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STATE EMPLOYMENT  
RELATIONS BOARD

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## **NEGOTIATED AGREEMENT**

**BETWEEN**

**THE PORT CLINTON BOARD OF EDUCATION**

**AND**

**THE OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES  
Local #199**

**2010-2013**

## TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
1	RECOGNITION	4
2	NEGOTIATIONS	4
	Request for Opening Negotiations	4
	Negotiations Procedures	4
	Disagreement	5
	Caucus	5
	Agreement	5
	Previous Negotiated Agreement	
3	ORGANIZATIONAL RIGHTS AND UNION RESPONSIBILITIES	6
4	VACANCIES	7
5	PERSONNEL FILES	8
6	GRIEVANCE PROCEDURE	9
7	WORKSHOPS	11
8	FAIR SHARE	11
9	SENIORITY	12
10	FRINGE BENEFITS	12
	Health Insurance	12
	Full-time Employees	16
11	PLACEMENT ON SALARY SCHEDULE AND ADVANCEMENT ON SCHEDULE	16
	Salary Schedule	Appendix
	Classifications	16
	Wages	16
	Student Assistance Coordinator	17
	Pick-up Retirement	17
12	DISCIPLINARY PROCEDURES	18
13	LAY-OFF & RECALL	19
14	GENERAL AREAS	20
	Probationary Period	20
	Work Week/Overtime	21
	Calamity Days	22
	Working Conditions	22
	Report Pay	22
	Meetings	23
	Criminal Records Check	23
	Asbestos Removal – Respirator	24
	Labor/Management Committee	24
	Summer Work	24
	Evaluations	25

	Drug Testing	25
15.	LEAVES	
	Personal	26
	Emergency Leave	26
	Sick	26
	Bereavement	27
	Expiration of Sick Leave	27
	Unpaid Leave	28
	Maternity Leave	28
	Professional	29
	Union	29
	Military	29
	Leave Conversion	30
	Court Leave	30
16.	HOLIDAYS	20
	Vacation	32
	Calendar	31
17	SEPARATION	31
	Resignation	31
	Severance	31
	Retirement Cash Incentive	32
18	FOOD SERVICE	33
19	AIDES	33
	I.E.P. Aides	33
	Champions for Children	34
20	CUSTODIAL	35
	Custodian's Meetings and Workshops	35
	Custodial Working Conditions	34
	Custodial Shifts	35
	Shift Differentials	36
	Tool Allowance	36
	Uniform Allowance	36
21	TRANSPORTATION	
	Special Trips	37
	Field Trips	37
	Driver Rotation	37
	Driver Responsibilities	39
	Canceled Special Trips	39
	Overnight Special Trips	39
	School Delays or Closings	39
	Regular Runs	39
22	CONSISTENCY WITH LAW	40
23	NEGOTIATED AGREEMENT (Signature Page)	42

APPENDIX  
Salary Schedules and Indexes

## ARTICLE I

### 1.1 RECOGNITION

The Board of Education of the Port Clinton City Schools, hereinafter referred to as the Board, recognizes the Ohio Association of Public School Employees/AFSCME/AFL-CIO and its Local # 199, hereinafter referred to as the Association, as the sole and exclusive bargaining representative for all employees now employed or to be employed in the following.

1.2 The bargaining unit shall include all non-teaching employees of the Port Clinton City Schools. Those excluded from the bargaining unit include: administrative/supervisory personnel, secretarial/clerical personnel, teaching personnel and substitutes.

### 1.3 No Strike/No Lock Out

A. The Local # 199 shall not engage in any strike for the terms of this agreement.

B. During the terms of this agreement, the Board shall not lock out or prevent the bargaining unit from working.

1.4 Except as herein clearly explicitly limited by express terms of this agreement, the rights of the employer in all respects to manage the entire operation of all phases of the school system shall be governed by ORC 4117.08, C 1-9.

1.5 No bargaining unit member shall make verbal or written agreements with any member of the Administration or Board of Education, which conflicts with the Negotiated Agreement.

## ARTICLE 2

### NEGOTIATIONS

#### 2.1 REQUEST FOR OPENING OF NEGOTIATIONS

A request for the opening of negotiations shall be submitted in writing by the Association to the Superintendent of the Port Clinton City Schools or by the Superintendent to the President of the Association on or before ninety (90) days prior to the expiration of the current contract. A mutually convenient meeting date shall be set no later than eighty (80) days prior to the expiration of the current contract, unless both parties agree to a later date, to adopt an agenda listing those issues which shall be negotiated and to set dates and procedure for the ensuing meetings.

2.2 Meetings shall be scheduled so as not to interfere with normal work schedule of employees. If meetings are requested by the Port Clinton City Board of Education during normal work hours, the employee will be paid his/her regular daily wage.

2.3 All issues for negotiations shall be submitted by both parties in writing at the first meeting of the negotiating teams. Neither party may introduce any new issues unless both parties mutually agree.

#### 2.4 NEGOTIATION PROCEDURES

The parties shall meet at times and places agreed upon at the beginning of the prior meeting. Length of meeting as well as times and places of the following meetings shall be agreed upon at the onset of the beginning of each session. At any negotiating session, both parties may be represented by no more than five (5) representatives and

two (2) observers. All meetings shall be held in private session with the Board Negotiation Team and OAPSE Negotiating Team.

2.5 DISAGREEMENT

If agreement is not reached within ninety (90) days following commencement of negotiations, either party may declare impasse.

2.6 The party shall submit joint letters to the Federal Mediation and Conciliation Services requesting their services.

2.7 The negotiations 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, as described in this Article, 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.

2.8 CAUCUS

Upon request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time no longer than thirty (30) minutes, unless mutually agreed by both parties, to caucus in privacy.

2.9 AGREEMENT

Tentative agreement on negotiated items shall be reduced to writing and initialed by the representatives of each party.

2.10 When all tentative TOTAL agreements have been initialed, the negotiation team shall recommend approval to the Board and OAPSE for their action.

2.11 Final agreement shall be reached when the classified staff ratifies the final negotiated package and it is approved by the Board of Education.

2.12 When an agreement is reached through negotiations the outcome shall be reduced in writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted to the Association and the Board for ratification. The Board will type the original copy of the tentative agreement and furnish all bargaining unit employees with a copy.

2.13 It is agreed that the Board and the Association will share equally the cost for the final printing of this agreement, and that each employee will be given a copy thereof.

2.14 PREVIOUS NEGOTIATED AGREEMENT

Any Articles and/or Sections not addressed or modified shall remain as is, and incorporated into the newly negotiated agreement.

### ARTICLE 3

#### 3.1 ORGANIZATIONAL RIGHTS AND UNION RESPONSIBILITIES

OAPSE shall have the following rights in addition to the rights contained in any other portion of this agreement:

- A. To use the facilities of any building for meeting, without fee, upon notification of the administrator in charge of such building. Permission to use such facilities shall be given as long as it does not interfere with any previously authorized activity in said building. The Union shall be responsible for any additional custodial cost involved in the use of the building (i.e., cleanup, overtime).

To use Board of Education owned equipment, including computers, calculators, duplicating equipment, public address equipment and audio-visual equipment at times, which do not interfere with the operation of the school system. Building Administrator shall be notified prior to the use of Board owned equipment. Any expendable supplies, such as duplication and typing paper, envelopes, will be supplied by the Union.

To receive copies of all Board of Education agenda, minutes and financial reports upon specific request to the Superintendent by the President of the Union as soon as available.

Upon request of the Superintendent, a place on the agenda of a regular Board of Education meeting to be used by the Union to communicate with the Board.

- B. The Union shall provide to the employer, or his/her designated representative, an official roster of its officers and representatives which is to be kept current at all times and to include the following.

- |                          |                      |
|--------------------------|----------------------|
| 1. Name                  | 2. Address           |
| 3. Home telephone number | 4. Division          |
| 5. Immediate Supervisor  | 6. Union office held |

- C. The Board of Education authorizes the Union the following sole and exclusive rights:

To use bulletin board in employee lounges or workroom to disseminate information to members.

To use telephone in any building to carry out Association business but not on duty/working hours. Any fees or toll charges shall be reimbursed to the Board of Education by the Union.

The OAPSE President and the OAPSE Representative shall have the right to visit schools. Either prior to or immediately upon the arrival of the Representative at any school, the Representative shall advise the principal or, in his/her absence, the acting building administrator, of his/her desire to visit the school and secure the permission of such administrator to make the visit.

Such permission shall not be denied, but may be delayed only if the visit, at the time desired, interferes with the duties/hours of the staff member(s) to be contacted. Visits that are made to discuss special problems of the staff member(s) with the principal must be arranged in advance with the principal or, in the principal's absence, with the acting building administrator.

- 3.2 The OAPSE President shall be granted a maximum of two hours per week of release time for union activities without loss of pay. The OAPSE President shall schedule said release twice a month in advance with the Superintendent or his/her designee.

#### ARTICLE 4

##### 4.1 VACANCIES

A vacancy shall be defined as a new bargaining unit position created by the Board of Education or one which will be open for sixty (60) calendar days or longer as a result of promotion, resignation, termination, death and/or retirement, and may be filled by either a member of the bargaining unit or a newly hired person under subsection 4.2.a. The administration shall fill a vacancy within thirty (30) calendar days. The Board shall retain the discretion to determine if a vacancy exists.

- 4.2 When a vacancy occurs in a classification or a location assignment, it shall be posted electronically for a period of three (3) working days and a copy on the time clock in each building. Any employee may request the vacant position in writing. In selecting the replacement employee, the Board shall apply the following formula:

- A. Vacancies shall be filled with the most senior applicant, unless the employee is unable to meet the essential qualifications of the job. If no one is qualified from within the school district, the Board of Education may employ an individual from outside the bargaining unit subject to the restrictions above.
- B. A short test may be administered to applicants for a vacancy to determine if the applicant is able to perform the essential functions of the job. The test shall also measure an applicant's ability to read, write, and perform basic math functions.

If the Board and/or their designee determine that a test will be given to measure the applicant's ability to meet the essential job qualifications, it will be given to all applicants who seek the position. The test format and content will be mutually prepared and agreed to by representatives of OAPSE and the Board before it is administered. No applicant from the bargaining unit, who has previously taken and passed the test in the same classification, will need to take the test again.

- C. The highest seniority date shall be determined by the employee's last date of hire with uninterrupted service to the Board of Education.
- D. The individual who changes jobs to another classification within the Port Clinton School System will have the right, within ten (10) work days, to return to his/her previous position at the same status and salary as before. Employees changing job positions within the classification, or who have ever held a position within that classification, shall have a five (5) work day exploratory period. When the employee bids a position, exploratory time shall start when school is in session, unless otherwise agreed to in writing.

If an employee accepts a bid and then decides to retreat, the position will not have to be re-bid if the employee decides to retreat within two working days of accepting the bid. If the vacancy is turned down at interview, no re-bid is necessary. The position will be offered to the next senior, qualified applicant who bid the position.

- E. During the exploratory period, an employee or administrator/supervisor may request a meeting to discuss any problem(s) the employee may be having in the new position and the means to correct those problems as early as possible. The parties may mutually agree to extend the exploratory period for up to ten (10) additional work days in order to allow the employee time to correct any deficiencies. The employee

shall be entitled to union representation at the meeting if s/he so desires.

- F. If it is the opinion of the administrator/supervisor, that the employee will not be successful in the new position, and is unable to correct any deficiencies before the end of the exploratory period, s/he may return the employee to his/her previous position. A written reason shall be provided to the employee outlining the reason(s) for the action.
- G. The OAPSE President will be informed of vacancies that occur during the summer months, and a copy will be posted electronically. Employees who wish to be notified of all vacancies during the summer months may notify the Payroll office, in writing, before school has dismissed for the summer. In the event an OAPSE member is on vacation during the summer, they may ask another bargaining unit member to submit a bid for them if a particular vacancy becomes available.
- H. If an employee is not selected through the above procedure, the Board may fill the position with a newly hired employee. It is expressly understood that the Port Clinton Civil Service Commission shall have no authority or jurisdiction as is related to the transfer of bargaining unit personnel or new hires.
- I. The OAPSE President shall be informed in writing of all posted positions filled, and by whom.
- J. The OAPSE President shall be informed in writing when the Board determines a position is not vacant and will not be posted.

4.3 An employee may bid or apply for a secondary position in the district and hold dual contracts as long as the following criteria are met:

- A. Secondary positions can not interfere with the employee's primary position (can not overlap).
  - 1). In the event of a school delay, the employee will report to their primary position first.
  - 2). If they are going to be more than 15 minutes late for their secondary position, the employee will not report that day and will be docked for all the work missed in the secondary position. This shall be reported as "unpaid leave" on the leave form.
- B. The total hours of the combined positions may not exceed eight (8) hours per day.
- C. An employee holding two or more contracts must designate which position is primary when they bid the second contract or in the case of employees already holding two contracts, they must designate the primary position before school begins in the fall of 2010.

## ARTICLE 5

### 5.1 PERSONNEL FILES

Upon appropriate request by the classified employee he/she shall be permitted to examine his/her file with an OAPSE representative. Such examination will be in the presence of the Superintendent/Designee and no material may be removed from the file. An employee shall receive a copy of "job related offense" before it is placed in his personnel file or it will be invalid. The employee shall have the right to copy, at the Board established cost, any additional material placed in said file, except pre-employment

materials.

- 5.2 The employee shall have the right to challenge the accuracy and truthfulness, in writing, of any material in his/her file with the exception of pre-employment material. The statement will be placed in the employee's file.

## ARTICLE 6

### GRIEVANCE PROCEDURE

#### 6.1 Grievances

- A. A grievance is a claim of violation, misinterpretation or misapplication of the provisions of this Agreement.
- B. An "aggrieved" is the person or persons, or OAPSE, within the employee's bargaining unit making the claim.
- C. The limits, in days, under each section of this procedure shall be counted as workdays. The number of days indicated at each level shall be considered as maximum and reasonable effort should be made to expedite the process. The time limits may be extended by mutual consent, in writing, by both parties.
- D. At each level of the formal grievance procedure OAPSE shall indicate, on forms provided by OAPSE, those authorized by OAPSE as grievance representatives at that level.

#### 6.2 Procedure - Grievances shall be presented in accordance with the procedures outlined as follows:

- A. **Informal Procedure:** The aggrieved, shall first discuss the matter with the administrator or immediate supervisor concerned with the objective of resolving the matter informally.

When taking this step in the grievance procedure, the aggrieved will tell the administrator or immediate supervisor that the conversation is the informal step of the grievance procedure.

#### B. **Formal Procedure:**

1. **Level One:** If the matter is not resolved informally, the grievance shall be submitted in writing to the administrator or immediate supervisor being grieved against. If such grievance is not filed within thirty (30) work days following the act or condition upon which said grievance is based, become known to the aggrieved's exercise of reasonable diligence, the grievance shall no longer exist.
  - a. The administrator or immediate supervisor shall within five (5) work days after receiving the grievance give the aggrieved person his/her written answer, with a copy to the OAPSE employee, and the OAPSE President.
2. **Level Two:** Within five (5) work days after receipt of the written answer required at Level One, the grievance may be referred, in writing, to the Superintendent. The Superintendent shall within five (5) work days after receipt of the grievance, meet with the aggrieved. Within five (5) work days after such meeting the superintendent will give the aggrieved, the appropriate administrator, and the OAPSE President his/her written answer.
3. **Board Level:** After receiving the decision of the Superintendent, the Aggrieved may choose, within five (5) work days, and prior to submitting the grievance to the

OAPSE Grievance Review Committee, to submit the grievance to the Board of Education. At the next meeting of the Board following such submission, the members of the Board and the aggrieved shall meet in Executive Session to openly discuss the matter of the grievance, and any possible resolutions. If no resolution is reached within five (5) work days of the next Board meeting, the aggrieved may submit the grievance to the OAPSE Grievance Review Committee. Within ten (10) workdays, the Review Committee shall decide whether to submit the grievance to Level Three.

4. Level Three:

- a. The OAPSE Grievance Review Committee shall notify the Board immediately that arbitration will take place, and also notify the American Arbitration Association no sooner than five (5), nor more than seven (7) work days following the Committee's notification to the Board, requesting a list of seven (7) possible arbitrators who have had experience in resolving school issues within the past five (5) years. Within five (5) work days after receiving the list of seven (7) arbitrators, the two (2) parties shall meet and by alternately striking names from the list, arrive at a selection.
- b. The arbitrator shall be the person whose name remains on the list after six (6) names have been struck. A coin shall be tossed to determine who shall strike first. The parties shall meet with the arbitrator at the earliest possible date after he/she has been selected.
- c. The parties shall provide the arbitrator with the proper materials and information for the arbitration process.
- d. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Master Agreement or to make any decision contrary to law. The arbitrator shall have no power to limit anything that is within the responsibility of management to decide, as long as Board rights and responsibilities do not violate, change or modify specific articles and sections of the Master Agreement.
- e. The cost of such arbitration shall be shared equally by the Board and OAPSE. OAPSE shall retain the right to withdraw at any point in the proceedings. The decision and awards of the arbitration shall be binding on the parties.

6.3 REPRESENTATION IN GRIEVANCE PROCEDURE

- A. The aggrieved shall have no more than three (3) members of the grievance committee and the OAPSE President or his/her designee present at any stage of the formal grievance procedure. Such representative shall be with approval of OAPSE.
- B. No aggrieved person, at any stage of the formal grievance procedure, will be required to meet with any administrator or immediate supervisor without OAPSE representative.

6.4 INVOLVEMENT WITH A HIGHER AUTHORITY

If a grievance arises from the action of an authority higher than the Principal of a school, the aggrieved person may present such grievance to Level Two of the Grievance Procedure. Such grievance shall be filed within thirty (30) work days following the act or condition upon which said grievance is based, become known to the aggrieved, or should have been known, upon aggrieved's exercise of reasonable diligence, or said grievance shall no longer exist.

6.5 FAILURE TO COMMUNICATE A DECISION

Time limits stipulated herein are considered maximums to ensure rapid resolution of problems. Time limits may be extended only by mutual agreement of all parties concerned. Failure of the Administration to adhere to the time limits shall affirm the grievance without prejudice. Failure of the grievant to adhere to the time limits will result in the Association's withdrawal of the grievance with prejudice.

**ARTICLE 7**

7.1 **WORKSHOPS**

- A. An employee, who attends an approved professional development workshop and/or training, approved by the Superintendent, shall be reimbursed at their regular hourly rate, plus for the cost of the workshop, any fees and/or mileage. Requests for approval must be submitted at least five (5) days in advance of the regular Board meeting preceding the date of the workshop.
- B. When there is more than one employee attending the same workshop, they will attempt to travel together.
- C. During the life of this contract, the Board shall appropriate six thousand (\$6,000) each school year for professional developments. Applications for reimbursement may be obtained from school offices. There will be a cap of \$250 per person for any single meeting. Expense allowance will be covered by current guidelines.

7.2 When a large group of employees attend the same inservice meeting/workshop, employees will attempt to travel together.

7.3 Reimbursement will be considered for professional development for all non-probationary employees with prior approval of the Superintendent. An employee shall receive reimbursement for training outside their assigned hours when the training is applicable to upgrading techniques or knowledge in direct relation to the employee's position. Applications for reimbursement may be obtained from all school offices.

**ARTICLE 8**

8.1 FAIR SHARE

All employees in the bargaining unit whose sixty (60) calendar days from date of hire are not members in good standing of the Union shall pay a fair share fee to the Union as a condition of employment. All employees hired prior to or after July 1, 1988, who do not become members in good standing of the Union shall pay a fair share to the Union effective sixty (60) calendar days from the employee's date of hire as a condition of employment. The fair share amount shall be certified to the employer by the Treasurer of the local Union. The deduction of the fair share fee from any earnings of the employee shall be automatic, and does not require a written authorization for payroll deduction. Payment to the Union of fair share fees shall be made in accordance with the regular dues deducted as provided herein. Any employee having a religious objection to paying the fair share fee shall be subject to an alternative contained in 4117.09(C) of the Ohio Revised Code. OAPSE shall indemnify and hold the Board, and any of its agent, harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of, action taken by the Board for the purpose of complying with any of the provisions hereof.

- 8.2 The deduction shall be made in twenty-four (24), two per month, installments, September through August for all bargaining unit employees.
- 8.3 Dues deductions shall be transmitted by the Treasurer to the State Association Treasurer within ten (10) days after such deductions are made.

## ARTICLE 9

### 9.1 SENIORITY

Seniority shall be an employee's uninterrupted length of continuous service with the Employer.

- 9.2 The Port Clinton Board of Education will establish a seniority list, and post it in each building.
- 9.3 The Employer shall provide the Union with a copy of a current seniority list. The seniority list shall contain, in order of seniority, names and dates of hire of each employee. The Union may meet with the Employer to review the list whenever necessary to correct and/or review the same. The Seniority List will be updated annually with the date of hire given beside the employee's name. An up-dated list of seniority rating shall be posted on bulletin boards in all departments by January of each school year.
- 9.4 Seniority shall be broken when an employee:
- A. Quits or resigns;
  - B. Is terminated or non-renewed;
  - C. Fails to report for work when recalled from layoff within fourteen (14) calendar days from the date on which the employer sends the employee notice by registered mail (to the employee's last known address as shown in the employer's records).
- 9.5 Seniority shall be computed from the first day the employee is granted regular employment by the Board. Seniority shall be computed from an employees' "effective date" of hire in a position that is covered by this bargaining unit. If two or more employees have the same effective date, they shall draw lots, in the presence of the Superintendent and OAPSE President, to determine order of placement on the seniority list.
- 9.6 Application of Civil Service Law

It is the intent of both parties that no section or part of the Civil Service Laws contained in O.R.C. Chapter 124 or the local rules and regulations of the Civil Service Commission apply to employees in this bargaining unit or school system. Further, it is understood that the provisions of this contract shall replace and supercede the aforementioned laws, rules and regulations and the Port Clinton Civil Service Commission shall have no authority or jurisdiction as it might relate to contracts, seniority, layoff, bumping, discipline or termination.

## ARTICLE 10

### 10.2 Health Insurance

- A. For classified employees
1. The Port Clinton Board of Education will provide on a monthly basis, a yearly premium for medical, dental, prescription drug, vision and life insurance. Board of Education yearly premium cost shall not exceed \$10,800 for family coverage, and \$4,650 for single coverage. Any cost exceeding the CAP for employees

selecting one of the qualified plans listed below, will be paid at 100% by the employee.

With one exception, the Board of Education's yearly premium cost shall not exceed \$10,800 for family, and \$4,650 for single coverage for plans offered by the San-Ott Consortium or its successor. Exception: should the employee choose to enroll in the Health Savings Account plan, the Board of Education's cost shall not exceed \$11,800 for family and \$5,100 for single.

The yearly premium shall run from January 1 through December 31 each year and will be prorated for employees working less than twelve (12) months.

2. A classified staff member electing one of the plans offered by San-Ott, whose total premium is less than the maximum paid premium will receive 50% of the difference below the established CAP. This will include any and all premium holidays. When this is the case (premium is below the CAP, the member will have their choice of receiving payment in October or having this amount added to their HSA in January. When the difference between the cap and the plan premium is \$500.00 or less, the employee shall receive the full amount. When the difference between the cap and plan premium exceeds \$500.00, the employee and the board shall share 50/50.
  3. Any classified staff member who declines medical and prescription drug insurance via a waiver, shall be entitled to receive \$2,000 per calendar year, (\$1,000 for married couples who both work in the district), or prorated portion thereof. This payment will be made on a quarterly basis during the months of November, February, May, and August. The only dual coverage available for married couples who are employees of the district is a single plan. For example, a married couple could both choose a single coverage health plan, but could not both choose a family or a combination family/single plan.
- B. Effective January 1, 1992, bargaining unit members will have their benefit costs paid according to the following schedule:
1. Any bargaining unit member as of January 1, 1992 who is regularly employed four (4) hours or more per day will receive those insurance benefits in which they are currently enrolled at the current percentage paid by the Board (100% of the established cap).
  2. Any bargaining unit member as of January 1, 1992 who is regularly employed less than four (4) hours per day will receive those benefits in which they are currently enrolled with a percentage paid of the established cap by the Board as indicated in the table below

<u>Hrs/day</u>	<u>Jan. 1, 1994</u>
2 or Less	35%
3 or Less	44%
Less than 4	55%

3. Any bargaining unit member employed after January 1, 1992 will receive those benefits in which they choose to enroll at the percentage paid of the established cap by the Board as indicated in the table below:

<u>Hours per day</u>	<u>% benefits paid by Board</u>
2 or less	25%
3	37.5%
4	50%
5	62.5%
6	80%
7	100%
8	100%

- C. A staff member electing to place any sum of money in a Section 125 Plan (Dependent/Medical Care) will be subject to the regulation established by the Internal Revenue Service. If there is a charge to the district for the administration of the Section 125 Plan, it will be subject to negotiation.
- D. A staff member electing insurance coverage which exceeds their Board paid maximum premium dollars will receive a payroll deduction for the amount exceeding that maximum. This deduction will be made equally from each bi-weekly pay. If the net bi-weekly earnings do not exceed the staff member's share of insurance liability, he/she will be required to pay the monthly liability in advance by the first of the month. If the premium liability is not paid by the 15th of the month all benefits will cease.
- E. Open Enrollment
- An open-enrollment period of one (1) month designated by the San-Ott Consortium or its successor shall occur each calendar year. A classified staff member may be covered by the benefit plan through the following qualifying events: death, divorce, marriage, and termination of spouse's coverage; with letter from spouse's employer (stating such). Upon qualifying event occurring, a classified staff member shall immediately notify the Treasurer's Office, in writing. Coverage will take affect upon the first of the following month after notification.
- F. Inservice meetings will be scheduled for all classified employees to attend in order to become well informed on the new programs and to ask questions about the various coverage. A meeting will be scheduled so that the insurance provider can explain the plan and answer questions.
- G. Any one NOT selecting a plan option, and has not returned all required forms to the Treasurer's Office by the specified due date for forms, will be provided the plan they had most recently selected or Plan E in those cases where no plan had been selected..
- H. Employees working four hours or more as of December 31, 1991 can enter and leave the program @ 100% of cap.
- Those employees working less than four (4) hours as of December 31, 1991 will be treated as full time if they reach four (4) hours or more after January 1, 1992.
- I. The current deductible for Option #6 (HSA) plan is \$2400.00 single and \$4800.00 family. These deductibles will remain the same for the duration of the contract.

If the I.R.S. changes the deductible amounts for the H.S.A. plan the Board agrees to reimburse those employees who reach the new deductible amount. For example, if the new deductible amount changes to \$2500 for single and \$4900 for family, and an employee have claims that reach the deductible of \$2500 – the Board will reimburse the employee \$100. The same holds true for the family deductible - if the combined family deductible is raised to \$4900 and the family reaches this amount, the Board will reimburse \$100 to keep the out-of-pocket deductible at \$4800 for the life of the

contract. The employee will submit a statement (from Medical Mutual or its successor) showing they have reached the deductible amount and will be promptly reimbursed.

- J. An employee who has exhausted their Health Savings Account, under Option #6 (H.S.A.), within the first six (6) months of the plan year, may be advanced money to their Health Savings Account, with the approval of the Treasurer. The amount of money may not exceed the total amount of the family deductible (currently at \$4800) and must be repaid through payroll deduction by the last pay of the plan year.

For example, if an employee has a major medical procedure in February and this requires the employee to pay the first \$2400 (H.S.A. limit for deductible per person), but the employee only has \$800 in the Health Savings Account, they may request an advance of \$1600. Upon proof of their health savings balance and EOB (explanation of benefits) for the medical bill, the Treasurer will advance the money to the employee. The employee then agrees to adjust their withholding amount to pay back this advance by the end of the plan year (currently December 31<sup>st</sup>). If the employee leaves the district before the end of the plan year, they agree to have this amount paid back by deducting any pay, severance or vacation owed to them.

K. Working Spouse Rule

1. The "Working Spouse" rule will be in effect for Port Clinton City School employees whose spouse works for another employer outside the SAN-OTT consortium.

2. Eligibility will be determined based upon the following guidelines:

Your spouse must enroll in at least single coverage through their employer if:

- Your spouse is eligible for health insurance through his/her employer.
- Your spouse will be eligible for health insurance through his/her retirement system when your spouse retires.

3. If one (1) of the above pertains to your spouse:

- Your spouse needs to enroll on their employer's plan at their next open enrollment period for at least single coverage.
- Your spouse can still be covered on the SAN-OTT as secondary.

4. Your spouse is exempt from this requirement if:

- Your spouse does not have access to employer subsidized health insurance.
- Your spouse is employed by another school district inside SAN-OTT.
- The amount a spouse contributes to be exempt will be determined annually by the San-Ott Consortium, or its successor.
- Your spouse is currently retired, eligible for Medicare, but not on the retirement system program. In other words, any spouse retired before the effective date is grandfathered on the SAN-OTT program and is not required to pick up the retirement coverage.

When your spouse has enrolled in a plan maintained by his/her employer, coverage for your spouse under the SAN-OTT plan will then be secondary to coverage provided by your spouse's employer's plan.

### 10.3 FULL-TIME EMPLOYEES

The Port Clinton Board of Education recognizes all employees as full time employees, but any employee working less than an eight (8) hour day, or less than twelve months, may not receive the same benefits as a twelve (12) month employee.

## ARTICLE 11

### 11.1 PLACEMENT ON SALARY SCHEDULE AND ADVANCEMENT ON SCHEDULE

All employees shall advance to the next step of the salary schedule on July 1 of each year. To qualify, the employee shall have 120 paid days. These days shall include holidays, sick days, calamity days, and personal days.

- 11.2 An employee changing classification shall hold their seniority, and advance on the salary schedule accordingly. Twelve-month employees shall retain all their seniority for vacation purposes. Employees with a minimum of eight (8) years or more of continuous service in the Port Clinton School District, who hold less than a twelve (12) month position, and who transfer to a 12 month position, shall be given credit per the following formula (eight years plus the number of years of part-time service times .75) for the purpose of calculating vacation time under Article 16.5. If the employee transfers mid-year, the days of vacation earned shall be pro-rated in accordance with the percentage of the work year completed by June 30<sup>th</sup>. Any vacation days which were pro-rated in the first year may only be taken with the approval of the supervisor.

Example: 18 years of experience equals  $8 + 7.5 = 15.5$

- 11.3 In the future, the interpretation of Article 11, Section 1 shall include all paid days. If the employee is in a paid status, including weekends, those days will be counted in the 120 day eligibility clause. A day does not have to be an eight (8) hour day to be counted toward the 120 day provision.
1. If any employee works more than an eight (8) hour day, the day is still counted as only one (1) day.
  2. It is further agreed that any employee who worked more than 120 days, including weekend work prior to October 17, 1989, (July 1 through June 30) will not be entitled to any redress. Failure to grieve in a timely fashion would, through acquiescence, make any other grievance null and void.
  3. For the sake of clarity, weekend work will also be counted when determining probationary periods.

### 11.4 SALARY SCHEDULES (See Appendix for Salary Schedule)

### 11.5 CLASSIFICATIONS

Classified job positions are grouped according to classification. The following classifications are relative to all sections of the contract except Section 11.4. In Section 11.4 each job assignment is assigned a letter of the alphabet for placement on the salary schedule.

<u>Food Service</u>	(to include cook, dishwasher, server, cashier, truck driver/stockroom manager)
<u>Transportation</u>	(to include bus drivers, van driver)t
<u>Custodial</u>	(to include custodian I & II, mail person/custodian I, maintenance/seasonal groundskeeper)

- Maintenance (to include maintenance I, II & III, custodial/maintenance)
- Pupil Services (to include library technician, IEP aide, general aide, kindergarten aide, computer aide, study hall aide, transportation aide)
- Mechanics (to include mechanic, mechanic/driver and mechanic/driver/custodian)
- Student Assistance Coordinator

11.6 Mileage paid at the I.R.S. limit for mileage reimbursed.

WAGES

11.7 There will be a 2.0% wage increase from July 1, 2010 through June 30, 2011 and a 2.0% increase from July 1, 2011 through June 30, 2012. There will be 2.0% wage increase from July 1, 2012 through June 30, 2013.

11.8 STUDENT ASSISTANCE COORDINATOR

The contract of the Student Assistance Coordinator will constitute two hundred (200) days of service, excluding negotiated holidays for a nine-month employee. The position will be viewed as a salaried position with the normal full-time workweek being comprised of forty (40) hours with flexible starting and ending times. The part-time position will be comprised of a twenty-four (24) hour workweek with flexible starting and ending times.

11.9 PICK-UP RETIREMENT

The Board shall "pick-up" the employee's full contribution to the State Employees Retirement System (SERS) as authorized by S.E.R.S. Administrative Rules, Federal Ruling Number 77-462, IRS regulations, and OAG 82-097. Under these provisions the Board shall not deduct State or Federal taxes on the employee's required contributions to the S.E.R.S. and such shall be noted on the W-2 form.

The employee's SERS contribution will be ten percent (10%) according to rules adopted by the SERS. The BOE agrees to contribute one and one-half percent (1.5%) of the employees' share in lieu of it being deducted from their pay. This provision shall apply only to employees hired prior to June 1, 2004.

11.10 All bargaining unit members shall be paid on twenty-six (26) pays per year including nine and ten month employees.

11.11 All new bargaining unit members will be placed on direct deposit for payroll purposes. Notification of direct deposit will be made via email.

11.12 The employer agrees to deduct from the wages of any employee who is a member of the Union, a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

## ARTICLE 12

### 12.1 DISCIPLINARY PROCEDURES

No employee shall be disciplined without just cause. The following are guidelines for progressive disciplinary action needed to correct employee job performance, deficiencies, and/or unacceptable employee conduct, standards, or practices.

The provisions of this Article shall take precedence over and supersede O.R.C 3319.081. The Port Clinton Civil Service Commission shall have no authority or jurisdiction as it relates to the discipline of bargaining unit personnel.

#### A. STEP 1 – VERBAL WARNING

A verbal warning from the immediate supervisor. The supervisor may make a written notation of the warning; including time, date, nature of the offense and who was present in his/her record (i.e. Daytimer, calendar, diary, etc.). It shall not become a part of the employee's personnel file unless and until the progressive discipline moves to Step 2.

#### B. STEP 2 - REPRIMAND

Written reprimand to the immediate supervisor, to the personnel file and a copy to the employee.

#### C. STEP 3 - SUSPENSION

Penalty of one-day suspension with loss of pay may be given, with the approval of the Superintendent. Copy of suspension to the immediate supervisor, personnel file and the employee.

#### D. STEP 4 - 3 DAY SUSPENSION

Penalty of up to three (3) days suspension with loss of pay may be given; all suspension and or loss of pay must be with the Superintendent's approval. Written copy to the immediate supervisor, personnel file, and the employee.

#### E. STEP 5 - TERMINATION OF CONTRACT

When it becomes necessary to terminate an employee, the following procedure shall be followed.

- 1). The Board or their designee shall provide the employee a written notice setting forth the reasons for the proposed action.
- 2). The notice shall also include the employee's right to request an informal hearing before the Superintendent.
- 3). At the hearing, the employee and/or their representative shall be given information concerning the alleged infraction and the reasons for considering termination. The employee shall be given time to respond by way of explanation or defense.
- 4). Following the hearing the Superintendent may conduct a further investigation if it is warranted and then make a recommendation to the Board for their action. The employee will be notified in writing of action taken.
- 5). An employee who has been terminated may appeal the decision by filing a grievance under Article 6 of this contract. It shall be filed at Step # 3 of the procedure. The decision of the arbitrator shall be final and binding on both parties.
- 6). Failure to appeal the action within the specified time limits will be considered a waiver of rights and will deem the action final and binding.

- 12.2 Depending upon the severity of the offense/violation for which discipline is deemed necessary, disciplinary action may be initiated at any step.
- 12.3 Twenty-four months following a written reprimand not involving a suspension, the reprimand shall not be used for progressive discipline if there have been no written reprimands since its issuance.
- 12.4 OAPSE Representative will be available upon the request of employee.
- 12.5 The Board of Education shall have the authority to dock the pay of any employee for misuse, abuse and misrepresentation of any leave provision and/or the repeated failure to report timely for work. Any incident involving dock of pay shall be subject to expedited arbitration.

### ARTICLE 13

#### 13.1 LAY-OFF & RECALL

Employees of the Board shall fill all bargaining unit classifications and positions.

- 13.2 Whenever it becomes necessary to reduce the number of employees in a job classification due to abolishment of a position or lack of funds or lack of work employees in that classification shall be laid off in the inverse order of seniority under the following rules:

A bargaining unit member laid off, or who has his/her hours reduced below the hours contained in the original bid in that classification, shall have the right to bump an employee on the basis of his/her district-wide seniority providing they meet the essential job qualifications as contained in the job description at the time of the bump. If an employee's position is abolished or another bargaining unit member bumps into it, said employee will be notified by phone and letter and will have fourteen (14) calendar days to exercise bumping rights on the provided form. A bargaining unit member cannot bump into a part of or fraction of another bargaining unit member's position; the entire position or contract must be bumped not to total more than eight hours per day. If the bargaining unit member holds bumping rights and does not exercise them, employment with the Port Clinton Board of Education and contract rights will cease.

- 13.3 The number of people affected by reduction in the force will be kept to a minimum by not employing replacements, in so far as practical, for employees who resign, retire or otherwise vacate a position.
- 13.4 Authorized leaves do not constitute an interruption in continuous service.
- 13.5 The following classifications shall be used for the purpose of defining classification seniority in the event of lay-off: Food Service, Transportation, Custodial, Maintenance, Pupil Services, Mechanics and Student Assistance Coordinator.
- 13.6 The Board of Education shall determine in which classifications the lay-off should occur, and the number of employees to be laid off. In the classification of lay-off, employees on probation shall be laid off before any employee in that classification.
- 13.7 Employees will be notified by mail twenty (20) calendar days in advance of lay-off, and also notification shall be sent to the OAPSE President. Each notice of lay-off shall state the following:
  - A. Reasons for the lay-off or reductions.
  - B. The effective date of lay-off.
  - C. A statement advising the employee of their rights of reinstatement from the lay-off.

- 13.8 For the classifications in which the lay-off occurs, the Board shall prepare a reinstatement list, and name all employees employed under probationary status, they shall be placed on the reinstatement list in reverse of lay-off. Reinstatement shall be made from this list before any new employees are hired in that classification or any employee is reinstated from the probationary list.
- 13.9 Vacancies which occur in the classification of lay-off shall be offered to or declined in writing by the employees standing highest on the lay-off list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement name list.
- 13.10 The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of lay-off. If reinstated from lay-off during this period, such employee shall retain all previous accumulated seniority; and a notice of reinstatement shall be made by certified mail.
- 13.11 It is expressly understood that the Port Clinton Civil Service Commission shall have no authority or jurisdiction as it relates to employees of the bargaining unit being laid-off and recalled.
- 13.12 Employees on lay-off status shall be entitled to rights under COBRA.
- 13.13 In the event a bargaining unit member is laid off, the Board of Education shall provide medical insurance benefits for any bargaining unit member for a period including the full calendar month following the month in which the date of lay-off occurs, at the rate the member was entitled to under the provisions of Article 10, if the member was enrolled in the program at the time of lay-off.

## ARTICLE 14

### GENERAL AREAS

- 14.1 Payroll Checks - Payroll checks shall be put in an envelope before delivery to the employee. The administration will provide a copy of the time card to the employee.
- 14.2 Lockers - It is agreed by the Board that all classified personnel will be issued a locker.
- 14.3 Time Clocks -The Board of Education shall provide time clocks and time cards in all facilities for the members of the bargaining unit. All members of the bargaining unit shall use the time clocks and not punch-in more than five (5) minutes before their report time. Members of the bargaining unit shall have a four (4) minute grace period after their report time.
- 14.4 Reports - Bargaining unit members shall be required, to the best of their knowledge, to complete all forms/reports necessary for their position.
- 14.5 Work Rules - No work rules, policies or directives shall conflict with or violate any provision of this agreement, and such rules, policies, and directives shall be applied consistently where applicable.
- 14.6 PROBATIONARY PERIOD

The probationary period for all newly hired employees shall be sixty (60) workdays. Probationary employees shall be considered members of the bargaining unit, effective with the first day of work. However they shall not be covered by terms of this agreement

pertaining to termination of their contract during the probationary period.

- 14.7 It is the intent of the parties that no section of the Civil Service Laws contained in Revised Code Chapter 124 or the local rules and regulations of the Civil Service Commission shall apply to employees in the bargaining unit. It is expressly understood that the Port Clinton Civil Service Commission shall have no authority or jurisdiction as it relates to employees in the bargaining unit, except that complete lists of persons having passed Civil Service Examinations must be provided to the Board, when requested, for selection or original appointments of: Dishwasher-Server and Cleaning Person.

14.8 WORK WEEK/OVERTIME/EXTRA WORK

The standard work week shall be five days, Monday thru Friday, forty (40) hours per week. In general, overtime shall be defined as work that is performed as an extension of an employee's regular work assignment, beyond forty (40) hours per week.

The Superintendent and/or his/her designee shall determine the actual hours of a work assignment. All overtime must be approved by the Superintendent or his/her designee.

- 14.9 Any work performed on Saturdays, or in excess of eight (8) hours per day, shall be paid at time and one-half regular pay, in that classification.
- 14.10 All work performed on Sunday will be paid at one and one-half (1 1/2) times the regular pay, in excess of forty (40) hours per week. Emergency call outs only will be paid at double time.
- 14.11 All work performed on holidays will be paid at one and one-half times the hourly rate, plus regular time for the holiday.
- 14.12 All overtime will be turned in on the Friday following when overtime occurred.
- 14.13 Extra Work
- A. Extra work shall be defined as work that is performed in conjunction with a special event (i.e. athletic contest, student activity, community event held in our facility). All extra work shall be first offered to an employee in the same classification and building on a rotation basis recognizing seniority. Extra work not filled under this method shall then be offered district-wide to employees who have signed up for extra work on a list provided by OAPSE. The work will be awarded on a rotational basis recognizing seniority.
  - B. Extra work shall be posted for a minimum of 1 week in advance of the event before it is assigned. Once the work has been assigned a more senior employee may not take that assignment for any reason. Emergencies will be posted via email on a first-come, first-served basis.
  - C. A list of employees, for each building, who desire to cover "extra work," will be provided annually by OAPSE.
  - D. On their own time, employees who sign up for extra work shall be required to shadow a job or assignment in advance of the event or shift. Once an employee has shadowed a job or assignment, he/she shall sign-off with the building supervisor indicating an understanding of duty requirements for the position.

#### 14.14 CALAMITY DAYS

It is agreed that when schools are closed by the administration as authorized by the Board of Education under the State Law, because of snow or other calamity, classified school employees shall not report for duty except as deemed necessary by the employee's immediate supervisor. If directed to work, the employee shall receive their regular rate of pay for the time worked, plus their regular pay for the calamity day.

In general, work not performed (i.e. calamity day, delay, early release, conferences, cancelled trips and etc.) does not count for overtime, but shall be paid as straight time.

Whenever school is closed during the school year, due to a calamity, for more time than is allowed under the State law; all twelve (12) month employees will be required to report for work at their regular time (at the discretion of the Superintendent), and shall receive no extra compensation for reporting on such days.

Classified employees, who work less than twelve (12) months, shall not be paid for calamity days that exceed the time allowed by the law. They shall be paid at their regular rate, for the time worked, when the days are made up.

- A. On the days that school is delayed, only employees whose shift "start time" would be affected by a delay, and who are directed to report for work before or during the delay, will be paid for the hour(s) worked during the delay, plus their regular hours unless otherwise noted in this contract.
- B. Employees working a shift not impacted by the delay, or whose shift begins before a delay is called or after the delay is over will work their regular hours and receive no additional compensation.

#### 14.15 Working Conditions/Extended Leaves

- A. Whenever a substitute is needed to fill a position longer than two (2) days, within the same classification, contracted employees with less hours shall be offered, by order of seniority, the position with the greater number of hours.
- B. If a regular employee is asked to substitute for another regular employee, after three (3) consecutive days of substituting for that employee, they will be paid, whichever is higher, their regular pay or the salary schedule of that job at the employee's years of experience.
- C. When a member of the bargaining unit substitutes for a position with a greater number of hours he/she is not eligible for increased fringe benefits.
- D. If no contracted employee is interested or willing, a substitute can then be called by using the district sub list.
- E. Employee substituting for regular employee shall remain in that position until the regular contracted employee returns to their regular position.

14.16 No employee shall have authority to assign his/her job responsibility to another member of the bargaining unit. If an employee is absent for any approved sick leave, s/he shall not be allowed to substitute for all or any part of another employee's shift during the same twenty-four hour period unless approved by the supervisor.

#### 14.17 Covering Absences

- A. Whenever a contracted employee is absent for one or two days, contracted employees in the same building and classification will be offered the opportunity to cover up to four hours of the absent employees' shift as long as it does not interfere

with the employee's regular shift. This shall be on a rotational basis, by seniority during the school year.

- B. If a contracted employee, in the same building and classification, is not interested, a sub shall be obtained from the approved district sub list. After two days of consecutive absence a district approved sub will be obtained.

14.18 Whenever a bargaining unit member substitutes or performs summer work for the Port Clinton Board of Education, outside his/her classification, the employee shall receive compensation in the amount of zero (0) years of the classification for which the employee is substituting.

14.19 Any employee injured while on the job must complete and file an accident report on the appropriate form to the Office of the Treasurer within twenty-four (24) hours of the accident. If the injury precludes the employee from filing the report on a timely basis, they shall file the report or cause it to be filed, with five (5) work days of the injury.

14.20 Employee shall not lose their leave conversion pay, if injured on the job.

14.21 The Board agrees that each department will have enough substitute employees, if possible, so that in case of sickness or other emergency, any employee may be relieved from his/her job without creating a hardship on his/her fellow employees.

14.22 REPORT PAY

Excluding bid/scheduled extra hours, any employee called in to work on a day or at a time when the employee is not scheduled to work shall receive his/her appropriate rate of pay. Any employee called in to work on a day or at a time when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay.

14.23 Employees performing building checks required by the administration shall receive a minimum of two (2) hours pay. Employees shall be required to punch in for at least one (1) full hour and the employee shall be required to check all systems and security prior to departure.

14.24 All classified employees working five consecutive hours or more on a daily basis shall be entitled to a paid thirty minute (30) duty free lunch period. A classified employee assigned to one classification or more, will be entitled to a paid thirty-minute (30) lunch period provided their hours are consecutive.

An employee who works more than seven (7) consecutive hours per day shall receive one 10 minute break, the schedule time to be determined by the supervisor. Employees are not allowed to break up their 30 minute lunch period into one or more breaks and then deduct the time from their lunch period.

14.25 MEETINGS

All employees may be required to attend meetings and/or inservice at the discretion of their supervisor. Such meetings shall be held Monday through Friday, a maximum of four times per year, with a minimum of two weeks notice prior to each meeting date. Employees shall be paid at their applicable rate of pay for attending said meetings, with a minimum of two hours pay.

14.26 CRIMINAL RECORDS CHECKS

- A. School bus drivers must have a Criminal Records Check completed currently and every two years thereafter while employed by the schools as a bus driver.

- B. To obtain the records check, drivers need to pick-up the appropriate form from the Board of Education Office or Transportation Supervisor's Office and take it to the Sheriff's Office. Upon the receipt of the report at the Board Office and the payment of the fee (money order payable to: Treasurer, State of Ohio), your form, report, and fee will be submitted to the State of Ohio. Upon presentation of the above documents to the secretary in the Board of Education Office, a voucher will be processed for the reimbursement of the fee within three days.
- C. Upon the Board of Education's receipt of the Records Check from the State of Ohio, a copy of the Records Check will be provided to the driver. The presence of any felony violation as stated in the appropriate statute shall exclude a driver from school bus driving.
- D. School bus drivers are the only currently employed employees who are covered by this law. However, if the law is changed to include other currently employed classified employees, they too would be covered.

14.27 ASBESTOS REMOVAL-RESPIRATOR

At any time an employee is required to wear a respirator for asbestos removal work, the employee wearing the respirator will be paid extra compensation at the rate of \$4.50 per hour only during the actual time the respirator is worn. The pay will be computed in fifteen (15) minute increments rounded to the nearest quarter hour. This extra compensation is for the actual time the employee wears a respirator during a removal project and is the same regardless of the base rate of pay of the employee. The extra-compensation does not increase if the employee is earning overtime, Sunday, or Holiday wages at the time. The extra-compensation is in addition to the hourly wage earned as set forth in the negotiated contract between the Port Clinton City Schools and the Ohio Association of Public School Employees, Chapter #199

14.28 LABOR/MANAGEMENT COMMITTEE

Upon request of either the Union President or the Superintendent or his/her designee, the two persons and their committees shall meet once each month during the months of October through May, with a committee designated by the Local President and the Superintendent or his/her designee to discuss professional and personnel matters that may be of interest to both parties. The Local President shall appoint four members to the committee in addition to himself/herself with only one person from each classification. The Superintendent or his/her designee shall appoint four members to the committee, in addition to himself/herself. The purpose of this ten (10) member committee shall be to maintain open lines of communication between the two groups. No release of information discussed at these meetings will be shared with media or others without a mutually initialed agreement.

14.29 SUMMER WORK

Summer work by its very nature is seasonal. Employees performing these tasks shall have no expectation for re-employment from one year to the next. Members of the bargaining unit, by order of seniority, shall first be offered these position(s) on an "as needed" basis prior to the dismissal of school. If, however, no one signs up to work, or more people are needed than sign up, substitutes or workers outside the bargaining unit may be utilized.

- 14.30 The Board will reimburse employees for the cost of Aide Certificates, Boiler Certificates, testing fees and bus driver re-certification classes and certificate(s) if the certificate is required for the position in which the employee is employed. The cost of these

reimbursements shall be deducted from the professional development allotment contained in Article 7.3 of this contract.

#### 14.31 EVALUATION OF CLASSIFIED EMPLOYEES

The Board and Association recognize the importance of implementing a program of evaluation to promote and improve individual job performance. The following procedures shall apply:

- A. A minimum of one (1) evaluation for all classified employees shall be completed prior to April 1.
- B. Evaluations shall not be used for disciplinary purposes.
- C. A job description shall be prepared for every classified position within the school district. This shall be done with employee input and distributed to every classified employee and those newly hired to a position in the district. The local OAPSE officers will be consulted on changes in a job description prior to submission to the Board for its approval. The job description shall contain a minimum of:
  - 1. Specific job title
  - 2. Minimum qualifications
  - 3. A list of essential functions and responsibilities.
- D. The evaluation instrument shall be based only on performance as it relates to the job description and shall include a "Development Plan" which outlines how an employee may correct any deficiencies.
- E. An employee may add a written rebuttal to the evaluation within five (5) working days of receipt of the evaluation and it shall be made a part of the evaluation.

Copies of the evaluation shall be made a part of the employee's personnel file.

#### 14.32 DRUG TESTING

- A. The Port Clinton City School District will pay for required alcohol and drug testing expenses.
- B. Bus drivers and employees required to be tested while on duty will be paid a minimum one hour for time involved in the random testing. Bus drivers and employees required to show up on off duty hours will receive minimum two hours for time involved in testing. The time will be paid at his/her regular driving rate. A driver who is off on a pre-approved leave, and randomly selected for a drug test, shall not have to report and an alternate will be selected.
- C. On the first occurrence that an employee's test is positive for alcohol (at .04 and beyond) and/or drugs, the employee shall be required to attend a rehabilitation treatment program (Employee Assistance Program). The cost of the program shall be at the expense of the employee. The employee shall be afforded his/her sick leave and/or a medical unpaid leave at his/her request.
- D. Test results shall be released to the school bus driver.
- E. Should a driver be required to submit to an alcohol/controlled substance test and an independent administrator is not available, local law enforcement officials will be contacted to administer the test. If an employee's alcohol test results in a reading between .02 and .039, the employee shall receive a written reprimand, an immediate

twenty-four (24) hour unpaid suspension, and be required to attend an Employee Assistance Program.

- F. Consequences for violation of the DOT/FHWA Alcohol and Substance Regulations will be enforced.

## **ARTICLE 15**

### **LEAVES**

#### **15.1 PERSONAL**

Members of the bargaining unit shall be entitled to three (3) unrestricted days of personal leave, subject to the following:

- A. An employee must request permission in writing for a personal leave day at least ten (10) working days prior to the day requested. In the event of an emergency, a written request shall be filed with the Superintendent's office immediately. Personal leave shall not be used to work at another job.
- B. The total leave under this provision shall not exceed the contract hours per day times three (3), i.e. four (4) hours per day, times 3 days = 12 total hours of personal leave.
- C. Employees, whose contract in any classification are less than four (4) hours per day, may not take partial days of personal leave.
- D. Bus drivers, with a split contract shift (AM and PM run), regardless of the hours worked, may take personal leave in one-half day increments.
- E. Personal days are granted without loss of pay, and are not cumulative from one year to another. The year is defined as that period of time from July 1st of one year to June 30th of the next year.
- F. Personal Leave shall not be used to extend vacations or holidays. Exceptions may be granted in emergency situations by the Superintendent.

#### **15.2 EMERGENCY LEAVE**

In the event of a natural disaster (fire, flood, or tornado) to an employee's primary residence, the Superintendent, at his/her discretion, may grant an emergency leave. The number of days to be approved by the Superintendent will be with pay and not deducted from sick leave.

In order to deal with personal emergencies caused by other than a natural disaster, an employee may be granted one day of leave in exchange for three days of sick leave. There shall be a limit of three days per school year for emergency leave as described in this paragraph. The granting of this leave is totally at the discretion of the Superintendent.

Sick leave conversion shall be forfeited for the current school year when emergency leave as described in the above paragraph is used (for clarification: if all three days are used a total of nine days of sick leave have been expended). This form of leave shall not be used to extend a vacation or any other form of non-emergency use (i.e. an emergency can never be a planned event).

#### **15.3 SICK**

- A. All accumulation of unused sick leave credits heretofore accrued under prior laws and policies shall remain to the credit of the sick leave account of each employee on the effective date of this plan. Accrued credits shall be allowed to employees transferring their employment from other Boards of Education, or other political subdivisions in Ohio, provided said credits have been computed under the minimum requirements of the laws of the State of Ohio.

- B. Sick leave credit shall be computed on the basis of the employment year. An employee on an annual salary shall be entitled to sick leave computed at the rate of 1.25 days for each completed calendar month of service. Sick leave for employees shall be cumulative in an amount not exceeding 265 days.
- C. Employees of the Board who exhaust their sick leave may use remaining personal days, in lieu of sick leave, with approval of the Superintendent.
- D. Sick leave shall be allowed for absence due to the following:
  - 1. Personal illness and personal injury off the job.
  - 2. ILLNESS IN THE IMMEDIATE FAMILY
    - a). (IMMEDIATE FAMILY FOR "ILLNESS" includes: mother, father, sister, brother, spouse, children, step-parent, step-child, in-law, grandparent, grandchild, guardian or person living within the house of the employee.
    - b). Absence due to quarantine or critical illness of any person listed above shall be granted for a period not to exceed five (5) working days. Paid sick leave in excess of the limitations therein contained, may be granted by the Superintendent.
- E. Employees absent over three (3) consecutive days must secure a doctor's excuse. If the employee is absent due to injury or illness for seven (7) days during a semester without a doctor's excuse, the employee may then be required to get a doctor's excuse, at the discretion of your supervisor, for subsequent days of absence that semester.

#### 15.4 BEREAVEMENT LEAVE

- A. One (1) day of bereavement leave shall be granted with pay for a death in the employee's "immediate family," as defined in 15.3 D. 2a. This day will not be deducted from accumulated sick leave. Any days used for bereavement beyond the first day shall be deducted from the employee's sick leave or personal leave as the employee may choose. The first day of bereavement leave shall not be counted for the purpose of leave conversion.
- B. Employees attending the funeral of a relative, not in the immediate family, and not living in the same household shall be allowed one (1) day of sick leave with no deduction of pay. Bereavement time will be allowed, only if the employee attends the funeral. Bereavement leave shall not be counted against an employee's leave conversion.

#### 15.5 EXPIRATION OF SICK LEAVE

- A. An employee who has exhausted his/her sick leave or a new employee may be advanced sick leave, with the approval of the Superintendent, but the amount of sick leave days may not exceed the total number that can be earned in the contract year. Unearned sick leave charged to the employee will at the end of the contract year result in the loss of pay for the days unearned.
- B. Employees absent for reasons other than those covered under sick leave, and not approved by the Superintendent of Schools, will have one school calendar day of their annual salary deducted from their pay for each day of such absence.

- 15.6 An Emergency Leave form shall be completed by the employee and submitted to the Superintendent immediately upon return to work after the emergency leave. Prior verbal approval should be requested and granted by the Superintendent or designee, if possible, before such leave is taken.

- 15.7 If an "Emergency Day" (Calamity, etc.) called by the Superintendent occurs during a paid leave period, the employee will not be charged with a paid leave day.
- 15.8 Irregular absence due to outpatient illness may also require a statement from attending physician relating to the illness of the employee.
- 15.9 Each employee's sick leave usage and total will appear on their check stub.
- 15.10 When sick leave is requested for doctor's appointment, the Board will deduct a minimum of two (2) hours sick leave time.

15.11 UNPAID

- A. Any employee whose personal illness extends beyond the termination of his/her accumulated sick leave and the amount of sick leave that can be advanced in the contract year, may, at his/her written request, be granted a leave of absence without pay for the duration of such illness, but not to exceed one (1) year.
- B. The Board shall expend no funds for payment of fringe benefits for persons granted an unpaid leave by the Superintendent/Board of Education. Such costs shall be borne by the individual employee on a pro-rated basis. The pro-ration will be based on three hundred and sixty-five days (365). An individual granted a week of unpaid leave should have the leave prorated on the basis of 5/365th. A person granted more than a week of unpaid leave shall have that leave prorated with the inclusion of weekends to the formula. EXAMPLE: An employee requests and is granted an unpaid leave for the month of September - pro-rated formula for benefit deduction 30/365th.
- C. In the event an employee is on extended sick leave, the Board of Education shall provide medical insurance benefits for any bargaining unit member for a period including the full calendar month following the month in which the date of expiration of all paid leave occurs, at the rate the member was entitled under the provisions of Article ten (10), if the member was enrolled in the program at the time of expiration of all paid leave. This provision shall take affect only if member was on paid sick leave status ten (10) calendar days prior to the expiration of accumulated sick leave and all other paid leave and for personal illness only.
- D. The employee may be required to provide statements, written evidence, affidavits, or other valid proof substantiating the reason for, or cause of the sick leave, by the attending physician.

15.12 MATERNITY

- A. A pregnant classified employee shall be granted, upon request, unpaid maternity leave not to exceed one (1) year in addition to the remainder of the school year in which she begins her leave. The effective date of such maternity leave shall be that as determined by the classified employee and her physician. The classified employee shall notify the Superintendent at least thirty (30) calendar days in advance of the effective date of said leave except when such notice cannot be given because of the determination of the attending physician that such leave must begin within the thirty (30) calendar days, in which event, the Superintendent shall immediately be notified of the date of said leave.
- B. The use of available sick leave for pregnancy shall be GOVERNED BY A WRITTEN STATEMENT FROM A PHYSICIAN. The request for additional usage must be accompanied by a written statement from the employee's physician indicating that the employee is disabled and not capable of returning to her normal duties.
- C. All medical, dental, vision, and life insurance benefits shall continue to be provided by

the Board during said paid leave. When on unpaid leave, the employee will be responsible for the payment of all insurance benefits and premiums.

15.13 PROFESSIONAL

Non-teaching employees may attend professional meetings or workshops, as approved by the Board of Education without loss of pay.

15.14 UNION

- A. If schools are not in session all non-teaching employees will be permitted to attend the annual district meeting, without loss of pay.
- B. Authorized delegates, no more than two (2) per classification, will be permitted to attend the annual OAPSE Conference, without loss of pay.

15.15 MILITARY

Employees who enter the United States Armed Forces or are members of the Armed Forces Reserve or National Guard shall be provided rights on the basis of the applicable federal and Ohio statutes then in effect.

15.16 CONVERSION

For the purpose of calculating leave conversion, persons holding multiple contracts, shall use the combined per diem time of all the contracts to calculate their leave conversion. For example, a person holding a 4 hour per day bus contract and a 3 hour per day food service contract will add the two together (seven hours per day) for the purpose of calculating leave conversion. If this incentive is lost by using a portion of a personal day(s), the remaining whole days shall be converted to sick leave on June 30<sup>th</sup>.

- A. A nine (9) and/or twelve (12) month bargaining unit member who uses no personal leave during the period of July 1 through June 30 of any one contract year period shall receive a bonus of \$135.00. If this incentive is lost by using any portion of a personal day(s), the remaining whole days shall be converted to sick leave on June 30.
- B. A nine (9) month bargaining unit member who uses no sick leave during a quarter shall receive a bonus of \$150.00 for each of the following periods during which no sick leave days are used:

July 1	-	November 30
December 1	-	Last day of February
March 1	-	June 30
- C. A twelve (12) month bargaining unit member who uses no sick leave during a quarter shall receive a bonus of \$150.00 for each of the following periods during which no sick leave days are used:

July 1	-	September 30
October 1	-	December 31
January 1	-	March 31
April 1	-	June 30
- D. Said bonus shall be paid by July 31st of the subsequent school year.
- E. Any ten (10) month bargaining unit member shall be paid as nine (9) month employee.

F. An employee who misses an entire day of work, regardless of the total contracted hours, shall be charged one full day of said leave.

15.17 In the event of a physical assault on a member of the bargaining unit in the performance of their duties, which results in being absent from work, such absence shall not be charged against sick leave. Such assault leave shall be granted upon certification of the attending physician and shall not exceed twenty (20) workdays. For purposes of this article, to be entitled to assault leave, the assaulted employee shall file formal charges with the appropriate law enforcement agency. Assault leave shall not be granted if it is found by a court of competent jurisdiction that the employee committed a criminal assault against the person causing the injury.

15.18 COURT LEAVE

A. Bargaining unit members who are called to serve on Jury duty will receive full pay during the period of such service, subject to their remittance to the Board of an amount equal to the amount of compensation paid them for Jury duty. Jury leave will not impact leave conversion or incentives.

B. Bargaining unit members who are subpoenaed to appear in court for an issue relating to school business will receive full pay during the period of such service, subject to their remittance to the Board of an amount equal to the amount of compensation paid them as a witness. This will be charged as professional leave but will not impact on leave conversion or incentives.

C. Bargaining unit members who are subpoenaed to appear in court for an issue relating to personal business will be charged for personal or vacation leave, but in the event of no personal or vacation leave, unpaid leave. This leave will impact on leave conversion or incentives.

D. Bargaining unit members, who are subpoenaed to appear in court on a non-work day for a Port Clinton School related issue, shall be paid at the employee's rate of pay for the time they are in court, or a minimum of 2 hours of pay, subject to their remittance of any compensation paid by the court.

E. All second and third shift employees are also subject to the above paragraphs (A, B, C, & D).

15.19 A copy of the Board policy concerning the Family and Medical Leave Act is available at the Board of Education office or on the district website.

**ARTICLE 16**

16.1 HOLIDAYS

The Board of Education approves the following paid holidays or time off for twelve-month employees. If a holiday falls on Saturday, take Friday off, if a holiday falls on Sunday, take Monday off. Two (2) days will be given in lieu of Columbus Day and Veterans Day, to be used throughout the year.

LABOR DAY	MARTIN LUTHER KING DAY
THANKSGIVING DAY	PRESIDENTS DAY
CHRISTMAS EVE	GOOD FRIDAY
CHRISTMAS DAY	MEMORIAL DAY
NEW YEARS DAY	JULY 4th

- 16.2 The Board of Education approves the following paid holidays or time off for nine (9) and ten (10) month employees:

LABOR DAY	MARTIN LUTHER KING DAY
THANKSGIVING DAY	PRESIDENTS DAY
CHRISTMAS DAY	GOOD FRIDAY
NEW YEARS DAY	MEMORIAL DAY

Two days will be given in lieu of Columbus Day and Veterans Day, to be used between Christmas and New Years.

16.3 VACATION

Vacation time is earned from July 1 to June 30 in Port Clinton City Schools. Earned vacation may be used in June of the year in which earned, but in all cases must be used within the next year. With prior approval of the Superintendent or his/her designee, employee(s) shall receive vacation upon request at any time of the year. A request for vacation leave of more than three (3) days shall be submitted in writing at least ten (10) working days in advance. A request for vacation leave of three (3) days or less shall be submitted at least twenty-four (24) hours in advance.

- 16.4 Whenever a conflict exists in scheduling vacation time, the employee with the most seniority in the classification will be given preference.

- 16.5 Vacation schedules are as follows for twelve-month employees working a minimum eight (8) hours per day:

1-7 years service	2 weeks paid vacation
8-12 years service	3 weeks paid vacation
13-14 years service	4 weeks paid vacation
15 years or more of service	5 weeks paid vacation

16.6 CALENDAR

OAPSE Chapter #199 is recognized as a voting party in developing the school calendar.

## ARTICLE 17

17.1 SEPARATION

Upon completion of the employment of a classified employee, the President of the OAPSE organization will be notified of the same after official action by the Board.

17.2 RESIGNATION

A classified employee wishing to be released from employment shall give at least two (2) weeks written notice.

17.3 SEVERANCE PAY

- A. Upon official notice of Schools Employees Retirement System, or other suitable facts establishing retirement presented to the Treasurer of the Board of Education at least ninety (90) days prior to the effective date of retirement, an employee shall be entitled to severance pay after ten years service under SERS.

- B. The Treasurer shall make the entire payment to the employee within forty-five (45) days of receipt of documentation demonstrating the employee has received retirement payment.
- C. Severance shall be paid on the basis of unused sick leave for the first fifty-five (55) days at the employees' per diem rate.
- D. From fifty-sixth (56) day on, the employee shall be paid at ten (10) percent of his/her per diem rate.
- E. The Board of Education will offer an Accumulated Leave Plan for employees that qualify.

17.4 RETIREMENT CASH INCENTIVE

- A. Individuals eligible for retirement must tender their letter of resignation to the Board of Education within ninety (90) days prior to their actual retirement date to be eligible for the retirement incentive. The incentive shall be thirty (30) days, times the employee's regular hours per day (excluding overtime, extra pay, extra trips and etc.), times their regular hourly rate at the time of retirement.
  - 1. Further, employees must have a minimum of ten (10) years service with the Port Clinton City Schools to be eligible.
  - 2. This is a "one time only" incentive and an employee is only eligible to receive it the first time they are eligible under SERS rules to retire, provided they meet other provisions of this article.
- B. The following age and service requirements of SERS, for retirement, must be complied with in order to be eligible for the Retirement Cash Incentive.
  - 1. thirty (30) years of service and any age.
  - 2. twenty-five (25) years of service and fifty-five (55) years of age.
  - 3. five (5) years of service and sixty (60) years of age.
- C. The incentive shall not be considered as salary and can not be used to calculate SERS benefit (according to SRES regulations).
- D. The total years of service as defined by SERS and not only school service to schools, will serve as the numerator and the number (30) will serve as the denominator. The numerator can not exceed the denominator. The employee's regular hourly rate at the time of retirement shall be used to calculate the incentive.
 

EXAMPLE I:            28 years service, 8 hours/day, and \$10.85 per hour would be  
 $28/30 \times 30 \times 8 \times \$10.85 = \$2430.40$  per year.

EXAMPLE II:           22 years service, 4 hours per day, and \$7.98 per hour would be  
 $22/30 \times 30 \times 4 \times \$7.98 = \$699.60$  per year.

EXAMPLE III:          30 years of service, 6 hours per day and \$8.47 per hour would  
be  $30/30 \times 30 \times 6 \times \$8.47 = \$1524.60$  per year.
- E. The incentive shall be paid in three equal installments, for three (3) years, on or before March 31 each year. In the event of death of the employee, remaining proceeds from this incentive shall be paid to the estate.

## ARTICLE 18

### 18.1 FOOD SERVICE

On Conference Days and when any one given school is closed due to an emergency, the affected classified cafeteria workers will put in their hours where the supervisor wants them placed.

- 18.2 Any time a cafeteria employee is called in after their regular shift and for special occasions, they will be paid time and one-half (1 1/2) their regular rate schedule.
- 18.3 A cafeteria employee shall be in the kitchen any time there is an individual(s) using the cafeteria cooking equipment.
- 18.4 Students in the kitchen working should be under the direction, and control, of the Food Service Coordinator or her/his designee.
- 18.5 Cafeteria workers who have been certified by the National and/or American Certification Program of the School Food Service Foundation shall receive \$.25 more per hour.

## ARTICLE 19

### 19.1 AIDES

Kindergarten Aides, General Aides, Transportation Aides and IEP Aides will be classified under, Pupil Services and paid under the Aides wage schedule.

- 19.2 The Board of Education shall pay Library Technicians and Aides for all hours worked, and attendance at in-service meetings. The Administration shall schedule the hours of work and in-service for Library Technicians and Aides.
- 19.3 The Board of Education agrees to provide training for any aide who is assigned to any and all handicapped and/or mainstreamed students at Board expense to the degree required by State and Federal regulations.
- 19.4 I.E.P. AIDE

- A. I.E.P. teacher aide positions will become effective the second Friday of September for each ensuing school year.
- B. I.E.P. aides are requested to remain in the position at least the remainder of the semester before bidding on another open position.
- C. I.E.P. aides may be required to attend IEP meetings and annual reviews. They shall be compensated at their regular rate for meetings that occur outside their regular hours.
- D. An I.E.P. Aide may be assigned to one or more handicapped students, depending on the needs of the student. Depending on the handicapping needs of the student, an I.E.P. aide may be required to move with the student when s/he moves to another building.
- E. I.E.P. teacher aides will be maintained for the remainder of the school year if the I.E.P. student(s) should transfer out of the district. Their services can then be utilized anywhere within the district where additional aide services may be needed, including assignment to a newly enrolled I.E.P. student.

- F. I.E.P. teacher aides will be R.I.F.'d the 2nd Friday in September with contractual bumping privileges should that students' I.E.P. reduce the need for their services or there are more I.E.P. aides than are needed to provide service for students.
- G. The new four and seven hour teacher aide positions are consecutive work hours.
- H. Seven (7) hour aide positions and four (4) hour aide positions shall be scheduled according to the needs of the district.
- I. Any General Aide/Kindergarten Aide position of four (4) hours or less will be worked within the times of 8:30 am and 2:00 p.m.
- J. An I.E.P. student, requiring a teacher aide, who is present in the Port Clinton Schools at the end of the school year, is assumed to be enrolled until at least the second Friday in September.
- K. Regular and I.E.P. teacher aides can perform all aide duties but must function primarily in their respective positions.
- L. In the event of a loss of hours for an I.E.P. teacher aide due to a change in the student's I.E.P., contractual bumping rights would be available to the affected teacher aide employee suffering reduced hours.
- M. I.E.P aides are to be determined by I.E.P. requirements and placed under the terms and conditions of the above articles of the negotiated agreement.

19.5 CHAMPIONS FOR CHILDREN

- A. Champions for Children employees will be employed solely depending on need on a year-to-year basis. For contractual purposes, Champions for Children employees are employed on an annual basis, depending on need. Therefore, they will be employed under a one-year limited contract for each year of employment and their contract shall be automatically, without Board action, non-renew. This provision shall supersede and take precedence over provisions of O.R.C. Chapter 124 and O.R.C. 3319.081 as it pertains to employee contracts.
  - 1. However, for the purposes of seniority (Article 9), and bidding on a vacant position (Article 4), their services shall be considered uninterrupted and continuous as long as the C4C program continues to exist, the Board determines that the position is needed and their employment is not terminated for other cause.
  - 2. Further, C4C positions, covered by this contract, need not be posted each year unless the position is deemed vacant.
  - 3. The summer C4C program shall be considered "extra work" and aides employed in the C4C program, in the same building, shall be offered the summer aide positions, on a rotation based on seniority.
- B. Compensation for aides will be determined by the Board on a year-to-year basis for regular and substitute employees.
- C. Compensation for bus drivers, cleaning persons and custodians for regular or substitute employees will be at the established negotiated rate –0- experience in the appropriate classification (i.e. bus driver, cleaning person or custodian).
- D. Individuals employed in either program, shall not be entitled to any additional rights

and/or benefits under the provisions of this collective bargaining agreement, unless specifically enumerated hereunder:

1. Employees working for the above mentioned program will receive 1 ¼ days of sick leave per month on a twelve (12) month basis.
2. Such employees, not holding another district contracted position, will be able to purchase Board provided insurance at their own expense (no participation incentives). Also the percentage of time worked for the Champions Program

does not enter into fringe benefit medical calculation as outlined in Article 10.2 D.

3. In other words none of Article 10 applies to Champions for Children employees unless benefits are employee purchase.

3. Such employees have the contract rights under the following articles: 1, 4, 5, 6, 8, 9, 12, 13, 14.1, 14.4, 14.5, 14.6, 14.8, & 19.5

- E. Only Champions for Children/Champions Community Center positions may be split to accommodate personnel needs on a year-to-year basis. In other words, an employee can work a Champion for Children/Champions Community Center position, supplementing their current position, but that portion of time worked for C4C/CCC may not place them in a regular overtime status (40 hrs per week).
- F. All field trip requests made by the Champions for Children Program (C4C/CCC) will comply with Article 21, Section 1: Special Trips with the following exceptions:
  1. Drivers driving for C4C/CCC on special trips will be reimbursed at the --0-- rate of experience for bus driver salary regardless of their years of district experience.

## **ARTICLE 20**

### **20.1 CUSTODIAL/MAINTENANCE**

During the school year, custodians will not be switched from building to building unless an emergency arises, and it becomes necessary to do so.

- 20.2 OAPSE agrees that custodians will be able to have buildings ready for school opening, three (3) work days prior to the first student day, without hiring additional help, if major items such as painting, etc., are not assigned to building custodians.

- 20.3 All employees covered by this Agreement will furnish building principal with time schedule showing coffee breaks and lunch breaks whenever possible. Administration will supply form for this.

- 20.4 All employees under this Agreement will notify the principal, supervisor, or school office before they leave their assigned work schedule or building.

### **20.5 CUSTODIAN'S MEETINGS AND WORKSHOPS**

It is agreed by the Board that whenever boiler, chemical, or light maintenance workshops become available (through companies or schools) to school employees, they shall be informed by the proper school officials.

### **20.6 CUSTODIAL WORKING CONDITIONS**

Overtime shall be assigned as follows:

- A. The building seniority list shall be used by each building administrator for all custodial employees willing, and interested in overtime in that building..
- B. Employees refusing the overtime will then be put at the bottom of the rotation list.

- C. Employees accepting the overtime shall (after working) then be placed at the bottom of the rotation list.
- D. Overtime shall not be used to accumulate compensatory time.
- E. Overtime hours turned into the Treasurer's Office by Tuesday after the pay period shall be paid the next scheduled pay period.
- F. Custodians shall have a breakdown of overtime paid with each paycheck.
- G. The custodian may have a refrigerator in his/her custodial office at his/her expense. There can only be one refrigerator per building for the exclusive use of classified staff.

20.7 CUSTODIAL SHIFTS

Custodial/maintenance employee's regular shift may be adjusted one-half hour either before or after the original bid time, by the Superintendent or his/her designee, before the end of the second full week in September. After that date, a shift may only be changed with the mutual consent of the OAPSE President and the Superintendent or his/her designee.

- A. On those days when school is not in session, custodial/maintenance shifts may be adjusted, with the mutual consent of the Superintendent or his/her designee and the OAPSE President, so that second and third shift employees may work a day shift.

20.8 SHIFT DIFFERENTIAL

- A. A shift differential premium shall be paid to employees whose shift, or part of a shift, falls within the following time frames. The premium amount shall only be paid for those hours actually worked within the time frames listed below.

3:00pm to 11:00pm	\$0.15 per hour
11:00pm to 7:00am	\$0.20 per hour

EXAMPLE: Employee works from 4:00am to 12:00pm. The employee would be paid the premium only on the three hours between 4:00am and 7:00am. The remainder of the shift would be straight time.

- B. During summer hours, if no volunteer comes forth to cover the later shift, the least senior employee will be assigned to the later shift. If more than one employee wants the later shift, the most senior would receive it.

20.9 TOOL ALLOWANCE

The Board shall budget \$1800 annually for maintenance employees and the bus mechanics for the purchase of tools, which shall remain the property of the Board.

20.10 UNIFORM ALLOWANCE

Uniforms service for maintenance, bus mechanics, truck driver, and shirts for custodians will be provided and paid for by the Board. They shall be worn each workday, during the school year, by the employee.

## ARTICLE 21

### 21.1 TRANSPORTATION

#### SPECIAL TRIPS

- A. A special trip shall be defined as one which is not scheduled on a day to day basis, and for which a trip rate is paid under 21.1.b.
- B. For drivers hired prior to July 1, 2010, the rate for special trips shall be the driver's regular rate. Driver's hired after July 1, 2010 will be paid at the special trip rate of \$13.50 per hour.
- C. Drivers shall be paid from the time of departure to the time of return back to bus compound on all special trips outside his/her contracted time.
- D. A driver shall be paid an extra fifteen (15) minutes before departure on all special trips outside his/her contracted time.
- E. Drivers shall be paid fifteen (15) minutes outside his/her contracted time to reach schools before departure, and fifteen (15) minutes after return to school to return to bus compound. When returning from a field trip in the AM/PM, the route must be driven if the return time is within fifteen (15) minutes of the run. If drivers are able to meet dismissal times after a special trip, they will continue on their run.

#### G. FIELD TRIPS

- 1. A field trip will be defined as those trips which constitute eight (8) or more participants. The vocational programs, such as: OWA, OWE, OWS, Voc. Home Ec., DECA and CBE and the following: district swimming, state swimming, district wrestling, state wrestling, district track, regional track, state track, district JH solo and ensemble contest, HS solo and ensemble contest, an overnight cheerleader trip, an overnight tennis trip, an overnight softball trip, an overnight cross country trip, & an overnight wrestling will be exempt from the special trip classification and private transportation can be arranged without violation of the provisions of this contract. The Administration shall notify OAPSE in advance of all trips taken under this subsection.

Two (2) additional trips, exempt from the previous rule, will be allowed per year, if they are donated by a community member, organization or Booster organization and are approved by the Superintendent.

When two special trips have a destination in close proximity, a single bus may be used to transport both of those trips. For example, if the baseball and softball teams are both playing at the same site, the teams may travel together on one bus.

- 2. A "special trip" shall not require a driver if the trip involves eight (8) or more participants who are traveling 120 or more miles outside the boundaries of the State of Ohio, whether using board owned vehicles or not.
- 3. Special trip will be further defined as the movement of students from a building for an educational purpose where the ultimate one way destination is more than one (1) mile from the point of departure.
- 4. Junior High orientation will receive special treatment for the field trip rules (may be needed only for the start and end).
- 5. The Administration and driver shall adhere to the departure time listed on special trip form.

#### H. DRIVER ROTATION (Special Trips)

1. The Board agrees that all trips, other than regular runs, will be classified as special trips, and will be made by regular drivers, or sub drivers if no regular driver is available. Seniority list is only for the purpose of establishing a list; thereafter, drivers shall be rotated so all will have equal opportunity for special trips.
  2. All trips will be posted every Friday morning by 8:15 am for two and one half weeks, Wednesday through Saturday.
  3. Drivers will have from Friday morning through Tuesday to rotate through the list and make their choices.
  4. Wednesday morning while drivers are on routes, the Transportation Supervisor will then get on the radio and call names in order of the emergency board list to see who wants any remaining open trips through the following Tuesday. The trips will be offered by day, Thursday through Wednesday. Anyone on leave will be called at his or her turn and then the rotation picked up on the radio.
  5. Names will be written in on list as drivers make their selections.
  6. After the last day's open trips have gone through the rotation list and no one takes any, the list will remain open until noon Thursday for the remaining openings to be filled in any way.
  7. Thursday noon, the list will be re-typed by the supervisor/designee for the next Wednesday through Tuesday's trips listed.
- I. Any time the state or administration mandates a meeting that causes the driver to cancel or refuse a special trip, then his/her name will be placed at the top of the list for the next trip offered.
- J. All trip tickets shall include the names of all groups to be transported, the destination of the trip(s), places where the group(s) may eat, if applicable, and each bus must have the service of at least one (1) adult chaperone.
- K. Special trip pay starts at the assigned starting time for the trip (30 minutes prior to leaving) and ends when the trip returns (plus 15 minutes). A driver whose trip is cancelled within 24 hours, and misses both their route and trip, will receive a three and one-half (3.5) hour minimum trip.
- L. All special trips will be a minimum of two hours. A driver on a contracted route other than a double run may have sub driver assigned to meet them approximately mid-point in the route to finish the route so the regular driver can take a special trip.
- M. Drivers shall receive time and one-half (1 1/2) for all Sunday trips.
- N. Drivers shall be paid their regular rate schedule for all special trips taken over regular contracted hours. This shall include shuttle, kindergarten and regular runs.
- O. If a driver wishes someone to pick them up at the garage after a trip, they may call from trip location, note time and cost, and turn into the Board Office for reimbursement.
- P. Toll charges will be paid within one week of receipt at the Treasurer's Office.
- Q. Bus drivers shall receive a copy of the trip tickets for special trips with their paychecks, if any.
- R. All matters involving the operation of a school bus shall solely be the responsibility of the bus driver.
1. All control and discipline of passengers shall be the ultimate responsibility of the teacher/coach/chaperone.

2. Before departure to the bus compound after a special trip, the bus driver shall present a trip ticket to the individual in charge of the trip. The responsible individual, along with the driver, shall verify the time of return. After verification, the responsible individual shall sign the trip ticket. The bus driver shall submit the verified trip ticket to the Transportation Supervisor.

#### S. DRIVER RESPONSIBILITIES

1. Bus drivers, when assigned to special trips, will remain with said trip from the time of departure until the time of return, except for meals.
2. Special trip drivers shall be permitted, upon arrival, to leave for a period not to exceed one (1) hour for meals, provided at least one driver remains with the busses; and furthermore, the meal does not delay the departure of the trip. This release must be used specifically for the meal.
3. When one driver is involved in a special trip, he/she, prior to leaving for the meal, shall notify the person in charge of the place to contact the driver in case of need.
4. Drivers shall be responsible only for the bus and bus equipment when on special trips. The students, and their personal belongings, shall be the responsibility of the chaperone/coach/teacher.

#### T. CANCELED SPECIAL TRIPS

1. When a driver has a special trip cancelled and the trip was to begin at 2:00 PM or later, s/he shall have their name placed at the top of the rotation list if s/he was notified prior to 11:00 a.m. of the day of the trip. If a special trip was cancelled after 11:00 a.m. the day of the trip, s/he shall be paid no less than two (2) hours pay, or be given the option to drive the re-scheduled trip, or be returned to the top of the list. Those choosing to drive the rescheduled trip or be returned to the top of the list will forfeit the two hours pay.
2. Any driver whose turn it is to drive for any special trip who cancels less than twenty-four (24) hours prior to departure, emergencies excepted, shall forfeit his/her turn in that rotation. His/her next eligibility for a trip will be on the next rotation.
3. Emergency trips will be construed as a trip cancelled or scheduled less than twenty-four (24) hours prior to departure.

#### U. OVERNIGHT SPECIAL TRIPS

1. Shall be those trips for which a driver is scheduled to utilize overnight lodging.
2. For overnight special trips, bus drivers shall be paid \$150.00 per day.
3. If departure for an overnight trip is 4:00 p.m. or later, the driver of said trip shall be Paid \$90.00.
4. If return from an overnight trip is prior to 4:00 p.m., the driver shall be paid \$90.00.
5. The driver of said trip shall have comparable, separate lodging.
6. Meals shall be reimbursed at the rate in Board guidelines. Reimbursement shall only be reimbursed upon presentation of receipts.

### 21.2 SCHOOL DELAYS AND CLOSINGS

- A. School bus drivers shall be notified before 6:00 a.m., via radio stations, that school opening has been delayed or closed. Drivers will be paid for the time delayed and for the completion of their morning run.
- B. There will be a minimum of two (2) hours paid for the delay, plus the hours paid for the morning run.

### 21.3 REGULAR RUNS

- A. Bus runs, which are scheduled, on a day-to-day and/or week-to-week basis shall be

defined as a "regular run." Regular runs will be a minimum of four (4) hours per day for a double bus run.

- B. Bus Drivers shall not be required to wash the outside of the bus, except windows and lights. Bus drivers will only be required to add fluid to busses if the mechanic is unavailable to do so.
- C. Bus drivers will be on the job for pre-start inspection fifteen (15) minutes prior to each run. Said fifteen (15) minutes shall be reimbursed as part of the minimum regular run. The prestart inspection (15 minutes) must be completed while the driver is on the clock.
- D. The daily hours for each a.m., p.m. kindergarten and special trip shall be measured to the nearest fifteen-minute segment. The minimum pay for kindergarten runs shall be one hour. The Transportation Supervisor shall approve all routes and trip times by October 15th.
- E. All shuttles will be paid for actual time driven over the base route.
- F. The Administration may schedule aides to provide assistance to bus drivers on kindergarten runs. Drivers without kindergarten runs will be considered first, and the rate of pay shall be at the appropriate aide rate. Nothing herein shall preclude the Administration from using central office staff to provide assistance.

- 21.4 The Administration and OAPSE will cooperate in establishing bus runs.
- 21.5 Anytime a driver is requested to take part of his/her run, or any other regular run, after they have completed their contracted run, either in the morning or afternoon, they will be paid their regular rate for the time spent on this extra run.
- 21.6 School Bus Drivers will be paid \$150.00 each within the week after their annual August inservice meeting for their CDL driver's license renewal fee and upon presentation of evidence that their annual bus driver physical examination and abstract have been completed. For reimbursement to occur, physicals must be completed annually between May 1 and June 30. If not completed between May 1 and June 30, no reimbursement shall be made. Anyone newly hired into this position after these dates would also receive this reimbursement.
- 21.7 Assistance will be provided by the Transportation Supervisor and administration to all drivers in the Fall of each year in determining time schedules, stops, names of students and maps relative to the route.
- 21.8 All regular bus drivers shall receive an additional two (2) hours of pay per month for nine months, at regular rate, for the preparation and completion of required transportation reports, initial and updated route maps, time schedules, up-dating of routes, phone calls to parents, discipline reports and etc. and other clerical work which may be assigned. All required documents shall be completed in a timely manner prior to or on an established due date, except for unusual circumstances.
- 21.9 Whenever the mechanic is required to drive bus, they shall be paid at the appropriate step on the bus driver salary scale for the time they drive.

## ARTICLE 22

### 22.1 CONSISTENCY WITH LAW

If any provision of this agreement between the Board and the Association shall be found

contrary to federal law or beyond the limits permitted by 4117 of the Ohio Revised Code, then such provision or application shall not be deemed to be valid, but all other provisions or applications shall continue in full force and effect. It is mutually agreed if changes are to be proposed and/or made in the negotiated agreement while it is in force, such changes will be made by the negotiation process and the impasse procedure shall apply.

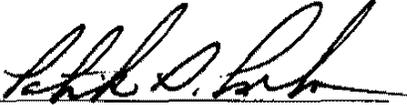
ARTICLE 21  
NEGOTIATED AGREEMENT  
BETWEEN  
PORT CLINTON BOARD OF EDUCATION  
AND  
OAPSE, CHAPTER #199

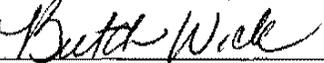
23.4 THIS AGREEMENT SHALL BE IN EFFECT ON AND AFTER JULY 1, 2010 AND SHALL EXPIRE AT MIDNIGHT ON JUNE 30, 2013.

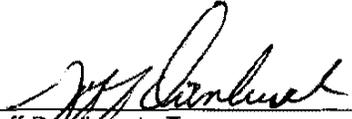
IN WITNESS THEREOF, THE PARTIES HAVE SET THEIR HANDS BY THEIR DULY AUTHORIZED REPRESENTATIVES ON THIS 28 DAY OF June, 2010, 2010.

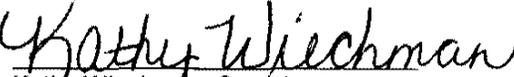
  
\_\_\_\_\_  
David Belden, President  
Port Clinton Board of Education

  
\_\_\_\_\_  
Sherry Smith, President  
OAPSE Chapter #199, Port Clinton

  
\_\_\_\_\_  
Pat Adkins, Supt.  
Port Clinton City Schools

  
\_\_\_\_\_  
Harrold Wick, State Negotiator  
OAPSE/AFS CME

  
\_\_\_\_\_  
Jeff Dornbusch, Treasurer  
Port Clinton City Schools

  
\_\_\_\_\_  
Kathy Wiechman, Secretary  
OAPSE Chapter #199, Port Clinton

Port Clinton City Schools

Current Noncertified Salary Schedule with Index

Section: 11.04

2010-11 Base: \$11.95

Exp.	A	B	C	D	E	F						
0	1.013	\$12.11	1.029	\$12.30	1.052	\$12.57	1.128	\$13.48	1.191	\$14.23	1.237	\$14.79
1	1.022	\$12.21	1.064	\$12.71	1.079	\$12.90	1.163	\$13.89	1.220	\$14.58	1.268	\$15.15
2	1.041	\$12.44	1.089	\$13.01	1.106	\$13.22	1.195	\$14.28	1.256	\$15.01	1.288	\$15.39
3	1.065	\$12.73	1.116	\$13.34	1.126	\$13.45	1.235	\$14.76	1.280	\$15.29	1.316	\$15.73
4	1.083	\$12.95	1.158	\$13.84	1.150	\$13.74	1.283	\$15.33	1.322	\$15.80	1.336	\$15.96
5	1.100	\$13.14	1.165	\$13.92	1.167	\$13.94	1.289	\$15.41	1.341	\$16.03	1.355	\$16.20
6	1.112	\$13.28	1.165	\$13.92	1.186	\$14.18	1.289	\$15.41	1.374	\$16.42	1.385	\$16.55
7	1.112	\$13.28	1.165	\$13.92	1.186	\$14.18	1.289	\$15.41	1.374	\$16.42	1.407	\$16.82
10	1.157	\$13.83	1.199	\$14.33	1.225	\$14.64	1.313	\$15.69	1.424	\$17.01	1.462	\$17.47
15	1.199	\$14.33	1.239	\$14.81	1.268	\$15.15	1.361	\$16.26	1.477	\$17.65	1.519	\$18.15
20	1.228	\$14.67	1.268	\$15.15	1.297	\$15.50	1.390	\$16.61	1.505	\$17.98	1.548	\$18.50
25	1.257	\$15.02	1.296	\$15.49	1.325	\$15.83	1.418	\$16.95	1.534	\$18.33	1.576	\$18.84
27	1.279	\$15.28	1.320	\$15.77	1.350	\$16.13	1.444	\$17.26	1.565	\$18.70	1.603	\$19.16

Exp.	G	H	I	J	K	L	M							
0	1.285	\$15.36	1.294	\$15.46	1.294	\$15.46	1.314	\$15.70	1.407	\$16.82	1.438	\$17.18	1.392	\$16.64
1	1.314	\$15.70	1.316	\$15.73	1.337	\$15.98	1.342	\$16.04	1.436	\$17.15	1.466	\$17.52	1.430	\$17.09
2	1.336	\$15.96	1.342	\$16.04	1.364	\$16.30	1.366	\$16.33	1.459	\$17.44	1.498	\$17.91	1.459	\$17.44
3	1.365	\$16.31	1.366	\$16.33	1.391	\$16.82	1.394	\$16.66	1.488	\$17.78	1.527	\$18.24	1.492	\$17.83
4	1.388	\$16.58	1.393	\$16.65	1.417	\$16.93	1.421	\$16.99	1.529	\$18.27	1.567	\$18.72	1.540	\$18.40
5	1.415	\$16.91	1.415	\$16.91	1.434	\$17.14	1.452	\$17.35	1.558	\$18.82	1.597	\$19.08	1.545	\$18.46
6	1.444	\$17.26	1.450	\$17.32	1.463	\$17.48	1.481	\$17.70	1.588	\$18.98	1.626	\$19.43	1.545	\$18.46
7	1.471	\$17.58	1.471	\$17.58	1.470	\$17.57	1.501	\$17.93	1.608	\$19.21	1.646	\$19.67	1.545	\$18.46
10	1.527	\$18.24	1.527	\$18.24	1.529	\$18.27	1.558	\$18.62	1.665	\$19.90	1.704	\$20.37	1.602	\$19.15
15	1.587	\$18.97	1.581	\$18.89	1.587	\$18.97	1.616	\$19.32	1.724	\$20.60	1.762	\$21.05	1.663	\$19.87
20	1.615	\$19.30	1.610	\$19.24	1.615	\$19.30	1.645	\$19.65	1.752	\$20.94	1.790	\$21.39	1.691	\$20.21
25	1.645	\$19.65	1.638	\$19.58	1.645	\$19.65	1.674	\$20.00	1.781	\$21.28	1.819	\$21.74	1.720	\$20.56
27	1.678	\$20.05	1.669	\$19.94	1.677	\$20.04	1.707	\$20.40	1.815	\$21.69	1.854	\$22.16	1.750	\$20.91

- A = Other Cafeteria
- B = Aides
- C = Cooks
- D = Library Techs

- E = Stkrm. Manag/Food Truck/Van Driver
- F = Custodial I
- G = Custodial III/Mint.- Season Groundskeeper
- H = Mechanic/Driver

- I = Mechanic/Driver/Custodian
- J = Maintenance I
- K = Maintenance II
- L = Maintenance III
- M = Bus Driver

Student Assistance Coordinator

	Index	Full Time		Part Time	
0	0.000	\$34,471	0	0.000	\$20,684
1	1.030	\$35,505	1	1.030	\$21,305
2	1.061	\$36,574	2	1.061	\$22,604
3	1.093	\$37,677	3	1.093	\$22,608
4	1.126	\$38,814	4	1.126	\$23,290
10	1.159	\$39,952	10	1.159	\$23,973
15	1.194	\$41,158	15	1.194	\$24,697
20	1.210	\$41,710	20	1.210	\$25,028
25	1.226	\$42,261	25	1.226	\$25,359

2011-12 Base: \$12.19

Exp.	A		B		C		D		E		F	
0	1.013	\$12.35	1.029	\$12.55	1.052	\$12.82	1.128	\$13.75	1.191	\$14.51	1.237	\$15.08
1	1.022	\$12.45	1.064	\$12.97	1.079	\$13.15	1.163	\$14.17	1.220	\$14.87	1.268	\$15.45
2	1.041	\$12.69	1.089	\$13.27	1.106	\$13.48	1.195	\$14.57	1.256	\$15.31	1.288	\$15.70
3	1.065	\$12.98	1.116	\$13.60	1.126	\$13.72	1.235	\$15.06	1.280	\$16.00	1.316	\$16.05
4	1.083	\$13.21	1.158	\$14.12	1.150	\$14.01	1.283	\$15.64	1.322	\$16.11	1.336	\$16.28
5	1.100	\$13.41	1.165	\$14.20	1.167	\$14.22	1.289	\$15.72	1.341	\$16.35	1.355	\$16.52
6	1.112	\$13.55	1.165	\$14.20	1.186	\$14.46	1.289	\$15.72	1.374	\$16.75	1.385	\$16.88
7	1.112	\$13.55	1.165	\$14.20	1.186	\$14.46	1.289	\$15.72	1.374	\$16.75	1.407	\$17.16
10	1.157	\$14.10	1.199	\$14.62	1.225	\$14.94	1.313	\$16.01	1.424	\$17.35	1.462	\$17.82
15	1.199	\$14.62	1.239	\$15.10	1.268	\$15.45	1.361	\$16.59	1.477	\$18.00	1.519	\$18.52
20	1.228	\$14.97	1.268	\$15.46	1.297	\$15.81	1.390	\$16.94	1.505	\$18.34	1.548	\$18.87
25	1.257	\$15.32	1.296	\$15.80	1.325	\$16.15	1.418	\$17.29	1.534	\$18.70	1.576	\$19.22
27	1.279	\$15.59	1.320	\$16.09	1.350	\$16.46	1.444	\$17.60	1.565	\$19.08	1.603	\$19.54

Exp.	G		H		I		J		K		L		M	
0	1.285	\$15.66	1.294	\$15.77	1.294	\$15.77	1.314	\$16.02	1.407	\$17.16	1.438	\$17.53	1.392	\$16.97
1	1.314	\$16.02	1.316	\$16.05	1.337	\$16.30	1.342	\$16.36	1.436	\$17.50	1.466	\$17.87	1.430	\$17.43
2	1.336	\$16.28	1.342	\$16.36	1.364	\$16.63	1.366	\$16.65	1.459	\$17.79	1.498	\$18.27	1.459	\$17.79
3	1.365	\$16.64	1.366	\$16.65	1.391	\$16.96	1.394	\$17.00	1.488	\$18.13	1.527	\$18.61	1.492	\$18.19
4	1.388	\$16.92	1.393	\$16.98	1.417	\$17.27	1.421	\$17.33	1.529	\$18.63	1.567	\$19.10	1.540	\$18.77
5	1.415	\$17.25	1.415	\$17.25	1.434	\$17.49	1.452	\$17.70	1.558	\$18.99	1.597	\$19.47	1.545	\$18.83
6	1.444	\$17.60	1.450	\$17.67	1.463	\$17.83	1.481	\$18.05	1.588	\$19.36	1.626	\$19.82	1.545	\$18.83
7	1.471	\$17.94	1.471	\$17.94	1.470	\$17.92	1.501	\$18.29	1.608	\$19.60	1.646	\$20.06	1.545	\$18.83
10	1.527	\$18.61	1.527	\$18.61	1.529	\$18.63	1.558	\$18.99	1.665	\$20.30	1.704	\$20.77	1.602	\$19.53
15	1.587	\$19.35	1.581	\$19.27	1.587	\$19.35	1.616	\$19.70	1.724	\$21.01	1.762	\$21.47	1.663	\$20.27
20	1.615	\$19.69	1.610	\$19.63	1.615	\$19.69	1.645	\$20.05	1.752	\$21.36	1.790	\$21.82	1.691	\$20.62
25	1.645	\$20.05	1.638	\$19.97	1.645	\$20.05	1.674	\$20.40	1.781	\$21.71	1.819	\$22.17	1.720	\$20.97
27	1.678	\$20.45	1.669	\$20.35	1.677	\$20.44	1.707	\$20.81	1.815	\$22.12	1.854	\$22.60	1.750	\$21.33

A = Other Cafeteria  
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 D = Library Techs

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 G = Custodial III/Mint.- Season Groundskeeper  
 H = Mechanic/Driver

I = Mechanic/Driver/Custodian  
 J = Maintenance I  
 K = Maintenance II  
 L = Maintenance III  
 M = Bus Driver

Student Assistance Coordinator

	Index	Full Time		Part Time	
0	0.000	\$35,160	0	0.000	\$21,098
1	1.030	\$36,215	1	1.030	\$21,731
2	1.061	\$37,305	2	1.061	\$23,057
3	1.093	\$38,430	3	1.093	\$23,060
4	1.126	\$39,590	4	1.126	\$23,756
10	1.159	\$40,750	10	1.159	\$24,453
15	1.194	\$41,981	15	1.194	\$25,191
20	1.210	\$42,544	20	1.210	\$25,529
25	1.226	\$43,106	25	1.226	\$25,866

Port Clinton City Schools

Current Noncertified Salary Schedule with Index

Section: 11.04

2012-13 Base: \$12.43

Exp.	A		B		C		D		E		F	
0	1.013	\$12.59	1.029	\$12.79	1.052	\$13.08	1.128	\$14.02	1.191	\$14.80	1.237	\$15.38
1	1.022	\$12.70	1.064	\$13.22	1.079	\$13.41	1.163	\$14.45	1.220	\$15.16	1.268	\$15.76
2	1.041	\$12.94	1.089	\$13.53	1.106	\$13.75	1.195	\$14.85	1.256	\$15.61	1.288	\$16.01
3	1.065	\$13.24	1.116	\$13.87	1.126	\$13.99	1.235	\$15.35	1.280	\$15.90	1.316	\$16.36
4	1.083	\$13.47	1.158	\$14.40	1.150	\$14.29	1.283	\$15.94	1.322	\$16.43	1.336	\$16.60
5	1.100	\$13.67	1.165	\$14.48	1.167	\$14.50	1.289	\$16.03	1.341	\$16.67	1.355	\$16.85
6	1.112	\$13.82	1.165	\$14.48	1.186	\$14.75	1.289	\$16.03	1.374	\$17.08	1.365	\$17.21
7	1.112	\$13.82	1.165	\$14.48	1.186	\$14.75	1.289	\$16.03	1.374	\$17.08	1.407	\$17.49
10	1.157	\$14.38	1.199	\$14.90	1.225	\$15.23	1.313	\$16.32	1.424	\$17.70	1.462	\$18.17
15	1.199	\$14.90	1.239	\$15.40	1.268	\$15.76	1.361	\$16.91	1.477	\$18.36	1.519	\$18.88
20	1.228	\$15.26	1.268	\$15.76	1.297	\$16.12	1.390	\$17.28	1.505	\$18.71	1.548	\$19.24
25	1.257	\$15.62	1.296	\$16.11	1.325	\$16.47	1.418	\$17.63	1.534	\$19.07	1.576	\$19.59
27	1.279	\$15.90	1.320	\$16.41	1.350	\$16.78	1.444	\$17.95	1.565	\$19.45	1.603	\$19.93

Exp.	G		H		I		J		K		L		M	
0	1.285	\$15.97	1.294	\$16.08	1.294	\$16.08	1.314	\$16.34	1.407	\$17.49	1.438	\$17.87	1.392	\$17.31
1	1.314	\$16.34	1.316	\$16.36	1.337	\$16.62	1.342	\$16.69	1.436	\$17.84	1.466	\$18.22	1.430	\$17.78
2	1.336	\$16.60	1.342	\$16.69	1.364	\$16.95	1.366	\$16.98	1.459	\$18.14	1.498	\$18.62	1.459	\$18.14
3	1.365	\$16.97	1.366	\$16.98	1.391	\$17.29	1.394	\$17.33	1.488	\$18.49	1.527	\$18.97	1.492	\$18.54
4	1.388	\$17.25	1.393	\$17.32	1.417	\$17.61	1.421	\$17.67	1.529	\$19.00	1.567	\$19.47	1.540	\$19.14
5	1.415	\$17.59	1.415	\$17.59	1.434	\$17.83	1.452	\$18.05	1.558	\$19.37	1.597	\$19.85	1.545	\$19.20
6	1.444	\$17.95	1.450	\$18.02	1.463	\$18.18	1.481	\$18.41	1.588	\$19.74	1.626	\$20.21	1.545	\$19.20
7	1.471	\$18.29	1.471	\$18.29	1.470	\$18.27	1.501	\$18.65	1.608	\$19.98	1.646	\$20.46	1.545	\$19.20
10	1.527	\$18.97	1.527	\$18.97	1.529	\$19.00	1.558	\$19.37	1.665	\$20.70	1.704	\$21.18	1.602	\$19.92
15	1.587	\$19.73	1.581	\$19.65	1.587	\$19.73	1.616	\$20.09	1.724	\$21.43	1.762	\$21.90	1.663	\$20.67
20	1.615	\$20.08	1.610	\$20.01	1.615	\$20.08	1.645	\$20.44	1.752	\$21.78	1.790	\$22.25	1.691	\$21.02
25	1.645	\$20.44	1.638	\$20.36	1.645	\$20.44	1.674	\$20.81	1.781	\$22.14	1.819	\$22.61	1.720	\$21.39
27	1.678	\$20.86	1.669	\$20.75	1.677	\$20.85	1.707	\$21.22	1.815	\$22.56	1.854	\$23.05	1.750	\$21.75

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- H = Mechanic/Driver

- I = Mechanic/Driver/Custodian
- J = Maintenance I
- K = Maintenance II
- L = Maintenance III
- M = Bus Driver

Student Assistance Coordinator

	Index Full Time		Part Time		
0	0.000	\$35,863	0	0.000	\$21,520
1	1.030	\$36,939	1	1.030	\$22,166
2	1.061	\$38,051	2	1.061	\$23,518
3	1.093	\$39,198	3	1.093	\$23,521
4	1.126	\$40,382	4	1.126	\$24,232
10	1.159	\$41,565	10	1.159	\$24,942
15	1.194	\$42,820	15	1.194	\$25,695
20	1.210	\$43,394	20	1.210	\$26,039
25	1.226	\$43,968	25	1.226	\$26,384