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**COLLECTIVE BARGAINING AGREEMENT**

**between**

**The Athens City School District Board of Education**

**and**

**The American Federation of State, County,  
and Municipal Employees,  
Ohio Council 8, Local 1846**

**September 1, 2015 – August 31, 2018**

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## PREAMBLE

This Agreement is entered into by the Athens City Board of Education of the Athens City School District (hereinafter referred to as the "Board") and Local 1846 Athens City School Employees and Ohio Council 8, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union") and has as its purpose the promotion by both parties of the welfare of the children of the Athens City School District; and the promotion of harmonious relations between the Board and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

## ARTICLE I. - RECOGNITION

Section 1. The Board of Education of the Athens City Schools recognizes Local 1846 Athens City School Employees and Ohio Council 8 of the American Federation of State, County and Municipal Employees, AFL-CIO as the sole and exclusive bargaining representative on matters related to wages, hours, and other terms and conditions of employment. The Bargaining Unit shall be limited to all non-teaching employees in the following classifications.

1. Bus Driver
2. Cook
3. Building Custodian I/Night Guard
4. Building Custodian II
5. Maintenance I
6. Maintenance II
7. Maintenance III
8. Secretary I
9. Secretary II
10. Payroll Clerk
11. Station Attendant/Bus Driver
12. Mechanic Helper
13. Mechanic
14. Head Cook
15. Administrative Secretary
16. Baker/Cook
17. Building Custodian II/Truck Driver
18. Cafeteria Aide
19. Registrar
20. Prime Time Supervisor
21. Prime Time Helper
22. Cashier
23. Server

Employees in the following classifications are excluded from the Bargaining Unit.

1. Superintendent's and Associate Superintendent's/ Business Manager's Secretaries
2. Treasurer
3. Supervisory Personnel
4. Educational Aide
5. Assistant Treasurer
6. Substitute Employees

Section 2. Any other classification established during the term of this Agreement that is not teaching or supervisory, managerial, confidential or a reclassification of currently excluded classification shall be included in the Bargaining Unit of this Agreement.

## ARTICLE II. - UNION SECURITY

Section 1. The Board agrees to deduct union dues and fees in the amounts authorized by the Union from the pay of all bargaining unit employees. Deductions shall be made in equal amounts, twice monthly. The full amount of monthly dues deducted, together with a list of employees for whom dues and fees are deducted, will be forwarded to the AFSCME Ohio Council 8 Controller within ten (10) calendar days after the last deduction of the month.

Section 2. All bargaining unit employees who are members of the Union on the effective date of this Agreement and all present and future employees who become members of the Union, by submitting a signed dues deduction authorization to the Treasurer of the Board, shall continue to remain members of the Union for the term of this Agreement without revocation.

Section 3. Fair Share Fee. Effective on the date of this Agreement, all newly hired employees in the bargaining unit who one hundred twenty (120) calendar days from date of hire are not members in good standing of the Union shall pay a fair share fee to the Union as a condition of employment.

All current employees hired prior to or after the effective date of this Agreement, who do not become members in good standing of the Union, shall pay a fair share fee to the Union effective January 1, 1985, as a condition of employment.

The fair share fee amount shall be certified to the Board by AFSCME Ohio Council 8.

The deduction of the fair share fee from any earnings of the employee shall be automatic and does not require a written authorization for payroll deduction.

Section 4. The Union agrees to save the Board harmless from any claim by a Union member with regard to dues deductions of this Article.

Section 5. The Board agrees to the payroll deduction of voluntary contributions authorized by bargaining unit members to the AFSCME P.E.O.P.L.E. Fund. Once an employee authorizes such a deduction, it shall continue until such time as the employee revokes his/her authorization in writing.

The Union may submit authorizations to the Treasurer for a period of sixty (60) days after the effective date of this Agreement. After the initial sixty (60) day authorization period, new authorizations or changes in existing authorizations may only be submitted during the ten (10) working day period following the start of the school year.

New employees may authorize such a deduction within ten (10) days of the end of their probationary period.

P.E.O.P.L.E deductions shall be transmitted to the International P.E.O.P.L.E Committee by the Treasurer within ten (10) days after they have been made, along with a list of all employees for whom a deduction has been made.

Section 6. The Board agrees to provide the names and home addresses of all bargaining unit members so that the Union may fulfill its obligations under the Fair Share Fee rebate procedure.

### ARTICLE III. - GUARANTEE OF RIGHTS

The Board and Union agrees that there shall be no discrimination against any member of the bargaining unit by reason of Union or Non-Union membership. The grievance procedure shall be used to enforce this provision against the Board. The State Employment Relations Board and/or court shall be used to enforce this provision against the Union.

### ARTICLE IV. - MANAGEMENT RIGHTS

Section 1. The Board retains all of the functions, rights, powers, responsibilities and authority in regard to operation of its work and business and the direction of its work force which the Board has not specifically abridged, granted or modified by the express written provisions of this Agreement.

Section 2. These rights and responsibilities include, but are not limited to, the following:

- a. 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 public employer, standards of services, its overall budget, utilization of technology, and organizational structure.
- b. To direct, supervise, evaluate, or hire employees.
- c. To maintain and improve the efficiency and effectiveness of governmental operations.
- d. To determine the overall methods, process, means, or personnel by which government operations are to be conducted.

- e. To suspend, discipline, demote, discharge for just cause, lay off, transfer, assign, schedule, promote, or retain employees.
- f. To determine the overall mission of the employer as a unit of government.
- g. To determine the adequacy of the work force.
- h. To effectively manage the work force.
- i. To take actions to carry out the mission of the public employer as a governmental unit.

#### ARTICLE V. - REPRESENTATION

Section 1. Names of the officers and of all committee members and stewards will be submitted in writing to the Board by the Union upon election or appointment.

Section 2. The bargaining committees of both the Board and the Union shall not exceed seven (7) members for each committee.

Section 3. The Board agrees to recognize a Grievance Committee composed of the Local Union President, a Chief Steward, and the building steward. Stewards and their jurisdiction shall be in accordance with the following formula:

The Union may designate one (1) grievance representative of each school building and at the bus garage. If there is a second shift of three (3) or more employees at one of such work locations, the Union may designate an additional grievance representative for all second and third shift employees at the location. The grievance representatives' names shall be furnished to the Board by the Union.

Section 4. Union business, including the investigation or processing of grievances, shall not be conducted by such representatives on school board time, nor shall it, in fact, interfere with the work assignment of any other employee except as provided for in Article VI, Grievance Procedure, and except for the building steward who shall be given a reasonable amount of time without loss of pay, if approved in advance by the supervisor or building principal, to investigate and/or process grievances in the steward's area of jurisdiction. Such approval shall not be unreasonably denied.

Section 5. The Union President shall be permitted without loss of time to attend to an emergency situation affecting the Board-Union working relationship, if approved in advance by the supervisor, building principal, or appropriate administrative officer. Such approval shall not be unreasonably denied.

Section 6. Duly elected delegates from the Local Union shall be permitted up to five (5) paid days a year of Union leave to attend annual conventions of affiliate Councils and biennial

conventions of the International Union upon at least seven (7) days written notice to the Board prior to its regular Board meeting preceding the convention to be attended. Approval shall be based upon availability of a suitable substitute for the employee and upon all expenses being borne by the Union, except the cost of the substitute.

Section 7. The Union shall be provided suitable office space and a telephone at Union expense in a building owned and operated by the Board for the purpose of conducting Local Union business.

## ARTICLE VI. - GRIEVANCE

### Section 1. Definitions:

- a. A grievance is a complaint involving the alleged violation, misinterpretation or misapplication of this written Agreement.
- b. A grievant shall mean a person, group, or the Union alleging a grievance-as defined above. A grievance alleged to be a "group" grievance shall have arisen out of identical circumstances affecting each member of said group.

Section 2. The time limits specified hereinafter for movement of grievances shall be strictly adhered to. Any extension of time shall be by mutual consent of both parties in writing. If a grievance is not processed by the Union in accordance with the time limits, it shall be settled based upon the last response of management. If the Board does not respond to a grievance in accordance with the time limits, the grievance shall be automatically resolved in favor of the grievant.

Section 3. All specified time limits shall consist of work days only.

Section 4. Each grievance shall be initiated within seven (7) days of the occurrence of the cause for complaint. If either the aggrieved or the Union had no knowledge of said occurrence at the time of its happening, the grievance shall be initiated within seven (7) days after the union or the aggrieved becomes aware or the cause for complaint.

Section 5. The grievant shall be given the right to attend any meetings mutually called and pertaining to his/her particular grievance without loss of pay.

Section 6. The following steps and time limits and requirements will be adhered to:

- Step 1. The grievance(s) shall be submitted, in writing, to the immediate supervisor. A meeting shall be held between the grievant(s), a Grievance Committee member and the immediate supervisor within five (5) days of the receipt of the grievance(s). The immediate supervisor shall investigate and respond, in writing, to the grievant(s) and the Grievance Committee member within five (5) days of the meeting.

- Step 2 If the grievance is not satisfactorily settled at Step 1, the Union shall have the right to appeal the supervisor's decision to the Superintendent, in writing, within five (5) days following receipt of the supervisor's written answer. A meeting shall be scheduled within five (5) days of the Superintendent's receipt of the written appeal. The aggrieved shall have the right of representation by the Chief Steward and the Local Union President without loss of pay and a staff representative. The Superintendent shall render a written answer to the aggrieved within twenty (20) days after the conclusion of the Step 2 meeting.
- Step 3 If the grievance is not satisfactorily settled at Step 2, the Union shall have the right to appeal the Superintendent's decision, in writing, within 20 days after receipt of the Step 2 written decision by serving written notice on the Superintendent.

Either party shall request the Federal Mediation and Conciliation Service to appoint a mediator to conduct a grievance mediation session. The mediator shall attempt to resolve the dispute and may make recommendations to the parties regarding the settlement of the dispute. The recommendations of the mediator are not final or binding and any settlement of the grievance at this step shall be based upon the mutual agreement of the parties. In the event the grievance is not settled it will proceed to arbitration. The parties may mutually agree to waive the mediation step of this procedure.

If mediation is waived, within twenty (20) days after receipt of the Step 2 written decision, the Union shall have the right to appeal the Superintendent's decision to arbitration by serving notice on the administration and requesting a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. In the event the parties have not mutually agreed upon an arbitrator from two (2) lists, an arbitrator shall be selected from a third list by an alternative strike method.

- Step 4 If the grievance is not satisfactorily settled at Step 3, within twenty (20) days after mediation, the Union shall have the right to appeal the Superintendent's decision to arbitration by serving notice on the administration and requesting a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. In the event the parties have not mutually agreed upon an arbitrator from two (2) lists, an arbitrator shall be selected from a third list by an alternative strike method.

The arbitrator shall have authority only to hear the particular issue and shall not have authority to change, delete, or modify the existing Agreement. The arbitrator shall render a decision within thirty (30) days following the arbitration hearing. The arbitrator's decision will be final and binding on the Board, the Union and the grievant.

All arbitrator costs and expenses shall be borne equally by the Board and the Union. Each party shall bear the cost of its own arbitration case representation.

Employee grievants, stewards, officers and witnesses involved in the case shall not lose pay for attendance at arbitration or mediation hearings.

Section 7. All grievance settlements reached between the Board and the Union shall be in writing and shall be final and binding on the Board, the Union, and the grievant(s) but shall not be used as a precedent in any other grievance processed under the terms of this Agreement.

## ARTICLE VII. - SENIORITY

Section 1. Two types of seniority are established and defined as follows:

- a. Classification Seniority - The employee's length of continuous service in his/her current classification and computed from the most recent date of hire into that classification. In the event they re-enter their former classification, if any, employees will be given credit for the seniority they formerly accrued within that classification. Classification seniority shall accrue in each classification the employees holds effective September 1, 2009.
- b. System-wide Seniority - The employee's length of continuous service with the Athens City School System, computed from the most recent date of hire into the System.
- c. Date of Hire - The calendar day when an employee begins actual work as a permanent regular employee.

Section 2. Termination of Seniority - Seniority shall terminate upon:

- a. Retirement;
- b. after one continuous year of being on disability retirement as approved by SERS;
- c. Termination;
- d. Resignation; or
- e. Leaving the bargaining unit for a period of sixty-one (61) days or longer to go to a non-bargaining unit position.

Termination of seniority shall not apply to employees on approved leaves of absence, and seniority will accumulate during such absence for up to one (1) year.

Section 3. In the event an employee who has transferred to a different position desires to return to his/her former position, he/she may do so only during the first twenty (20) working days of the new position. In such case, the employee retains his former classification seniority. In the event an employee exercises his/her right to return to his/her former position, any successful bidder for the employee's former position shall be advised that such position is no longer vacant, that the posting and bidding for such position are null and void, and that the bidder will be retained in his/her current position.

Section 4. Seniority Lists. The Union will be provided with a classification seniority list and a separate system-wide seniority list, setting forth, on both lists, each employee's name, years of seniority and effective hiring date. In the event of a tie in seniority the tie will be broken by a single coin toss. The coin shall be tossed by the Superintendent or his/her designee in the presence of the Local Union President or his/her designee. When Such seniority list shall be submitted to the Union within thirty (30) working days of the signing of this Agreement and submitted thereafter every six (6) months. The Union will also be provided with a list of new hires, terminations, and other changes as they occur on a monthly basis.

Section 5. All nine and ten month employees who work at least 35 days on summer work assignment in a classification other than the employees' regular work assignment will be credited with additional classification seniority to a maximum of 50 days' seniority if each of the following occur:

- a. The employee transfers to the classification in which the summer work was served within twelve (12) months of the summer work, and
- b. The employee successfully serves a probationary period in the new classification.

#### ARTICLE VIII. - JOB POSTING/TRANSFER/ASSIGNMENT AND BIDDING PROCEDURE

Section 1. Vacancy. A vacancy is defined as an opening in a particular classification. The Board may declare a vacancy when it creates a new classification or has increased the number of jobs in an existing classification, or where an opening occurs in a classification as the result of a promotion, transfer, quit, discharge or other termination of employment. Whenever the Board determines that a vacancy exists, the position shall be posted within five (5) days after the vacancy is determined and filled within fifteen (15) days after the last day of bidding. When a position is open, the Board agrees that a substitute employee will not be employed for more than twenty-one (21) work days from the date the opening occurs. The position will then either be posted as a vacancy or abolished.

Upon mutual agreement of the parties, the employees within the classification will be given the option of selecting from among those positions for bidding, in order of classification seniority, on a single day or consecutive series of days.

Section 2. Shift and Location Preference. The Board will offer such vacancies to employees within classifications, as shift and/or location preference. The employee with the greatest classification seniority shall have preference for the shift and/or location. Such preferences shall be considered prior to any other provision of the bidding process, and the vacancy shall be awarded to the employee applicant who possesses the greatest classification seniority in the classification wherein the vacancy exists. If two (2) or more applicants possess the same classification seniority, the most system-wide senior applicant will be awarded the position.

**Section 3. Posting/Bidding.** All buildings owned and/or operated by the Board shall be posted with notice of occurring vacancies for five (5) working days.

All posted vacancies shall include the initial date of posting, job title, school building or location, beginning date of hire, pay range and hourly rate, the hours required, the shift, the anticipated starting and quitting time, the final date to notify the Superintendent's office in writing, and the job description for the position. During the summer months, whenever notices of vacancies occur, such notices will be placed on a district-wide voice mail system. Vacancies will be posted every Friday.

Employees shall have the right to bid for such vacancies and promotions for which they are qualified no later than the fifth (5th) day of posting, in writing to the Superintendent of Schools.

For the purposes of bidding, custodian/truck driver is considered in the custodian II classification and station attendant/bus driver is considered in the bus driver classification.

**Section 4. Award.** Vacancies and promotions shall be awarded to employees in accordance with the following sequential order and criteria:

- a. To the employee applicant who meets the reasonable qualifications designated by the Board for the position and who possesses the greatest system-wide seniority. If two (2) or more applicants are equally qualified, the employee with the greatest system-wide seniority will be awarded the position.

If no applications are received from employees or no employee meets the qualifications as outlined above, the Board maintains the right to hire from the outside.

- b. Positions will be filled in accordance with Section 3 of this Article with the understanding that the candidate for this position complete a probationary period, as follows:

Years of completed service; (at the time of the bid award)	Probationary period;
Less than two (2);	120 calendar days
Two (2) or more but less than four (4);	100 calendar days
Four (4) or more but less than 6;	80 calendar days
Six or more;	60 calendar days

For purposes of this section, "days" will be calculated in the same manner as in Article XX.

During this probationary period the employee will be evaluated by his/her immediate supervisor and/or the Superintendent/designee to ascertain his/her qualifications as demonstrated by actual performance. If requested by the employee in writing, the Superintendent / designee shall perform an evaluation. The probationary removal of such employee is not subject to appeal through the grievance procedure unless terminated for reasons other than probationary removal. Upon probationary removal, the employee shall be returned to his/her last position and the position will be offered to the next senior bidder. If no other bids were made then the Board may hire a new employee to fill the position.

**Section 5. Transfer Assignment.**

- a. The Board shall have the right to temporarily transfer or assign employees to other buildings, work locations, or bus routes to fill in for absent employees due to illness, vacation or other authorized leaves of absence or to temporarily fill a vacancy pending permanent filling of that position. Except as otherwise provided in this agreement, such transfer or assignment will not exceed thirty-five (35) work days. Upon completion of the thirty-five (35) work days, should the vacancy still exist, it shall be filled by a bargaining unit employee by temporary bid. The employees cannot be removed in order to prevent temporary bidding of the above mentioned positions.
- b. Employees transferred or assigned as prescribed by this Section shall be permitted preference by exercising their classification seniority for the temporary position. If no classification senior employee(s) desires the temporary transfer or assignment, the least classification senior employee shall be assigned or transferred.
- c. When an employee transfers from one classification to another classification, the employee shall be placed in the new classification on the same salary schedule step as the step in which the employee was serving in his/her previous classification. Employees awarded temporary positions will be awarded seniority accrued when awarded a permanent position in that classification.
- d. Once a bus route is established, portions of one driver's route shall not be reassigned to another route except to improve efficiency of bus routes or unless there is an overload situation or unless the Board establishes new building attendance areas and children are reassigned to a different school as a result of a new attendance area assignment. Before reassignment of portions of a route, the Superintendent or his/her designee will discuss the change with the Union. When a route is changed as the result of pupil attendance area reassignments, it shall be posted for bid in accordance with the provisions of this Article. Changes resulting from overload will not be required to be posted for bid.
- e. If positions outside the bargaining unit become available, bargaining unit employees may apply for those positions and be considered for those positions prior to non-employee applicants.

- f. If positions in the aides AFSCME Bargaining Unit become available (exhaustion of the in-house posting procedures), deemed certified Bargaining Unit employees may apply and be awarded the position if the applicant meets the minimum qualifications and essential functions of the position.

The successful applicant shall be placed in the pay range and step commensurate with his/her years of system-wide seniority and has twenty (20) work days to return themselves to their original position. The successful applicant shall have bargaining unit seniority commensurate with their system seniority.

In the event the successful applicant is removed during the appropriate probationary period, the employee shall return to his/her former position; Article VII (2e) does not apply.

The Board has the right to fill the successful applicant position with a substitute employee or through a temporary job bid at its discretion.

Once the applicant successfully completes the probationary period, his/her position shall be posted as a permanent position and filled in accordance with Article VIII of this Agreement.

If two or more applicants meet the qualifications, the most senior applicant, per Article VII, would be awarded the job.

#### ARTICLE IX. - LAYOFF/JOB ABOLISHMENT/RECALL PROCEDURES

Section 1. Notice. In the event it is necessary to reduce the work force, affected employees and the Union will be provided written notice of intent at least fifteen (15) working days prior to any such reduction. The Board will provide the Union with twenty (20) working days notice of intent to implement a reduction in force for reasons other than the return to duty of employees on leave of absence. The notice will include the classifications in which the reduction will be implemented but need not identify the persons affected.

Section 2. In the event it is necessary to reduce the work force due to lack or projected lack of funds, or work, or abolition of a position, the following order of layoff will be implemented:

- a. All temporary, casual, probationary and substitute employees in the affected classification will be laid off;
- b. Further reductions shall be made in the inverse order of classification seniority from among employees in the affected classification(s).

Section 3. Bumping Rights. Employees displaced as a result of a reduction in the work force shall have the right to exercise their seniority to bump in the following manner:

- a. Beginning with the classification affected by the layoff, employees in the affected classification will be permitted to displace any less senior employee within the classification based solely on classification seniority.
- b. An employee displaced as a result of the actions described in paragraph a above may displace a less senior employee in his/her classification series based on classification seniority within his/her series.
- c. An employee who is displaced from the classification series as a result of the actions described in paragraphs a and b above who has classification seniority in a previous classification may displace a less senior employee in the prior classification based on the classification seniority in the previous classification.
- d. No employee will be permitted to bump into a position for which that employee is not qualified to fill as determined by the Board.
- e. An employee unable to displace another employee through exercise of the bumping rights described in this Article will be laid off.

The exercise of bumping rights will not be subject to the transfer, posting and bidding provisions of this agreement and it is anticipated that the parties will be given the right to select from among those positions available for bumping, in order of classification seniority on a single day or consecutive series of days.

The following shall be the only eligible positions for bumping rights to other classifications pursuant to this Article.

- |                   |   |
|-------------------|---|
| <u>SERIES #1:</u> | Maintenance III<br>Maintenance II<br>Maintenance I<br>Building Custodian II/Truck Driver<br>Building Custodian II<br>Building Custodian I/Night C-Guard |
| <u>SERIES #2:</u> | Administrative Secretary<br>Payroll Clerk<br>Registrar<br>Secretary II<br>Secretary I   |
| <u>SERIES #3:</u> | Head Cook<br>Baker/Cook<br>Cook<br>Cafeteria Aide<br>Cashier<br>Server  |
| <u>SERIES #4:</u> | Mechanic  |

SERIES #5:

Mechanic Helper  
Bus Driver  
Station Driver  
Station Attendant/Bus Driver  
Primetime Supervisor  
Primetime Helper

Section 4. Employees who bump within classification or to equally rated classifications will retain their rate of pay and wage step. Employees who bump into another classification will be paid at a rate comparable to, but not less than he/she held in his/her former classification.

Section 5. Recall Rights. No vacancies will be posted or filled in the classification(s) of employees who have been displaced as a result of a reduction in the work force until such employees' recall rights are exhausted.

- a. Employees displaced or laid off as a result of a reduction in the work force shall be recalled or returned to vacancies in their classification in order of their system-wide seniority (most senior recalled first). Employees shall maintain recall rights for two (2) calendar years from the effective date of layoff. If an employee is recalled to a vacancy within his/her classification that is different than the one from which he/she was displaced, the vacancy to which he or she has been recalled shall be posted and filled in accordance with Article VIII, Section 1. The posting and bidding process shall continue until all subsequent vacancies have been permanently filled. If the displaced employee was not a successful bidder during the posting and bidding process, he/she shall be offered the vacancy which remains open. The displaced employee shall remain in the position to which he/she has been recalled until the posting and bidding process has been exhausted, at which time, all successful applicants shall be placed in their positions. Once this process is completed, the displaced employee shall no longer be considered as a displaced employee.
- b. Employees who are displaced as a result of a reduction in the work force may also be recalled to an equally-rated or lower-rated classification within his/her classification series in the same manner as set forth above, except that employees recalled in such a fashion will retain recall rights to their original classification.
- c. Employees may also be recalled to any substitute position for which they are qualified. If an employee is recalled to substitute in any position within his/her classification series, he/she will be paid the contractual wage for that position at the step level the employee attained at the time of layoff.
- d. It is the employee's responsibility to keep the Board informed of his/her current address. The Board shall serve written notice of recall by certified mail return receipt requested to the employee's last known address. Failure of any employee to notify the Board of his/her intent to return to work within seven (7) calendar

days after receipt of recall notice, shall be deemed a forfeiture by the employee of any right to recall.

#### ARTICLE X. - HOURS OF WORK AND OVERTIME

Section 1. The work week for full-time twelve (12) month employees will be five (5) consecutive days, Monday through Friday, eight (8) hours per day, forty (40) hours per week. No employee shall be required to work a split shift.

Section 2. The work week for all employees other than twelve (12) month employees will be five (5) consecutive days. Said employees' number of hours in effect on the date of this Agreement shall not be reduced, unless necessary due to financial conditions. Nine (9) and ten (10) month clerical employees may be assigned to an eight (8) hour day upon the recommendation of the Superintendent and with the agreement of the Union.

Section 3. The starting and quitting times of all employees in effect on the date of this Agreement may be changed only to meet the operational needs of the employer. Employees shall receive a minimum of fourteen (14) calendar days prior to written notice of any change of starting and quitting times, unless otherwise agreed to between the Union and the Employer.

If the Board changes an employee's starting and quitting times more than two (2) hours from what was stated in the original posting for the position, the job shall be re-bid.

Section 4. No employee's regularly scheduled work week shall be changed to avoid the payment of overtime.

Section 5: All hours worked by an employee in excess of forty (40) hours per week in pay status shall be paid at the rate of one and one-half (1/2) the employee's hourly rate of pay.

Section 6. All overtime pay due to any employee shall be paid on the pay date immediately following the pay period in which overtime was worked.

Section 7. Any employee assigned to perform any normal duties of a higher classification shall be paid the rate of pay for that classification for all hours performing work in that classification. Employees assigned to perform work in a lower classification shall be paid at the rate of pay of his/her regular classification.

Bargaining unit employees who work out of classification to fill in for absent custodians during the evening hours shall be paid ten dollars (\$10.00) per hour.

Section 8. Except under unusual circumstances, no employee of the Athens City School District, excluded from the bargaining unit of this Agreement, shall perform any bargaining unit work which results in the loss of overtime opportunities for any bargaining unit employee.

Section 9. Whenever an individual or group uses a building and is charged for such use, the building principal shall have a custodian present and he/she shall set up and/or clean up, if necessary. If an individual or group is not charged for use of the building, the building should be closed by 10:00 pm for the custodian to clean up after the event.

Section 10. Employees who are called in to work at a time disconnected from their regular work schedule shall receive a minimum of two (2) hours pay at time and one-half rates.

Section 11. The Primetime Program will be divided into two (2) parts - A.M. and P.M. Primetime Supervisors and Helpers will be assigned to each part based upon the Primetime Director's recommendations at the beginning of the year. Primetime Supervisors shall be assigned at least 6 hours per day, 5 days a week, Monday through Friday for both a.m. and p.m. assignment. Primetime Helpers shall be assigned at least 5 hours a day, 5 days a week, Monday through Friday for both a.m. and p.m. assignment. Split assignments may be made at 2 hours for the a.m. and 3 hours for the p.m. Hours for split assignments for Supervisors shall be 2 1/2 hours for a.m. and 3 1/2 hours for p.m.

Section 12. The Board and Union have discussed the potential for increased work load of building custodians due to activities. There are occasions that extra help may be called for. If the administration determines such need exists, additional help will be provided in accordance with Article 11, Section 2.

#### ARTICLE XI. - EXTRA ACTIVITY WORK/EXTRA BUS TRIPS

Section 1. Regular route bus drivers who elect the option of driving an extra duty trip may do so with the understanding that they will not receive pay for both regular hours and extra duty hours. For example, a regular route driver who finishes his p.m. route at 3:15 p.m. may begin an extra duty trip at 3:30 p.m. This driver would not be paid twice for the hour between 3:30 and 4:30 p.m. because this hour would normally be included as regular time. The simplest way to correct for this situation would be to count the extra duty hours beginning at 4:30 p.m. This would have the net effect of deducting the regular time by one hour so that pay is not given twice for the same time.

Section 2. There will be rotation lists for assignments of extra activity work on a building basis. The Board will post a seniority list of those interested employees who apply in all buildings and provide the Union with a copy for the purpose of assigning extra activity work. All extra activity on a building basis will be assigned on a rotating basis.

Each employee will be assigned extra non-regularly scheduled work when his turn comes up on the respective list. If an employee cannot take the work assigned, he forfeits his turn and must wait until his name comes up on a succeeding turn. The next name on the list is assigned and so on, until the list is exhausted and rotation then begins with the first name, once again. Overtime list shall be available for review by Union officers for all job classifications.

There will be rotation lists for assignment of extra bus trips. The Board will post a seniority list of those interested Bus Drivers who apply, and provide the Union with copies of these lists. All extra bus trips shall be assigned on a rotating basis. The Transportation Supervisor and the Transportation Committee shall determine the methods of posting extra bus trips.

Whenever extra bus trips are available, bus drivers shall have the option of working their regular daily schedule or working the extra bus trip, with a substitute called in to run the regular route should a driver exercise the option to work the extra bus trip. The driver exercising this option will receive a pay deduction for only the regular hours he did not actually work. The option would be available only when substitute drivers are available. Whenever possible, bus drivers shall receive a twenty-four (24) hour advance notice of all extra activity bus trips. If a trip is refused with less than twenty-four (24) hours' notice, the driver will not lose his/her place on the list.

If a Bus Driver turns back the extra trip assigned/accepted, he/she forfeits his/her turn and must wait until his/her name comes on a succeeding turn.

The second time the Driver turns in an extra trip within a semester he/she shall be skipped one time when his/her name comes up. If a Driver turns in an extra trip three (3) times in one semester, the Driver shall forfeit all extra trips for that semester. Should a serious illness, injury or family emergency occur, then this will be addressed on a case by case basis by the Superintendent with notification to the Union President.

If a trip is canceled, the Bus Driver who accepted the assignment shall be offered the next available trip from the same trip roster. The next name on the list is assigned and so on, until the list is exhausted and the rotation then begins with the first name once again. The rotation list for bus drivers shall be continuous from year to year.

If a trip is canceled and then rescheduled within twenty-four (24) hours, the driver has the option of taking the trip. If the trip is not rescheduled within twenty-four (24) hours, the driver is given the next trip.

Trip rosters shall be available for review by the bus lot union steward and/or the Union President.

A driver who reports after his/her regular work hours to run an extra bus trip and the trip is cancelled shall be paid one (1) hour show-up time at his/her regular rate of pay.

If a driver is offered more than one trip to be run the same day, the driver will not lose his/her place on the list of the trip roster (the 24 option).

## ARTICLE XII. - BUS ROUTES

Section 1. Bus routes where the Board determines there is a vacancy shall be posted in accordance with Article VIII, Job Posting/Transfer/Assignment and Bidding Procedures. Buses

shall be assigned to a specific route and shall stay with the route unless the bus is out of service, is no longer adequate for the route, or the Bus Supervisor determines a change should be made.

Section 2. Morning bus drivers shall work two and one-half (2-1/2) hours per day. Afternoon bus drivers shall work two and one-half (2-1/2) hours per day. Bus drivers of noon time routes shall work one and three-fourths (1-3/4) hours per day. The Bus Supervisor may schedule other job-related duties, such as bus cleaning duties, and may require bus drivers to perform work for the period of time paid.

The Superintendent or designee, at his/her discretion, may certify that a noontime bus route is greater than the one hour forty-five minutes (1 ¾ hrs.) established route. If this occurs the route shall be established as certified. This change will not cause the route to be re-bid.

Section 3. The Board and the Union have discussed the issue of notification of bus drivers of extra trips. The parties have agreed that the transportation committee will direct the following actions during the term of this agreement:

1. Bus Drivers will be notified of the dates of potential extra trips, such as athletic tournaments, and similar events, in advance of the time that such trips may be scheduled.
2. For the purpose of increasing Bus Driver bidding opportunities on extra trips, two rotations will be established: one rotation will list short trips and substitute noon time routes. The other rotation will list long trips and substitute regular runs.
3. Trips that are to be run within the same week (Monday-Sunday) the requests are received are to be given out within 24 hours of receipt by management.

The parties agree that Bus Drivers, to the extent possible, shall be notified if a child they are transporting has a continuing illness, disease or handicap. The child shall be identified to the Bus Driver or substitute driver to ensure monitoring and/or emergency treatment if necessary.

The parties also understand that it is imperative that the medical condition of any person is highly confidential and shall be treated as such. Any driver violating this confidential trust shall be subject to discipline.

Section 4. AFSCME Local 1846 and the Athens City School District Board of Education agree that before a substitute bus driver is used to take a bus for service or repair, the appropriate trip roster will be used.

Section 5. AFSCME Local 1846 and the Athens City School District Board of Education agree that the requirement of "must provide tools" will be eliminated from the job description for mechanics and the Board shall purchase necessary tools.

Section 6. AFSCME Local 1846 and the Athens City School District Board of Education agree to offer the (OBI) bus driver trainers work to the bus driver classification. Employee applicants

who meet the reasonable qualifications, which shall include one male and one female driver, as determined by the Board and who has the greatest classification seniority will be awarded the position. All work shall be rotated between the male and female position.

### ARTICLE XIII. - CONTRACTING OUT

During the term of this Agreement, the Board will not contract out or sub-contract work in any classification, where employees are capable of performing such work, so as to result in the layoff or displacement of any current employee or the abolishment of any permanent position.

### ARTICLE XIV. - LEAVES OF ABSENCE

Section 1. A non-certified employee of the Board may be granted an uncompensated leave of absence for up to one (1) year in duration upon written request to the Superintendent stating the reason(s) for such a request.

Section 2. A pregnancy leave shall be granted upon request or the employee will have the option of working during a pregnancy providing she receives written authorization from her physician.

Section 3. An employee who returns from an approved leave of absence shall be restored to the position held at the time the leave was approved provided that the position has not been abolished.

Section 4. Personal Business Leave. Employees will be entitled to three (3) personal days with pay for the purpose of conducting personal business, provided:

- a. The employee notifies his/her immediate supervisor at least one (1) day in advance of the absence.
- b. Each person certifies that the personal leave will be for the purpose of conducting personal business that cannot be conducted during non-work hours. A personal leave day may not be used for vacation purposes.
- c. The personal leave day is not used before or after a holiday or vacation period unless there are extenuating circumstances which lead to the approval of the Superintendent of Schools in advance of the day requested.
- d. On June 30 of each contract year up to two (2) unused personal leave days may be carried over to the next employee work year. No employee may have more than five (5) personal leave days during any year. Unless the employee notifies the Treasurer by June 15, the days shall be converted to sick leave days. Once notice to carry over unused personal leave to the employee's next work year over is given, the employee shall not be able to use those personal days until the work year into which the days are carried over.

Section 5. The quality of instruction to our students is enhanced by the uninterrupted service of our regular employees. To that end, the Board wishes to recognize employees who have excellent attendance.

- a. Personal Leave Incentive – An employee who does not use more than five days of any type of leave – sick, personal, dock and excluding vacation during a work year shall receive payment in the amount of \$500.00. Payment shall be made on or before the first pay in August of that year.
  1. Sick leave donated by employees to the Sick Leave Pool or to Humanitarian Leave shall not be charged against an employee for the purposes of this section.
- b. To be eligible, an employee must have been employed for the full school year. Part-time employees shall receive one-half (1 /2) of the above amounts.
- c. Jury duty, Union, or sick leave days used for bereavement of an immediate family member approved in accordance with appropriate policy and procedures shall not be counted as chargeable absence.
- d. Employees on medical leave or maternity leave shall not be eligible for this compensation.

Section 6. Long-Term Leaves.

- a. As used in this article "long-term leave" means a leave, whether paid or unpaid, that is reasonably expected to last for at least one hundred twenty (120) work days or more.
- b. Employees who are absent by reason of a long-term leave and who return to duty at the end of the approved leave, but not later than two years after the commencement of the leave, will be restored to the position held at the time the leave was approved, provided that the position has not been abolished.
- c. Employees who have a right to return to service and who do return more than two years after the commencement of a long-term leave will be returned to a comparable position. As used in this agreement, "comparable position" means one involving similar duties within the same classification and holding a rate of pay that is not less than the rate of pay held at the time the leave was commenced.
- d. Positions vacated by reason of an approved long-term leave may be filled with a substitute(s) for up to ten (10) work days from the commencement of the leave. Such positions will be filled on a temporary basis for the remainder of the leave by posting the position as being available for temporary assignment. The most senior qualified applicant from within the classification will be awarded the

temporary assignment in accordance with Section 2 of Article VIII of this agreement. All subsequent transfers resulting from the leave will be temporary assignments. The Board, at its discretion, may post a temporary position outside the classification.

- e. Upon return to duty of the person on long-term leave, all temporary assignments will be returned to their original position. In the event that the Board has hired permanent employees as a result of the leave, the least senior employee will be a displaced worker.
- f. In the event that the person who was absent by reason of long term leave does not return to duty at the end of the leave or within two years of the commencement of the leave, whichever is shorter, the position held by such person shall be deemed vacant and shall be bid in accordance with Article VIII. All temporary assignments will be returned to their original position.

Section 7. Unpaid Leave Without Pre-Approval.

- a. Prior approval by the Superintendent or his/her designee is required before an employee takes unpaid leave (dock day). Failure to obtain prior approval is grounds for discipline. The Board shall comply with Article XV when imposing discipline.
- b. Discipline for failure to obtain prior approval before taking unpaid leave shall be progressive as follows:
  - i. First time - warning.
  - ii. Second time – three (3) day suspension without pay.
  - iii. Third time – termination.

ARTICLE XV. - DISCIPLINARY PROCEDURES

Section 1. The Board shall have the right to discipline or discharge any employee only for cause.

Section 2. The Board shall notify the Local Union President in writing on the day any written reprimand, suspension or discharge is issued to any employee unless the employee requests otherwise. If an employee waives union representation he/she will complete a Union Waiver form that will be hand delivered to the Union President and Superintendent.

Section 3. No employee will be suspended, discharged or reduced in pay or position until a disciplinary conference is held between the school district administration, the employee and a representative of the employee, if so desired.

Section 4. In taking written disciplinary action against any employee, the Board will not rely upon any prior written disciplinary action taken against that employee more than one (1) work year before the occurrence upon which the current disciplinary action is based or in the event of a suspension, two (2) years. All disciplinary measures will remain in effect until the passage of twelve (12) consecutive months in which no disciplinary measures (written reprimand or suspension) have been imposed.

#### ARTICLE XVI. - MISCELLANEOUS

Section 1. The Board of Education shall have the option to enter into a contract with a physician to provide the physical examination to bus drivers at no out-of-pocket cost to the driver. If the Board exercises that option, all physicals obtained through that contract shall be directly paid by the Board. If the Board does not exercise the option, or if the bus driver chooses to be examined by a different physician, the bus driver shall be compensated for the actual cost up to \$45.00 of the examination, to be paid no later than one (1) month after receipt of the paid doctor bill from the bus driver. It is the responsibility of each bus driver to turn in such receipt directly to the Treasurer. The Board shall pay the cost of annual school bus driver driving abstracts.

Section 2. Each year annual salaries shall be divided by 26 and paid every other Friday not to exceed 26 equal pays per year. If the pay date should fall within three (3) days of the last school day before the vacation holiday, the member shall be paid on the last school day.

The three hundred and sixty-five (365) day year necessitates that an adjustment occur every six or seven years to prevent a three week gap between pays. The Board and Union agree that during the year when this occurs, the board will issue twenty-seven (27) pays. The Treasurer will adjust the salary schedule to carry and spread any negotiated increases over the twenty-seven (27) pays.

Section 3. Prior to the adoption of the annual school calendar, the Union President shall be contacted with the purpose being to allow the Union to make non-binding suggestions about the school calendar to the administration prior to its official adoption.

Section 4. Employees shall be entitled to paid professional leave to attend work-related seminars, classes, or courses, provided the supervisor approves such leave and it is approved by the Superintendent. The cost of such seminars, classes, or courses shall be paid by the Board.

Section 5. Provided such students are counted in the school district's ADM, the children of bargaining unit members may attend the Athens City Schools tuition free. Where necessary, bargaining unit members must still obtain athletic releases from their school district of residence. Members whose children are enrolled or wish to be enrolled may utilize the inter-district and intra-district enrollment options subject to the same conditions and limitations as other district pupils.

Section 6. Employees who are required to use their personal vehicle to conduct the business of the Employer shall receive the IRS rate as of July 1 of each calendar year per mile, and shall be

covered by the Employer's liability insurance while using personal vehicles for the business of the Employer.

Section 7. If a Primetime Supervisor is absent from work, a Primetime Helper shall be assigned to perform the duties of the Primetime Supervisor, and shall be paid the Primetime Supervisor rate of pay, in the same step of the Primetime Supervisor pay rate as the assigned employee is currently serving. If there is more than one Primetime Helper at the worksite, this assignment shall be rotated among the Primetime Helpers at the worksite who have the ability to perform the work as determined by the Director.

Section 8. One packet of Board meeting information will be provided to the Local Union President through inter-office mail when the information is available to the Board.

Section 9. Substitute employees shall not train bargaining unit employees in any classifications.

#### ARTICLE XVII. - SICK LEAVE AND SEVERANCE PAY

Section 1. All employees in the bargaining unit will be entitled to one and one-fourth (1 1/4) paid sick leave days for each completed month of service. Effective the first pay day of September 2003, sick leave days shall be converted to earned and recorded in hours.

Section 2. Unused sick leave shall be cumulative to a maximum of three hundred twenty (320) days.

Section 3. Upon retirement, the Board will pay twenty-five percent (25%) of up to maximum of three hundred and twenty (320) unused sick leave days at the employee's hourly rate in effect at time of retirement with a maximum payment to be the value of seventy-five (75) days.

Section 4. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease and illness, injury or death in the employee's immediate family. Immediate family shall be interpreted to mean father, mother, brother, sister, step-siblings, husband, wife or child, grandparents, parents-in-law, sibling-in-law, grandchild, any other person who has stood in the place of a parent or parent-in-law or other individuals living in the same household.

Section 5. The parties shall establish a sick leave pool for employees who wish to participate in the pool. A participating employee may withdraw sick leave from the pool in the event he/she is unable to work because of a long-term personal illness or injury. In order to be eligible to withdraw sick leave from the pool, an employee must be a contributing member of the pool, out of sick leave, vacation and paid personal business leave, and must have been off work at least two consecutive calendar weeks without pay. If an employee is off work and is receiving or expects to receive Worker's Compensation or an SERS disability pension or is off work because of illness in the family, he/she is not eligible to draw from the pool.

In order to be eligible to participate in the pool, an employee must have donated at least one day of sick leave. All days shall be converted to hours for the purpose of the sick leave pool. Employees who withdraw days from the pool shall be paid their regular rate of pay for their regularly scheduled hours for sick leave drawn from the pool.

Within thirty (30) days following the effective date of this Agreement, the Union will provide to the Board a list of members who have authorized contribution of one (1) day of sick leave to the sick leave pool. Each contributing member shall be eligible to participate in the sick leave pool. Not later than September 15 of each year, the Union will provide the Treasurer of the School District with a list of new members who wish to join the pool. Employees hired after September 15 will be given ten (10) days to sign up. The Union will inform employees of the option to sign up. An authorization for the deduction of one sick leave day from the accumulated sick leave of those new members shall be provided. When the pool reaches a level of 80 hours each member of the pool shall be assessed one (1) additional day of sick leave following notice to the Union. No additional authorization shall be required. At the time of assessment should that member be out of sick leave, then the next accrued sick day shall be placed in the pool. In no event shall a member be assessed more than three (3) days of sick leave in any one fiscal year.

A Sick Leave Pool committee shall be established consisting of two (2) persons appointed by the Union and two (2) persons appointed by the Board. The committee shall establish any further criteria it deems necessary for eligibility for receiving sick leave from the pool, including an application procedure for participants. The committee shall administer the pool and may determine the maximum amount of sick leave any one participant may withdraw.

A bargaining unit member who returns to work shall repay the sick leave pool at the rate of ½ of accrued sick leave as it accrues until the withdrawn days are repaid.

Section 6. Humanitarian Leave - A bargaining unit member who, for humanitarian reasons, has a genuine need to receive additional paid leave not otherwise available to him or her under the Negotiated Agreement may, upon the approval of both the Superintendent and Union, be provided additional sick leave days, either by way of advancement or, if approved, by way of transfer from one or more other bargaining unit members. Sick leave days awarded by transfer from another member will include written authorization from the transferring member directing the District Treasurer to deduct the number of days transferring from the transferring member's accrued sick leave balance.

The decision to grant or to deny any request for humanitarian leave will be made on a case-by-case basis and shall not be subject to the grievance procedure. Neither the granting nor denial of any request for such leave shall be considered precedent for any future humanitarian leave request.

Section 7 Bereavement Leave – Bargaining unit members may take one day of bereavement leave per work year due to the death of an immediate family member (see Section 4). This day shall not be charged against sick leave. Bargaining Unit members may request other paid leave time for immediate family members.

Section 8. When the Superintendent or his/her designee determines that a bargaining unit member has engaged in a pattern of absence, a meeting will be arranged with the unit member and appropriate personnel and notice will be given to the Union President.

One or more of the following constitutes a pattern of absence that will result in action by the Board, including, but not limited to, counseling and progressive discipline:

1. For bus drivers, repeated absences for a mid-day route when the driver worked his/her a.m. and p.m. routes.
2. Repeated absences the day before and/or the day after a scheduled holiday or day off.
3. Calling in sick as rapidly as sick time is accrued, especially if used one day at a time.
4. After completion of one work year of employment with the district, maintaining a balance of less than 2/3 of the total number of sick leave the employee could accumulate each year.
5. Excessive absenteeism, including the use of unpaid sick leave (dock days).
6. A consistent pattern of maintaining near zero balances of available sick leave.

#### ARTICLE XVIII. - LUNCH PERIODS

All employees who work six (6) hours or more per day shall have at least an unpaid thirty (30) minute daily lunch period mutually scheduled between the employee and his/her supervisor and building principal.

Employees on an unpaid lunch may leave the worksite with notice to the principal or supervisor.

#### ARTICLE XIX. - CALAMITY DAYS

Section 1. As used in this Article, "calamity day" means a scheduled school day for pupils on which school was canceled due to weather or other calamity.

Section 2. State Excused Calamity Days. For the number of calamity days in each school year that are not required by state law to be made up bargaining unit members shall be paid at their regular rate of pay. Members who report to work in accordance with the building's calamity plan or supervisor's instructions will be paid double time for all hours worked.

Section 3. After State Excused Calamity Days. After the state excused calamity days, employees will report to work in accordance with the building's calamity plan or supervisor's instructions and be paid at their regular rate of pay for all hours worked. Nine (9) and ten (10) month employees who are not required to report to work will not be paid for calamity days in excess of five days, but will be paid at their regular rate of pay for any makeup days that the Board is required to schedule in order to satisfy the minimum school year requirements of Revised Code Section 3317.01(B).

Section 4. Meet and Confer Regarding Days After State Excused Days. After the state excused calamity days, the Board will meet and confer with the Union to discuss options for any

subsequent calamity days. Options may include modification of paragraph three (3) of this Article by mutual agreement of the parties.

Section 5. Drivers who report to work and then school is delayed shall be paid their regular rate of pay for the length of the delay, except when a calamity day is declared, in which case they will receive calamity day pay.

Section 6. Ohio law requires the Athens City School District to negotiate with the Athens Education Association to come to agreement as to a "Days to Hours" conversion of the defined school day by the start of the 2016-2017 school year. The Superintendent or other Board Representative will schedule a meeting with the AFSCME Leadership within two weeks following any agreement reached between the Board and AEA and come to an agreement with AFSCME as to how these changes will be implemented in regards to the AFSCME Local 1846 Negotiated Agreement.

#### ARTICLE XX. - PROBATIONARY PERIOD

The probationary period of all newly hired employees shall be one hundred and twenty (120) calendar days. The probationary period must be served during the employee's work calendar.

A probationary employee shall have no seniority rights until completion of the probationary period, at which time the employee will be credited with seniority from the original date of hire.

During or at the end of the probationary period, the Board shall have the right to terminate the probationary employee and such termination shall not be subject to appeal through the grievance procedure of this Agreement.

#### ARTICLE XXI. - HOLIDAYS

Section 1. All regular employees employed on an eleven or twelve month basis will be entitled to the following paid holidays.

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Section 2. All regular employees employed on a nine or ten month basis are entitled to the following paid holiday that occur during the employee's work year.

New Year's Day  
 Martin Luther King Day  
 Memorial Day  
 Thanksgiving Day  
 Christmas Day  
 Labor Day if the employee's work year begins prior to Labor Day

**Section 3.** To be entitled to holiday pay, an employee must work on the next scheduled day before and after the holiday or be excused from work on either or both of those days.

**Section 4.** Employees will be entitled to any other additional holiday with pay, if so declared by the Board of Education.

**Section 5.** When any employee is required to work by his/her administrative supervisor on any holiday designated by this Article, he/she shall receive the holiday pay and in addition, pay at time and one-half for all hours worked on the holiday. If a holiday falls during a work week, it shall be counted as hours actually worked against the forty (40) hours needed during that week in calculating time and one-half for overtime.

#### ARTICLE XXII. - VACATIONS

**Section 1.** All eleven and twelve month employees will be entitled to vacation leave with pay in accordance with the following provisions:

<u>Years of Service</u>	<u>Amount of Vacation</u>
After one (1) complete year	two 2 weeks
After five (5) or more years	three 3 weeks
After ten (10) or more years	four 4 weeks
After twenty (20) or more years	five 5 weeks

The maximum amount of vacation leave that can be earned and accumulated is seventy-five (75) days.

**Section 2.** Upon separation of employment, all employees will be entitled to compensation at his/her current rate of pay for all accrued and unused vacation leave to his/her credit at the time of separation, not to exceed the vacation leave accrued to his/her credit up to a maximum of seventy-five (75) days.

**Section 3.** Vacation leave may be taken in any amounts not to exceed the total earned vacation as prescribed by this Article. Vacation requests must be submitted in writing to the supervisor and be approved by the supervisor ten (10) calendar days in advance unless extenuating circumstances exist. In the event two (2) or more employees request vacation for the same period of time and operational needs preclude the granting of vacation to both, the senior

employee will be granted the vacation leave providing both requests for vacation are received prior to April 1 of the year that the vacations are requested. Vacation requests received after April 1 will be granted on "first come -first serve" basis.

Section 4. The Treasurer shall post vacation accrual as follows: For newly hired eleven and twelve month employees, ten (10) days on the completion of their first year of service. For all eleven and twelve month employees after one (1) year and before completion of five (5) years of service, monthly at the rate of .83 day per month. For all eleven and twelve month employees on the completion of their fifth year of service five (5) days. For all eleven and twelve month employees after five (5) years and before completion of ten (10) years of service, monthly at the rate of 1.25 days per month. For all eleven and twelve month employees on the completion of their tenth year of service five (5) days. For all eleven and twelve month employees after ten (10) years and before completion of twenty (20) years of service, monthly at the rate of 1.66 days per month. For all eleven and twelve month employees on the completion of their twenty (20) years of service five (5) days. For all eleven and twelve month employees after twenty (20) years of service, monthly at the rate of 2.08 days per month. Necessary rounding shall occur on the employee's yearly anniversary date.

Employees who were 9 or 10 month employees in the district and are hired into a 11 or 12 month position will have prior credit prorated. For example, when a person who was employed in the district as a 9 month employee is hired as a 12 month employee he/she will be given credit for 9/12ths of a year for each year of service as a 9 month employee in the district. Individuals who become 11 or 12 month employees will accrue vacation based on actual years of service.

Section 5. For the purposes of this Article, a "day" shall be considered the number of hours in an employee's regularly scheduled work day.

Section 6. Those employees who receive vacation as a benefit may convert to cash up to 10 days of accumulated vacation during each contract year. Payment will be calculated on his/her daily rate of pay at the time of application for payment. Only two (2) requests for payment may be submitted in any one contract year. Payment shall be made on the next available payroll check.

#### ARTICLE XXIII. – LABOR-MANAGEMENT COMMITTEE

Section 1. A Labor-Management Committee consisting of up to five (5) members approved by the Union and up to five (5) members approved by the Superintendent shall be formed. They shall meet subject to call but no less than quarterly to discuss matters including, but not limited to, job descriptions, wellness, cafeteria operations, bus routes, insurance, safety, tools, equipment, and other areas of mutual concern.

#### ARTICLE XXIV. - INSURANCE

Section 1. The Board shall make available to all employees in the bargaining unit Anthem-PPO Insurance coverage, its equivalent or better. Employees who work less than twenty-five (25)

hours per week shall receive a pro-rated amount based upon hours worked. Bargaining unit members who are also members of the educational aide unit will be permitted to combine hours for insurance purposes but must elect benefits from only one bargaining unit.

Effective January 1, 2013, a new insurance plan shall go into effect (the “new” plan) for all bargaining unit employees. The “new” plan shall be Anthem Blue Access (PPO) Health #6 (without Rx). The “new” plan will operate under Platform 3.0 until such time the board or Anthem, at either's discretion, changes to a different platform.

a. Beginning September 1, 2015, bargaining unit members will contribute at a rate not to exceed 10% of the total cost of individual premiums for medical and prescription and dental insurance on a yearly basis.

b. September 1, 2015 through August 31, 2016

Single Plan - \$102

Family Plan - \$246

The parties agree for year 2016 and 2017 to have an insurance reopener. The insurance reopener will happen in June of each year and be completed before September 1, 2016 and September 1, 2017.

Section 2. Prescription Drug Insurance. The Board shall make available to all bargaining unit employees, generic based prescription drug insurance coverage. Employees who work less than twenty-five (25) hours per week shall receive a pro-rated amount based upon hours worked.

On 1-1-10 when the revised prescription drug plan takes effect, unit members are required to use the mail order process for all maintenance drugs (90 day supply).

There is no stand alone prescription drug or medical insurance under the current (old) or “new” plan.

The new prescription drug plan requires those using maintenance drugs to use the mail order (90 day) process. The cost of mail order process will be the same as the drug store 30 day process.

Effective January 1, 2015, the Board shall make available to ALL bargaining unit members (employees) generic based prescription drug insurance coverage with a deductible of \$5.00 for generic/\$20.00 for brand formulary name drugs/\$35.00 for brand drugs not on the formulary. Employees who work less than twenty-five (25) hours per week shall receive a pro-rated amount based upon hours worked.

Section 3. Dental Insurance. The Board shall make available to all bargaining unit employees, dental insurance coverage and shall pay 90% of both single and family coverage for all employees who work twenty-five (25) or more hours per week. Employees who work less than twenty-five (25) hours per week shall receive a pro-rated amount based upon hours worked. The dental insurance shall meet or exceed the specifications set forth below:

Services

Class I - Preventive and Diagnostic

Class II - Basic Restorative

Class III - Major Restorative

Class IV - Orthodontia

Maximum benefit each calendar year for Class I, II and III services - \$1,500.00. Lifetime Maximum for Orthodontic Services, per person - \$1,500.00. Individual Deductible - \$25.00. Family Deductible - \$50.00.

Percentages (if reasonable and customary) or scheduled amounts payable for covered dental expenses:

Class I - 100%

Class II - 80%

Class III - 60%

Class IV - 60%

Dental Insurance - Dependent children are covered until the age of 23 or the age of 25 if a full time student.

Section 4. Life Insurance. The Board shall purchase a Twenty-Five Thousand Dollar (\$25,000) Term Life Insurance Policy for each bargaining unit employee.

Section 5. Vision Insurance. The Board shall pay a maximum of twelve dollars (\$12) monthly toward single or family vision insurance which meets or exceeds the specifications set forth below:

When visiting a VSP network doctor, you'll receive:

1. Exams covered in full every twelve (12) months.
2. Prescription Glasses. Lenses covered in full every twelve (12) months (single vision, lined bifocal, lined trifocal lenses and tints).
3. Frame every twelve (12) months (frame of your choice covered up to \$80.00, plus 20% of any out-of-pocket costs).

**OR**

4. Contacts every twelve (12) months. When you choose contacts instead of glasses, your \$105.00 allowance applies to the cost of your contacts and the contact lens exam (fitting and evaluation). This exam is in addition to your vision exam to ensure proper fit of your contacts.

Current soft contact lens wearers may qualify for VSP's Contact Lens Care Program that includes a contact lens exam and initial lens supply. Learn more from your doctor or VSP.com.

Copays:

Exam:	\$10.00
Prescription Glasses:	\$25.00
Contacts:	No copay applies

Section 6.

- a. A Health Insurance Committee shall be established to make recommendations designed to optimize the quality of health care available to district employees and improve cost effectiveness of the health insurance program. Committee members shall review data, work with the District insurance consultant, collaborate on making recommendations for changes in plan design, review bids by insurance companies, and ultimately consider recommending plan changes to their respective constituencies.

The committee is not empowered to unilaterally make changes in health care benefits without ratification by the Union and approval by the Board. The creation of the Health Insurance Committee does not diminish or in any way reduce the Board's and Union's rights or responsibilities.

ARTICLE XXV. - WAGES AND COMPENSATION

Section 1. For the period from September 1, 2015 through August 31, 2018, wages will be paid based on the wage rates set forth in Appendix I. Employees will be automatically placed in the proper step and advance to succeeding steps of the Salary Schedule based upon years of service in their classification, effective September 1 of each year, if the employee has completed one hundred twenty (120) days of service during the school year or, otherwise, in accordance with Article VIII Section 5 of this Agreement whenever an employee changes classifications.

September 1, 2015 all employees shall receive a 2.75% across-the-board raise at every step for one year.

The parties agree for years 2016 and 2017 to have a Wage Reopener for September 1, 2016 and September 1, 2017 of the Agreement. The reopening of the Agreement shall invoke the dispute settlement procedures set forth in Section 4117.14 of the Ohio Revised Code.

Section 2. New employees will normally be hired at Step 1 of the Salary Schedule and progress to succeeding steps in accordance with this Agreement, except whenever a new employee possesses special skills needed by the Board, that employee may be hired above Step 1 but not to exceed Step 3 of the Schedule. The Union will be notified of the reason for salary schedule placement above entry level prior to hiring the new employee.

Section 3. SERS PICKUP UTILIZING THE SALARY REDUCTION METHOD. Effective November 26, 1990, the Board herewith agrees with the Union to pick up, utilizing the salary reduction method, contributions to the State Employees' Retirement System (SERS) paid on behalf of the employees in the bargaining unit under the following terms and conditions:

- a. The amount to be picked up on behalf of each employee shall be eight percent (8%) or any statutory increases therein of the employee's compensation. The employee's annual compensation shall be reduced by an amount equal to the amount picked up by the Board for the purpose of State and Federal tax only.
- b. The pickup percentage shall apply uniformly to all members of the bargaining unit as a condition of employment.
- c. The pickup shall become effective and shall apply to all compensation thereafter.
- d. The parties agree that should the rules and regulations of the IRS or SERS change making this procedure unworkable, the parties would return, without penalty, to the former method of employee/employer contribution.
- e. Payment for all paid leaves (sick leave, personal leave and severance including unemployment and Workers' Compensation) shall be based on the employee's daily gross pay prior to reduction.

Section 4. Primetime Supervisors and Primetime Helpers shall be paid on a nine month basis.

#### ARTICLE XXVI. - COMPLETE AGREEMENT

This Agreement represents the entire agreement between the Board and the Union.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals on any subject within the scope of negotiations. The understandings and agreements arrived at by the parties after the exercise of right and constitutes the entire contract between them and settles all demands and issues on all matters within the scope of negotiations.

All prior negotiated agreements not contained herein, and all prior practices, rules, or regulations not contained herein shall not be binding upon the parties to this Agreement.

ARTICLE XXVII. - DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 2015 and shall continue in full force and effect until 11:59 p.m., August 31, 2018.

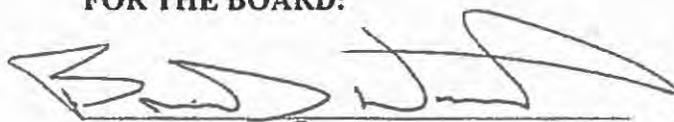
The parties agree to reopen Article 24 (Insurance) and Article 25 (Wages) in the second and third years of the Agreement.

In the event either party desires to cancel, terminate, modify or amend this Agreement at the conclusion of its duration, written notice of intent shall be served by the moving party upon the other no later than sixty (60) calendar days prior to the termination date of this Agreement.

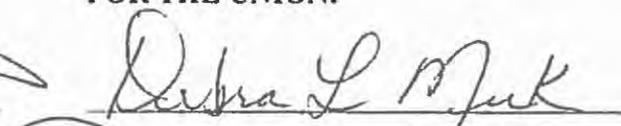
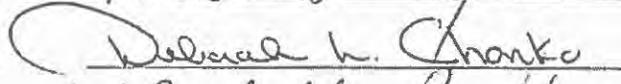
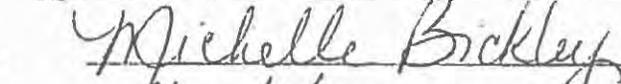
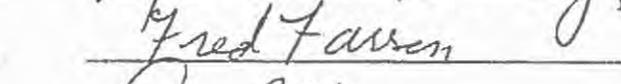
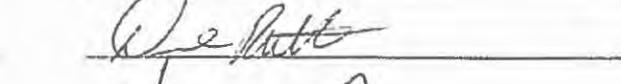
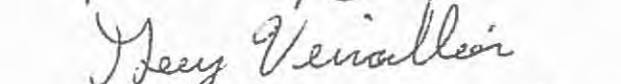
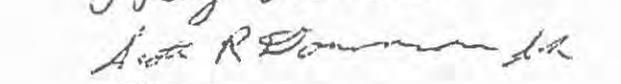
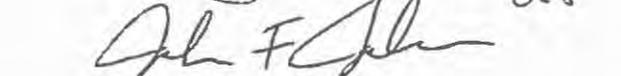
If no such notice is served, this Agreement will continue in full force and effect from year to year thereafter, subject to modification or termination by either party by serving at least sixty (60) days written notice to the other prior to November 14 or any subsequent year.

If any part of this Agreement is declared invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect. The parties shall meet as soon as possible in order to negotiate a mutually agreed upon replacement for the abrogated provision.

**FOR THE BOARD:**

  
\_\_\_\_\_  
James J. Miller  
\_\_\_\_\_  
Kypar A. Bus  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR THE UNION:**

  
\_\_\_\_\_  
Debra L. Mink  
  
\_\_\_\_\_  
Deborah W. Chonko  
  
\_\_\_\_\_  
Michelle Bickley  
  
\_\_\_\_\_  
Fred Fawson  
  
\_\_\_\_\_  
[unclear]  
  
\_\_\_\_\_  
Ken B.  
  
\_\_\_\_\_  
Terry Veniallein  
  
\_\_\_\_\_  
[unclear]  
  
\_\_\_\_\_  
[unclear]  
  
\_\_\_\_\_  
John F. [unclear] 008

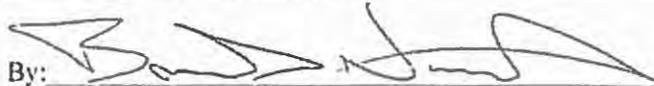
**SECTION 5705.412  
CERTIFICATE OF ADEQUATE REVENUES  
OAC Section 3301-92-05  
Wage or Salary Schedule**

The undersigned, Treasurer, Superintendent, and President of the Board of Education of the Athens City School District, hereby certify based on current estimates of School District revenue and expense made in conformity with regulations of the Auditor of State and the Ohio Department of Education, that with respect to the attached Wage or Salary Schedule:

The school district has in effect for the term of the contract the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the district, are sufficient to provide the operating revenues necessary to enable the district to maintain all personnel and programs for all the days set forth in its adopted school calendar for the current fiscal year and an equivalent number of days for each succeeding fiscal year in which the wage or salary schedule will be in effect.

IN WITNESS WHEREOF, we have hereunto set our hands on the 14<sup>th</sup> day of Aug 2015

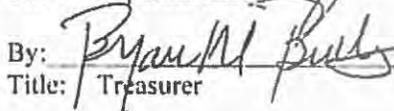
ATHENS CITY SCHOOL DISTRICT  
ATHENS COUNTY, OHIO

By: 

Title: President, Board of Education

By: 

Title: Superintendent

By: 

Title: Treasurer

September 1, 2015

Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	20	25	30	35	37
Bus Driver	14.65	14.96	15.27	15.58	15.89	16.19	16.50	16.81	17.12	17.43	18.15	18.26	18.37	18.48	18.70	18.85	18.91	18.96	19.01	19.06
Station Attendant/Bus Driver	14.65	14.96	15.27	15.58	15.89	16.19	16.50	16.81	17.12	17.43	18.15	18.26	18.37	18.48	18.70	18.85	18.91	18.96	19.01	19.06
Mechanic	15.87	16.18	16.49	16.80	17.11	17.42	17.72	18.03	18.34	18.65	19.37	19.68	19.98	20.29	20.70	20.86	20.91	20.96	21.01	21.06
Mechanic Helper	15.00	15.31	15.62	15.93	16.23	16.54	16.85	17.16	17.47	17.78	18.50	18.67	19.01	19.16	19.45	19.60	19.66	19.71	19.76	19.81
Building Custodian 1 / Night Guard	13.94	14.25	14.56	14.87	15.18	15.48	15.79	16.10	16.41	16.72	17.44	17.55	17.66	17.79	18.00	18.16	18.21	18.26	18.31	18.36
Building Custodian 2	14.27	14.58	14.89	15.20	15.50	15.81	16.12	16.43	16.74	17.05	17.77	17.91	18.04	18.18	18.42	18.58	18.63	18.68	18.73	18.78
Building Custodian 2 / Truck Driver	14.27	14.58	14.89	15.20	15.50	15.81	16.12	16.43	16.74	17.05	17.77	17.91	18.04	18.18	18.42	18.58	18.63	18.68	18.73	18.78
Maintenance 1	14.40	14.70	15.01	15.32	15.63	15.94	16.24	16.55	16.86	17.17	17.89	18.05	18.23	18.40	18.67	18.82	18.88	18.93	18.98	19.03
Maintenance 2	14.55	14.86	15.17	15.47	15.78	16.09	16.40	16.71	17.02	17.32	18.04	18.22	18.38	18.56	18.83	18.99	19.04	19.09	19.14	19.19
Maintenance 3	14.92	15.23	15.54	15.84	16.15	16.46	16.77	17.08	17.39	17.69	18.41	18.58	18.75	18.93	19.19	19.35	19.40	19.45	19.50	19.55
Administrative Secy.	15.03	15.34	15.65	15.96	16.27	16.57	16.88	17.19	17.50	17.81	18.53	18.64	18.75	18.86	19.08	19.23	19.29	19.34	19.39	19.44
Secretary 1	14.16	14.47	14.78	15.08	15.39	15.70	16.01	16.32	16.62	16.93	17.65	17.77	17.89	18.00	18.22	18.37	18.42	18.47	18.53	18.58
Secretary 2	14.16	14.47	14.78	15.08	15.39	15.70	16.01	16.32	16.62	16.93	17.65	17.77	17.89	18.00	18.22	18.37	18.42	18.47	18.53	18.58
Head Cook	14.09	14.40	14.70	15.01	15.32	15.63	15.94	16.24	16.55	16.86	17.58	17.69	17.89	18.10	18.43	18.59	18.64	18.69	18.74	18.79
Cook	13.83	14.14	14.45	14.75	15.06	15.37	15.68	15.99	16.30	16.60	17.32	17.44	17.55	17.66	17.88	18.03	18.08	18.14	18.19	18.24
Baker Cook	13.92	14.23	14.54	14.85	15.16	15.46	15.77	16.08	16.39	16.70	17.42	17.62	17.84	18.05	18.38	18.54	18.59	18.64	18.69	18.74
Cashier	11.76	12.04	12.32	12.60	12.87	13.15	13.43	13.71	13.98	14.26	14.92	15.03	15.15	15.26	15.47	15.63	15.68	15.73	15.78	15.83
Server	11.76	12.04	12.32	12.60	12.87	13.15	13.43	13.71	13.98	14.26	14.92	15.03	15.15	15.26	15.47	15.63	15.68	15.73	15.78	15.83
Cafeteria Aide - Tier 1	11.25	11.51	11.76	12.02	12.28	12.54	12.79	13.05	13.31	13.56	14.20	14.31	14.43	14.54	14.75	14.91	14.96	15.01	15.06	15.11
Registrar	15.03	15.34	15.65	15.96	16.27	16.57	16.88	17.19	17.50	17.81	18.53	18.64	18.75	18.86	19.08	19.23	19.29	19.34	19.39	19.44

September 1, 2016

Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	20	25	30	35	37
Bus Driver	14.85	14.96	15.27	15.58	15.89	16.19	16.50	16.81	17.12	17.43	18.15	18.26	18.37	18.48	18.70	18.85	18.91	18.96	19.01	19.06
Station Attendant/Bus Driver	14.85	14.96	15.27	15.58	15.89	16.19	16.50	16.81	17.12	17.43	18.15	18.26	18.37	18.48	18.70	18.85	18.91	18.96	19.01	19.06
Mechanic	15.87	16.18	16.49	16.80	17.11	17.42	17.72	18.03	18.34	18.65	19.37	19.68	19.98	20.29	20.70	20.86	20.91	20.96	21.01	21.06
Mechanic Helper	15.00	15.31	15.62	15.93	16.23	16.54	16.85	17.16	17.47	17.78	18.50	18.67	19.01	19.16	19.45	19.60	19.66	19.71	19.76	19.81
Building Custodian 1 / Night Guard	13.94	14.25	14.56	14.87	15.18	15.48	15.79	16.10	16.41	16.72	17.44	17.55	17.86	17.79	18.00	18.16	18.21	18.26	18.31	18.36
Building Custodian 2	14.27	14.58	14.89	15.20	15.50	15.81	16.12	16.43	16.74	17.05	17.77	17.91	18.04	18.18	18.42	18.58	18.63	18.68	18.73	18.78
Building Custodian 2 / Truck Driver	14.27	14.58	14.89	15.20	15.50	15.81	16.12	16.43	16.74	17.05	17.77	17.91	18.04	18.18	18.42	18.58	18.63	18.68	18.73	18.78
Maintenance 1	14.40	14.70	15.01	15.32	15.63	15.94	16.24	16.55	16.86	17.17	17.89	18.05	18.23	18.40	18.67	18.82	18.88	18.93	18.98	19.03
Maintenance 2	14.55	14.86	15.17	15.47	15.78	16.09	16.40	16.71	17.02	17.32	18.04	18.22	18.38	18.56	18.83	18.99	19.04	19.09	19.14	19.19
Maintenance 3	14.92	15.23	15.54	15.84	16.15	16.46	16.77	17.08	17.39	17.69	18.41	18.58	18.75	18.93	19.19	19.35	19.40	19.45	19.50	19.55
Administrative Secy.	15.03	15.34	15.65	15.96	16.27	16.57	16.88	17.19	17.50	17.81	18.53	18.64	18.75	18.86	19.08	19.23	19.29	19.34	19.39	19.44
Secretary 1	14.16	14.47	14.78	15.08	15.39	15.70	16.01	16.32	16.62	16.93	17.65	17.77	17.89	18.00	18.22	18.37	18.42	18.47	18.53	18.58
Secretary 2	14.16	14.47	14.78	15.08	15.39	15.70	16.01	16.32	16.62	16.93	17.65	17.77	17.89	18.00	18.22	18.37	18.42	18.47	18.53	18.58
Head Cook	14.09	14.40	14.70	15.01	15.32	15.63	15.94	16.24	16.55	16.86	17.58	17.69	17.89	18.10	18.43	18.59	18.64	18.69	18.74	18.79
Cook	13.83	14.14	14.45	14.75	15.06	15.37	15.68	15.99	16.30	16.60	17.32	17.44	17.55	17.66	17.88	18.03	18.08	18.14	18.19	18.24
Baker Cook	13.92	14.23	14.54	14.85	15.16	15.46	15.77	16.08	16.39	16.70	17.42	17.52	17.84	18.05	18.38	18.54	18.59	18.64	18.69	18.74
Cashier	11.76	12.04	12.32	12.60	12.87	13.15	13.43	13.71	13.98	14.26	14.92	15.03	15.15	15.26	15.47	15.63	15.68	15.73	15.78	15.83
Server	11.76	12.04	12.32	12.60	12.87	13.15	13.43	13.71	13.98	14.26	14.92	15.03	15.15	15.26	15.47	15.63	15.68	15.73	15.78	15.83
Cafeteria Aide - Tier 1	11.25	11.51	11.76	12.02	12.28	12.54	12.79	13.05	13.31	13.56	14.20	14.31	14.43	14.54	14.75	14.91	14.96	15.01	15.06	15.11
Registrar	15.03	15.34	15.65	15.96	16.27	16.57	16.88	17.19	17.50	17.81	18.53	18.64	18.75	18.86	19.08	19.23	19.29	19.34	19.39	19.44

September 1, 2017

Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	20	25	30	35	37
Bus Driver	14.65	14.96	15.27	15.58	15.89	16.19	16.50	16.81	17.12	17.43	18.15	18.26	18.37	18.48	18.70	18.85	18.91	18.96	19.01	19.06
Station Attendant/Bus Driver	14.65	14.96	15.27	15.58	15.89	16.19	16.50	16.81	17.12	17.43	18.15	18.26	18.37	18.48	18.70	18.85	18.91	18.96	19.01	19.06
Mechanic	15.87	16.18	16.49	16.80	17.11	17.42	17.72	18.03	18.34	18.65	19.37	19.68	19.98	20.29	20.70	20.86	20.91	20.96	21.01	21.06
Mechanic Helper	15.00	15.31	15.62	15.93	16.23	16.54	16.85	17.16	17.47	17.78	18.50	18.67	19.01	19.16	19.45	19.60	19.66	19.71	19.76	19.81
Building Custodian 1 / Night Guard	13.94	14.25	14.56	14.87	15.18	15.48	15.79	16.10	16.41	16.72	17.44	17.55	17.66	17.79	18.00	18.16	18.21	18.26	18.31	18.36
Building Custodian 2	14.27	14.58	14.89	15.20	15.50	15.81	16.12	16.43	16.74	17.05	17.77	17.91	18.04	18.18	18.42	18.58	18.63	18.68	18.73	18.78
Building Custodian 2 / Truck Driver	14.27	14.58	14.89	15.20	15.50	15.81	16.12	16.43	16.74	17.05	17.77	17.91	18.04	18.18	18.42	18.58	18.63	18.68	18.73	18.78
Maintenance 1	14.40	14.70	15.01	15.32	15.63	15.94	16.24	16.55	16.86	17.17	17.89	18.05	18.23	18.40	18.67	18.82	18.88	18.93	18.98	19.03
Maintenance 2	14.55	14.86	15.17	15.47	15.78	16.09	16.40	16.71	17.02	17.32	18.04	18.22	18.39	18.56	18.83	18.99	19.04	19.09	19.14	19.19
Maintenance 3	14.92	15.23	15.54	15.84	16.15	16.46	16.77	17.08	17.39	17.69	18.41	18.58	18.75	18.93	19.19	19.35	19.40	19.45	19.50	19.55
Administrative Secy.	15.03	15.34	15.65	15.96	16.27	16.57	16.88	17.19	17.50	17.81	18.53	18.64	18.75	18.86	19.08	19.23	19.29	19.34	19.39	19.44
Secretary 1	14.16	14.47	14.78	15.08	15.39	15.70	16.01	16.32	16.62	16.93	17.65	17.77	17.89	18.00	18.22	18.37	18.42	18.47	18.53	18.58
Secretary 2	14.16	14.47	14.78	15.08	15.39	15.70	16.01	16.32	16.62	16.93	17.65	17.77	17.89	18.00	18.22	18.37	18.42	18.47	18.53	18.58
Head Cook	14.09	14.40	14.70	15.01	15.32	15.63	15.94	16.24	16.55	16.86	17.58	17.69	17.89	18.10	18.43	18.59	18.64	18.69	18.74	18.79
Cook	13.83	14.14	14.45	14.75	15.06	15.37	15.68	15.99	16.30	16.60	17.32	17.44	17.55	17.66	17.88	18.03	18.08	18.14	18.19	18.24
Baker Cook	13.92	14.23	14.54	14.85	15.16	15.46	15.77	16.08	16.39	16.70	17.42	17.62	17.84	18.05	18.38	18.54	18.59	18.64	18.69	18.74
Cashier	11.76	12.04	12.32	12.60	12.87	13.15	13.43	13.71	13.98	14.26	14.92	15.03	15.15	15.26	15.47	15.63	15.68	15.73	15.78	15.83
Server	11.76	12.04	12.32	12.60	12.87	13.15	13.43	13.71	13.98	14.26	14.92	15.03	15.15	15.26	15.47	15.63	15.68	15.73	15.78	15.83
Cafeteria Aide - Tier 1	11.25	11.51	11.76	12.02	12.28	12.54	12.79	13.05	13.31	13.58	14.20	14.31	14.43	14.54	14.75	14.91	14.96	15.01	15.06	15.11
Registrar	15.03	15.34	15.65	15.96	16.27	16.57	16.88	17.19	17.50	17.81	18.53	18.64	18.75	18.86	19.08	19.23	19.29	19.34	19.39	19.44