by the negotiated agreement (excluding the activity bus). There shall be four (4) bid meetings (Fall, Winter, Spring and Summer) and they shall correspond with the appropriate season (i.e. the Fall bid meeting shall be for the purpose of bidding on all scheduled Fall extra trips). Trips will only be posted during the season for which they are scheduled. OAPSE contracted drivers shall receive a listed preview of all posted trips up for bid, not later than one week prior to the bid meeting, with the place and time of the meeting documented. Bid Process Meetings shall be on a seniority rotation basis, beginning with the most senior driver choosing one trip and rotating down until all drivers are given an opportunity to bid on a trip before beginning at the top of the seniority list again until all trips have been chosen (i.e. each season shall start choosing with the most senior driver wishing to drive extra trips). When it is an employee's turn in rotation to choose a trip they shall have no longer than three (3) minutes to choose a trip. Rotation shall be on a continual basis for all posted and pop-up trips. There will be two (2) rotation lists, one (1) for the scheduled bid process meeting and the other for pop-up trips. Only contracted OAPSE bargaining unit drivers may attend and/or participate in the bidding process. Any open trips after the bid process meeting shall be assigned first to substitute drivers, then by seniority rotation starting with the least senior driver who wishes to take extra trips. Drivers are not required to drive trips each season: if they choose not to drive one season they are still eligible to drive other seasons. If a driver does not drive one season and chooses to drive another season they shall keep their spot on seniority for selection of trips. The annual In-Service and first (1<sup>st</sup>) bid process meeting shall be in early August. The time and date of this meeting shall be established and communicated to the drivers after consultation with local leadership, prior to the end of each school year (i.e., the time and date of the meeting for the 2015-16 school year shall be communicated prior to the end of the 2014-15 school year).

**Pop-Up Trips:** Pop-up trips are defined as trips scheduled for the current season that were not posted at the time of the bid process meeting. Pop-up trips will be offered to contracted bus drivers (wishing to take pop-up trips) on a seniority rotation basis starting with the most senior driver (seniority shall reset at the end of each season, same as bid process meeting). For rotational purposes, if a driver refuses a pop-up trip, (unless already scheduled for a trip at that time) it shall be the same as acceptance. If a trip is open after being offered by rotation to all bargaining unit drivers, it shall be assigned first to substitute drivers, then by seniority rotation starting with the least senior driver on the seniority rotation list for pop-up trips. Once a driver has accepted a pop-up trip there shall be no exchanging of trips. Pop-up trips occurring on the same day will be called out on the radio at times when drivers are on their routes (i.e., 8:15 a.m. and 3:00 p.m.) and filled by seniority on a rotating basis (refusal of a same day pop-up trip shall not be considered the same as an acceptance). All attempts will be made to use a bargaining unit driver to fill the trip.

Cancelled Trips: In the event a trip is cancelled and not rescheduled, the driver assigned will lose the trip. Should a trip be cancelled and rescheduled, the trip shall stay with the driver. Should the rescheduled trip be the same time the driver has another trip, the affected driver will be allowed to choose which trip they wish to take. The other trip shall then be offered as a pop-up trip.

Proxy: Any driver unable to attend the Bid Process Meeting may proxy their bids by providing written documentation to the Director of Transportation's office prior to the meeting, of their choice of driver who shall be bidding for them. If an employee cannot attend or must leave the meeting because of a random drug test, they shall be allowed to assign a proxy the day of the meeting.

Shuttles/Kindergarten/Pre-School Routes/DACC/Mid-day and Shuttle Routes: Yearly (by seniority) each driver will select only one (1) shuttle, kindergarten or pre-school route. If the selection of these routes would make it to a driver a second time, if compatible, a driver may have more than one (1) of the above routes. Route information shall include whether the route is a shuttle, kindergarten (A.M. or P.M.), or pre-school route, approximate number of students, location of route and location of students.

- 27.06. Inspection and Breakdown Time: The Board agrees to pay all bus drivers involved up to two (2) hours, at their regular rate of pay, for hours needed to transport buses to and from:
- (a) Annual inspection by the State Highway Patrol.
  - (b) Bus breakdowns: Breakdowns must be reported to the Central Office as soon as possible following the breakdown.
- 27.07. Block Heaters: The Board agrees to pay sixty dollars (\$60.00) per year to reimburse employees who have vehicles with block heaters and who are directed by the Board to plug the block heaters into their home electrical outlet during the months that such overnight heating is necessary. Reimbursement for electricity costs shall be made for each employee during the month of June of the current year.
- 27.08. Abstracts: The Board will provide reimbursement for bus driver abstracts.
- 27.09. Anytime there is a major change to a route the drivers affected will be asked to discuss the change. The final decision rests with the Superintendent or his Designee.
- 27.10. CDL Requirement: All trips transporting students in Board owned vehicles must be driven by a bargaining unit employee holding a commercial driver's license.
- 27.11. Drivers will be paid time and one-half (1 ½ times) when the driver works over forty (40) hours a week. After the first two weeks of school, drivers will submit a written report of the average number of hours driven per day. Increases or decreases in the average will

result in a change. This report will be used for determining actual working time for purposes of calculating overtime.

27.12 The Board shall pay the cost of a CDL license. If the Board pays for the cost of a CDL license, the driver must work for the Board for a minimum of two (2) years. If the driver does not work for the Board for a minimum of two (2) years, the Board shall deduct the cost of the CDL from the drivers pay.

27.13 Temporary routes due to a driver's absence lasting two (2) or more consecutive days shall be bid by seniority. Drivers may bid to cover any or all route parts. All subbing of routes (regardless of length of assignment) shall be bid by seniority.

27.14 All transportation MOUs shall be incorporated into the new (2015) agreement.

## **ARTICLE 28**

### **Overtime Pay**

28.01. The pay rate for classified employees shall be at a rate of time and one-half (1-1/2) when the employee works over forty (40) hours a week.

28.02. The Board will pay for extra hours worked by employees whose regular work day is less than eight (8) hours at the rate of their regular pay for said extra hours. After forty (40) hours have been worked each employee shall be paid time and one-half (1-1/2) of their regular rate. At the employee's request "compensatory time" may be earned in lieu of overtime pay at the same rate as overtime pay. No more than forty (40) hours of compensatory time may be accumulated. Compensatory time must be used within twelve (12) months of earning it. The accrual and use of compensatory time must be approved in advance through the same procedure for the approval of overtime pay.

28.03. Hours that an employee is normally scheduled to work but was unable to work due to school closing due to a calamity will be included in the forty hour overtime base. Hours worked on Sundays and Holidays (if not part of the employee's regularly scheduled work week) will be paid at the rate of time and one-half, regardless of whether the employee is otherwise qualified for overtime pay. Paid time for Holidays (not worked) will be included in the forty (40) hour overtime base.

28.04. Employees who respond to an emergency call to report to work or perform building checks outside of their regularly scheduled shift will be paid a minimum of two (2) hours plus mileage.

## **ARTICLE 29**

### **Years Service Policy**

- 29.01. Concerning the employment of new employees, the Board shall grant credit for only that number of years service which the applicant has acquired by previous full-time professional employment in the specific salary classification column.
- 29.02. The applicant must have acquired the eligible years service credit in the category for which he or she is seeking employment.
- 29.03. Any substitute classified employee, when hired as a regular employee, shall be given a year of credit on the appropriate salary schedule for every one hundred twenty (120) days worked as a substitute in the same classification as the job being filled.
- 29.04. For the purpose of this article job classifications shall be broken as follows:
- (a) Head Custodians
  - (b) Custodians
  - (c) Maintenance Personnel
  - (d) Bus Drivers
  - (e) Head Cooks
  - (f) Cooks
  - (g) Secretaries
  - (h) Bus Mechanics
  - (i) Secretary Aides
  - (j) Student Aides
  - (k) Kitchen Aides
  - (j) Library Media Specialist
  - (k) Technology Specialist
  - (l) Food Service Coordinator
  - (m) Permanent Classified Substitute
  - (n) Senior Bus Driver

For purposes of contractual agreement (m) and (n) above are the same classification as a bus driver.

- 29.05. Any current bargaining unit member who transfers to another job with the same or a lower paying salary schedule shall be placed on the new salary schedule at the same service step level as the previous salary schedule.
- 29.06. Any current bargaining unit member who transfers to a position with a higher paying salary schedule shall be placed at the lowest step of such schedule that grants the unit member an increase in pay of at least twenty cents (\$0.20) per hour.

## ARTICLE 30

### Salary

30.01. Salary Adjustment: The Board may adjust the salary upwards for any classification of the classified staff without negotiating such an increase, but with the approval of the Union negotiating team.

30.02. Salary Schedules: The salary schedules for all classified employees are attached in Appendix I.

- (a) Head Cook positions will include one (1) additional work day in their contract allowing for ordering, preparing menus, inventory, etc. prior to the beginning of the school year.

M.S. & E. S. 188 days/7 hours = 1316 hours

H.S. 188 days/7 1/2 hours = 1410 hours

If, as a result of changes in the District's needs, the Board reduces a current six-hour cook position when it is vacated by a current (as of 7/1/12) employee, the Board will replace the position with at least seven (7) hours of work between no more than two (2) positions. Effective 8/1/06, the current six-hour cook position shall be expanded to include a two or four hour cook position. The Board will employ one (1) head cook at each school other than the Middle and High Schools.

Head Cooks and Head Custodians will attend no more than one (1) monthly meeting with the Director of Classified Services. If a meeting is held outside the employee's scheduled workday, the employee will be paid at his/her regular rate of pay for time spent attending the meeting.

- (b) Aide salary schedule is to be the same as the cooks – up to step 20 - same increase from step to step as cooks - currently hour rate for aides, plus increases agreed to by OAPSE and Board will be applied. Aides currently employed by the Board who continue in employment will be credited with prior district service for purposes of placement on the new salary schedule.
- (c) Library Media Specialist - the Library Media Specialist works 7 hours per day for 197 days per year. At the discretion of the building principal, if a Library Media Specialist is asked to work an evening activity, this will be paid at their hourly rate of pay.
- (d) Technology Specialist - salary schedule attached in Appendix I.
- (e) Secretary Aides- East and West Elementary Secretary Aides shall be scheduled for four and one-half (4.5) hours per day.

- (f) Through July 31, 2015 there shall be at least one (1) Head Custodian in each building to which students are assigned for instructional purposes. This provision automatically expires August 1, 2015 unless the parties negotiate otherwise.
- (g) The normal work week for employees shall be Monday through Friday (unless a vacancy is bid differently). All current (as of 7/31/12) positions/employees shall maintain their existing work week.

30.03. Pay Periods: The Board shall pay all regular classified employees in twenty-six (26) pay periods per year. All employees shall be paid by direct deposit.

30.04. Holidays: All employees shall receive the following holidays. Such pay will be included in the regular pay checks. To be eligible for holiday pay, the employee must work the day before and the day after the holiday, or be on approved paid leave.

(a) Nine and Ten Month Employees:

1. Labor Day
2. Thanksgiving Day
3. Day after Thanksgiving
4. Christmas Day
5. New Year's Day
6. Martin Luther King Day
7. Presidents' Day

(b) Eleven and Twelve Month Employees:

1. Labor Day
2. Thanksgiving Day
3. Day After Thanksgiving
4. Christmas Day
5. New Years Day
6. Martin Luther King Day
7. President's Day
8. Memorial Day
9. Independence Day

30.05. There shall be a shift differential of twenty-five cents (\$.25) per hour additional for employees who work second shift. Custodial shift start times will be scheduled to fall within these windows: First shift between 4:00AM and 8:00AM; Second shift between 2:00PM and 6:00PM. This shift differential shall remain in effect for the entire school year, only at summer time will this be lost due to all employees working the day shift.

30.06. Full-time employees assigned to fill a position for more than ten (10) consecutive work days shall receive pay calculated at the rate of the position being filled for each day over ten (10) actually worked: for example - custodian filling position of head custodian. After a full-time employee has filled a position for more than ten (10) consecutive days, he/she shall state in his/her time sheet the number of hours worked in the different position.

- 30.07. Employees who have exhausted the steps of the salary schedule will receive a yearly lump sum longevity payment in the amount of \$500.00 less applicable withholding. Payment will be made at the first pay following the end of the employee's contract year.
- 30.08 Effective August 1, 2015      2% Base Increase  
 Effective August 1, 2016      2% Base Increase  
 Effective August 1, 2017      2% Base Increase

**ARTICLE 31**

**SERS Pick-up**

- 31.01. Consistent with the provisions of Internal Revenue Service Ruling 77-42, 81-35 and 81-36, effective October 1, 1983, the Board shall pick-up each classified employee's mandatory contributions to the School Employees Retirement System of Ohio (SERS) provided that no classified employee's total compensation is increased by such pick-up nor is the Board's total contribution to SERS increased. The dollar amount to be "picked-up" by the Board:
- (a) shall equal the then current percentage amount of the above mentioned employee's mandatory SERS contribution;
  - (b) shall be credited by SERS as employee contributions under authority of Ohio Attorney General Opinion 82-097.
  - (c) shall be included in computing final average salary;
  - (d) shall not be reported by the Board as subject to current federal and state income taxes;
  - (e) shall be reported by the Board as subject to city income taxes;
  - (f) shall not affect the calculation of the above-mentioned employee's daily rate of pay for any purpose whatsoever, including making salary adjustments because of absence, calculating severance pay, or in reporting the above-mentioned employee's authorized credit information to financial institutions.

**ARTICLE 32**

**Severability**

- 32.01. Consistent with Chapter 4117 of the Ohio Revised Code, this Agreement governs the wages, hours, terms and conditions of employment of employees and terms of this Agreement prevail over any state statute to the contrary. If any specific provision of this Agreement is invalidated by court ruling or subsequent change in the law, the parties shall, upon timely written request of the other, negotiate in good faith regarding any necessary change in this Agreement as to the specific provision which was invalidated. All other provisions which have not been invalidated shall continue in full force and effect with their terms.

## **ARTICLE 33**

### **Administration of Medication**

- 33.01. Employees who are authorized to administer medication and who administer such medication in accordance with the Board's policy and statutory provisions governing the administration of medication will be entitled to immunity from liability for civil damages unless the employee acts in a manner that constitutes gross negligence or reckless misconduct. Employees who are authorized to dispense medication will be provided any changes in the policy or procedures governing the administration of medication.
- 33.02. All building secretaries will be provided a copy of the district's policy regarding administration of medication. When following the district's policy for dispensing medication, secretaries shall be afforded the fullest extent of immunity and protection afforded by the policy and the law.

## **ARTICLE 34**

### **Agreement**

- 34.01. Except as otherwise may be provided herein, this agreement represents the entire agreement between the parties and supersedes all prior agreements, understanding or practice, whether oral or written, between them. This agreement shall become effective August 1, 2015 and shall remain in full force and effect through July 31, 2018.
- 34.02. The parties acknowledge that during the negotiations which resulted in this agreement, each had the opportunity to make proposals, and that the understanding and agreements arrived at by the parties after the exercise of that opportunity are set forth by this Agreement.
- 34.03. Therefore, for the life of the Agreement, the Board and the Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter not specifically referred to or covered in this Agreement unless otherwise agreed.

Signed by authorized representatives of the parties this 22 day of March, 2016.

BOARD OF EDUCATION:

A. Mills

Kelly O'Brien

OAPSE LOCAL 236

Chad Allen

Patricia A. Trigg

Jaymie Davis

Sheryl Hobbs

**BUCKEYE VALLEY LOCAL SCHOOL DISTRICT**  
**Classified Salary Schedules**

<b>HS Secretary</b>				<b>HS Attendance/Athletic/Guidance Secretaries</b>				<b>Middle School/Elementary Secretaries</b>			
260 days/7.5 hours a day= 1950 hrs.				209 days/7 hrs. a day= 1463 hrs.				216 days/7.5 hrs a day=1620 hrs			
	1.02	1.02		1.02	1.02		1.02	1.02			
	2016	2017	2018	2016	2017	2018	2016	2017	2018		
0	15.43	15.74	16.05	0	\$15.05	\$15.36	\$15.66	0	\$15.05	\$15.36	\$15.66
1	15.66	15.97	16.29	1	\$15.28	\$15.59	\$15.90	1	\$15.28	\$15.59	\$15.90
2	15.81	16.13	16.45	2	\$15.44	\$15.75	\$16.06	2	\$15.44	\$15.75	\$16.06
3	16.04	16.36	16.69	3	\$15.68	\$15.99	\$16.31	3	\$15.68	\$15.99	\$16.31
4	16.24	16.57	16.90	4	\$15.87	\$16.18	\$16.51	4	\$15.87	\$16.18	\$16.51
5	16.46	16.79	17.12	5	\$16.08	\$16.41	\$16.73	5	\$16.08	\$16.41	\$16.73
6	16.65	16.98	17.32	6	\$16.28	\$16.61	\$16.94	6	\$16.28	\$16.61	\$16.94
7	16.84	17.18	17.52	7	\$16.47	\$16.80	\$17.13	7	\$16.47	\$16.80	\$17.13
8	17.09	17.44	17.78	8	\$16.73	\$17.06	\$17.41	8	\$16.73	\$17.06	\$17.41
9	17.34	17.69	18.04	9	\$16.97	\$17.31	\$17.65	9	\$16.97	\$17.31	\$17.65
10	17.62	17.98	18.34	10	\$17.26	\$17.61	\$17.96	10	\$17.26	\$17.61	\$17.96
11	17.93	18.28	18.65	11	\$17.55	\$17.90	\$18.26	11	\$17.55	\$17.90	\$18.26
12	18.08	18.44	18.81	12	\$17.71	\$18.06	\$18.42	12	\$17.71	\$18.06	\$18.42
14	18.23	18.59	18.96	14	\$17.86	\$18.22	\$18.59	14	\$17.86	\$18.22	\$18.59
15	18.37	18.74	19.12	15	\$18.00	\$18.36	\$18.73	15	\$18.00	\$18.36	\$18.73
17	18.52	18.89	19.27	17	\$18.14	\$18.51	\$18.88	17	\$18.14	\$18.51	\$18.88
20	18.85	19.23	19.61	20	\$18.48	\$18.85	\$19.22	20	\$18.48	\$18.85	\$19.22
22	18.99	19.37	19.76	22	\$18.61	\$18.99	\$19.36	22	\$18.61	\$18.99	\$19.36
25	19.13	19.52	19.91	25	\$18.75	\$19.12	\$19.51	25	\$18.75	\$19.12	\$19.51
27	19.27	19.66	20.05	27	\$18.89	\$19.27	\$19.66	27	\$18.89	\$19.27	\$19.66
30	19.41	19.80	20.20	30	\$19.04	\$19.42	\$19.81	30	\$19.04	\$19.42	\$19.81

  

<b>HS Head Cook</b>				<b>Elementary &amp; MS Head Cook</b>				<b>Cooks</b>			
188 days/7.5 hours a day=1410 hrs				188 days/7.25 hours a day=1363 hrs.				187 days/6-6.25 hours a day=1122 hrs.			
	1.02	1.02		1.02	1.02		1.02	1.02			
	2016	2017	2018	2016	2017	2018	2016	2017	2018		
0	\$15.98	\$16.30	\$16.63	0	\$15.98	\$16.30	\$16.63	0	\$14.21	\$14.50	\$14.79
1	\$16.15	\$16.47	\$16.80	1	\$16.15	\$16.47	\$16.80	1	\$14.43	\$14.72	\$15.02
2	\$16.40	\$16.72	\$17.06	2	\$16.40	\$16.72	\$17.06	2	\$14.61	\$14.90	\$15.20
3	\$16.56	\$16.89	\$17.23	3	\$16.56	\$16.89	\$17.23	3	\$14.84	\$15.13	\$15.44
4	\$16.80	\$17.14	\$17.48	4	\$16.80	\$17.14	\$17.48	4	\$15.01	\$15.31	\$15.62
5	\$17.01	\$17.35	\$17.70	5	\$17.01	\$17.35	\$17.70	5	\$15.25	\$15.56	\$15.87
6	\$17.22	\$17.56	\$17.91	6	\$17.22	\$17.56	\$17.91	6	\$15.43	\$15.74	\$16.05
7	\$17.47	\$17.82	\$18.17	7	\$17.47	\$17.82	\$18.17	7	\$15.63	\$15.94	\$16.26
8	\$17.68	\$18.03	\$18.39	8	\$17.68	\$18.03	\$18.39	8	\$15.89	\$16.20	\$16.53
9	\$17.95	\$18.31	\$18.67	9	\$17.95	\$18.31	\$18.67	9	\$16.12	\$16.44	\$16.77
10	\$18.23	\$18.59	\$18.96	10	\$18.23	\$18.59	\$18.96	10	\$16.42	\$16.75	\$17.08
11	\$18.53	\$18.90	\$19.28	11	\$18.53	\$18.90	\$19.28	11	\$16.72	\$17.05	\$17.39
12	\$18.70	\$19.07	\$19.45	12	\$18.70	\$19.07	\$19.45	12	\$16.86	\$17.20	\$17.55
14	\$18.86	\$19.24	\$19.62	14	\$18.86	\$19.24	\$19.62	14	\$17.01	\$17.35	\$17.70
15	\$19.02	\$19.40	\$19.79	15	\$19.02	\$19.40	\$19.79	15	\$17.16	\$17.50	\$17.85
17	\$19.17	\$19.56	\$19.95	17	\$19.17	\$19.56	\$19.95	17	\$17.30	\$17.65	\$18.00
20	\$19.55	\$19.94	\$20.34	20	\$19.55	\$19.94	\$20.34	20	\$17.62	\$17.98	\$18.34
22	\$19.71	\$20.10	\$20.50	22	\$19.71	\$20.10	\$20.50	22	\$17.80	\$18.15	\$18.52
25	\$19.86	\$20.26	\$20.66	25	\$19.86	\$20.26	\$20.66	25	\$17.97	\$18.33	\$18.69
27	\$20.02	\$20.42	\$20.83	27	\$20.02	\$20.42	\$20.83	27	\$18.12	\$18.48	\$18.85
30	\$20.17	\$20.58	\$20.99	30	\$20.17	\$20.58	\$20.99	30	\$18.27	\$18.63	\$19.01

**Bus Driver/Double Route**

186 days/6 hours a day= 1116 hrs.

		1.02	1.02
	2016	2017	2018
0	\$17.32	\$17.67	\$18.02
1	\$17.58	\$17.93	\$18.29
2	\$17.85	\$18.21	\$18.57
3	\$18.12	\$18.49	\$18.86
4	\$18.42	\$18.78	\$19.16
5	\$18.69	\$19.06	\$19.44
6	\$18.97	\$19.35	\$19.73
7	\$19.27	\$19.65	\$20.05
8	\$19.60	\$19.99	\$20.39
9	\$19.90	\$20.30	\$20.71
10	\$20.26	\$20.66	\$21.07
11	\$20.68	\$21.10	\$21.52
12	\$20.89	\$21.30	\$21.73
14	\$21.09	\$21.51	\$21.94
15	\$21.30	\$21.73	\$22.16
17	\$21.52	\$21.95	\$22.38
20	\$21.95	\$22.39	\$22.84
22	\$22.16	\$22.60	\$23.06
25	\$22.37	\$22.82	\$23.27
27	\$22.60	\$23.05	\$23.51
30	\$22.83	\$23.28	\$23.75

**Bus Driver/ Single Route**

186 days/ 3.5 hours a day= 651 hrs.

		1.02	1.02
	2016	2017	2018
0	\$17.32	\$17.67	\$18.02
1	\$17.58	\$17.93	\$18.29
2	\$17.85	\$18.21	\$18.57
3	\$18.12	\$18.49	\$18.86
4	\$18.42	\$18.78	\$19.16
5	\$18.69	\$19.06	\$19.44
6	\$18.97	\$19.35	\$19.73
7	\$19.27	\$19.65	\$20.05
8	\$19.60	\$19.99	\$20.39
9	\$19.90	\$20.30	\$20.71
10	\$20.26	\$20.66	\$21.07
11	\$20.68	\$21.10	\$21.52
12	\$20.89	\$21.30	\$21.73
14	\$21.09	\$21.51	\$21.94
15	\$21.30	\$21.73	\$22.16
17	\$21.52	\$21.95	\$22.38
20	\$21.95	\$22.39	\$22.84
22	\$22.16	\$22.60	\$23.06
25	\$22.37	\$22.82	\$23.27
27	\$22.60	\$23.05	\$23.51
30	\$22.83	\$23.28	\$23.75

**Food Service Supervisor**

203 days/8 hours a day = 1624 hrs

		1.02	1.02
	2016	2017	2018
0	\$16.78	\$17.11	\$17.46
1	\$16.96	\$17.30	\$17.64
2	\$17.21	\$17.56	\$17.91
3	\$17.39	\$17.74	\$18.10
4	\$17.64	\$17.99	\$18.35
5	\$17.86	\$18.22	\$18.58
6	\$18.08	\$18.44	\$18.81
7	\$18.34	\$18.70	\$19.08
8	\$18.56	\$18.93	\$19.31
9	\$18.85	\$19.22	\$19.61
10	\$19.14	\$19.53	\$19.92
11	\$19.45	\$19.84	\$20.24
12	\$19.63	\$20.02	\$20.42
14	\$19.80	\$20.20	\$20.60
15	\$19.97	\$20.37	\$20.77
17	\$20.13	\$20.53	\$20.94
20	\$20.52	\$20.93	\$21.35
22	\$20.69	\$21.11	\$21.53
25	\$20.86	\$21.28	\$21.71
27	\$21.02	\$21.44	\$21.87
30	\$21.18	\$21.61	\$22.04

**Mechanic**

260 days/ 8 hours a day = 2080 hrs.

		1.02	1.02
	2016	2017	2018
0	\$18.23	\$18.59	\$18.96
1	\$18.45	\$18.82	\$19.19
2	\$18.62	\$19.00	\$19.38
3	\$18.82	\$19.20	\$19.58
4	\$19.02	\$19.40	\$19.79
5	\$19.26	\$19.64	\$20.04
6	\$19.48	\$19.87	\$20.26
7	\$19.68	\$20.08	\$20.48
8	\$19.93	\$20.33	\$20.74
9	\$20.16	\$20.57	\$20.98
10	\$20.46	\$20.87	\$21.29
11	\$20.78	\$21.19	\$21.62
12	\$20.93	\$21.35	\$21.77
14	\$21.08	\$21.50	\$21.93
15	\$21.24	\$21.66	\$22.10
17	\$21.40	\$21.83	\$22.27
20	\$21.75	\$22.19	\$22.63
22	\$21.92	\$22.36	\$22.81
25	\$22.09	\$22.53	\$22.98
27	\$22.24	\$22.68	\$23.14
30	\$22.39	\$22.84	\$23.29

**Mechanic Helper**

260 days/ 8 hours a day= 2080 hrs.

		1.02	1.02
	2016	2017	2018
0	\$14.96	\$15.26	\$15.57
1	\$15.05	\$15.36	\$15.66
2	\$15.18	\$15.48	\$15.79
3	\$15.35	\$15.65	\$15.97
4	\$15.45	\$15.76	\$16.07
5	\$15.59	\$15.90	\$16.21
6	\$15.73	\$16.05	\$16.37
7	\$15.88	\$16.19	\$16.52
8	\$16.01	\$16.33	\$16.66
9	\$16.12	\$16.44	\$16.77
10	\$16.36	\$16.68	\$17.02
11	\$16.50	\$16.83	\$17.17
12	\$16.62	\$16.95	\$17.29
14	\$16.74	\$17.07	\$17.42
15	\$16.83	\$17.17	\$17.51
17	\$16.92	\$17.26	\$17.60
20	\$17.12	\$17.47	\$17.82
22	\$17.23	\$17.57	\$17.93
25	\$17.33	\$17.68	\$18.03
27	\$17.43	\$17.78	\$18.14
30	\$17.53	\$17.88	\$18.24

**Head Mechanic**

260 days/ 8 hours a day=2080 hrs.

		1.02	1.02
	2016	2017	2018
0	\$20.41	\$20.82	\$21.24
1	\$20.68	\$21.10	\$21.52
2	\$20.92	\$21.34	\$21.77
3	\$21.18	\$21.61	\$22.04
4	\$21.42	\$21.85	\$22.29
5	\$21.71	\$22.15	\$22.59
6	\$21.96	\$22.40	\$22.85
7	\$22.25	\$22.70	\$23.15
8	\$22.52	\$22.98	\$23.43
9	\$22.82	\$23.27	\$23.74
10	\$23.18	\$23.64	\$24.12
11	\$23.54	\$24.02	\$24.50
12	\$23.75	\$24.22	\$24.71
14	\$23.95	\$24.43	\$24.92
15	\$24.15	\$24.63	\$25.12
17	\$24.35	\$24.83	\$25.33
20	\$24.75	\$25.25	\$25.75
22	\$24.95	\$25.45	\$25.96
25	\$25.15	\$25.65	\$26.16
27	\$25.34	\$25.85	\$26.36
30	\$25.53	\$26.04	\$26.56

**Aides**

185 days/ 2-7 hours a day

		1.02	1.02
	2016	2017	2018
0	\$14.21	\$14.50	\$14.79
1	\$14.43	\$14.72	\$15.02
2	\$14.61	\$14.90	\$15.20
3	\$14.84	\$15.13	\$15.44
4	\$15.01	\$15.31	\$15.62
5	\$15.25	\$15.56	\$15.87
6	\$15.43	\$15.74	\$16.05
7	\$15.63	\$15.94	\$16.26
8	\$15.89	\$16.20	\$16.53
9	\$16.12	\$16.44	\$16.77
10	\$16.42	\$16.75	\$17.08
11	\$16.72	\$17.05	\$17.39
12	\$16.86	\$17.20	\$17.55
14	\$17.01	\$17.35	\$17.70
15	\$17.16	\$17.50	\$17.85
17	\$17.30	\$17.65	\$18.00
20	\$17.62	\$17.98	\$18.34

**Head Custodian**

260 days/ 8 hours a day= 2080 hrs.

		1.02	1.02
	2016	2017	2018
0	\$18.23	\$18.59	\$18.96
1	\$18.45	\$18.82	\$19.19
2	\$18.62	\$19.00	\$19.38
3	\$18.82	\$19.20	\$19.58
4	\$19.02	\$19.40	\$19.79
5	\$19.26	\$19.64	\$20.04
6	\$19.48	\$19.87	\$20.26
7	\$19.68	\$20.08	\$20.48
8	\$19.93	\$20.33	\$20.74
9	\$20.16	\$20.57	\$20.98
10	\$20.46	\$20.87	\$21.29
11	\$20.78	\$21.19	\$21.62
12	\$20.93	\$21.35	\$21.77
14	\$21.08	\$21.50	\$21.93
15	\$21.24	\$21.66	\$22.10
17	\$21.40	\$21.83	\$22.27
20	\$21.75	\$22.19	\$22.63
22	\$21.92	\$22.36	\$22.81
25	\$22.09	\$22.53	\$22.98
27	\$22.24	\$22.68	\$23.14
30	\$22.39	\$22.84	\$23.29

**Custodian**

260 days/ 8 hours a day= 2080 hrs.

		1.02	1.02
	2016	2017	2018
0	\$16.46	\$16.79	\$17.12
1	\$16.66	\$16.99	\$17.33
2	\$16.83	\$17.17	\$17.51
3	\$17.05	\$17.39	\$17.74
4	\$17.23	\$17.57	\$17.93
5	\$17.47	\$17.82	\$18.17
6	\$17.66	\$18.01	\$18.37
7	\$17.89	\$18.25	\$18.62
8	\$18.12	\$18.49	\$18.86
9	\$18.34	\$18.71	\$19.08
10	\$18.63	\$19.01	\$19.39
11	\$18.78	\$19.16	\$19.54
12	\$18.94	\$19.31	\$19.70
14	\$19.24	\$19.62	\$20.01
15	\$19.40	\$19.79	\$20.19
17	\$19.57	\$19.96	\$20.36
20	\$19.87	\$20.27	\$20.67
22	\$20.03	\$20.43	\$20.84
25	\$20.18	\$20.59	\$21.00
27	\$20.35	\$20.76	\$21.17
30	\$20.52	\$20.93	\$21.35

**Head Maintenance**

260 days/ 8 hours a day= 2080 hrs.

		1.02	1.02
	2016	2017	2018
0	\$ 20.41	\$20.82	\$21.24
1	\$ 20.68	\$21.10	\$21.52
2	\$ 20.92	\$21.34	\$21.77
3	\$ 21.18	\$21.61	\$22.04
4	\$ 21.42	\$21.85	\$22.29
5	\$ 21.71	\$22.15	\$22.59
6	\$ 21.96	\$22.40	\$22.85
7	\$ 22.25	\$22.70	\$23.15
8	\$ 22.52	\$22.98	\$23.43
9	\$ 22.82	\$23.27	\$23.74
10	\$ 23.18	\$23.64	\$24.12
11	\$ 23.54	\$24.02	\$24.50
12	\$ 23.75	\$24.22	\$24.71
14	\$ 23.95	\$24.43	\$24.92
15	\$ 24.15	\$24.63	\$25.12
17	\$ 24.35	\$24.83	\$25.33
20	\$ 24.75	\$25.25	\$25.75
22	\$ 24.95	\$25.45	\$25.96
25	\$ 25.15	\$25.65	\$26.16
27	\$ 25.34	\$25.85	\$26.36
30	\$ 25.53	\$26.04	\$26.56

**Maintenance**

260 days/ 8 hours a day= 2080 hrs.

		1.02	1.02
	2016	2017	2018
0	\$18.23	\$18.59	\$18.96
1	\$18.45	\$18.82	\$19.19
2	\$18.62	\$19.00	\$19.38
3	\$18.82	\$19.20	\$19.58
4	\$19.02	\$19.40	\$19.79
5	\$19.26	\$19.64	\$20.04
6	\$19.48	\$19.87	\$20.26
7	\$19.68	\$20.08	\$20.48
8	\$19.93	\$20.33	\$20.74
9	\$20.16	\$20.57	\$20.98
10	\$20.46	\$20.87	\$21.29
11	\$20.78	\$21.19	\$21.62
12	\$20.93	\$21.35	\$21.77
14	\$21.08	\$21.50	\$21.93
15	\$21.24	\$21.66	\$22.10
17	\$21.40	\$21.83	\$22.27
20	\$21.75	\$22.19	\$22.63
22	\$21.92	\$22.36	\$22.81
25	\$22.09	\$22.53	\$22.98
27	\$22.24	\$22.68	\$23.14
30	\$22.39	\$22.84	\$23.29

**Library Media Specialist**

197 days/ 7 hours a day= 1379 hrs.

		1.02	1.02
	2016	2017	2018
0	\$14.78	\$15.08	\$15.38
1	\$14.99	\$15.29	\$15.60
2	\$15.17	\$15.47	\$15.78
3	\$15.39	\$15.70	\$16.01
4	\$15.59	\$15.90	\$16.21
5	\$15.80	\$16.12	\$16.44
6	\$16.00	\$16.32	\$16.65
7	\$16.19	\$16.51	\$16.84
8	\$16.44	\$16.77	\$17.10
9	\$16.68	\$17.01	\$17.35
10	\$16.98	\$17.32	\$17.67
11	\$17.27	\$17.62	\$17.97
12	\$17.42	\$17.77	\$18.13
14	\$17.57	\$17.92	\$18.28
15	\$17.72	\$18.08	\$18.44
17	\$17.87	\$18.23	\$18.60
20	\$18.19	\$18.55	\$18.92

**Technology Specialist**

207 days/ 7 hours a day= 1449 hrs.

	2016	1.02 2017	1.02 2018
0	\$18.18	\$18.54	\$18.91
1	\$18.33	\$18.70	\$19.07
2	\$18.49	\$18.86	\$19.23
3	\$18.63	\$19.01	\$19.39
4	\$18.80	\$19.18	\$19.56
5	\$18.94	\$19.31	\$19.70
6	\$19.09	\$19.47	\$19.86
7	\$19.24	\$19.62	\$20.01
8	\$19.38	\$19.77	\$20.17
9	\$19.56	\$19.95	\$20.35
10	\$19.69	\$20.09	\$20.49
11	\$19.86	\$20.26	\$20.66
12	\$19.93	\$20.33	\$20.73
14	\$20.00	\$20.40	\$20.80
15	\$20.07	\$20.48	\$20.89
17	\$20.15	\$20.56	\$20.97
20	\$20.30	\$20.70	\$21.12

**Senior Bus Driver**

185 days/2 hours a day= 370 hrs.

	2016	1.02 2017	1.02 2018
0	\$17.32	\$17.67	\$18.02
1	\$17.58	\$17.93	\$18.29
2	\$17.85	\$18.21	\$18.57
3	\$18.12	\$18.49	\$18.86
4	\$18.42	\$18.78	\$19.16
5	\$18.69	\$19.06	\$19.44
6	\$18.97	\$19.35	\$19.73
7	\$19.27	\$19.65	\$20.05
8	\$19.60	\$19.99	\$20.39
9	\$19.90	\$20.30	\$20.71
10	\$20.26	\$20.66	\$21.07
11	\$20.68	\$21.10	\$21.52
12	\$20.89	\$21.30	\$21.73
14	\$21.09	\$21.51	\$21.94
15	\$21.30	\$21.73	\$22.16
17	\$21.52	\$21.95	\$22.38
20	\$21.95	\$22.39	\$22.84
22	\$22.16	\$22.60	\$23.06
25	\$22.37	\$22.82	\$23.27
27	\$22.60	\$23.05	\$23.51
30	\$22.83	\$23.28	\$23.75

**Full-time Sub/Transportation Employee**

185 days/6 hours a day= 1,110 hrs

	2016	1.02 2017	1.02 2018
0	\$17.32	\$17.67	\$18.02
1	\$17.58	\$17.93	\$18.29
2	\$17.85	\$18.21	\$18.57
3	\$18.12	\$18.49	\$18.86
4	\$18.42	\$18.78	\$19.16
5	\$18.69	\$19.06	\$19.44
6	\$18.97	\$19.35	\$19.73
7	\$19.27	\$19.65	\$20.05
8	\$19.60	\$19.99	\$20.39
9	\$19.90	\$20.30	\$20.71
10	\$20.26	\$20.66	\$21.07
11	\$20.68	\$21.10	\$21.52
12	\$20.89	\$21.30	\$21.73
14	\$21.09	\$21.51	\$21.94
15	\$21.30	\$21.73	\$22.16
17	\$21.52	\$21.95	\$22.38
20	\$21.95	\$22.39	\$22.84
22	\$22.16	\$22.60	\$23.06
25	\$22.37	\$22.82	\$23.27
27	\$22.60	\$23.05	\$23.51
30	\$22.83	\$23.28	\$23.75

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