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MASTER AGREEMENT

BETWEEN

FORT LORAMIE LOCAL SCHOOLS

CLASSIFIED STAFF

AND THE

FORT LORAMIE BOARD OF EDUCATION

EFFECTIVE

June 30, 2016

THROUGH

June 30, 2019

F O R W A R D

Classified employees covered by this agreement shall include those school employees who are not required to hold a teaching license, such as bus drivers, secretaries, custodians, and instructional aides.

Included in this publication are a number of Board of Education policies relating to non-instructional staff members.

Periodic bulletins for the staff will supplement the contents of this manual as well as advise you of upcoming events.

Communication is a key to running an efficient operation. We encourage you to bring suggestions and concerns to the attention of the administration so that we may have the opportunity to deal with them.

We are very pleased with, and proud of our support staff at Fort Loramie Local Schools. Your contribution to the educational system is an important one.

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Arrival and Departure

Staff members are to arrive at designated work times and remain on duty throughout their scheduled time. Schedules should be followed unless changes are approved by the building principal or superintendent.

Association Dues Deduction

Upon formal request of the treasurer, association dues will be deducted from paychecks.

Bid Procedure

When vacancy occurs in a classification or a location assignment, it shall be posted in a conspicuous place for a period of five (5) days. Any employee may request the vacant position in writing. In selecting the replacement employee, the Board shall apply the following formula:

- a) The vacant position shall first be offered to the employees within the classification of the position.
- b) If more than one employee within the same classification requests the position in writing, the employee with the highest seniority date may be awarded the position.
- c) The highest seniority date shall be determined by the employee's last date of hire by the Board.
- d) The administration reserves the right to consider the qualifications of each individual, including background, previous work, and suitability to the particular position.
- e) In the event any employee is not selected through the above process, he/she may request the reason for not being selected in writing within five (5) working days.
- f) The administration reserves the right to select the most qualified person for any position.

Board Of Education Policies

Board of Education policy manuals are available in both the Elementary and Jr/Sr High School principals' offices as well as the school libraries and on-line through the district's website.

All employees are expected to know and are responsible for observing the provisions of the policies of the board, administrative regulations, and procedures pertinent to their activities as employees of the board.

The policies of the board and administrative regulations and procedures are written to be consistent with the provisions of law, but not necessarily to incorporate the same. All employees are expected to know, and shall be held responsible for observing, all provisions of law pertinent to their activities as employees of the board of education.

Calamity Days

Employees will be paid their regular rate of pay for the number of calamity days as defined by the Ohio Revised Code. Calamity Days will remain at five (5) days.

As secretarial, custodial, and cafeteria personnel are most needed on these days, they are to report to work at their normal times unless notified to the contrary by the Superintendent or his/her designee. The Superintendent or his/her designee will notify other employees he/she deems necessary to prepare for reopening school, protecting school property, and functioning during the calamity situation.

Compensatory time will be provided for employees scheduled to work during the number of calamity days as defined by the Ohio Revised Code. Compensatory days are to be approved in advance with the building principal or superintendent. Early dismissal or an a.m. delay does not constitute the need for compensatory time.

Clothing Allowance

Cafeteria and Custodial Personnel who work a minimum of 2 1/2 hours a day will be eligible for a clothing allowance of \$75.00 annually. To be eligible for reimbursement, the clothing item(s) must be approved by the immediate supervisor and a receipt submitted to the Treasurer.

Compensatory Time/Extra Time Worked

When an employee works additional time at their regular job(s) beyond the scheduled work day or week, he/she may request either direct payment or compensatory time. However, when additional time worked causes the employee to exceed 40 hours worked per week in his/her regular job(s), wages at the appropriate overtime rate will be paid and no compensatory time will be granted. Compensatory time will also be provided for employees required to work during calamity days (see Calamity Days).

Extra time worked, whether paid or earning compensatory time must be approved in advance by the building principal or superintendent. Employees should not assume that compensation will be granted for time worked at their own discretion. In the case where frequent small amounts of additional time are needed by the employee, a written proposal may be submitted by the employee for approval by the building principal (where appropriate) and the superintendent. Such proposal must state the underlying reason(s) for the situation and an estimated amount of time per day/week that will be needed.

Extra time worked will be documented by the employee on the designated forms and submitted with the time sheet for the pay period in which it was earned and/or used. Late submission of this form may invalidate the claim.

Use of compensatory time earned must be approved in advance by the building principal or superintendent.

All compensatory time sheets must be returned to the central office at the end of the employee's contract year, no later than June 30 each year. All unused compensatory time will be paid at the employee's normal hourly rate of pay on the next feasible pay day.

Complimentary Admissions

All classified staff will receive complimentary admission to all (home) school activities. This privilege is for the classified staff member and one guest when the classified staff member is in attendance.

Confidential And Administrative Personnel

All confidential and administrative personnel will not be a part of the bargaining unit. (cafeteria manager, fiscal assistant and superintendent's secretary, library/media coordinator).

Employment Of Personnel

An employee, at the date of hire shall be provided:

1. his/her rate of pay
2. his/her hours
3. his/her length of contract

Evaluation

Employees may be evaluated on a yearly basis by the supervisor in charge. All personnel whose contract expires will be evaluated by both the supervisor and Superintendent.

The evaluation will be continuous. It will be based upon observation of the employee in the total school setting and his/her performance in relation to other designated duties. Records will be kept to support the evaluation. For the purpose of communication, a written report following the initial conference at the beginning of the evaluation period, and a final written evaluation will be required.

Evaluation Process

Non-instructional employees with the exception of bus drivers shall be evaluated each year until a continuing status is achieved. Employees on continuing status will be evaluated a minimum of once every three years. However, employees may be evaluated at other times when the building principal or supervisor deems necessary.

PROCEDURE:

"Evaluation" as used in this form, refers to the processes involved in rating a non-instructional employee in terms of competence and effectiveness in the position which employed. The building principal will be responsible for conducting evaluations of building personnel such as aides, custodians, and secretaries. The cafeteria manager will evaluate cafeteria personnel with assistance from the building principal. The superintendent will evaluate the head maintenance person, the cafeteria manager, and his secretary. He/she will also evaluate bus drivers as he/she deems necessary. The superintendent may also become involved in the evaluation process of all employees.

GUIDELINES:

1. A copy of the evaluation form with the statement of philosophy, objectives, and definition of terms, shall be provided to each non-instructional employee of the district in the Administrative Manual.
2. Employees on continuing contracts shall be notified prior to November 1 if they are to be evaluated during that school year.
3. If the evaluator sees a need for improvement, he should plan with the employee ways to correct the deficiency.
4. Areas that do not apply to a particular individual's performance are to be marked "not applicable."
5. Qualities or characteristics which are rated unsatisfactory on the evaluation form are to be substantiated by comments.
6. The evaluator should comment on noteworthy achievements.
7. The employee shall receive a duplicate copy of the evaluation report.
8. When possible, employee and evaluator should agree on some definite goals to be attained during the year.
9. Explanations and comments may be attached to the evaluation document by the evaluated employee.

Employee Discipline

The Administration may take progressive disciplinary action against any employee for violation of or failure to comply with, any provisions of this contract or any reasonable rules and regulations adopted by the Board of Education. Such disciplinary action shall be imposed as follows:

- Step 1 First offense - Verbal warning to the employee in a conference with the supervisor.
- Step 2 Second offense - The offense shall be reduced to writing by the supervisor and copies given to the employee and Superintendent. The written warning shall be initialed and dated by the employee. The initials shall not indicate agreement with the warning's content, but show only the employee has

received a copy of the written warning.

- Step 3 Third offense - A written reprimand may be placed in the employee's personnel file after a conference has been held by the Superintendent with the affected parties.
- Step 4 Fourth offense - After a meeting before the Superintendent, the Administration has the right to suspend an employee with or without pay for disciplinary purposes. The length of the suspension shall be for up to five days maximum.

Upon the initiative of the Superintendent, with good cause shown, Steps 1, 2, and 3 above may be omitted and an employee brought before the Superintendent directly for disciplinary action. Prior to any such suspension, the Administration shall conduct an investigation of the incident or infraction(s) upon which any such suspension will be based. The results of the investigation shall be reduced to writing and given to the employee along with a recommendation for a possible suspension with or without pay.

Upon request of the employee and within five (5) days of the employee's receiving written notification of a possible suspension with or without pay, the employee may request a meeting before the board of education in executive session. The employee and the board shall have the right to representation at the meeting.

The employee shall be notified of his/her right to representation at each step. Disciplinary action is subject to the grievance procedure as set forth in this Agreement.

Nothing herein shall preclude the Board of Education from omitting the foregoing steps and procedures and instituting suspensions or termination proceedings pursuant to the applicable sections of the Ohio Revised Code at any time when, in the sole and exclusive discretion of the Board, it is determined such action is warranted.

Grievance Procedure (Definition)

A grievance is defined as any complaint of an employee, employees or the Association involving the interpretation, application or alleged violation of this Agreement or a violation, application or interpretation of any law, Board policy, rule, regulation or practice.

It is the intent of the parties to equitably resolve grievances at the lowest possible administrative level. It is the intention of the parties to encourage as informal and confidential an atmosphere as is possible in the resolution of grievances.

PROCEDURE:

Grievances shall be handled in the following manner:

Step One: An aggrieved employee may present directly, or through the employee's representative, the grievance to the immediate supervisor. The grievance shall be submitted orally. If the grievance is not satisfactorily adjusted informally, the grievance may proceed to Step Two.

Step Two: An aggrieved employee may present directly, or through the representative, the grievance to the Superintendent of Schools in writing. If the grievance is not satisfactorily adjusted within five (5) working days after the submission of the grievance, the grievance may be submitted to Step Three.

Step Three: An aggrieved employee may present directly, or through the representative, the grievance to the Board of Education in writing. The Board shall hear the grievance at its next scheduled Board meeting after the submission of the grievance. All grievances shall be heard in executive session. The Board shall give its answer in writing to the employee within ten (10) working days after the grievance hearing.

Nothing in this procedure shall prohibit the parties from agreeing to adjusting the time limits herein by mutual consent.

Holidays

There are six paid holidays for all classified employees:

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

There are seven paid holidays for twelve-month employees; the six holidays listed above, plus Independence Day.

In addition, there are two 1/2-day holidays for employees scheduled to work on December 24 and December 31. When these days fall on Saturday or Sunday, the half-day holidays may be taken at a mutually agreed upon time during the school holiday vacation. These dates must be approved in advance by the Superintendent.

In-service

All classified personnel will participate in in-service activities during the school year; employees will be involved in planning and prior input to in-service activities.

Insurance – Coverage

The following insurance coverage will be provided to classified employees working more than four hours a day, for five (5) or more days per week.

The Board shall provide for a plan of hospitalization and medical expense insurance as well as dental and optical insurance that complies with all requirements of the Affordable Care Act (ACA). Any provision of this Agreement that conflicts with the ACA shall be modified to comply.

The Board shall offer one insurance option. The cost of the hospitalization and medical insurance expenses shall be shared by the Board and covered employee as follows:

Plan Type:

1. PPO/HSA

Year	Employee Contribution For Single Plan	Employee Contribution For Family Plan
2016	10%	10%
2017	10%	10%
2018	11%	11%

The Board may offer the HSA as an option for health insurance coverage. The employee premium contribution will be the same as the PPO plan. The Board will contribute \$800 per year for a single plan and \$1600 a year for a family plan. The contributions for the HSA plan will be paid quarterly in four (4) installments. The choice of the PPO plan or the HSA plan is up to each employee.

Insurance – Coverage (Continued)

Dental The cost of dental insurance shall be paid by the Board, with coverage at the level in effect as of the effective date of this Agreement.

Optical The cost of optical insurance shall be paid by the Board, with coverage at the level in effect as of the effective date of this Agreement.

Life The Board shall provide for a plan of term life and AD&D insurance in the face amount of \$35,000. Such coverage shall be provided at no cost to the employee.

Upon retirement, a current member of the group covered by this policy may convert and individually purchase this life insurance policy. This policy may be issued without additional benefits at the standard rate at the current age of the insured. The policy shall be issued regardless of the age or health of the insured. Applications must be submitted within thirty-one days of the insured separation date of the group policy.

Employees working 4 hours daily are eligible for the following:

Single Plan Health Insurance, costs shared as above.

Dental Insurance

Optical Insurance

\$35,000 Term Life, AD & D Insurance

Employees working 2 to less than 4 hours daily are eligible for one of the following options:

a) \$190 per month toward health insurance coverage or

b) Payment of dental insurance or

c) Cash payment in lieu of either coverage.

The Board shall provide employees the opportunity to allocate money into a Section 125 Plan for healthcare expenses. Such coverage shall be provided at no cost to the employees and follow IRS regulations.

Insurance - Liability

Provided by the Board of Education

Insurance - Cash Payment In Lieu Of Health Coverage

A cash payment in lieu of health insurance coverage will be paid to regular, non-teaching personnel who choose not to participate in the group health plan. These full time employees shall be those personnel who regularly work two (2) hours per day, for five (5) days per week, or more.

The Board will pay up to \$2,400 per year, based on \$200.00 per month. Any employee working less than the full contract year would receive said payment prorated according to the number of months worked. An employee rejoining the group policy would receive payment prorated on the number of months not covered by the group policy.

Such supplemental payment will be made in a lump sum on the last paycheck of August. Such payments do constitute taxable income.

The option to receive payment in lieu of coverage will be offered once annually, before the beginning of the school year. Re-entry in the group will be governed by the regulations of the insurance carrier.

Insurance – Committee

A district insurance committee shall be formed to study plans and specifications for all forms of insurances; available options for employee costs, changes in rates, and alternatives and options for employee insurance plans.

1. This Committee shall be composed of representatives groups: three (3) teachers, two (2) Board representatives, one (1) non-teaching employee and consultants from each organization, if desired by their representing party.
2. The Committee shall meet on a quarterly basis unless members of the committee mutually agree otherwise. All meetings shall begin at noon in the Board office and employees serving on this Committee shall be released from their duties without loss of pay to attend said meetings. Only three such meetings shall occur during the school year.
3. The Committee shall be charged with the ongoing responsibility of investigating insurances as specified above and shall prior to May 30 of each year, make a summary of their findings and recommendations available to all concerned parties.

Insurance - Differential Salary Schedule

Employees opting to participate in a medical insurance plan (health, dental, vision) shall be paid according to Regular Salary Schedules as per Addendum A-1, A-2 and A-3. Employees who decline to participate in these Board-sponsored medical insurance plans shall be paid according to Insurance Differential Salary Schedules as per Addendum B-1, B-2 and B3. Employees who decline to participate in the medical insurance program and are paid on the Insurance Differential Schedule receive no medical insurance benefits or cash payment in lieu of medical insurance coverage.

Employees will select the desired schedule at the time of initial employment. Employees can only choose to switch to or from the Insurance Differential Schedule at insurance open enrollment or when experiencing a qualifying event for obtaining insurance coverage.

Job Descriptions

Job descriptions will be reviewed and upgraded periodically.

Jury Duty

When a classified staff member has been selected for jury duty, he/she shall notify the Superintendent. The money received from jury duty will be signed over to the Board Treasurer with no pay deduction and said staff member will receive regular salary. Jury duty shall not be deducted from the classified staff member's personal leave, sick leave or other leaves of absence. While on jury duty, the certificated/licensed staff member's sick leave, severance pay, and all other benefits shall accrue the same as any other regularly employed classified staff member.

Lay Off And Recall

Whenever it becomes necessary to lay off employees, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular classification computed from the latest date of hire. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, the Association and Board shall meet to determine a fair and equitable means of deciding seniority status.

Each employee to be laid off shall be given two (2) weeks advance notice in writing.

Recall from lay-off shall be in order of classification seniority. Any openings which occur in the classification from which employees are laid off shall be offered to the most senior employee on the lay-off list before the next employee on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement name list. Recalled employees

must report for work within ten (10) days of notification unless an extension is granted by the Board.

The employee's name shall remain on the recall list for two years. When reinstated from lay-off, such employee shall retain all previous accumulated seniority in addition to accruing seniority during the lay-off. (However, seniority is not to be confused with experience.) The notice of reinstatement shall be made by certified mail.

Leave Benefits for Partial Positions

Leave benefits for employees working a partial position shall be prorated based on the percent of the calendars worked, unless otherwise defined in this contract. This shall apply to sick leave accrual, annual personal leave, and annual vacation leave. A partial position is defined as one in which the employee works fewer days than are specified in the annual contract year.

Longevity

An annual lump sum payment will be granted to employees with 15 or more years of service to the district working under a regular annual contract. This lump sum will be paid on the employees last pay in June, commencing with the last pay of the 15th year. In the contract year being awarded longevity, the lump sum will be determined by multiplying the number of contracted hours worked in a normal workday by the following hourly rates:

15-19 years of experience	-	\$40.00 per hour
20-24 years of experience	-	\$45.00 per hour
25 or more years of experience	-	\$50.00 per hour

Meetings

Various meeting of the non-instructional employee classifications will be held from time to time.

Mileage

An employee who is required, as part of his/her job, to use his/her own vehicle for transportation in order to perform his/her duties shall be reimbursed at the IRS mileage rate for each mile driven. Procedures for implementation shall be established by the administration.

Mutual Concerns Committee

1. The Board, or its designated representative, and the non-instructional staff, or its representative, agrees to meet and discuss matters of mutual concern.
2. Such meetings shall be held upon request. Advance request shall be made at least five (5) days before a proposed meeting date. Meetings will be called by a member of the non-instructional staff or the Superintendent.
3. The committee will consist of one representative for each of the four basic classifications.

Negotiations Agreement

The Board of Education agrees to negotiate with a committee of non-instructional employees made up of one representative from each of the five categories (secretarial, aide, custodial, cafeteria, and bus drivers)

Overtime

Overtime will be paid at the rate of one and one-half (1 1/2) times the regular rate for all hours over forty (40) hours worked or forty (40) hours paid. Time and one-half will be paid for cafeteria workers for banquets outside the regular school day. An employee may request compensatory time off in lieu of overtime pay. The workweek shall begin at 12:01 a.m. on Monday.

Personal Leave

Unrestricted Personal leave will be granted to each employee of the Board at the rate of three (3) days per year. Employees will be allowed to carry over one personal day to the following year, but never exceeding four (4) personal days in one year. Personal leave shall be administered in the following manner:

1. The days listed under this category are designated to cover those situations not covered by sick leave.
2. Unauthorized leave - Full deductions will be made from regular salary payments for all unauthorized leave.
3. Personal leave should not be used to work at another job including self-employment.
4. Personal days that are solely for vacation purposes will be approved on a first come first serve basis within the classification. Leave may be granted to more than one employee on a given day as long as substitutes are available as needed.

Requests for personal leave shall be presented to the Superintendent at least three (3), preferably five (5), days prior to the requested leave day, when possible. All applications for personal leave must be approved as soon as possible by the Superintendent. The administration reserves the right to deny personal leave based on a large number of requests on the same calendar day.

Applications for personal leave shall not be made during the first or last day of school or for "teacher work days." If a break period consists of a day off or contains an additional day off due to a schedule change caused by employees participating in parent-employee conferences, such additional day off shall be considered as part of the break period.

Each regular employee who uses less than his/her entitlement of personal leave time during the school year shall receive a payment equal to their per diem rate up to a maximum of three (3) personal days. Payment shall be prorated for partial days unused.

Personnel Files

The personnel file of each employee shall be maintained in the Superintendent's office. Employees shall be provided copies of information placed in their personnel file. Upon request employees will be given opportunity to view such files. A written response may be attached to the material.

Public Relations

Staff members can be a powerful public relations element in the school district. We have an excellent staff. Morale must be high and remain that way when we have a positive attitude, this reflects on others.

It is crucial that school problems remain at school and not be taken to the community or Board of Education. Problems should be referred to the principal and then the Superintendent. Issues are to be presented to the board only if satisfactory solutions to problems cannot be reached by administration. Let us give a united front to our students and community by working together harmoniously. Many improvements have been made as well as goals achieved.

Purchasing Procedures

1. All Funds - Board
 - a. Completed requisition to supervisor (where applicable), upon approval-
 - b. To Superintendent, upon approval-

- c. To Treasurer
 - 1) White copy of P.O. sent to order
 - 2) Yellow copy of P.O. to Supervisor
 - 3) Pink copy of P.O., Treasurer retains
- d. Upon receipt and checking of material, etc., Supervisor returns yellow copy of P.O. to Treasurer for payment. (Itemized bill should accompany P.O. if purchase is picked up.)

Reduction of Hours

Employees will be informed of their daily hours of work prior to the start of each school year. An employee's daily hours shall not be reduced during the school year except by mutual agreement between the administration and the employee affected. The administration, however, reserves the right to reduce hours or eliminate positions when circumstances beyond its control dictate such a change.

Reimbursements

The Board shall pay for or reimburse classified employees for 100% of any costs incurred related to state and federal background checks required by the Ohio Revised Code. Such reimbursement shall be made within 30 calendar days of the Board's receipt of evidence that the employee has paid for the background checks.

The Board shall pay for or reimburse classified employees for 100% of the fees for any license/certificate renewal or upgrade required for their position, within 30 calendar days of the Board's receipt of a copy of the renewed or upgraded license/certificate.

If a staff member receives reimbursement for fees associated with license/certificate renewal or upgrade from the Board and then leaves the District, prior to the term of the license/certificate, he/she will reimburse the District a pro-rated amount. The amount (arrived at by dividing the cost of the license by the years of effect) shall be withheld from the staff member's final pay check.

Regular employees shall be reimbursed at their current hourly rate for classroom hours needed for certification, attended outside the regular work day.

Residency Incentive

Employees who live within the Fort Loramie Local School District shall receive an annual residency incentive payment. Employees working the equivalent of 2 up to 4 hours daily will receive a payment of \$150.00. Employees working the equivalent of 4 or more hours daily will receive a payment of \$300.00. This payment does not impact severance pay or SERS contributions. Payment will be prorated for partial year residency and/or service of less than a full contract year, and will be made on the last paycheck in June each year.

Saving Clause

If during the course of this agreement any legal or legislative changes should occur or circumstances of an extremely unusual nature, either side may petition the other for a hearing to review these.

Second Shift

There shall be a .75 cents per hour premium for second shift employees as determined by the

Superintendent. There will be no loss of second shift pay premium to custodial staff when they are required to work a day shift following a night shift.

Seniority

Seniority is established on the date of hire on a regular basis by the Board of Education. The administration reserves the right to select the most qualified person for any position. Seniority shall be lost when a bargaining unit member retires or resigns; is non-renewed or terminated; or otherwise leaves the employment of the Board.

SERS

Qualified classified employees will be provided with annuitized SERS deductions.

Severance

Severance shall be paid to an employee upon proof of retirement as defined by the School Employees Retirement System. The number of days received shall be based upon twenty-five percent (25%) of a maximum of two hundred and twenty-five (225) days (56.25 days maximum) of unused accumulated sick leave. Severance will be increased by one extra day for every ten days above the maximum total days set above. The maximum will increase by one additional day for every ten days accumulated above 225. The total severance shall not exceed 60.25.

In the case where the employee is serving in multiple jobs involving varying rates of compensation at the time of retirement, the pay rate used to calculate the severance benefit will be prorated in accord with the hours and rates in effect during the last contract held by the employee. Employees eligible for severance shall be those who retire from active service or approved leave of absence.

Sick Leave

Sick leave accumulation for non-instructional personnel shall be kept on an hourly basis. For this purpose, a day shall be defined to contain the number of hours worked on a regular daily basis in the current contract year.

Non-instructional personnel will be granted sick leave at the rate equivalent to 1¼ days per month each calendar month of employment. There will be no limit on the number of sick days that may accumulate.

Sick leave may be allowed for employee absences caused by: Personal illness, pregnancy, injury, exposure to contagious disease which would be communicated to others, and for illness, injury, or death in the employee's immediate family.

For the purpose of this sick leave policy, with the exception of death in the immediate family, the "immediate family" shall include husband, wife, children, and any other relative permanently living in the home of the employee.

Death in the immediate family shall be defined as death of father, mother, brother, sister, son, daughter, husband, wife, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, niece, nephew, uncle, aunt, fiancée or any other relative permanently living in the home of the employee.

Employees may expend up to five (5) days of sick leave annually for care and attendance of an injured or ill mother, father, or child living outside the home.

All sick leave forms are to be completed by the staff member on the first day back from absence;

failure to do so may result in pay deduction.

Student Discipline

Student discipline problems and acts of destruction and vandalism are to be reported to the building principal.

Tax Sheltered Annuities

Tax sheltered annuity deductions may be authorized pursuant to the Ohio Revised Code. The amount to be deducted may be changed only once during the calendar year in accordance with IRS regulations. Cancellations of deductions may occur at any time. Employees newly hired with an existing plan shall have their existing plan continued, subject to applicable IRS regulations. The Board will sponsor and implement a section 403(B) or equivalent plan. All staff members are eligible to participate in any given contract year. Retiring staff members may tax shelter their severance through participation in this plan to the extent allowed by law.

Time Slips

All classified personnel will complete the District bi-weekly Time Slips. Time slips will indicate days worked, sick or personal days and hours worked daily for each 2-week period. The immediate supervisor will review each time slip before submission to the Central Office.

Failure to complete the required time slip can result in an indefinite delay in payroll procedures. Individual payroll will not be processed without the time slip.

Transportation

- C.D.L.: Bus drivers who renew their Commercial Drivers' License shall be reimbursed for the cost by which the C.D.L. exceeds the cost of a normal driver's license if they have driven a minimum of 20 hours in the prior twelve-month period. Receipts verifying the expense should be submitted to the central office.
- Field Trip: When a bus driver misses a regularly assigned route due to driving a co-curricular field trip, the driver shall receive the normal compensation for the regularly assigned route. The time allotted for the regularly assigned route shall be deducted from the total time paid in calculating payment for the co-curricular/field trip.
- In-services: The Board will provide compensation for mandated in-services at the driver's regular hourly rate. Substitute drivers will be compensated at the substitute rate for attendance at mandated in-services.
- Routing: Bus routing will be reviewed annually and opportunities for input will be provided to regular route drivers.
- Re-certification: Bus drivers shall be reimbursed at the current substitute (non-route) rate for classroom hours attended and time needed to complete the required driving test in order to meet state required re-certification.
- Route Sub Driver: Substitute bus drivers driving a regular or special education route, will be paid at an hourly rate of \$20.

Bus drivers shall be reimbursed at the current substitute (non-route) rate for washing buses when it is approved in advance by the superintendent.

TUITION FREE ATTENDANCE

The natural children, step-children or adopted children of full time classified staff may be permitted to attend one of the schools in the District without payment of tuition. The payments of any student fees are not included in the exemption from tuition payment.

Children of full time classified staff shall comply with the admission requirements and criteria as established by the Board for tuition students. Transportation of the children to the assigned school shall be the responsibility of the parent. Any custodial care of the children shall not interfere with the performance of the contractual duties of the classified staff member and their responsibilities nor the contractual duties and responsibilities of other employees of the Board.

Unpaid Leave

Unpaid leave may be granted to employees for purposes not covered by sick leave, personal leave, family medical leave and when vacation time is not available. Unpaid leave must be approved in advance and is contingent on the availability of substitute personnel. When the employee has exhausted all personal and vacation days, they may take up through five days of pre-approved unpaid days without any insurance premium consequence. Beyond five days, employees granted unpaid leave will have deducted from their paycheck 1/260 per day of the Board's costs of their insurance benefits in addition to all wages for the time missed.

Vacation

Vacation dates should be scheduled in advance through the immediate supervisor and be approved by the Superintendent. Eleven and twelve month employees are entitled to vacation as detailed in Ohio Revised Codes:

After one year	-	Two weeks per year
After ten years	-	Three weeks per year
After twenty years	-	Four weeks per year

Twelve-month employees should use all accumulated vacation days within 60 days of their contract anniversary date or the days will be paid out at the rate in which they were earned. Less than twelve-month employees should use all vacation days by the end of their work year or the days will be paid out at the rate in which they were earned. Payment when necessary will be made on the next feasible paycheck.

All classified employees will be eligible for additional vacation time equal to 1/5 of their average workweek.

Contract Duration

This agreement is in effect from June 30, 2016, through June 30, 2019.

Representatives of the
Board of Education



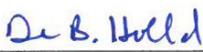
Diane Pleiman, BOE President



James Maurer, BOE Vice President



Danyel Spillers, Treasurer

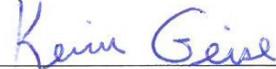


Daniel Holland, Superintendent

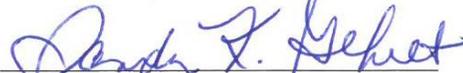
Representatives of the
Classified Employees



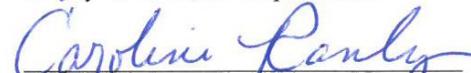
Julie Moeller, Secretary



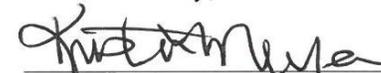
Kevin Geise, Maintenance



Sandy Gehret, Transportation



Caroline Ranly, Aide



Kristie Meyer, Food Service

The Fort Loramie Board of education, the Classified Staff, and the Administrative Staff shall dedicate themselves to maintaining channels of open communications throughout the contract period.

ADDENDUM A
FORT LORAMIE LOCAL SCHOOL DISTRICT
REGULAR CLASSIFIED SALARY SCHEDULES
2016-2017, 2017-2018, 2018-2019

		2016-2017	2017-2018	2018-2019								
Percentage Increase		3.50%	2.75%	2.50%								
Bus Drivers					Special Route (Car) Driver							
Years		base				Years		base				
Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	
0	1.000	16.63	17.21	17.68	18.17	0	1.000	12.13	12.55	12.90	13.22	
1	1.045		17.98	18.48	18.99	1	1.045		13.11	13.48	13.81	
2	1.090		18.76	19.27	19.81	2	1.090		13.68	14.06	14.41	
3	1.135		19.53	20.07	20.62	3	1.135		14.24	14.64	15.00	
4	1.180		20.31	20.86	21.44	4	1.180		14.81	15.22	15.60	
5	1.225		21.08	21.66	22.26	5	1.225		15.37	15.80	16.19	
6	1.270		21.86	22.45	23.08	6	1.270		15.94	16.38	16.79	
7	1.315		22.63	23.25	23.89	7	1.315		16.50	16.96	17.38	
8	1.360		23.41	24.04	24.71	8	1.360		17.07	17.54	17.98	
9	1.405		24.18	24.84	25.53	9	1.405		17.63	18.12	18.57	
10	1.450		24.95	25.64	26.35	10	1.450		18.20	18.71	19.17	
11	1.495		25.73	26.43	27.16	11	1.495		18.76	19.29	19.76	
12	1.510		25.99	26.70	27.44	12	1.510		18.95	19.48	19.96	
13	1.520		26.16	26.87	27.62	13	1.520		19.08	19.61	20.09	
14	1.530		26.33	27.05	27.80	14	1.530		19.20	19.74	20.23	
15	1.540		26.50	27.23	27.98	15	1.540		19.33	19.87	20.36	
Coordinator - Building & Grounds					Custodians							
Years		base				Years		base				
Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	
0	1.000	16.81	17.40	17.88	18.37	0	1.000	14.39	14.89	15.30	15.68	
1	1.045		18.18	18.68	19.20	1	1.045		15.56	15.99	16.39	
2	1.090		18.97	19.49	20.02	2	1.090		16.23	16.68	17.09	
3	1.135		19.75	20.29	20.85	3	1.135		16.90	17.37	17.80	
4	1.180		20.53	21.10	21.68	4	1.180		17.57	18.05	18.50	
5	1.225		21.32	21.90	22.50	5	1.225		18.24	18.74	19.21	
6	1.270		22.10	22.71	23.33	6	1.270		18.91	19.43	19.91	
7	1.315		22.88	23.51	24.16	7	1.315		19.58	20.12	20.62	
8	1.360		23.66	24.32	24.98	8	1.360		20.25	20.81	21.32	
9	1.405		24.45	25.12	25.81	9	1.405		20.92	21.50	22.03	
10	1.450		25.23	25.93	26.64	10	1.450		21.59	22.19	22.74	
11	1.495		26.01	26.73	27.46	11	1.495		22.26	22.87	23.44	
12	1.510		26.27	27.00	27.74	12	1.510		22.48	23.10	23.68	
13	1.520		26.45	27.18	0.00	13	1.520		22.63	23.26	23.83	
14	1.530		26.62	27.36	0.00	14	1.530		22.78	23.41	23.99	
15	1.540		26.80	27.54	28.29	15	1.540		22.93	23.56	24.15	

**ADDENDUM A2
FORT LORAMIE LOCAL SCHOOL DISTRICT
REGULAR CLASSIFIED SALARY SCHEDULES
2016-2017, 2017-2018, 2018-2019**

		2016-2017	2017-2018	2018-2019
Percentage Increase		3.50%	2.75%	2.50%

Secretary - Principals'						Teachers Aide					
Years	base					Years	base				
Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019
0	1.000	12.26	12.69	13.04	13.40	0	1.000	11.29	11.69	12.01	12.31
1	1.045		13.26	13.63	14.00	1	1.045		12.22	12.55	12.86
2	1.090		13.83	14.21	14.61	2	1.090		12.74	13.09	13.42
3	1.135		14.40	14.80	15.21	3	1.135		13.27	13.63	13.97
4	1.180		14.97	15.39	15.81	4	1.180		13.79	14.17	14.53
5	1.225		15.55	15.97	16.42	5	1.225		14.32	14.71	15.08
6	1.270		16.12	16.56	17.02	6	1.270		14.85	15.25	15.63
7	1.315		16.69	17.15	17.62	7	1.315		15.37	15.79	16.19
8	1.360		17.26	17.73	18.22	8	1.360		15.90	16.33	16.74
9	1.405		17.83	18.32	18.83	9	1.405		16.42	16.87	17.30
10	1.450		18.40	18.91	19.43	10	1.450		16.95	17.41	17.85
11	1.495		18.97	19.49	20.03	11	1.495		17.48	17.95	18.40
12	1.510		19.16	19.69	20.23	12	1.510		17.65	18.14	18.59
13	1.520		19.29	19.82	20.37	13	1.520		17.77	18.26	18.71
14	1.530		19.42	19.95	20.50	14	1.530		17.89	18.38	18.83
15	1.540		19.54	20.08	20.64	15	1.540		18.00	18.50	18.96

ADDENDUM B
FORT LORAMIE LOCAL SCHOOL DISTRICT
INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES
2016-2017, 2017-2018, 2018-2019

		2016-2017	2017-2018	2018-2019								
Percentage Increase		3.50%	2.75%	2.50%								
Bus Drivers						Special Route (Car) Driver						
Years		<i>base</i>				Years						
Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	
0	1.000	18.36	19.00	19.52	20.01	0	1.000	13.86	14.35	14.74	15.11	
1	1.045		19.86	20.40	20.91	1	1.045		15.00	15.40	15.79	
2	1.090		20.71	21.28	21.81	2	1.090		15.64	16.07	16.47	
3	1.135		21.57	22.16	22.71	3	1.135		16.29	16.73	17.15	
4	1.180		22.42	23.03	23.61	4	1.180		16.93	17.39	17.83	
5	1.225		23.28	23.91	24.51	5	1.225		17.58	18.06	18.51	
6	1.270		24.13	24.79	25.41	6	1.270		18.22	18.72	19.19	
7	1.315		24.99	25.67	26.31	7	1.315		18.87	19.38	19.87	
8	1.360		25.84	26.55	27.21	8	1.360		19.52	20.05	20.55	
9	1.405		26.70	27.43	28.11	9	1.405		20.16	20.71	21.23	
10	1.450		27.55	28.30	29.01	10	1.450		20.81	21.37	21.91	
11	1.495		28.41	29.18	29.91	11	1.495		21.45	22.04	22.59	
12	1.510		28.69	29.48	30.22	12	1.510		21.67	22.26	22.82	
13	1.520		28.88	29.67	30.42	13	1.520		21.81	22.40	22.97	
14	1.530		29.07	29.87	30.62	14	1.530		21.96	22.55	23.12	
15	1.540		29.26	30.06	30.82	15	1.540		22.10	22.70	23.27	
Coordinator - Building & Grounds						Custodians						
Years						Years						
Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	
0	1.000	18.53	19.18	19.71	20.20	0	1.000	16.11	16.67	17.13	17.56	
1	1.045		20.04	20.60	21.11	1	1.045		17.42	17.90	18.35	
2	1.090		20.91	21.48	22.02	2	1.090		18.17	18.67	19.14	
3	1.135		21.77	22.37	22.93	3	1.135		18.92	19.44	19.93	
4	1.180		22.63	23.26	23.84	4	1.180		19.67	20.21	20.72	
5	1.225		23.50	24.14	24.75	5	1.225		20.42	20.98	21.51	
6	1.270		24.36	25.03	25.65	6	1.270		21.17	21.76	22.30	
7	1.315		25.22	25.92	26.56	7	1.315		21.92	22.53	23.09	
8	1.360		26.08	26.81	27.47	8	1.360		22.67	23.30	23.88	
9	1.405		26.95	27.69	28.38	9	1.405		23.42	24.07	24.67	
10	1.450		27.81	28.58	29.29	10	1.450		24.17	24.84	25.46	
11	1.495		28.67	29.47	30.20	11	1.495		24.92	25.61	26.25	
12	1.510		28.96	29.76	30.50	12	1.510		25.17	25.87	26.52	
13	1.520		29.15	29.96	30.70	13	1.520		25.34	26.04	26.69	
14	1.530		29.35	30.16	30.91	14	1.530		25.51	26.21	26.87	
15	1.540		29.54	30.35	31.11	15	1.540		25.67	26.38	27.04	

ADDENDUM B-1
FORT LORAMIE LOCAL SCHOOL DISTRICT
INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES
2016-2017, 2017-2018, 2018-2019

	2016-2017	2017-2018	2018-2019
Percentage Increase	3.50%	2.75%	2.50%

Head Cook						Cashier - HS							
Years	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Years	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019
	0	1.000	13.64	14.12	14.51	14.87		0	1.000	13.02	13.48	13.85	14.20
	1	1.045		14.76	15.16	15.54		1	1.045		14.09	14.47	14.84
	2	1.090		15.39	15.82	16.21		2	1.090		14.69	15.10	15.48
	3	1.135		16.03	16.47	16.88		3	1.135		15.30	15.72	16.12
	4	1.180		16.66	17.12	17.55		4	1.180		15.91	16.34	16.76
	5	1.225		17.30	17.77	18.22		5	1.225		16.51	16.97	17.40
	6	1.270		17.93	18.43	18.88		6	1.270		17.12	17.59	18.03
	7	1.315		18.57	19.08	19.55		7	1.315		17.73	18.21	18.67
	8	1.360		19.20	19.73	20.22		8	1.360		18.33	18.84	19.31
	9	1.405		19.84	20.39	20.89		9	1.405		18.94	19.46	19.95
	10	1.450		20.47	21.04	21.56		10	1.450		19.55	20.08	20.59
	11	1.495		21.11	21.69	22.23		11	1.495		20.15	20.71	21.23
	12	1.510		21.32	21.91	22.45		12	1.510		20.35	20.91	21.44
	13	1.520		21.46	22.06	22.60		13	1.520		20.49	21.05	21.58
	14	1.530		21.60	22.20	22.75		14	1.530		20.62	21.19	21.73
	15	1.540		21.74	22.35	22.90		15	1.540		20.76	21.33	21.87

Cooks						LR/SH Monitor							
Years	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Years	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019
	0	1.000	12.34	12.77	13.12	13.45		0	1.000	13.02	13.48	13.85	14.20
	1	1.045		13.34	13.71	14.06		1	1.045		14.09	14.47	14.84
	2	1.090		13.92	14.30	14.66		2	1.090		14.69	15.10	15.48
	3	1.135		14.49	14.89	15.27		3	1.135		15.30	15.72	16.12
	4	1.180		15.07	15.48	15.87		4	1.180		15.91	16.34	16.76
	5	1.225		15.64	16.07	16.48		5	1.225		16.51	16.97	17.40
	6	1.270		16.22	16.66	17.08		6	1.270		17.12	17.59	18.03
	7	1.315		16.79	17.25	17.69		7	1.315		17.73	18.21	18.67
	8	1.360		17.37	17.84	18.29		8	1.360		18.33	18.84	19.31
	9	1.405		17.94	18.43	18.90		9	1.405		18.94	19.46	19.95
	10	1.450		18.52	19.02	19.50		10	1.450		19.55	20.08	20.59
	11	1.495		19.09	19.61	20.11		11	1.495		20.15	20.71	21.23
	12	1.510		19.28	19.81	20.31		12	1.510		20.35	20.91	21.44
	13	1.520		19.41	19.94	20.44		13	1.520		20.49	21.05	21.58
	14	1.530		19.54	20.07	20.58		14	1.530		20.62	21.19	21.73
	15	1.540		19.67	20.20	20.71		15	1.540		20.76	21.33	21.87

ADDENDUM B-2
FORT LORAMIE LOCAL SCHOOL DISTRICT
INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES
2016-2017, 2017-2018, 2018-2019

		2016-2017	2017-2018	2018-2019
Percentage Increase		3.50%	2.75%	2.50%

Secretary - Principals'						Teachers Aide					
Years						Years					
Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019	Exp	Index	2015-2016	2016-2017	2017-2018	2018-2019
0	1.000	13.98	14.47	14.87	15.24	0	1.000	13.02	13.48	13.85	14.20
1	1.045		15.12	15.54	15.93	1	1.045		14.09	14.47	14.84
2	1.090		15.77	16.21	16.61	2	1.090		14.69	15.10	15.48
3	1.135		16.42	16.88	17.30	3	1.135		15.30	15.72	16.12
4	1.180		17.07	17.55	17.98	4	1.180		15.91	16.34	16.76
5	1.225		17.73	18.22	18.67	5	1.225		16.51	16.97	17.40
6	1.270		18.38	18.88	19.35	6	1.270		17.12	17.59	18.03
7	1.315		19.03	19.55	20.04	7	1.315		17.73	18.21	18.67
8	1.360		19.68	20.22	20.73	8	1.360		18.33	18.84	19.31
9	1.405		20.33	20.89	21.41	9	1.405		18.94	19.46	19.95
10	1.450		20.98	21.56	22.10	10	1.450		19.55	20.08	20.59
11	1.495		21.63	22.23	22.78	11	1.495		20.15	20.71	21.23
12	1.510		21.85	22.45	23.01	12	1.510		20.35	20.91	21.44
13	1.520		21.99	22.60	23.16	13	1.520		20.49	21.05	21.58
14	1.530		22.14	22.75	23.32	14	1.530		20.62	21.19	21.73
15	1.540		22.28	22.90	23.47	15	1.540		20.76	21.33	21.87