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**AGREEMENT  
BETWEEN THE**

**PRINCETON CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AND THE**

**PRINCETON SUPPORT STAFF ASSOCIATION/PSSA  
OHIO ASSOCIATION OF PUBLIC SCHOOL  
EMPLOYEES/OAPSE  
AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES/AFL-CIO, LOCAL 174**

**JULY 1, 2016 – JUNE 30, 2019**

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## **ARTICLE I – RECOGNITION**

The Princeton Board of Education, hereinafter "Board", recognizes the Princeton Support Staff Association/Ohio Association of Public School Employees (OAPSE), AFSCME/AFL-CIO, hereinafter "Union", as the sole and exclusive bargaining agent for all non-teaching operational employees, known collectively as "the Bargaining Unit". The term Member as used in this Agreement shall mean all non-teaching employees classified as Account Data Processing Clerk, Auditorium Manager, Audio-Visual Technician, Auxiliary Clerk, Building Cashier, Building Maintenance Worker, Cashier, Clerk-Typist, Cook, Custodian, Educational Interpreter, Food Service Truck Driver, Food Service Worker, Food Service Worker/Cashier, Grounds Maintenance Worker, Head Cook, Head Custodian, Health Aide, Health Service Specialist, ITV Assistant, Media Network Assistant, Offset Machine Operator, Secretary, School Security Officer, Paraprofessional/ESL, Paraprofessional/Preschool, Paraprofessional/Regular Education, Paraprofessional/Special Education, Student Monitor, Warehouse Worker, and unskilled laborers, but shall exclude all certified personnel unless expressly included, the Treasurer, the Director of Business Affairs, Supervisors and persons determined by the Board to be confidential employees including the Secretary to the Superintendent, the Associate Superintendent, the Assistant Superintendent, the Director of Human Resources, and the Treasurer.

## **ARTICLE II - RECOGNITION OF CIVIL SERVICE COMMISSION**

- 2.1 The Sharonville Civil Service Commission has jurisdiction over all classified employees subject to the provisions of Chapter 124 of the Ohio Revised Code and the rules and regulations of the Sharonville Civil Service Commission, unless they conflict with the provisions of this contract, in which case this contract shall control.
- 2.2 The Sharonville Civil Service Commission shall have no jurisdiction over discipline, or appeals which shall be subject exclusively to the grievance and arbitration provisions of this contract.
- 2.3 Reinstatements – Any non-probationary employee who resigned may be reinstated by the Board in the same classification, without requisition upon the Civil Service Commission, at anytime within one (1) year from the date of such separation provided there are no employees of the district who have been laid off and whose

name remain on a recall list for that classification.

- 2.4 When a position is to be filled within a classification, such position shall be posted district wide. Members within the classification, who respond within the posted time limits, shall be interviewed first. If no one is selected from the classification or no one within the classification applies, Members outside the classification who applied within the posting period will be interviewed. Interview results within a classification shall remain active for six (6) months with no need for the Board to re-interview employee candidates.
- 2.5 Any non-district employee who wants to become an employee in a classification covered by Civil Service must take and pass the appropriate Civil Service Test. Current employees may apply for any position with the district and are exempt from the Civil Service testing requirements, but are required to take and pass the in-district classification test.
- 2.6 The Board may up-grade or may make a lateral change of any classification or any position within a classification by notifying the Union ten (10) days in advance of the change taking place. The Board may make such changes without agreement by the Union. The Union and the Board must agree on all downgrades in classification of employees and that agreement must be in writing. (Example: Clerk to Secretary is an up-grade. Secretary to Clerk is a down-grade.)

### **ARTICLE III - NEGOTIATION PROCEDURES**

- 3.1 Request for Meeting – Either party may request the opening of negotiations for a successor Agreement. Such a request shall be in writing and must be submitted to the other party between the ninetieth (90) and sixtieth (60) day prior to the expiration of this Agreement. An initial meeting will be held at a mutually acceptable time and date. At that time the party proposing to negotiate a successor agreement will provide SERB with a copy of this contract and advise SERB of the alternate dispute resolution procedure set forth in Section 3.2 of this article.
- 3.2 Impasse – If an agreement is not reached by thirty (30) days prior to the expiration of the Agreement, either party may request that the Federal Mediation and Conciliation Service (hereinafter "FMCS") provide a mediator to assist the parties. The negotiating

procedure set forth in this article supersedes and takes precedence over any inconsistent time limits or procedure set forth in Section 4117.14 of the Ohio Revised Code, which statutory time limits and procedure are hereby mutually waived.

Mediation constitutes the parties mutually agreed upon final and exclusive dispute settlement procedure and shall operate in lieu of any and all of the settlement procedures set forth in Section 4117.14 of the Ohio Revised Code. This article does not diminish or preclude the legal right to strike provided that the procedures herein have been followed, mediation has been attempted, the collective bargaining Agreement has expired, and the Union has given the Board and the State Employment Relations Board a ten (10) day prior written notice of the intent to strike. Upon exhaustion of the mediation process, either party may exercise any rights available to them.

#### **ARTICLE IV - UNION RIGHTS**

- 4.1 The Union shall designate qualified members who shall have the right to use and/or have access to Board office equipment, computers/email, telephones and audio visual equipment at reasonable times when such equipment is not otherwise in use. The Union shall have access to the district pony mail system and Member mailboxes to distribute union-related communications with Members.
- 4.2 The Union shall pay reasonable cost for all materials and supplies incidental to such use including long distance and access charges related to the use of the telephones and fax machines.
- 4.3 Provided prior approval from the building principal or superintendent's representative is attained, the Union and its representatives shall have the right to use Board buildings prior to or at the conclusion of the employee workday. No charge shall be made for such use.
- 4.4 The Board will provide a bulletin board (at least 2' x 3') specifically for Union use in each building or facility to which Members may be assigned. The Union shall have the right to post notices of activities and matters of Union concern on these designated bulletin boards.

- 4.5 The Board shall grant as Union leave, a total of twenty (20) paid work days per year to be used for Union business.
- A. Any unused Union leave days may be carried over to the following year not to exceed twenty-six (26) paid work days or 208 hours per contract year.
  - B. Union leave days will be calculated into hour increments (ex. 1 work day=8 hours. 8 hours x 20 Union leave days per year = 160 paid work hours per year).
  - C. Employees released from duty at the request of the Union for grievance meetings or arbitration hearings, shall have their released time charged against the balance of the paid Union leave.
  - D. Employees released from duty at the request of the Board or as a Union Representative shall not be charged Union leave.
  - E. Second-shift employees who wish to attend Union meetings shall be responsible for making up any missed time with approval from their supervisor. Attendance shall be permitted unless building administrator/supervisor needs employee for site activities.
- 4.6 Copy of Contract – The Board shall provide the Union with a signed electronic copy of the Contract and ten (10) printed copies.
- 4.7 Directory – The Union president shall receive an electronic directory of all personnel in the district complete with addresses.
- 4.8 Insurance Information – The Board shall provide the Union with all annual summary reports and rate increase data and information at the same time that it is provided to the Board.
- 4.9 Job Descriptions – Prior to amending a job description, the Board will first notify the Union and provide a copy of the proposed job description. Final authority to establish job descriptions shall remain with the Board. Either party may negotiate regarding the effects of the change in the job description. If at any time, an employee considers the duties and responsibilities of the current job to be inconsistent with the duties and the responsibilities being performed and as outlined in the employee's job description, the employee may notify, in writing, the HR Director. The HR Director shall investigate and reply, in writing, to the employee within fifteen (15) work days.

- 4.10 OAPSE Conferences – Up to four (4) authorized delegates shall be permitted to attend the annual OAPSE Conference without loss of pay. Notification of delegate status and intent to attend said meeting shall be presented to the superintendent of schools or his/her designees at least two (2) weeks prior to the meeting date. This leave counts towards the total PSSA leave.
- 4.11 Board Agendas and Minutes – Agendas shall be provided electronically to the Union President.
- 4.12 Board Policies – The Board shall maintain Board policies electronically and provide access to the Union President.
- 4.13 Bargaining Unit List – The Union shall be provided with the names, phone numbers, position and building location and addresses of newly appointed employees within ten (10) work days of employment and will be notified when any changes occur for current Members within the same time frame.

#### **ARTICLE V - BOARD OF EDUCATION RIGHTS**

- 5.1 The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, including but without limiting the generality of the foregoing, all of the rights identified in O.R.C. 4117.08. These include the right to:
- A. Determine matters of inherent managerial policy which include but are not limited to areas of discretion or policy such as functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure.
  - B. Direct, supervise, evaluate, or hire employees.
  - C. Maintain and improve the efficiency and effectiveness of governmental operations.
  - D. Determine the overall methods, process, means or personnel by which governmental operations are to be conducted.
  - E. Suspend, discipline, demote, or discharge for just cause, or layoff, transfer, assign, schedule, promote, or retain employees.

- F. Determine the adequacy of the work force.
  - G. Determine the overall mission of the employer as a unit of government.
  - H. Effectively manage the work force.
  - I. Take action to carry out the mission of the public employer as a government unit.
- 5.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection herewith shall be limited only by the specific and express terms of this contract and Ohio statutes; and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution and laws of the United States.

#### **ARTICLE VI - GRIEVANCE PROCEDURE**

6.1 Definitions

Grievance: A complaint involving an alleged violation, misinterpretation or misapplication of this Agreement.

Grievant: Shall mean the person or group of persons (each of whom shall sign the grievance) or the Union alleging that a violation of the Agreement has actually occurred. A "Group" grievance shall have arisen out of identical circumstances affecting each member of said group. The purpose of this procedure shall be to obtain a speedy resolution of grievances which may arise from time to time.

6.2 Steps in the Grievance Procedure

Step 1: Informal Procedure

- A. Prior to initiation of the formal grievance procedure, a grievance must first be discussed informally with the appropriate administrator or supervisor.
- B. The Member may bring a Union representative to this informal discussion.

- C. During this discussion, the Member must inform the administrator or supervisor that this contact is Step (1) in the grievance procedure.
- D. The Union may initiate a grievance at a higher step where the administrator/supervisor has the authority to resolve the grievance. (Refer to Step 3).

Step 2:Formal Procedure

- A. Within twenty (20) work days after the event giving rise to the grievance, the grievant shall present the grievance in writing to his/her principal or immediate supervisor.
- B. The Union may file the grievance within twenty (20) work days of their knowledge of the grievance but no later than six (6) calendar months after the event that gave rise to the grievance.
- C. The principal or supervisor shall give his/her written decision within fourteen (14) work days after receipt of the grievance.
- D. The principal or supervisor may wish to meet with the grievant and Union representative prior to issuing a written response.

Step 3:

- A. If not resolved in Step 2, the grievant shall, within fourteen (14) work days after receipt of the decision of the principal or immediate supervisor, file a written notice of appeal with the HR Director who shall schedule a hearing within ten (10) work days of receipt of the appeal.
- B. After the hearing with the grievant and the Union representative on the grievance by the HR Director, a written decision will be given to the grievance within fourteen (14) work days.
- C. If Step 2 has been skipped, the HR Director shall schedule a hearing within ten (10) work days and shall provide a written decision regarding the grievance within ten (10) work days after the hearing.

Step 4: In the event the grievance is not satisfactorily resolved at Step 3, the parties may agree to use grievance mediation through FMCS within ten (10) work days after receiving the Step 3 decision.

Step 5.

- A. If the grievance remains unresolved upon completion of Step 3 or Step 4, the Union may, within fourteen (14) work days of receipt of the decision on Step 3 or refusal to submit to mediation, file a written notice with the HR Director that the grievance is being submitted to binding arbitration. The Union shall submit to the Federal Mediation and Conciliation Service a request for a list of arbitrators and an arbitrator shall be determined by striking names. The arbitrator shall conduct a hearing to determine if a violation of the Agreement has occurred. The arbitrator shall have no power to add or subtract from the terms of this written Agreement. The Union may not raise claims at arbitration that have not been disclosed at least seven (7) calendar days prior to the arbitration.
  - B. Cost of the arbitrator shall be shared equally between the parties. If the party requesting the arbitration withdraws it unilaterally, it shall pay the cost of the arbitrator. If both parties agree to withdraw the arbitration or a mutual settlement is reached prior to the arbitration, the cost of the arbitrator will be equally divided.
- 6.3 The first day of any time period set forth herein shall be the first work day after the date of the event initiating the time period. Time limits shall be strictly enforced, unless an adjustment is mutually agreed upon. Failure to comply under the stated time period shall be deemed a permanent withdrawal of the grievance for the Union, and for the Board acceptance of the Union's remedy as stated in the grievance.
- 6.4 A Union representative may be present at any level of the grievance procedure.
- 6.5 A grievance may be withdrawn or resolved at any step of the grievance procedure without reprisal.

**ARTICLE VII – SENIORITY**

- 7.1 The principle of seniority as hereinafter defined shall prevail for layoffs, vacation, and personal days.

- A. System seniority shall be defined as the length of employment by an employee with the Board as computed from the employee's most recent date of hire by the Board. Authorized leaves of absence for illness or injury of less than two (2) years do not constitute an interruption in continuous service for the purpose of determining seniority.
- B. Job classification seniority shall be defined as the length of employment in a particular job classification as computed from the employee's most recent date of entry into such job classification.
- C. Each October, the Union president shall be provided with a current seniority list of all employees in the Bargaining Unit. This seniority list will delineate both the system and classification seniority dates of each bargaining unit employee.
- D. If two (2) or more employees have identical seniority dates, the date and time of hiring conference shall be used in determining seniority. If the date and time of hiring conference is the same, then the lowest of the last four digits of the social security number will be used in determining seniority (e.g. 2475 is lower than 3258, therefore 2475 has more seniority).
- E. Substitute employees shall not accumulate seniority and are not considered as either regular full-time or regular part-time or employees subject to the terms of this Agreement. Only full-time and regular part-time employees shall accumulate seniority.

### **ARTICLE VIII - NEW EMPLOYEES**

#### 8.1 Probationary Period

- A. Upon employment the existing job description shall be given to each employee outlining the duties and responsibilities of that classification.
- B. The probationary period for new Members will be one hundred twenty (120) actual work days. All new employees will be notified of the probationary time lines and conditions of continued employment.
- C. A probationary employee may be terminated at any time during the probationary period and, if terminated, shall have no right of appeal through

the grievance and arbitration provisions of this Agreement, or to the civil service commission. Probationary employees are employees at will.

- D. New employees who have not completed their probationary period as determined by Section 8.1 shall not be eligible for promotion or transfer under the provisions of Article IX Job Vacancy/Transfers.
- E. Probationary employees who change work locations or shifts shall not be subject to another probationary period or an extended probationary period.

## 8.2 Promoted Employees

- A. A promoted employee is one who has changed to a higher paying classification.
- B. The probationary period for promoted employees will be sixty (60) work days. If the Board decides to remove the promoted employee and return the employee to the employee's previous classification, the Board will give written notice to the employee before the expiration of the probationary period. A Member holding the position vacated by the promoted employee shall be returned to his/her prior status if the promoted employee returns to his/her prior position.
- C. A promoted employee may voluntarily return to his/her prior position within the first ten (10) work days of the probationary period.

## **ARTICLE IX – JOB VACANCY/TRANSFERS**

### 9.1 Job Vacancy

- A. Whenever there is a job opening or the Board determines that a permanent vacancy exists within the Bargaining Unit, a notice of such job opening or vacancy shall be emailed to all bargaining unit employees with an application period of five (5) work days from the date of the email.
- B. Applicants must apply electronically to the HR Department during the filing period provided on the job posting.
- C. Applicants currently classified in the posted position must be interviewed first.\*

- D. If no current employee in that classification is accepted then employees from other classifications must take and pass an in-district classification test (score 70% or higher) in order to be interviewed.\*
- E. If a Member is not selected then the Board will go to the appropriate Civil Service list.
- F. Administration will make every effort to fill vacancies within thirty (30) days of the expiration of the postings.  
*\* Current employee interviews shall remain active for six (6) months with no need for Board to re-interview for the same classification.*

## 9.2 Substituting

- A. When a Member or other Princeton staff member is absent from his/her normally assigned duties, a Member may be asked to substitute for a period of time, not to exceed thirty (30) work days for all positions except classroom teaching positions. A Member will not be assigned to operate equipment for which he/she is not properly licensed, certified, or qualified. Assignments shall be made on a rotating basis, by seniority with the least senior serving first.
- B. Any paraprofessional who is asked to and does cover a teacher's classroom by the principal or an individual acting on behalf of the principal shall receive a \$10.00 per bell/hour minimum increase in pay, rounded up to the next quarter hour. The paraprofessional shall not be asked to cover a teacher's classroom for more than two (2) consecutive days in one (1) work week. The paraprofessional asked to cover the teacher's classroom shall follow the teacher's schedule.
- C. Before a Paraprofessional is required to cover a regular classroom in the absence of a teacher, the employer will first make every attempt to find a substitute teacher for the regular classroom teacher and, if a substitute teacher is not available, will then attempt to find a teacher who is using a planning period to cover for the regular classroom teacher.

9.3 Transfers

- A. "Transfer" shall mean an assignment to a different building. "Permanent Basis" shall mean more than three (3) consecutive months in one position.
- B. An employee must approve a transfer to a position with a different salary.
- C. An employee who is involuntarily transferred on a permanent basis shall have the right to request specific reasons for the transfer by means of a meeting with the HR Director or in writing.
- D. Whenever possible, the Board will provide an employee with advance notice of not less than seven (7) work days.

**ARTICLE X - LAYOFF/RECALL**

10.1 If the Board determines that it is necessary to reduce (layoff) employees in the unit due to abolishment of positions, lack of funds or lack of work, it will use the following procedure which shall control the manner and method of layoff.

- A. The number of people affected by reduction in force will be kept to a minimum through attrition.
- B. Members shall be laid off according to seniority within their classification, with the least senior unit members laid off first.
- C. Seniority shall be as set forth in Article 7.
- D. Bumping / Displacement Rights
  - 1. An employee laid off from a classification shall have the right to displace a less senior employee in that classification.
  - 2. If there is no person to displace within the classification, then the Member shall have the right to displace a less senior employee in a previously held classification. The displacing Member must be qualified for the position.
  - 3. The displacing employee must have greater district-wide seniority than the least senior employee in the previously held classification.

10.2 Not less than twenty (20) calendar days before the effective date of the layoffs, the Board shall prepare a list of names, seniority dates, and Civil Service classifications

and indicate which unit members are to be laid off. At that time the list will be given to the Union president.

- 10.3 Each Member to be laid off shall be individually notified in writing of the anticipated reduction in staff within his/her classification. Each notice of layoff shall state the effective date of and reason for the layoff.
- 10.4 Reinstatement shall be attempted from this list in reverse order of layoff before any employees are hired in that classification. The Member with the most seniority within a classification for which he/she is eligible shall be called back first and reinstatement will continue in this order to the least senior Member.
- 10.5 Positions to be filled in the classification of layoff shall be offered to the Member standing highest on the layoff list before the next person on the list may be considered. The offer is to be delivered in writing by certified mail to the Member's last known address on record in the HR Department. It is the responsibility of each Member to keep such address current. The Member must accept the position in writing by delivering a copy of his/her acceptance to the HR Department within five (5) work days of the offer being delivered to his/her last known address. A Member who declines reinstatement or does not respond within five (5) work days of the offer being delivered shall be removed from the reinstatement list. Mailing shall constitute notice to the employee.
- 10.6 The Member's name shall remain on the appropriate list for a period of eighteen (18) months from the effective date of layoff.
- 10.7 If reinstated from layoff during this period, the Member shall retain all previously accumulated seniority which shall not include the period of layoff.

#### **ARTICLE XI - NO STRIKE/NOLOCK-OUT CLAUSE**

- 11.1 It is agreed that during the term of this Agreement, there shall be no lock out on the part of the administration, nor any strike, stoppage, slowdown or other interruption of work for any cause whatsoever by the Members or the Union. It is understood that any closing of the schools necessitated by economic or catastrophic conditions existing in the school district or mandated or directed by the Board shall not be deemed a lock out pursuant to the provisions of this section.

- 11.2 The Union, including individual officers and Members, agrees that it will not encourage, sanction or approve any strike, stoppage, slowdown or other interruption of work during the term of this Agreement. The Union will actively discourage and denounce any strike, stoppage, slowdown or other interruption of work in violation of this Agreement. All Union officers will continue to carry out their duties as employees of the district during an illegal strike or other illegal work stoppage.

## **ARTICLE XII - DUES DEDUCTION /PAY PERIODS**

- 12.1 Dues Deduction – Union dues shall be deducted from Member pay in twenty four (24) equal installments. The Union shall provide the authorization form and notify the Board of the amount to be deducted. Withheld dues shall be forwarded to the Treasurer of the OAPSE.
- 12.2 Pay Periods
- A. The Board will use a uniform procedure to pay the Members that can only be altered with the consent of the Union which shall not be unreasonably withheld.
  - B. Paydays shall fall on the 5<sup>th</sup> and 20<sup>th</sup> of each month under a twenty four (24) pay cycle.
  - C. If a payday falls on a holiday, checks shall be issued on the preceding work day.
- 12.3 Direct Deposit
- A. Members will be paid by direct deposit to one bank, savings and loan or credit union.
  - B. Board shall provide each Member with a direct deposit statement of earnings of the pay periods.
  - C. Member may change the institution up to three (3) times during the contract year.
- 12.4 Equalized Deductions – The Board shall attempt to standardize all payroll deductions in order to equalize paychecks.
- 12.5 Voluntary Deductions – The following voluntary deductions shall be provided at no cost to the Member: credit union, insurance, United Way, annuities, 125 flexible

spending account, 457 Plans, political action organizations, union dues, and Earth Share.

### **ARTICLE XIII - PAID LEAVE**

- 13.1 Paid Leave includes Assault, Calamity, Personal, Sick, and Vacation. Sick Leave runs concurrently with the twelve (12) weeks of Family Medical Leave (FMLA). Paid leave may be taken in no less than one quarter (1/4) day increments. A day is based on each individual's work hours.
- 13.2 Assault Leave is when a member is absent due to physical disability resulting from a clearly unprovoked attack which occurs on Board premises or while in attendance at an official school function, and arises out of the course of the Member's employment.
- A. The Member shall be granted up to thirty (30) work days of leave which shall not be deducted from sick leave.
  - B. During such leave, the Member shall be maintained on full pay status.
  - C. Assault leave will not be granted under this policy unless said employee:
    - 1. Has signed a written statement justifying the granting and use of assault leave.
    - 2. Provides a certificate from a licensed physician stating the nature and duration of the disability and the necessity of absence from regular employment.
  - D. Falsification of information shall be grounds for discipline up to and including termination. All absences due to court appearances from school-related assaults shall be chargeable to assault leave.
- 13.3 Calamity Leave – Closure due to weather related and other emergencies.
- A. For the days that schools are closed due to calamity reasons, Members shall be paid but not required to report to work with the exception of Essential Staff. The Board shall have the authority to schedule Members to make up lost days without additional compensation provided Members were compensated for those lost days. All District employees shall be scheduled to work any Board designated make-up day. Blizzard bags shall count as make up days for paraprofessionals.

- B. Nothing in this provision states the Board must require Members to makeup any lost work days.
- C. Essential Staff who is requested or required to work by the Superintendent/designee on a calamity day shall be paid for the calamity day and for the hours actually worked.
- D. Beginning with the first day of calamity being made up, Members who work more than thirty eight (38) weeks (includes everyone *except for school-year only staff*) may choose any one of the following options:
  1. Use vacation time (*if earned and available*).
  2. Use personal leave (*if available*).
  3. Request unpaid time.
  4. Use swing leave, if earned and available.
- E. Essential Staff is defined as all Maintenance and all Custodians and any other classification deemed necessary per the Superintendent/designee.

13.3.1 Delayed Day – When the start of school is shortened due to calamity.

- A. Members are not required to report to work at his/her regular time. Members start time will be determined by adding the amount of time of the delay to the Member's regular start time (with the exception of essential staff as defined in 13.3.E. if requested by the Superintendent/designee).
- B. The official delay of school by the Superintendent/designee on account of severe weather or other emergency conditions shall not result in loss of pay; however make-up days may be required depending on the number of calamity days used.

13.4 Personal Leave– is paid leave for the purpose of attending to necessary personal matters that cannot be handled on non-work days. It is not earned time off or vacation.

- A. The Board will grant a maximum of three (3) non-accumulative days of personal leave each contract year July 1-June 30 to Members.
- B. Application for personal leave must be submitted through the approved electronic means to the immediate supervisor five (5) work days in advance of the leave date. With the exception of April and May, if the request is

submitted five (5) work days in advance of leave, no explanation is required. Failure to provide five (5) day notice is reason for denial. For personal leave requested during April and May, an explanation must be provided.

- C. Emergency leave requests (when prior notice is not possible) must state the nature of the emergency in the approved online system. The employee must contact his/her supervisor if he/she intends to take emergency leave. The appropriate request must be submitted no later than the day of his/her return to work or the request may be denied.
- D. Personal leave will not be granted by the immediate supervisor for the following:
  - 1. The scheduled work day preceding or following any student non-attendance days except for moving a child to/from college or attending graduation.
  - 2. Five (5) days preceding or following the first and last student attendance days.
  - 3. The first or last student attendance day.
  - 4. With complete documentation, a Member may appeal this automatic denial by the supervisor to the HR Director provided there is ample time for such appeal to be considered prior to the date requested. An appeal is just that and is not to be construed to mean said appeal will be approved for the personal day to be granted.
- E. Written reason for denial of leave will be provided to the Member and HR .
- F. The number of Members on personal leave on any one day may be restricted to three (3) members or to a number equal to 10% of the members in the building or job site. Personal leave shall be granted on a first come, first serve basis.
- G. Personal Leave will not be granted for the following reasons:
  - 1. In lieu of accumulated sick leave.
  - 2. Graduation of someone outside the immediate family.
  - 3. Before or after a sick day, unless it is an emergency supported by documentation.

- H. Willingness to take unpaid personal leave does not obligate the Board to grant the request.
- I. Abuse of personal leave shall constitute just cause for disciplinary action.
- J. Any unused personal leave shall convert to sick leave at the end of the year.
- K. Unused personal leave days, or fractions thereof, will be converted to sick leave at the end of the fiscal year. If an employee has the maximum amount of permitted sick leave accumulation, and the employee did not use any personal leave during the employee's work year, then the days that exceed the maximum will be paid out at a rate of one hundred dollars (\$100.00) per day.

13.5 Sick Leave – runs concurrently with the twelve (12) weeks of Family Medical Leave.

A. Earned Sick Leave

- 1. Members earn 1 ¼ days per month of paid sick leave up to a maximum number based on their contractual year. (*12 months = 15 days/year; 11 months = 13 ¾; 10 months = 12 ½ days; 9 months = 11 ¼ days*)
- 2. The unused balance of accumulated sick leave may not exceed 265 days, 25% of which is only payable as severance to the Member upon retirement from the School Employees Retirement System (SERS).

B. Uses of Sick Leave – Sick leave shall be granted for the following reasons:

- 1. Personal illness
- 2. Personal injury
- 3. Exposure to contagious disease which could be communicated to other employees
- 4. Pregnancy
- 5. Illness in the immediate family. Immediate family is defined to include husband, wife, child, stepchild, mother, father, grandchild, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son/daughter-in-law, or close relative who lives in the household of the employee
- 6. Injury in the immediate family
- 7. Death in the immediate family (limited to five (5) work days)

- C. Application for Sick Leave
1. To qualify for sick leave a Member must complete and submit the proper application in the approved online system no later than the day of his/her return to work.
  2. If medical attention is/was required, the Member shall indicate it on the form.
  3. If three (3) or more consecutive days are missed, a doctor's statement may be required by Human Resources.
  4. If a doctor's note is requested by Human Resources, it must be provided within five (5) work days for the sick leave to be counted as paid leave.
- D. Falsification of Sick Leave – shall be grounds for discipline up to and including termination.
- E. Advance of Sick Leave – in the first six (6) months of employment, a Member shall be entitled to an advance of sick leave up to five (5) days which shall be deducted from future accumulated leave.
- F. Abuse of Sick Leave – is taking sick leave for reasons other than those listed below:
1. A serious health condition
  2. A condition which could expose other employees to illness if the employee reported to work or exposure to contagious disease which could be communicated to other employees
  3. Hospitalization of the employee or a member of the employee's immediate family
  4. Death in the immediate family, limited to five (5) workdays
  5. A doctor's visit for the employee, or a member of the employee's immediate family
- G. Excessive Use of Sick Leave – is taking sick leave for five (5) or more days in a twelve (12) month period between July 1 and June 30, for reasons other than listed in 13.5F.

H. Discipline for Sick Leave Falsification, Abuse or Excessive Use – the discipline procedures shall be as follows and in accordance with Article 18.2 through 18.4:

1. Counseling with written documentation of the counseling in the personnel file within twenty (20) work days of the alleged infraction
2. Written warning letter/reprimand
3. Suspension without pay for up to three (3) days
4. Suspension without pay for up to five (5) days
5. Discharge

(The Board may skip a step or steps in the discipline procedure.)

I. Bonus Pay – Any Member who does not use sick leave during any given quarter; will receive a \$50 bonus to be paid on a quarterly basis. Employees who work less than twelve (12) months are only eligible for three (3) bonuses.

13.6 Vacation – Earned leave shall be provided to full-time employees who work no less than eleven (11) months.

A. The anniversary date for computing years of service for vacation leave is the date the Member entered full-time employment.

B. A Member who has completed one (1) year of continuous employment shall be entitled to ten (10) days of paid vacation. Starting in year two (2) and going through year seven (7) of continuous employment, a Member shall accrue .84 days of paid vacation each month up to a maximum of ten (10) days per year. Starting in year eight (8) and going through year sixteen (16), the employee will accrue 1.25 days each month up to a maximum of fifteen (15) days per year. Starting in year seventeen (17) the employee will accrue paid vacation at 1.67 days per month up to a maximum of twenty (20) days per year.

C. Vacation is earned monthly using the following scale:

- 10 Paid Vacation Days are earned at .84 per month
- 15 Paid Vacation Days are earned at 1.25 per month
- 20 Paid Vacation Days are earned at 1.67 per month

- D. Vacation may be taken at any time, with the prior approval of the immediate supervisor and may not be taken in more than twenty (20) consecutive work days.
- E. Prior to the first day of the scheduled vacation, a Member may request to change or cancel the leave by submitting a revised form to his/her supervisor.
- F. At the time of separation a Member shall be paid for no more than the total number of vacation days he/she was eligible to earn in the previous two years plus the current year. The maximum that any employee can be paid out in vacation at separation is 60: 20+20+20.
- G. The maximum number of days a Member shall accumulate shall be sixty (60). *(Clarification – ORC 3319.084 already limits this to prior two years of service and up to the pro-rated limit for the current year, so this agreement extends the upper limit to the maximum with no pro-rating.)*
- H. In the event of a Member's death, accrued and unused vacation shall be paid in accordance with Section 2113.04 of the Ohio Revised Code (ORC) to his/her estate.
- I. Prior service credit – from a political subdivision of the State of Ohio shall be added to the years of Princeton service when computing vacation time.
  - 1. The Member must provide to HR verification of prior service credit, from the administrator of the agency, stating the job classification, number of hours employed in a week, the number of weeks employed in a year, and the number of years service in that position.
  - 2. Prior service credit will only be counted for Members who worked no less than 37 ½ hours per week for 52 weeks.

### 13.7 Jury Duty/Witness/Court Service

- A. A Member who is required to serve on any jury or subpoenaed by the court as a witness shall receive his/her regular salary during the period of jury service.
- B. If a Member is summoned for jury duty and is excused by the court without serving, the Member shall report to work immediately and shall suffer no loss of pay.

- C. If a Member is subpoenaed by the Court or by the State Employment Relations Board, where his/her testimony arises out of the Member's employment with the district, the employee shall receive his/her full salary.

#### **ARTICLE XIV - OTHER LEAVES**

14.1 Family Medical Leave – shall be granted according to federal law. Any leave under this Article that meets the requirements of the Family Medical Leave Act shall be deducted from the twelve (12) weeks provided by the FMLA.

14.2 Military Leave – shall be granted according to state and federal law.

14.3 Parental Leave

- A. A Member who has an addition to the family through birth, adoption or new custody of a child shall be granted a leave without pay and without benefits for up to six (6) months.
- B. For approval, a Member must complete and submit a written request to HR.
- C. The leave may be extended up to an additional six (6) months if applied for thirty (30) calendar days prior to the expiration of the original leave.
- D. A Member may return before the end of the approved leave if HR agrees. The Board has ten (10) work days to return the Member to his/her former or similar position.

14.4 Unpaid Leave

- A. Unpaid leave shall be granted, for an initial period up to six (6) months, to a Member where illness or disability is the reason for the request.
  - 1. All accumulated paid leave (sick leave, personal and vacation) must first be exhausted.
  - 2. For approval, a Member must complete and submit to HR the proper form and a signed physician's statement (describing the nature of illness or disability and period of time off).
  - 3. In the event of catastrophic illness or disability, the Superintendent may extend the leave up to six (6) months.
- B. While on unpaid leave, a Member does not accrue sick leave, vacation or fringe benefits.

- C. A Member on Family Medical Leave (FML) will continue to receive health, dental and life insurance with payment of Board and Member's share of premiums to remain the same.
- D. For any Child Care Leave, the Member may continue his/her insurance coverage by paying the total premiums (COBRA).
- E. In order to return from unpaid leave, a Member must submit the proper form accompanied by a physician's statement authorizing the Member's return to work.
- F. A Member may return before the end of the approved leave if HR and the Member agree and the doctor's statement authorizes his/her return to work.
- G. The Board has ten (10) work days to return the Member to his/her former or similar position.
- H. Failure to apply for illness or disability leave as outlined in this Article shall be considered a resignation.
- I. If it is determined that the leave is not being used for the purpose for which it was granted, HR shall in writing cancel the leave, direct the Member to return to work and take disciplinary action.
- J. Falsification of information shall be grounds for discipline up to and including termination.

14.5 Workers' Compensation

- A. Reporting an Injury – A Member who is injured on the job shall report such injury immediately to his/her supervisor and when physically able, complete the on-line accident/ injury report.
- B. Wage Continuation – The Board at its sole discretion may elect to continue to pay the wages of a worker, injured performing his/her responsibilities as an employee, using the following guidelines:
  - 1. The Board may decide to continue paying wages (wage continuation) without charging against an employee's sick leave.
  - 2. The Board may extend wage continuation in lieu of employee seeking loss time pay from the Bureau of Worker's Compensation (BWC).
  - 3. The Board may extend wage continuation instead of the employee

requesting and obtaining an unpaid leave of absence.

4. The Board will determine the amount of work time for which it will authorize wage continuation but in no event will the wage continuation period extend beyond 180 calendar days from the date of injury.

C. Transition to Work – The Board shall offer a transition to work program to an injured Member who has been released by his/her physician with restrictions that can be accommodated at work.

D. The Board shall communicate on a regular basis with the PSSA President of wage continuation and transition to work cases.

14.6 Absence Without Leave (AWOL) – Failure to report for work as assigned without the appropriate use of available leave is a serious offense and will be considered neglect of duty. AWOL may be grounds for discipline up to termination. AWOL for three (3) consecutive work days shall be deemed a resignation from employment.

14.7 Failure to Return – to duty upon the completion of leave, without satisfactory written explanation to HR, shall be deemed a resignation from employment.

#### **ARTICLE XV- HOURS OF WORK**

15.1 This Article defines the normal hours of work and how overtime is to be calculated. Nothing in this Article is a guarantee of hours of work or pay.

15.2 The normal work day shall be eight (8) hours exclusive of a thirty (30) minute lunch period within a twenty-four (24) hour work day commencing when the Member is scheduled to report to work. The normal work week shall consist of forty (40) hours of work, exclusive of lunch periods. Second and third shift lunch periods shall be taken the fourth hour of work. Normal work calendars\* are defined as follows:

Year Round Calendar = 260 Days

School Year Only Calendar = 190 Days

Individuals approved for additional work days to the school year only calendar will be paid as additional time worked during the pay period in which the additional time is worked.

Eleven (11) Month Calendar = 236 Days

Extended School Year Calendar = 205 Days

Extended School Year Calendar = 210 Days

\*Calendar days may fluctuate causing either an increase or decrease in work days. Additional days will be processed as exception pay. Fewer days will either be processed as a dock day or may be made up on a different day. (Overtime may be applicable for some calendars).

15.3 Flexible Professional Development and Activities Compensation (FPDAC)

Each member will have the opportunity to earn the equivalent of one (1) extra day of pay equal to the number of hours in the member's regularly scheduled work day by attending approved professional development/activities. (e.g. if an employee attends a math night, the employee will be paid for the approved amount of time at his/her regular rate of pay for the activity in accordance with the Fair Labor Standards Act.

15.4 A Member who is called in and reports to work more than two (2) hours before his/her regularly scheduled work time but works less than two (2) hours shall be guaranteed a minimum of two (2) hours pay.

15.5 Student Monitors who report to the Security Department shall be assigned to work a two (2) week rotation shift. Shift assignments shall be posted two (2) months in advance and all shifts shall consist of an eight (8) hour work day with consequent hours varying between 6:45 a.m. and 9:30 p.m. to accommodate the building's needs. All other hours shall be offered as overtime on a rotation basis as per Article 15.7. Student Monitors must be available to work the shift so assigned as posted on the rotation schedule. Upon mutual agreement with another Student Monitor (at their work site), a Student Monitor may trade shifts either for a single work day or for the entire two week shift rotation. Such agreement shall be in writing noting the dates of the trades and the signatures of the affected Student Monitors.

15.6 Additional Hours

- A. Additional hours will be assigned by the supervisor based on a seniority rotational list per classification first within the building/work site and then within the district.
- B. Are paid at the Member's regular hourly rate until the Member reaches over forty (40) hours worked per work week.
- C. Shall be offered first to Members of that classification at the work site.

1. If no one at the work site accepts the additional hours, the supervisor shall go to the district seniority list of that classification and call the next two (2) Members from the list.
  2. If neither Member is available, the supervisor may offer the additional hours to the first available Member of the classification regardless of seniority.
- D. If no one is available within the classification, the supervisor may go to any other classification, regardless of seniority, to offer the additional hours provided the Member is qualified to perform the work.
- E. The supervisor shall maintain a record of additional hours worked and refused by Members.

#### 15.7 Overtime

- A. Overtime will be assigned based on a seniority rotational list per classification first within the building/work site and then within the district.
- B. Is paid at one and one half (1.5) times the Member's regular hourly rate or the Federally established blended rate, whichever is appropriate, for any hours over forty (40) worked per work week.
- C. Hours worked for computing overtime shall not include calamity, sick or personal leave. Vacation and legal holidays (recognized on the calendar by classification) shall be considered as hours worked when computing overtime.
- D. Any Member who is required to work on a holiday shall be paid for the holiday (8hours) and for the hours actually worked.
- E. Overtime cannot be mandated to any employee and shall be offered using a rotational list based on seniority except as outlined below. One list shall be for custodians working four (4) hours or less and the second list shall be for custodians working more than four (4) hours.
1. Building or departmental secretaries.
  2. An employee in any classification where the supervisor deems that the employee does not have the necessary skills to perform the work required.

- F. Overtime shall be offered first to Members of that classification, by seniority, at the work site.
  - 1. If no one at the work site accepts the overtime, the supervisor shall go to the district seniority list of that classification and call the first two (2) Members from the list.
  - 2. If neither of the two (2) Members is available, the supervisor may offer the overtime to the first available Member of the classification regardless of seniority.
- G. If no one is available within the classification to accept overtime, the supervisor may go to any other classification, regardless of seniority, to offer overtime provided the Member is qualified to perform the work.
- H. The supervisor shall maintain a record of overtime hours worked and refused by Members.

15.8 11-Month Secretary Vacation

As an 11-month secretary or clerk, the Member shall accrue ten (10) paid vacation days a year at the rate of .84 per month for twelve (12) months.

15.9 Swing Days

Employees with swing days may use those days on any day approved by his/her immediate supervisor.

**ARTICLE XVI - EMPLOYEE PERSONNEL FILES**

- 16.1 The official personnel file of each Member shall be maintained at the Board's central administration office.
  - A. File Maintenance – Upon request a Member shall be provided copies at his/her expense of any written material placed in his/her personnel file.
  - B. Removal of Reprimands – Upon written request from the Member, written reprimands shall be removed from the file after two (2) years provided there has been no subsequent record of disciplinary action entered or pending. Public Records Law requires any removed records to be maintained in a separate file and those records shall no longer have force and effect.

- C. Complaint Procedure – Prior to any complaint, concerning a Member’s performance, being placed in his/her personnel file, a Member shall be given sufficient facts and the opportunity to provide a written response to be attached to the complaint.
- 16.2 Upon reasonable request, a Member shall be granted an appointment before or after his/her work day to review and have copied (at his/her expense) any personnel file material, except for pre-employment information, in the presence of an HR employee.
- 16.3 All personnel files are confidential and only available for review as defined in ORC 149.43.
- 16.4 Letters, memoranda, and evaluations placed in a Member's file shall be reviewed, signed and dated by the member.

#### **ARTICLE XVII – DISCRIMINATION**

- 17.1 Neither party shall discriminate because of age, race, color, sex, creed, religion, ancestry, national origin, handicap, sexual orientation, gender identity or physical disability except as provided by law. This provision is not subject to the grievance procedure or arbitration however this shall not preclude a Member from filing with the appropriate State or Federal agency.
- 17.2 The parties will not discriminate against any Bargaining Unit Member with respect to wages, hours, or any terms or conditions of employment by reason of his/her participation, or non-participation in any activities of the Union, or membership, or non-membership in the Union.
- 17.3 The Board agrees to uniformly apply all policies, rules, and regulations, to all Members throughout the district.

#### **ARTICLE XVIII – DISCIPLINE**

- 18.1 Just Cause  
No Member shall be disciplined or suspended without just cause. Just cause for disciplinary action includes violations of, or failure to comply with any provisions of this Agreement or any reasonable rules and regulations adopted by the Board.

18.2 Investigative Meeting

Any supervisor who requests an investigative meeting with a Member which may result in discipline must notify the Member, within three (3) work days in advance, of the meeting and the purpose of the meeting. A Member shall have the right to Union representation at the meeting.

18.3 Notices

A. A notice of disciplinary action, excluding termination, shall contain a statement that it has been served upon the Member. A Member receiving a notice of disciplinary action shall sign the notice and acknowledge receipt on the date of service. If the Member refuses to sign the notice, it shall be considered received as of the indicated date of service.

B. Pre-Disciplinary Time Lines

1. Within five (5) work days of the pre-disciplinary hearing, the administration will respond to the Member with a final decision or update if additional information is needed. If additional information is needed, regular updates shall be provided to the Member and the Union in five (5) work day intervals unless an anticipated time line is provided for conclusion of the matter.

2. The decision or update will be delivered to the Member with a copy provided to the Union.

3. These times lines may be enforced through the grievance and arbitration provisions as outlined in Article VI.

C. A notice of termination shall be served by certified mail, return receipt requested, or the Board may personally serve the notice.

D. If the notice by certified mail is returned as undeliverable or refused, it shall be determined that the Board has met its obligation to notify. The date of service shall be deemed either the date received by certified mail or the date of the personal service.

18.4 Disciplinary Procedure

- A. No Member shall be disciplined or discharged prior to receiving a pre-disciplinary hearing unless the act or nature of the acts of which the Member is accused necessitates immediate suspension.
- B. A pre-disciplinary hearing shall not be necessary when the penalty is limited to an oral reprimand.
- C. The notice of the pre-disciplinary hearing shall clearly state the charges against the Member.
- D. Within five (5) work days following the pre-disciplinary hearing, a Member shall be provided a written notice of the action to be taken.
- E. Any Member suspended prior to a pre-disciplinary hearing shall be placed on paid administrative leave.

**ARTICLE XIX - COMPENSATION AND FRINGE BENEFITS**

19.1 Wages and Salary Schedules

A. Wages

Effective July 1, 2016, bargaining unit members shall receive a base increase of two and one half percent (2.5%). Effective July 1, 2017, bargaining unit members shall receive a base increase of two and one quarter percent (2.25%). Effective July 1, 2018, bargaining unit members shall receive a base increase of one and one half percent (1.5%).

B. Salary Schedule Placement and Advancement

Steps shall resume beginning July 1, 2014, however, previously frozen steps shall not be restored.

- 1. Each Bargaining Unit classification shall have a salary schedule, attached to the collective bargaining agreement as part of Appendix 1.
- 2. A salary schedule shall contain not less than six (6) salary levels progressing incrementally from the lowest level to the highest level.
- 3. Each salary schedule shall consist of a Lower Range and a Higher Range. Negotiated percentage pay increases shall apply equally to the Lower Range and the Higher Range.

4. A newly hired employee may be placed at any level in either range on the salary schedule, provided that such placement shall be based solely upon the newly hired employee's qualifications and experience for the job position. New employees shall be eligible to advance on the salary schedule in July following the completion of one (1) continuous year of service.
5. A promoted employee serving a probationary period shall be eligible for advancement on July 1 following completion of the probationary period, except that if July 1 occurs during the probationary period, the employee shall be eligible for advancement on the first day of the first full pay period following completion of the probationary period and an evaluation shall be conducted at such time for the purpose of assessing eligibility for advancement.
6. Non-probationary employees and employees with more than one (1) year of service shall be eligible for movement on the salary schedule on an annual basis.
7. Movement on the salary schedule shall be determined exclusively by the scores on the employee's annual or probationary evaluations. Denial of advancement or a reduction in a salary level shall not be used as a disciplinary penalty.
8. An employee's score on the evaluation shall be determined by adding the score on each item on the evaluation form for the employee's classification, divided by the number of items on which the employee was evaluated. The resulting number shall be the employee's evaluation score.
9. Movement in the Lower Range
  - a. An employee receiving a score of 2.0 or higher shall, each year, advance one (1) level through the Lower Range of the salary schedule.
  - b. An employee receiving a score of less than 2.0 shall not advance to the next level of the Lower Range on the salary

schedule. Such employees shall not advance to the Higher Range of the salary scale until complying with paragraphs 10.a. and 10.b. below.

- c. Employees shall receive all negotiated percentage increases applicable to his/her position irrespective of whether the employee's evaluation score entitles the employee to advancement in the Lower Range.

10. Movement from Lower Range to Higher Range

- a. An employee must be on one of the two highest pay levels of the Lower Range in order to advance to the Higher Range.
- b. An employee on the highest pay levels of the Lower Range must receive a score of 3.0 or higher to advance to the Higher Range. An employee on the second highest pay level of the Lower Range must receive a score of 3.2 or higher to advance to the Higher Range.

11. Movement in the Higher Range

- a. An employee receiving a score of 3.0 or higher shall, each year, advance one (1) level through the Higher Range.
- b. Employees shall receive all negotiated percentage increases applicable to his/her position irrespective of whether the employee's evaluation score entitles the employee to advancement or reduction in the higher range.

12. An employee at the highest level of the Higher Range who receives two (2) consecutive evaluation scores of 3.4 or higher shall be paid a super performance stipend (SPS) in the amount equal to 2% of the employee's annual straight time earnings (either year round or school year) in the school year of the last evaluation. The SPS shall be paid in two equal payments, the first being on or before December 1st, and the second on or before May 1st.

13. An employee in the Higher Range receiving two (2) consecutive evaluation scores of 2.3 or lower shall be reduced one (1) pay level in

the Higher Range, and shall remain at that pay level until obtaining an evaluation score of 3.0 entitling the employee to advance one (1) pay level in the Higher Range.

14. All Bargaining Unit Members shall be evaluated and notified of their evaluation score by May 1 each year. Failure on the part of the Employer to timely evaluate a Bargaining Unit Employee shall result in the employee being advanced one (1) step on the salary schedule.

15. Evaluation Review Committee

a. An Evaluation Review Committee shall consist of three (3) members selected by the President of the Union, three (3) members selected by the Superintendent, and one (1) at-large member who shall be selected by mutual agreement of the six (6) appointed members, provided that in the event that the six (6) appointed members of the committee are unable to select a seventh member by agreement, then, in even numbered years the President of the Union shall select the seventh member, and in odd numbered years the Superintendent shall select the seventh member. The at-large seventh member shall fully participate in the Committee's activities.

b. The Committee shall develop its own criteria and rules.

c. A Bargaining Unit Employee shall request review by submitting a written request to the Assistant Superintendent/Human Resources not later than ten (10) work days after receipt of his evaluation score.

d. The Committee shall have jurisdiction to review disputes raised by Bargaining Unit Employees:

1. Who have been denied a salary level advancement.

2. Who have been reduced a salary level.

3. Who alleges that his/her score was the result of bias, or the consideration of matters outside the scope of the evaluation instrument.

- e. The Evaluation Review Committee shall utilize consensus to reach resolution and shall complete the review process on or before June 30th.

19.2 Length of Contract - A three (3) year contract beginning July 1, 2016 and ending June 30, 2019.

19.3 Insurance

- A. The mission of the Princeton Benefits Committee (hereafter referred to as 'PBC') is to reduce treatment costs through the improvement of employee health status and benefits plans cost management. The PBC shall have all of the following in its scope of authority to make recommendations: benefits consultant and benefits plans procurement, member education and communications, and ancillary district actions to improve the health status of employees and the cost management of its benefits programs. The District shall be responsible for hiring an independent member of the American Academy of Actuaries to set the funding and reserve levels of all benefits that are covered under the self insurance fund in consultation with the Committee. The District's benefits consultant shall be jointly selected through a request-for-qualifications (RFQ) process. The PBC shall offer a recommendation for the continued employment of the consultant annually on the basis of an annual joint evaluation. The District's benefits plans will be selected through a formal request-for-proposal (RFP) process; the PBC shall review the RFP package that is sent out and all proposal responses received by the District. Membership on the committee shall be an initial 3-year commitment, with members serving as liaisons to the labor and management's bargaining teams; this will include the selection of members by the leadership teams of the education association, the support staff association and the Superintendent. The total membership of the Committee shall be seventeen (17) members as follows: 5 PACE including OEA liaison, 5 PSSA including OAPSE liaison, 5 Board including Board liaison, Consultant and the District Wellness Coordinator. The District's benefits consultant will serve the PBC as an outside expert whose views are subject to the will of the PBC. All decisions

of the PBC shall be made by consensus; here, consensus is defined as general agreement between all three parties to the Committee. The PBC will annually appoint a chairperson and secretary to record the minutes of each meeting. Operating standards are developed and implemented by the Committee. This will include ground rules, evaluation and procurement standards, access to information, and the role of the Committee consultant, and the District's actuary.

The PBC will review the aggregate participant health status data as it relates to the promotion of wellness initiatives.

- B. Dental – The Board shall pay 85% of the cost of family or single plan coverage and will maintain current coverage or its equivalent.
- C. Health Insurance – During the term of this Agreement, the Board shall make every effort to continue the current plans administered through UMR. If it becomes impossible to continue to provide benefits through UMR, the Board agrees that any change in the third party administrator or in the level of benefits shall be subject to bargaining. The Board shall pay 85% of the premium. Any changes in the level of benefits prior to signing of this contract shall be subject to further bargaining. Rates for the available plans shall not blended.
  - 1. Members shall have a choice between health plans (co-pay or high-deductible health plan [HDHP] which includes a Health Savings Account [HSA]. The Board shall contribute 85% of the premium. If a Member selects the HDHP/HSA Plan, the Board shall deposit 85% of the employee's contribution to the deductible into the health savings account up to a maximum of \$2,000 for a single plan and \$4,000 for a family plan. The deposit shall be made the first week of each January.
  - 2. Plan Design/Contribution Limit  
The PSSA, as part of the Insurance Committee shall ensure that the premium costs do not exceed seven and one half percent (7.5%) for the renewal each year. If the rate increase is in excess of that amount, any

increase in excess of the threshold will be split evenly between the Board and the individual employee covered by the insurance.

- D. Life Insurance – In the amount of \$45,000 shall be offered to all Support Staff employees.
- E. Liability Insurance – Shall be provided to all Members at no cost (at the same level provided to Board Members and Administrators).
- F. Medicare Supplement – The Board will pay the full dollar amount for Medicare Supplement coverage under plans identified in 20.3(A) as it pays for the single plan premium for the Member and/or Member's spouse.
- G. Waiver of Insurance – The opt out payment shall be discontinued but each person who was receiving the opt out payment as of the ratification of this Agreement shall receive a one-time payment of \$500.00 to be paid the second pay of August. If it is determined in the future that opt out payments are legal the opt out shall be reinstated

19.4 Employee Assistance Program (EAP) – The Board shall provide and pay the basic program costs for a comprehensive full-service Employee Assistance Program (EAP) to all Members provided utilization justifies the cost. The EAP will provide confidential, professional consultation and assessment/ referral services on a voluntary basis to Members whose job performance is or may be adversely affected by personal problems. Members may self-refer to the EAP, or may be referred by Administration. Utilization of the EAP is not to be interpreted as constituting a waiver of management's right to take disciplinary action, nor shall the program be interpreted as a waiver of the right of any Member to use the grievance procedure.

19.5 Holidays: (for eligible Members)

Independence Day	New Year's Day*
Labor Day*	Martin Luther King's Birthday*
Thanksgiving Day*	Presidents' Day
Day after Thanksgiving	Good Friday*
Christmas Eve	Easter Monday
Christmas Day*	Memorial Day*

(\*School year only employees)

Paid holidays that fall on Saturday and Sunday will be observed on the Friday before or on the Monday following.

19.6 Severance Retirement Pay

- A. A Member, (*covered by Section 124.39 of the Ohio Revised Code*), who has at least ten (10) years of service with the school district, and whose eligibility to receive retirement severance pay has been determined by the Board, may elect at retirement through School Employees Retirement System (SERS) to be paid in cash for a portion of the value of accrued but unused sick leave credit.
- B. The maximum payment which may be made under this policy shall be for one-fourth (25%) of accumulated sick leave not to exceed sixty-six (66) days.
- C. Payment of severance shall be based on the Member's rate of pay at the time of retirement.
- D. Severance payment of sick leave shall eliminate all sick leave accrued by the Member.
- E. The Board and the Union mutually agree that options should be made available to employees regarding how severance payments will be made to the member that will provide the maximum benefits allowed by law. The Parties hereby agree to the following:
  - 1. ING has been selected by the Board to administer the District's 403(b) program, which includes a provision for an accumulated leave plan for employees who are 55 and older;
  - 2. The Board and the Union agree that an amount equal to the monetary value of 100% of the member's severance pay associated with accumulated leave be paid by the district as an Employer contribution to a 403(b) accumulated leave account through ING per the District's 403(b) plan adoption agreement;
  - 3. It is understood that members may request an immediate withdrawal from the accumulated leave plan without IRS penalty and said reimbursement will be processed by ING within 10 business days;
  - 4. The Board and the Union agree that severance pay for members under the age of 55 shall be paid via district check unless other deferment options

are exercised and determined permissible under state and federal law into an approved 403(b), 457, or Roth IRA provider;

5. All retirees will be invited to a meeting where the options are fully explained to the retirees by the Board treasurer and/or the companies providing the service.
6. This meeting will be held in at a time that is mutually acceptable by the parties.

The Board and the Union further agree that copies of the 403(b), 457 plan documents are available in the Treasurer's office and said plans are not subject to ERISA.

- 19.7 Members, who work less than twenty (20) hours per week, will not receive any fringe benefits except sick leave.
- 19.8 Reimbursement for Mileage – Members shall be reimbursed for all mileage expenses accrued in the normal pursuit of assigned duties at the current IRS mileage. Computation of mileage shall begin only after the Member has reached his/her first work station in the district; in no case will reimbursement be made for mileage to and from home.
- 19.9 Board Reporting of Employee Contributions to School Employees Retirement System
  - A. For tax sheltering purposes only, the Board shall continue to designate and consider each employee's mandatory contribution to the School Employees Retirement System (SERS), as deferred salary paid by the Board. The amount of an employee's income reported by the Board as subject to Federal and Ohio income tax, shall be the employee's total gross income reduced by the amount of the employee's mandatory contribution to the SERS. In the event that legislation would shift a portion of the employer contribution rate to the employee for the period of time covered by this contract, the Board agrees to continue to pay on behalf of the employee the additional rate of the contribution shifted which shall not exceed the employer's previous contribution rate.
  - B. The unreported amount shall be included in the Member's annual base salary for the purposes of computing base salary, weekly rates of pay, daily rates of

pay, hourly rates of pay, and for determining pay or salary due to absence or for any other purpose under this Agreement.

- C. The Board shall not be required to pay any part of the employee's contribution to the School Employees Retirement System, except in the case of a shift in contribution rate as defined in 19.10 A.

19.10 Safety and Health

The Board shall make every reasonable effort to maintain safe and healthy working conditions.

19.11 Tuition Reimbursement

A. Bargaining unit members may apply for and be approved for reimbursement of fifty percent (50%) of six (6) semester hours per school year (defined as July 1 through June 30) with a grade of "C" or better, or "passing" on a pass/fail grading system. Courses must relate to current position or employee must be in pursuit of a degree in education. Courses must be pre-approved by the HR Director. Reimbursement shall occur after ninety (90) days of continued employment with the district.

B. The Board shall allow an employee to student teach or intern for up to twelve (12) weeks unpaid contingent upon the Board securing a substitute.

- 19.12 The Board will pay the cost of in-state (BCI) and the out-of-state (FBI) criminal investigation searches/reports for all paraprofessionals provided the paraprofessional applies for the longest permit/license offered by the State of Ohio and applicable to that paraprofessional.

**ARTICLE XX- DISTRIBUTION OF MEDICATION/FIRST AID**

- 20.1 No employee shall be required to perform medical procedures other than distribution of prescribed medication or simple first aid without proper training.

**ARTICLE XXI-COMMUNICATIONS**

- 21.1 All grievable concerns, issues, interests, or terms and conditions of employment of the Members, their officers, and representatives shall be addressed only through the Administration, the Labor Management Committee, or the grievance procedure by an

elected official of PSSA, their designee or OAPSE Representative. At no time shall these concerns, issues, or interests be discussed with the Board of Education individually or as a group.

## **ARTICLE XXII-DRESS CODE, UNIFORMS AND IDENTIFICATION BADGES**

### 22.1 Member Attire

Responsibility for acceptable dress will rest primarily with the member as a professional individual. The parties recognize, however, that dress is an important factor for students to model and should provide a positive impression to students and the public. All clothing must be clean and presentable with no holes, tears or frays.

### 22.2 Uniforms & Services

Members shall be required to wear the district uniform during all work hours.

- A. With Cleaning—Eleven (11) uniform shirts shall be provided to each Member in the following classifications: Grounds Crew and Maintenance, (\*Eleven sets of trousers included).
- B. Without Cleaning – Five (5) uniform shirts shall be provided annually to each Member in the following classifications: Cafeteria Workers, Custodians, School Security Officers and Student Monitors.
- C. Shirts and Pants – Members receiving shirts only are required to provide their own appropriate, well-fitted and well maintained trousers/jeans, skirts or skorts, or walking shorts (at the knee) which shall be solid black, brown, grey, navy or khaki.
- D. Choices – Members shall be given a choice of long or short sleeve shirts. Only solid-colored turtlenecks shall be worn under uniform shirts.
- E. Jeans – Uniformed classifications may wear jeans unless uniform pants are provided.
- F. After the end of the school year until one week before school begins, the uniform staff is permitted to wear clean, solid white t-shirts instead of the uniform shirts. The t-shirt must have regular short sleeves and crew neck. No writing or design on the t-shirt is permitted except for a Princeton logo. The employee must wear a Princeton identification badge.

22.3 Identification Badges

All Members are required to wear a photo and last name identification badge, provided by the district, at all times when on duty. The identification badge must be visibly displayed on a lanyard or a clip on the person's front between the neck and the waist. In lieu of badges all maintenance and custodial staff shall wear a uniform shirt with their last name clearly visible on the shirts.

- A. The district provided badges shall not have pins, decals or other decorations placed on them.
- B. Badges will be provided by the district at no cost to employees.
- C. Employee may be charged a nominal replacement cost if the badge is lost.
- D. Badges will not be replaced annually.

**ARTICLE XXIII - FAIR SHARE FEES**

23.1 On the second full pay period after notification from the Union, employees in the Bargaining Unit who are not members of the Union shall pay to the Union a fair share fee. This fee will not include monies spent on political or ideological matters. Such fair share fees shall not exceed dues paid by members of the Union who are in the bargaining unit.

23.2 Fair share fees shall be deducted from the payroll checks of the employees in the same manner as regular membership dues are deducted and forwarded by the district to the Union in the same manner except that written authorization for deduction of fair share fees is not required. Payments by employees holding religious conscientious objections will be governed by Ohio Revised Code Section 4117.09(C.)

23.3 It shall be the responsibility of the Union to prescribe an internal rebate procedure of monies spent on political or ideological matters opposed by the fair share fee payer, which are not related to the purposes of enforcing or negotiating the agreement or processing grievances. The Union certifies to the Board that an internal rebated procedure shall be established in accordance with Section 4117.09 (C) of the Revised Code and that a procedure for challenging the amount of the representation fee shall be established and posted for the information of members of the Bargaining Unit and that such procedure and posting shall be in compliance with all applicable State and

Federal Laws and the Constitution of the United States and the State of Ohio. The Union warrants that its rebate procedures will satisfy case law, Federal, State and Local Statutes, and meet constitutional requirements.

- 23.4 The Union agrees to indemnify and hold the Board harmless against any judgments, costs, expenses, or other liability the Board might incur as a result of the implementation and enforcement of this fair share fee section.
- 23.5 All questions regarding fair share shall be directed to the Union leadership.

#### **ARTICLE XXIV – LIMITATIONS**

- 24.1 The parties acknowledge that during the negotiations, which resulted in this contract, each had the opportunity to make proposals, and that the understandings and Agreements arrived at by the parties after the exercise of that opportunity are set forth in this contract. Therefore, for the duration of this contract, the Board and the Union each voluntarily and unqualifiedly waives the right to negotiate and agrees that the other shall not be obligated to negotiate with respect to any subject or matter referred to or covered in this contract and with respect to any subject or matter not specifically referred to or covered in this contract, unless otherwise mutually agreed. This waiver shall apply specifically to the items identified in Article V and the effects of decisions made with respect to the items identified in such Article.

#### **ARTICLE XXV – DURATION**

This Agreement shall be in effect from July 1, 2016, through June 30, 2019. The parties agree that this instrument represents the complete Agreement between the parties and supersedes any and all prior oral or written Agreements or understandings between the Board and the Union. All Board resolutions, policies, practices, procedures, rules or regulations which are contrary to or inconsistent with the terms of this Agreement are superseded by this Agreement. All other Board resolutions, policies, practices, procedures, rules or regulations shall continue in effect until changed by the Board.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, after adoption and approval of this entire Agreement by the Board by resolution, pursuant to

Section 4117.1 O (B) of the Ohio Revised Code, have set their hands and seals, this  
9<sup>th</sup> of JUNE, 2016.

**For the Princeton City School District  
SUPPORT STAFF ASSOCIATION**



PSSA President

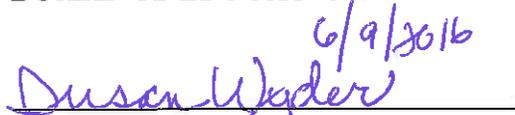


Co-Chairperson, Negotiating Committee



OAPSE Field Representative

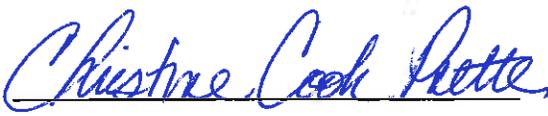
**For the Princeton City School District  
BOARD OF EDUCATION**

6/9/2016  


BOE President



Superintendent



Treasurer/CFO

# **2016-2017 SALARY SCHEDULE**

Effective July 1, 2016	ACCOUNT CLERK		AUDIO-VISUAL SERVICE TECHNICIAN		AUDITORIUM MANAGER		BUILDING CASHIER		BUILDING MAINTENANCE WORKER	
	ACCOUNT DATA PROCESSING CLERK									
	1		2		3		4		5	
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate	
	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
	1	\$15.82	1	\$24.96	1	\$21.32	1	\$15.16	1	\$19.46
	2	\$16.34	2	\$25.65	2	\$21.62	2	\$15.82	2	\$20.22
	3	\$17.07	3	\$26.20	3	\$21.98	3	\$16.34	3	\$20.81
	4	\$17.66	4	\$26.82	4	\$22.20	4	\$17.07	4	\$21.60
	5	\$18.36	5	\$27.25	5	\$22.50	5	\$17.66	5	\$22.30
6	\$18.95	6	\$27.68			6	\$18.36	6	\$22.97	
7	\$19.55	7	\$28.21			7	\$18.95	7	\$23.69	
8	\$20.24							8	\$24.39	
9	\$21.02									
10	\$21.86									
11	\$22.33									
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	
1	\$22.93	1	\$29.30	1	\$22.80	1	\$19.55	1	\$25.34	
2	\$23.60	2	\$30.32	2	\$23.08	2	\$20.23	2	\$26.25	
3	\$24.55	3	\$30.94	3	\$23.40	3	\$20.63	3	\$26.79	
4	\$25.46									
5	\$25.88									

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

Effective July 1, 2016			CLERK-TYPIST							
			AUXILIARY CLERK							
	CASHIER		HEALTH AIDE		COOK		CUSTODIAN		EDUCATIONAL INTERPRETER	
	6		7		8		9		10	
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate	
	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
	1	\$12.98	1	\$13.25	1	\$12.91	1	\$16.66	1	\$15.82
	2	\$13.36	2	\$13.71	2	\$13.63	2	\$17.26	2	\$16.34
	3	\$13.87	3	\$14.33	3	\$14.15	3	\$17.75	3	\$17.07
	4	\$14.30	4	\$14.91	4	\$14.89	4	\$18.44	4	\$17.66
5	\$14.90	5	\$15.55	5	\$15.58	5	\$18.93	5	\$18.36	
		6	\$16.09	6	\$16.27	6	\$19.51	6	\$18.95	
		7	\$16.73	7	\$16.40	7	\$20.07	7	\$19.55	
		8	\$17.27	8	\$17.00	8	\$20.66	8	\$20.24	
		9	\$17.95	9	\$17.74			9	\$21.02	
								10	\$21.63	
								11	\$22.33	
								12	\$22.93	
								13	\$23.60	
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	
1	\$15.43	1	\$18.50	1	\$18.42	1	\$21.25	1	\$24.55	
2	\$15.74	2	\$19.17	2	\$19.19	2	\$22.07	2	\$25.40	
		3	\$19.84	3	\$19.85	3	\$22.90	3	\$26.27	
		4	\$20.24	4	\$20.24	4	\$23.32	4	\$27.13	
								5	\$27.99	

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION



Effective July 1, 2016							PARAPROFESSIONAL/ ESL			
	HEALTH SERVICE SPECIALIST		INSTRUCTIONAL TV ASSISTANT		MEDIA NETWORK ASSISTANT		PARAPROFESSIONAL/ PRESCHOOL		PARAPROFESSIONAL/ SPECIAL EDUCATION	
	16		17		18		19		20	
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate	
	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
	1	\$20.93	1	\$14.23	1	\$20.24	1	\$13.32	1	\$13.78
	2	\$21.60	2	\$14.77	2	\$21.02	2	\$13.81	2	\$14.26
	3	\$22.30	3	\$15.32	3	\$21.63	3	\$14.47	3	\$14.91
	4	\$22.92					4	\$15.01	4	\$15.46
	5	\$23.60					5	\$15.55	5	\$16.01
6	\$24.30					6	\$16.04	6	\$16.49	
7	\$25.01					7	\$16.67	7	\$17.14	
8	\$25.78					8	\$17.15	8	\$17.59	
9	\$26.55					9	\$17.67	9	\$18.10	
								10	\$18.72	
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	
1	\$27.12	1	\$15.88	1	\$22.33	1	\$18.29	1	\$19.43	
2	\$28.21	2	\$16.41	2	\$22.93	2	\$19.00	2	\$19.89	
3	\$29.21	3	\$16.95	3	\$23.60	3	\$19.68	3	\$20.60	
4	\$29.79					4	\$20.08	4	\$21.01	

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

<b>Effective July 1, 2016</b>	<b>SCHOOL SECURITY OFFICER</b>		<b>SECRETARY</b>		<b>STUDENT MONITOR</b>
	<b>21</b>		<b>22</b>		<b>23</b>
	<b>Hourly Rate</b>		<b>Hourly Rate</b>		<b>Hourly Rate</b>
<b>Step</b>	<b>Lower Range</b>	<b>Step</b>	<b>Lower Range</b>	<b>Step</b>	<b>Lower Range</b>
<b>1</b>	\$21.22	<b>1</b>	\$15.82	<b>1</b>	\$19.46
<b>2</b>	\$21.76	<b>2</b>	\$16.34	<b>2</b>	\$20.22
<b>3</b>	\$22.35	<b>3</b>	\$17.07	<b>3</b>	\$20.78
<b>4</b>	\$23.03	<b>4</b>	\$17.66	<b>4</b>	\$21.38
<b>5</b>	\$23.61	<b>5</b>	\$18.36	<b>5</b>	\$22.03
<b>6</b>	\$24.41	<b>6</b>	\$18.95	<b>6</b>	\$22.65
<b>7</b>	\$25.09	<b>7</b>	\$19.55	<b>7</b>	\$23.45
<b>8</b>	\$25.78	<b>8</b>	\$20.24	<b>8</b>	\$23.91
		<b>9</b>	\$21.02		
		<b>10</b>	\$21.63		
		<b>11</b>	\$22.33		
		<b>12</b>	\$22.93		
		<b>13</b>	\$23.60		
<b>Step</b>	<b>Higher Range</b>	<b>Step</b>	<b>Higher Range</b>	<b>Step</b>	<b>Higher Range</b>
<b>1</b>	\$26.81	<b>1</b>	\$24.55	<b>1</b>	\$24.89
<b>2</b>	\$27.76	<b>2</b>	\$25.40	<b>2</b>	\$25.78
<b>3</b>	\$28.31	<b>3</b>	\$26.27	<b>3</b>	\$26.31
		<b>Step</b>	<b>Executive Range</b>		
		<b>1</b>	\$27.22	<b>SUPERVISOR OF FOOD SERVICE SECRETARY</b>	
		<b>2</b>	\$28.15	<b>PCMS PRINCIPAL SECRETARY, DIRECTOR OF PUPIL SERVICE SECRETARY</b>	
		<b>3</b>	\$29.15	<b>PHS PRINCIPAL SECRETARY</b>	

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

# **2017-2018 SALARY SCHEDULE**

Effective July 1, 2017	ACCOUNT CLERK		AUDIO-VISUAL SERVICE TECHNICIAN		AUDITORIUM MANAGER		BUILDING CASHIER		BUILDING MAINTENANCE WORKER
	ACCOUNT DATA PROCESSING CLERK								
	1		2		3		4		5
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate
Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
1	\$16.18	1	\$25.53	1	\$21.81	1	\$15.51	1	\$19.90
2	\$16.72	2	\$26.23	2	\$22.12	2	\$16.18	2	\$20.68
3	\$17.46	3	\$26.80	3	\$22.48	3	\$16.72	3	\$21.29
4	\$18.06	4	\$27.43	4	\$22.71	4	\$17.46	4	\$22.09
5	\$18.78	5	\$27.87	5	\$23.02	5	\$18.06	5	\$22.81
6	\$19.38	6	\$28.32			6	\$18.78	6	\$23.49
7	\$20.00	7	\$28.86			7	\$19.38	7	\$24.23
8	\$20.70							8	\$24.95
9	\$21.50								
10	\$22.36								
11	\$22.84								
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range
1	\$23.46	1	\$29.97	1	\$23.33	1	\$20.00	1	\$25.92
2	\$24.14	2	\$31.01	2	\$23.61	2	\$20.69	2	\$26.85
3	\$25.11	3	\$31.65	3	\$23.93	3	\$21.10	3	\$27.40
4	\$26.05								
5	\$26.48								

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

Effective July 1, 2017	CASHIER	CLERK-TYPIST AUXILIARY CLERK	HEALTH AIDE	COOK	CUSTODIAN	EDUCATIONAL INTERPRETER			
	6	7	8	9	10				
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate				
Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
1	\$13.28	1	\$13.56	1	\$13.20	1	\$17.04	1	\$16.18
2	\$13.67	2	\$14.02	2	\$13.94	2	\$17.65	2	\$16.72
3	\$14.19	3	\$14.66	3	\$14.47	3	\$18.16	3	\$17.46
4	\$14.63	4	\$15.25	4	\$15.23	4	\$18.87	4	\$18.06
5	\$15.24	5	\$15.90	5	\$15.94	5	\$19.36	5	\$18.78
		6	\$16.45	6	\$16.64	6	\$19.96	6	\$19.38
		7	\$17.11	7	\$16.77	7	\$20.53	7	\$20.00
		8	\$17.66	8	\$17.39	8	\$21.13	8	\$20.70
		9	\$18.36	9	\$18.15			9	\$21.50
								10	\$22.13
								11	\$22.84
								12	\$23.46
								13	\$24.14
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range
1	\$15.78	1	\$18.92	1	\$18.84	1	\$21.74	1	\$25.11
2	\$16.10	2	\$19.61	2	\$19.63	2	\$22.58	2	\$25.98
		3	\$20.30	3	\$20.31	3	\$23.43	3	\$26.87
		4	\$20.70	4	\$20.70	4	\$23.85	4	\$27.75
								5	\$28.63

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

Effective July 1, 2017	FOOD SERVICE WORKER		FOOD TRUCK DRIVER* GROUNDS MAINTENANCE WORKER***						
	FOOD SERVICE WORKER/CASHIER		WAREHOUSE WORKER		HEAD COOK		HEAD CUSTODIAN - HIGH SCHOOL		HEAD CUSTODIAN - PCMS
	11		12		13		14		15
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate
Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
1	\$13.28	1	\$17.59	1	\$13.98	1	\$19.15	1	\$18.56
2	\$13.67	2	\$18.26	2	\$14.66	2	\$19.82	2	\$19.15
3	\$14.19	3	\$18.79	3	\$15.17	3	\$20.34	3	\$19.82
4	\$14.63	4	\$19.44	4	\$16.01	4	\$21.05	4	\$20.34
5	\$15.24	5	\$19.98	5	\$16.69	5	\$21.32	5	\$20.94
		6	\$20.61	6	\$16.81	6	\$22.13	6	\$21.32
		7	\$21.24	7	\$17.64	7	\$22.80	7	\$22.13
		8	\$21.83	8	\$18.29	8	\$23.40	8	\$22.80
				9	\$19.11				
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range
1	\$15.72	1	\$22.49	1	\$19.79	1	\$23.99	1	\$23.40
2	\$15.98	2	\$23.40	2	\$20.54	2	\$24.86	2	\$24.28
3	\$16.29	3	\$24.24	3	\$21.26	3	\$25.73	3	\$25.14
		4	\$24.70	4	\$21.67	4	\$26.26	4	\$25.64

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

Effective July 1, 2017	HEALTH SERVICE SPECIALIST		INSTRUCTIONAL TV ASSISTANT		MEDIA NETWORK ASSISTANT		PARAPROFESSIONAL/ESL PARAPROFESSIONAL/PRESCHOOL PARAPROFESSIONAL/REGULAR EDUCATION		PARAPROFESSIONAL/SPECIAL EDUCATION
	16		17		18		19		20
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate
Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
1	\$21.41	1	\$14.56	1	\$20.70	1	\$13.62	1	\$14.10
2	\$22.09	2	\$15.11	2	\$21.50	2	\$14.13	2	\$14.58
3	\$22.81	3	\$15.67	3	\$22.13	3	\$14.80	3	\$15.25
4	\$23.45					4	\$15.35	4	\$15.81
5	\$24.14					5	\$15.90	5	\$16.38
6	\$24.86					6	\$16.41	6	\$16.87
7	\$25.58					7	\$17.05	7	\$17.53
8	\$26.37					8	\$17.54	8	\$18.00
9	\$27.16					9	\$18.07	9	\$18.51
								10	\$19.15
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range
1	\$27.74	1	\$16.24	1	\$22.84	1	\$18.71	1	\$19.88
2	\$28.86	2	\$16.78	2	\$23.46	2	\$19.44	2	\$20.34
3	\$29.88	3	\$17.33	3	\$24.14	3	\$20.13	3	\$21.07
4	\$30.47					4	\$20.54	4	\$21.49

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

<b>Effective July 1, 2017</b>	<b>SCHOOL SECURITY OFFICER</b>		<b>SECRETARY</b>		<b>STUDENT MONITOR</b>
	<b>21</b>		<b>22</b>		<b>23</b>
	<b>Hourly Rate</b>		<b>Hourly Rate</b>		<b>Hourly Rate</b>
<b>Step</b>	<b>Lower Range</b>	<b>Step</b>	<b>Lower Range</b>	<b>Step</b>	<b>Lower Range</b>
<b>1</b>	\$21.71	<b>1</b>	\$16.18	<b>1</b>	\$19.90
<b>2</b>	\$22.26	<b>2</b>	\$16.72	<b>2</b>	\$20.68
<b>3</b>	\$22.86	<b>3</b>	\$17.46	<b>3</b>	\$21.26
<b>4</b>	\$23.56	<b>4</b>	\$18.06	<b>4</b>	\$21.87
<b>5</b>	\$24.15	<b>5</b>	\$18.78	<b>5</b>	\$22.53
<b>6</b>	\$24.97	<b>6</b>	\$19.38	<b>6</b>	\$23.17
<b>7</b>	\$25.66	<b>7</b>	\$20.00	<b>7</b>	\$23.99
<b>8</b>	\$26.37	<b>8</b>	\$20.70	<b>8</b>	\$24.46
		<b>9</b>	\$21.50		
		<b>10</b>	\$22.13		
		<b>11</b>	\$22.84		
		<b>12</b>	\$23.46		
		<b>13</b>	\$24.14		
<b>Step</b>	<b>Higher Range</b>	<b>Step</b>	<b>Higher Range</b>	<b>Step</b>	<b>Higher Range</b>
<b>1</b>	\$27.42	<b>1</b>	\$25.11	<b>1</b>	\$25.46
<b>2</b>	\$28.39	<b>2</b>	\$25.98	<b>2</b>	\$26.37
<b>3</b>	\$28.95	<b>3</b>	\$26.87	<b>3</b>	\$26.92
		<b>Step</b>	<b>Executive Range</b>		
		<b>1</b>	\$27.84		<b>SUPERVISOR OF FOOD SERVICE SECRETARY</b>
		<b>2</b>	\$28.80		<b>PCMS PRINCIPAL SECRETARY, DIRECTOR OF PUPIL SERVICE SECRETARY</b>
		<b>3</b>	\$29.81		<b>PHS PRINCIPAL SECRETARY</b>

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

# **2018-2019 SALARY SCHEDULE**

Effective July 1, 2018	ACCOUNT CLERK		AUDIO-VISUAL SERVICE TECHNICIAN		AUDITORIUM MANAGER		BUILDING CASHIER		BUILDING MAINTENANCE WORKER
	ACCOUNT DATA PROCESSING CLERK								
	1		2		3		4		5
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate
Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
1	\$16.42	1	\$25.91	1	\$22.14	1	\$15.74	1	\$20.20
2	\$16.97	2	\$26.63	2	\$22.45	2	\$16.42	2	\$21.00
3	\$17.72	3	\$27.20	3	\$22.82	3	\$16.97	3	\$21.61
4	\$18.33	4	\$27.85	4	\$23.05	4	\$17.72	4	\$22.43
5	\$19.06	5	\$28.30	5	\$23.37	5	\$18.33	5	\$23.15
6	\$19.68	6	\$28.74			6	\$19.06	6	\$23.85
7	\$20.30	7	\$29.29			7	\$19.68	7	\$24.60
8	\$21.02							8	\$25.32
9	\$21.82								
10	\$22.69								
11	\$23.19								
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range
1	\$23.81	1	\$30.42	1	\$23.68	1	\$20.30	1	\$26.32
2	\$24.51	2	\$31.48	2	\$23.97	2	\$21.01	2	\$27.26
3	\$25.49	3	\$32.13	3	\$24.29	3	\$21.42	3	\$27.82
4	\$26.44								
5	\$26.88								

MOVEMENT ON THE SALARY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION

Effective July 1, 2018	CASHIER		CLERK-TYPIST AUXILIARY CLERK HEALTH AIDE		COOK		CUSTODIAN		EDUCATIONAL INTERPRETER	
	6		7		8		9		10	
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate	
	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range	Step	Lower Range
	1	\$13.48	1	\$13.76	1	\$13.40	1	\$17.29	1	\$16.42
	2	\$13.87	2	\$14.23	2	\$14.15	2	\$17.92	2	\$16.97
	3	\$14.40	3	\$14.88	3	\$14.69	3	\$18.44	3	\$17.72
	4	\$14.85	4	\$15.48	4	\$15.46	4	\$19.15	4	\$18.33
	5	\$15.47	5	\$16.14	5	\$16.18	5	\$19.65	5	\$19.06
			6	\$16.70	6	\$16.89	6	\$20.26	6	\$19.68
			7	\$17.37	7	\$17.03	7	\$20.84	7	\$20.30
			8	\$17.93	8	\$17.65	8	\$21.45	8	\$21.02
			9	\$18.64	9	\$18.43			9	\$21.82
									10	\$22.46
									11	\$23.19
									12	\$23.81
									13	\$24.51
Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	Step	Higher Range	
1	\$16.02	1	\$19.21	1	\$19.13	1	\$22.07	1	\$25.49	
2	\$16.35	2	\$19.91	2	\$19.92	2	\$22.92	2	\$26.37	
		3	\$20.61	3	\$20.62	3	\$23.78	3	\$27.28	
		4	\$21.02	4	\$21.02	4	\$24.22	4	\$28.17	
								5	\$29.06	

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION





<b>Effective July 1, 2018</b>	<b>SCHOOL SECURITY OFFICER</b>		<b>SECRETARY</b>		<b>STUDENT MONITOR</b>
	<b>21</b>		<b>22</b>		<b>23</b>
	<b>Hourly Rate</b>		<b>Hourly Rate</b>		<b>Hourly Rate</b>
<b>Step</b>	<b>Lower Range</b>	<b>Step</b>	<b>Lower Range</b>	<b>Step</b>	<b>Lower Range</b>
<b>1</b>	\$22.04	<b>1</b>	\$16.42	<b>1</b>	\$20.20
<b>2</b>	\$22.59	<b>2</b>	\$16.97	<b>2</b>	\$21.00
<b>3</b>	\$23.21	<b>3</b>	\$17.72	<b>3</b>	\$21.58
<b>4</b>	\$23.91	<b>4</b>	\$18.33	<b>4</b>	\$22.20
<b>5</b>	\$24.52	<b>5</b>	\$19.06	<b>5</b>	\$22.87
<b>6</b>	\$25.34	<b>6</b>	\$19.68	<b>6</b>	\$23.52
<b>7</b>	\$26.05	<b>7</b>	\$20.30	<b>7</b>	\$24.35
<b>8</b>	\$26.76	<b>8</b>	\$21.02	<b>8</b>	\$24.83
		<b>9</b>	\$21.82		
		<b>10</b>	\$22.46		
		<b>11</b>	\$23.19		
		<b>12</b>	\$23.81		
		<b>13</b>	\$24.51		
<b>Step</b>	<b>Higher Range</b>	<b>Step</b>	<b>Higher Range</b>	<b>Step</b>	<b>Higher Range</b>
<b>1</b>	\$27.84	<b>1</b>	\$25.49	<b>1</b>	\$25.85
<b>2</b>	\$28.82	<b>2</b>	\$26.37	<b>2</b>	\$26.76
<b>3</b>	\$29.39	<b>3</b>	\$27.28	<b>3</b>	\$27.32
		<b>Step</b>	<b>Executive Range</b>		
		<b>1</b>	\$28.26	<b>SUPERVISOR OF FOOD SERVICE SECRETARY</b>	
		<b>2</b>	\$29.24	<b>PCMS PRINCIPAL SECRETARY, DIRECTOR OF PUPIL SERVICE SECRETARY</b>	
		<b>3</b>	\$30.26	<b>PHS PRINCIPAL SECRETARY</b>	

MOVEMENT ON THE SALRY SCHEDULE IS NOT AUTOMATIC AND SHALL BE DETERMINED BY THE SCORES ON THE EMPLOYEE'S ANNUAL EVALUATION