

# **MASTER AGREEMENT**

**BETWEEN THE**

**SOUTHEASTERN LOCAL EDUCATION SUPPORT  
PROFESSIONALS**

**AND THE**

**SOUTHEASTERN LOCAL BOARD OF EDUCATION**

**JULY 1, 2020 - JUNE 30, 2023**

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## ARTICLE ONE - RECOGNITION

**1.01 Recognition** - The Southeastern Local Board of Education, herein after referred to as the "Board", recognizes the Southeastern Local Association of School Employees affiliated with the Ohio and National Education Associations, herein after referred to as the "Association" as the sole and exclusive representatives of all employees in the bargaining unit.

**1.02 Bargaining Unit Defined** - For the purposes of recognition and negotiations, the bargaining unit shall consist of all regularly contracted full and part time employees in the following classifications who are eligible under ORC 4117:

**1.021 Aides**

**1.0211** Educational Aides/Paraprofessionals (instructional)

**1.0212** High School Study Hall Aide

**1.0213** Clinical Aide

**1.0214** Bus Aides

**1.022** Bus Drivers

**1.023** Cafeteria Workers

**1.024** Custodial

**1.025** Library Clerk

**1.026** Secretaries

**1.027** Interpreter

**1.03 Exclusions** - Excluded from the Unit are:

**1.031** Secretary for the Superintendent

**1.032** Treasurer and Assistant Treasurer

**1.033** Maintenance/Transportation Supervisor

**1.034** Administrative Personnel

**1.035** Kitchen Supervisors

**1.036** Computer Technician

**1.037** Seasonal Employees – The Board of Education may hire individuals to perform temporary duties without SELESP membership nor benefits afforded through this contract.

## ARTICLE TWO - NEGOTIATIONS

- 2.01 Scope of Negotiations** - This recognition constitutes an agreement between the Board and the Association to provide the framework to reach mutual agreement regarding matters related to terms and conditions of employment for members of the bargaining unit.
- 2.02 Negotiations Process**
- 2.021 Meetings** - Ninety (90) to one hundred and twenty (120) days before the expiration of the Contract, a request for negotiations will be filed.
- 2.022 Exchange of Proposals** - Within thirty (30) days a meeting will be held to exchange proposals except with mutual consent to delay.
- 2.03 Agenda** - An agenda shall be established at the first meeting. No item(s) shall be added unless mutually agreed upon.
- 2.04 Meetings** - Meetings shall be scheduled not to interfere with school schedules. Each team will be responsible for keeping their own notes as desired.
- 2.05 Negotiating Committees** - Each committee may have a designated chairperson. The Board's negotiating committee and the Association's committee shall be limited to no more than six (6) regular members each, or such number that shall be equal to the total classifications currently in existence.
- 2.06 Proposals** - While no final agreement shall be executed without ratification by the Association and adopted by the Board, the negotiating committees will have the authority to make proposals, consider proposals and determine items acceptable to both parties involved in negotiations.
- 2.07 Assistance** - The parties may call upon consultants, limited to one for either party at any one meeting, to assist in all negotiations. Consultants may interchange with members of the team as may be desired by each team. Each team is privileged to call upon its consultant to present its case. The expense of such consultants shall be borne by the party requesting or hiring them.
- 2.08 Caucus** - Upon request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time within which to caucus in privacy. The requesting party shall move to another site. The length of each caucus shall be determined by mutual agreement in the first meeting and extend only through mutual agreement.
- 2.09 Progress Reports** - Each party shall have the right to provide progress reports to it's own negotiations teams at it's discretion, however any public releases of information relative to negotiations shall be made only with mutual consent.

**2.10 Exchange of Information** - The Board and Superintendent agree to furnish the Association negotiation committee, upon request within a reasonable period of time, all available information concerning financial resources of the district. The Association shall furnish all available information on its proposals to the Board's negotiation team to support the development of sound programs for the school district.

**2.11 Agreement**

**2.111 Item Agreement** - As negotiated items are agreed upon, they shall be reduced to writing and initialed by the chief negotiator of each party. Such initialing shall be construed as tentative agreement by both parties on that item, or issue, subject to ratification by the membership of the Association and adoption by the Board.

**2.112 Agreement** - When an agreement is reached through negotiations, the outcome shall be reduced to 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 Board for ratification and adoption. When adopted by the Board, the agreement shall be signed by the Board's representatives (President and Treasurer of the Board) and by the Association's representatives (President and Chief Negotiator).

**2.12 Disagreement**

**2.121 Mediation**

**2.1211 Right of Either Party to Declare Impasse** - In the event an agreement is not reached by negotiations after full consideration of proposals and counter proposals, either of the parties shall have the option of declaring impasse.

**2.1212 Clarification of Impasse** - Impasse is whenever the parties have stopped talking to each other at the negotiating table or after many bargaining sessions have been held and the position of the parties have solidified and the parties have become intransigent pertaining to unresolved negotiation issues.

**2.1213 Issues to be Submitted to Impasse** - If impasse is declared by either party, it is with the understanding that impasse proceedings are declared on all the issues where agreement has not been reached.

**2.1214 Joint Submission For Mediation** - The parties shall jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service.

**2.1215 Mediator's Authority** - The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties, but has no authority to recommend or to bind either party to any agreements.

## **2.13 Continuation of Performance**

**2.131 No Strike During Contract** - For the duration of this contract, neither the Association, its agents, nor the employees represented by the Association shall engage in, assist in, sanction or approve any strike, slowdown, or withholding of services designed to interfere with the normal operations of the school district.

**2.132 No Lockout by Management** - For the duration of this agreement, neither the Board, its agents, or an Administrative Personnel shall engage in, assist in, sanction or approve any lockout of any bargaining unit members from any building owned by the Board.

## **2.14 Definitions**

**2.141 Good Faith** - "Good Faith" involves coming to the negotiating table with the intention of negotiating. Good Faith requires that the Association and the Board will be willing to react to each other's proposals. Good Faith requires both parties to recognize negotiations as a shared process and a problem solving effort and requires both parties to negotiate with the intention of resolving matters of mutual concern.

**2.142 Master Agreement** - "Master Agreement" refers to this entire document. In addition to the Procedural Agreement, it includes all other agreements attached hereto in the form of articles.

**2.143 Professional Negotiations** - "Professional Negotiations" means conferring, discussing and negotiating in Good Faith by a board of education or its designated representatives and a recognized employee organization through its designated representatives in an effort to reach agreement with respect to working conditions and other matters of concern to such Board and organization.

**2.144 Impasse** - "Impasse" is the persistent disagreement between the parties requiring the use of mediation or appeal procedures for resolution.

**2.145 Mediation** - "Mediation" is the use of a third party to help opposing parties reach agreement in negotiations. The mediator seeks to pinpoint issues, and will usually offer suggestions but does not dictate the term of settlement.

**2.146 Negotiable Items** - "Negotiable Items" are those items of concern that may be placed on the negotiations agenda.

**2.15 Scope of Negotiations** - The Association and the board agree that negotiations in Good Faith, will encompass the following items:

**2.151** Wages/hours

**2.152** Terms and conditions of employment

**2.153** Fringe benefits

**2.16 Duration of Negotiations** - Negotiations between the Board and the Association Committees shall be completed within sixty (60) days from the initial session or a mutually agreed time.

## ARTICLE THREE - GRIEVANCE PROCEDURE

### 3.01 Definitions

**3.011 Grievance** - "Grievance" is a complaint involving the alleged violation, misrepresentation or misapplication of the negotiated agreement between the Association and the Board.

**3.012 Grievant** - "Grievant" is an employee or group of employees, in the bargaining unit, alleging a violation, misrepresentation or misapplication of the negotiated agreement. A grievance alleged by a group shall have arisen out of identical circumstances affecting each member of said group. Individual grievances shall specifically name the grievant. Class action grievances shall name the group or class of affected members.

**3.013 Day** - "Day" shall be defined as a school calendar day for which classified employees are compensated.

### 3.02 Procedure

**3.021 Step One** - Within twenty (20) days from date of occurrence of the alleged contractual violation, the grievant shall present his/her principal or supervisor with a written explanation of the grievance, citing the specific section of the contract that has been violated and the relief sought.

**3.0211** Within ten (10) days of the receipt of such claim the principal or supervisor shall indicate his/her disposition of the grievance in written form, one copy of which will be sent to the grievant and a second copy will be sent to the Superintendent.

**3.022 Step Two** - If the grievant is not satisfied with the written disposition of the principal or supervisor, he/she shall within ten (10) days of the receipt of the disposition, send a written request for a hearing before the Superintendent or his designee. In addition to the request, the grievant shall include a written explanation of the grievance citing the specific section of the contract that has been violated and the relief sought. Both the grievant and the Superintendent or his designee may have a representative of his/her choice present at the hearing. The hearing will be held within ten (10) days of the Superintendent's receipt of the request. The Superintendent or designee will render a decision on the grievance within five (5) days of the hearing.

**3.023 Step Three** - If the grievant is not satisfied with the Superintendent's decision, or if the disposition has not been received, with the period above in Step two, he/she may within ten (10) working days following the receipt of such disposition or at the end of the time period in Step 2, submit a written appeal of the grievance to the Federal Mediation and Conciliation



Service.

Upon receipt of the appeal, the Superintendent will work with the Association to schedule a mutually agreeable time to conduct the mediation session. However, the session will occur within thirty (30) days of the date of the grievant's submission of the appeal to mediation. Any expenses relative to the mediation process shall be the sole responsibility of the party who incurs the expenses.

If the mediation of the grievance is not successful, then the grievant has the right to proceed to Step Four within ten (10) days of the date of the mediation session.

**3.024 Step Four** – If the grievant is not satisfied with the mediation outcome of the grievance, he/she shall be allowed ten (10) days to file a written appeal to Arbitration as long as the Executive Committee of the Association has approved of the request prior to it being made. The request for arbitration shall be made by the Association President or his/her designee. The arbitrator shall be chosen using the voluntary Labor Arbitration Rules of the American Arbitration Association and a coin flip shall be used to determine which party will strike first in the arbitrator selection process. Final resolution shall be rendered as soon as possible by the arbitrator and that decision shall be binding on both the board and the grievant. Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures, with or without representation. However, no hearing at any level shall take place without the presence of the Association. In the event an employee wishes to proceed to arbitration, he/she must obtain consent from the Association to move forward.

**3.0241 Power of the Arbitrator** - The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms of this agreement, nor shall he make any decision contrary to law. He shall not imply obligations and conditions binding upon the parties from this agreement except as set forth herein.

**3.0242 Arbitrator's Authority on Evaluations** - The arbitrator may rule on procedures related to employee evaluation but shall not substitute his judgement for that of the evaluator.

**3.0243 Loser Pays** – The Board and Association agree that the party who “loses” an arbitration shall pay all costs associated with the cost of the arbitration, with the exception of legal fees. In the event of a multiple arbitration decision where each party wins part, but loses part, of the decision, the arbitrator will be required to determine a “loser” for the purpose of this provision.

### **3.03 Statement of Basic Principals**

- 3.031 Rights and Protection for Filing Grievances** - An employee who participates in these grievance procedures shall not be subjected to discipline or reprisal, coercion or intimidation because of such participation.
- 3.032 Waiver Due to Time Limits** -The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- 3.033 Time and Places of Hearings** - Hearing and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons including witnesses, to attend and will be held, insofar as possible, after regular school hours, or during non-working time of personnel involved.
- 3.034 Filing of Grievance Not to Interfere With Related Work Activities** - It is agreed that any investigation or other handling or processing of any grievance by the aggrieved employee or Association representatives shall be conducted so as to result in no interference with or interruption whatsoever of the related work activities of the classified staff.
- 3.035 Cooperation of the Parties** - The Board and the administration will cooperate with the Association in its investigation of any grievance, and further, will furnish the Association with such information as is available for the processing of any grievance.
- 3.036 Filing of Grievances After June 1** - All time limits herein shall consist of work days, regardless of the day of the year the grievance is filed. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.
- 3.037 Filing of Records of Grievances** - All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants except to the extent such documents impact matters pertaining to the personnel file of the participants.
- 3.038 Grievant's Right to Representation** - The Board and the administration acknowledge the right of the Associations' representatives to participate in the processing of a grievance at any level and no classified employee may be required to discuss any grievance if his/her representatives are not present.



## ARTICLE FOUR - ASSOCIATION RIGHTS

- 4.01 Association Business** - SELESP shall be entitled to send official delegates as well as any Association member who is elected or appointed to OEA district, state, or national office to their convention and/or meetings not to exceed a maximum of four (4) work days per year.
- 4.02 Union Meetings** – Employees may attend union meetings that are not scheduled during the student day, once a month pending their working hours are completed at the end of the work day.
- 4.03 Dues Deductions**
- 4.031 Board Deductions of Dues** -The Board agrees to deduct from the pay of employees, dues for the SELESP when authorized in writing and sent to the treasurer by an employee at no cost to the employee or SELESP.
- 4.032 Deductions to be in Ten (10) Equal Installments** - SELESP membership dues shall be deducted from the employees pay in ten (10) equal deductions starting with the first pay check in October and continuing until dues are paid. The Board Treasurer shall submit payment of dues twice monthly to the SELESP along with a list of bargaining unit members paying such dues. Employees hired after the initial payment withheld in October shall have payment withheld on a pro-rated basis in accordance with OEA policies.
- 4.033 OEA to Provide Forms** - Individual authorization forms shall be furnished by the Ohio Education Association and when executed shall be filed by the SELASE with the Board Treasurer.
- 4.034 Continuous Deductions** - The payroll deduction of dues shall be continuous from year to year unless revoked by the employee. An employee wishing to revoke payroll deduction for dues must give to the Board Treasurer between August 21 and August 31 a written statement requesting that payroll deduction for his/her dues be discontinued. The Board Treasurer shall forward a copy of the statement to the SELESP President. The discontinuation of dues deduction shall begin no sooner than thirty (30) days from the date that the statement was given to the Board Treasurer.
- 4.035 Only to SELESP** - The Board agrees not to honor dues deduction authorizations executed by any employee in the bargaining unit in favor of any other labor organization for the life of this agreement.
- 4.036 Association to Indemnify Board** - The Association shall defend, indemnify, and hold the Employer, including the Board, its officers, members, agents, and its administrative and supervisory employees,

including the Board's treasurer (all herein referred to as "the indemnities"), and hold them harmless from any and all claims, liability, damages and/or expenses as the result of any legal action or administrative claim brought against them as a result of the provisions of this article and/or implementation and enforcement of any Association dues and/or fees deductions.

- 4.04 Recognition Rights** - The recognition of the Association shall be for the term of this negotiated agreement.
- 4.05 Rights of Individuals in the Association** - Both parties agree that all members of the bargaining unit have the right to join, participate in and assist the Association and the right to refrain from such without intimidation or coercion.
- 4.06 Exclusive Rights of The Association** - Rights and privileges shall be exclusively granted to the Association as the sole and exclusive bargaining agent.
- 4.07 Use of School Buildings and Equipment** - The Board and the administration will cooperate with the Association in the use of school buildings and equipment for meetings providing such use does not interfere with regular school activities and is in accordance with the provisions of the Board's policy on use of building and facilities for school-related groups.
- 4.08 Distribution of Materials** - The administration will provide each member with a current copy of the Master Agreement and one complete copy of all Board Policies and Administrative Guidelines online on the District's website. One complete copy of all such documents will also be available in paper copy at the District's Central Office.
  - 4.081** The Association President shall be provided a copy of the Board's Policies and Administrative regulations along with any updates, as soon as possible.
- 4.09 Access to Employees and Information**
  - 4.091** The Association shall have the right to have its agents and officers contact employees before and after school or during lunch or down time as long as such contacts do not interrupt the work day of the employees.
  - 4.092** The Employer shall allow Association representatives to make a presentation about the Union at a school facility during the lunch hour of the new employee orientation program prior to the start of the school year. The Employer shall provide, written notice to the Association, at least ten (10) days prior to any such program.
  - 4.093** The Employer shall provide the Association President or their designee with the names, addresses, phone numbers, building assignments,

classifications, years of service credit, and pay rates of all employees in the bargaining unit within ten (10) days of such request.

- 4.10 Notification of Meetings** - The Association President shall be notified of all meetings of the Board at the same time as the members of the Board.
- 4.11 Board Material** - The Association shall be provided one (1) set of all public documents provided members of the Board for each Board meeting after board material has been approved. The agenda will be given to Association President as soon as mailed out to Board of Education. Should the agenda not be available at that time, they will be delivered to an Association designated person who resides within the village of South Charleston, unless such materials are mailed to Board members at which time such agenda will be mailed to the designated Association representative.
- 4.12 Association Bulletin Boards** - The SELESP will share a bulletin board with the SELEA in each building, however all other work areas which are not shared with the SELEA shall be provided a space for a bulletin board.
- 4.13** If the mandatory assessment of fees of non-members in the public sector is held to be constitutional by the Supreme Court of the United States the parties agree that the implementation of a mandatory assessment of fees of non-members will be automatically inserted into the Contract on terms negotiated by the parties through a mandatory reopener, limited to the mandatory assessment of non-members, within thirty (30) days of such a holding.

## ARTICLE FIVE - MANAGEMENT RIGHTS

- 5.1 The Association recognizes that the Board is the legally constituted body responsible for the management, direction and control of all the public schools of the Board and employees and other personnel employed by the Board and for the determination of all resolutions, policies, practices, procedures, rules and regulations governing any and all aspects of the Board's school district except as restricted by this Agreement.

These rights and responsibilities include, but are not limited to, the following except as restricted by this Agreement:

To determine all matters of managerial policy which include, but are not limited to areas of discretion or policy such as functions, services and programs of the district; its available funds and its budget; and the standards, methods, means and procedures by which employees shall be required to perform the functions, services and programs of the district;

To hire, appoint, evaluate, promote, assign, reassign, schedule, reschedule, transfer, layoff, train, retrain, suspend, demote, discipline, remove, dismiss, retain or reinstate employees;

To direct, supervise and manage the workforce, to determine the efficiency and effectiveness of the workforce, to determine the size, composition and adequacy of the workforce; and to select the personnel by which district operations shall be carried out;

To maintain or increase the efficiency and/or effectiveness of district services; i.e., establishing routes, arranging stops and directing services related to maintenance and storage of district vehicles.

To take actions to carry out the mission of the district as a governmental unit.

The Board shall comply with all provisions of the constitutions of the United States and the State of Ohio.

## ARTICLE SIX - WORKING CONDITIONS

- 6.01 Work Week and Overtime** - The Board agrees that all employees shall be paid equal pay for equal job performance. There shall be no discrimination due to sex, race, or religion.
- 6.02 Normal Work Week and Overtime Compensation** - The normal work week shall be Monday through Friday. The normal work week for all employees hired after June 30, 2005 shall be Monday through Sunday. The work week shall be consecutive days worked or approved holidays [e.g. five (5) days]. In any pay period overtime, at the rate of time and one half (1 1/2) will be paid for all work in excess of forty (40) hours per week or the employee may choose to accrue compensatory time at straight time. The employee must indicate in the time sheet for the period of which overtime is worked, whether the employee chooses to be paid for the overtime or accrue compensatory time. Once the choice is made by the employee in the timesheet the decision can not be changed. The compensatory hours will be used at a mutually agreeable time between the supervisor and employee, only when a substitute is not needed. Compensatory time accrues on an annual basis only starting July 1<sup>st</sup> of each contract year and must be cashed out at time and one-half (1 1/2) for all unused accrued compensatory time by June 30<sup>th</sup> of each contract year. All work must be completed as per assignment, including overtime.
- 6.03 Activity Duty Assignments** - A member of each classification may be on duty when his/her work category is involved in a scheduled public activity of any outside organization. The rate of pay shall be subject to the over-time regulations of this agreement as well as that of FLSA. The employee may waive his salary to the organization or event using the building if he/she so desires.
- 6.04 Calamity Duty Assignments**
- 6.041 Work Day for Twelve (12) Month Employees on a Calamity Day** - In the event of an emergency which would necessitate the closing of school(s) all twelve (12) month classifications must report to work unless otherwise instructed by their supervisor.
- Work Day for Non-Twelve (12) Month Employees on a Calamity Day** – Non-twelve (12) month employees will report for duty as directed by the Superintendent or otherwise perform assignments as assigned by the Superintendent, including but not limited to professional development on days when school is closed to students due to inclement weather. In the event school is closed to students due to epidemic or related type issues, non-twelve (12) month employees will work full contract days as directed by the Superintendent.



**6.042 Level Three Emergency Procedure** - No employee shall be required to report to work and shall suffer no loss of pay when the County is placed on a level III emergency day as declared by the appropriate county agency.

**6.043 Food Service** – One cook per building who is required by the administration to report to work on Calamity Days for the purpose receiving deliveries that occur on days which school is closed due to calamity shall be paid at one and one-half times the regular hour rate for hours worked receiving deliveries.

**6.05 Holidays** - The Board agrees to recognize the following days as paid holidays for all nine (9) or ten (10) month employees. Said days are paid holidays regardless of the day in the week upon which they fall. The days are as follows:

**6.051** Labor Day

**6.052** Thanksgiving Day

**6.053** Christmas Day

**6.054** President's Day

**6.055** Martin Luther King Day

**6.056** New Years Day

**6.057** Memorial Day

**6.058** Good Friday

**6.059 Holidays for Eleven and Twelve Month Employees** - Eleven (11) and twelve (12) month employees shall have the same holidays as listed above plus the day after Thanksgiving, the day before Christmas and Independence Day.

**6.06 Bidding Procedures**

**6.061 Places of Bidding Notices** - The offices at all buildings owned and operated by the Board and staffed by school employees shall be posted with "Bid Notice Procedures" and supplemental postings in an open area accessible to all employees covered in the bargaining unit.

**6.062 Time Limitation** - All bids shall be posted for a minimum of five (5) work days. Employees interested in the position(s) open, shall submit their written bid within this time frame.

**6.063 Seniority**

**6.0631 Conditions of Applying Seniority** - Seniority to the extent promoted by law and consistent with the responsibility of the Board to provide appropriate service of good quality, the principle of seniority as herein after defined shall prevail.

**6.0632 Exclusions of Use of Seniority** - Nothing in these seniority provisions shall be construed to change, amend, or interfere with

existing laws of the Ohio Revised Code in so far as they affect appointment, promotions or tenure.

**6.064 Seniority Defined**

**6.0641 System Wide** - System seniority shall be defined as the length of uninterrupted employment, not to include reduction in force during the two year recall period as per Article Seven of this contract System wide seniority shall be computed from the employee's most recent date of hire into the District.

**6.0642 Classification Seniority** - Classification seniority shall be defined as the length of uninterrupted employment, not to include reduction in force during the two year recall period as per Article Seven of this contract. Classification seniority shall be computed from the employee's most recent date of entry into such classification. For purpose of this provision the following classifications shall be deemed to exist:

- 6.06421** Custodian
- 6.06422** Bus drivers
- 6.06423** Cafeteria
- 6.06424** Library clerk
- 6.06425** Educational aides (instructional)
- 6.06426** Secretaries
- 6.06427** Bus aide(s)
- 6.06428** High School Study Hall Aide
- 6.06429** Clinical Aide

**6.0643 Bus Drivers** - The assignment to all bus routes and trips will be by seniority in the classification of drivers who desire such assignment.

**6.065 Seniority List Provided to Association** - The Association shall be provided the current seniority list of all employees contained in the bargaining unit upon request.

**6.066 Seniority as Related to Higher or New Positions** - Upon application, employees shall have the opportunity to advance to higher paying positions and new positions when vacancies occur in their position or classification in the order of their seniority.

**6.067 Seniority as Related to "Regular Position Bid"** - When a "Regular Position Bid" is to be filled in the same classification or position, the employee with greatest seniority in that position or classification, who has applied shall be given the first consideration. The employee so awarded the position shall maintain the option of accepting the position, and shall lose no rights in his/her present position or classification as a result of

his/her decision. Should he/she decline to accept the position, the employee in the same position who is next in line on the seniority list shall be considered. This procedure will be followed until the position is filled.

**6.068 President to Receive All Posted Positions** - The Administration agrees to notify the Association when vacancies of position occur by providing the Association President with a copy of all positions and supplementals posted. A position shall be considered vacant when an employee has resigned, is discharged or has transferred to another position; or when a new position is established. Should the District have a vacant position that they choose not to fill, they will also notify the President of that information.

**6.0681 Summer Time Posting** - Employees shall receive the posting of vacancies and supplementals in their direct deposit slips or via e-mail if receiving e-mail direct deposit slips during the summer months.

#### **6.07 Transportation Regulations**

**6.071 Extra Routes** - Extra routes are to be taken by assigned drivers on a yearly basis unless it conflicts with regular route time.

**6.072 Drivers to be Familiar With Route(s)** - All drivers are to be familiar with the pre-school routes and any added routes including, but not limited to, JVS and handicapped routes in case of emergencies. Regular drivers are to make a map of pre-school routes.

**6.073 Full-Time Drivers Opportunity to Submit Interest to Supervisor** - All full-time drivers shall have the opportunity at the beginning of each school year, or at the time of employment, to submit to the transportation supervisor their interest and availability for extra trip assignments.

#### **6.074 Extra Trips Assigned by Seniority**

**6.0741 Assignments Which do Not Conflict With Regular Routes** - All extra scheduled trips that do not conflict with regular route time shall be assigned to full time employees by classification seniority from the list of interested and available drivers. The exception will be for FCCLA and FFA trips that require out-of-state or overnight travel, regular bus drivers may be assigned these trips in accordance with this section so long as said trips only cause the regular bus driver to miss no more than the regular bus driver's regular route on the Friday of the trip. If a driver refuses said extra trip, he/she shall not be eligible for another trip until the entire seniority list has been exhausted.

- 6.0742** Drivers shall remain with their buses and the school group on the extra trip unless prior to the trip being bid or assigned the Transportation Supervisor notifies the driver that the trip will be a drop and return trip.
- 6.0743 Out-of-State/Overnight Trips** – All out-of-state/overnight bus trips are to be offered first to a regular employed district bus driver prior to subbing out the trips.
- 6.075 Process of Trading Trips** - Trading of trips must be in agreement between the two (2) drivers and the transportation supervisor.
- 6.076 Drivers Responsibility for Making Inspection of Buses** - All drivers are responsible for making a daily pre-trip inspection of their school buses prior to leaving storage as per State Department of Education regulations.
- 6.077 Operation of Buses to be Within Safety Rules** - Drivers will not knowingly operate their buses so as to break any safety rule or regulation in the performance of their duties nor be asked to do so by the Board.
- 6.08 Bus Driver Disability** - Should circumstances occur in which a school bus driver cannot perform the duties of driving a school bus because of his/her inability to meet physical or mental requirements mandated by law or the State Department of Education, such driver may be considered for employment in another job classification when positions become available.
- 6.09 CDL License** - The Board agrees to reimburse bus drivers when they renew their CDL License.
- 6.10 Alcohol Drug-Free Work Place**
- 6.101 Board to Provide Drug Free Work Place** - Southeastern Local Schools will provide an alcohol/drug-free work place as per the Drug-Free Work place Act of 1988 and the Drug-Free and Communities Act Amendments of 1989.
- 6.102 Restrictions of Drug Use by Employees** - No employee of the Southeastern Local School district engaged in work, or within the work place, shall unlawfully manufacture, distribute, dispense, possess, or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, including alcohol, as defined by Federal and State law.
- 6.103 Work Place Defined** - "Work place" is defined to mean the site for the performance of work done in connection with Southeastern Schools. The work place includes any school buildings, school property, school owned vehicles or school approved vehicle used to transport students to and from school or school activities; off school property during any school sponsored

or school related activity, event, obstruction such as field trips or athletic event where students are under the jurisdiction of the school district.

- 6.104 Board's Obligation to Help Employees** - The Board is willing to help an employee who has a drug and/or alcohol problem. The employee assistance program, however, will be limited to the extent of the school's insurance carrier.
- 6.105 Employee to Notify Administration of an Infraction** - An employee shall notify his/her supervisor of his/her conviction of any criminal drug statute for violation occurring in the work place, as defined above, not later than five (5) days after such conviction.
- 6.106 All Attempts Made to Ensure Confidentiality** - The Board understands that confidentiality in dealing with an employee's drug and/or alcohol problem is significant to the overall effectiveness of that employee. Therefore, all attempts to guarantee confidentiality will be pursued.
- 6.107 Employees Who Violate Policy** - An employee who violates the terms of this policy the employee may be disciplined up to and including termination. The Superintendent has the authority to suspend with or without pay. The Board has the authority to terminate an employee following termination proceedings as outlined in 6.16 "Discipline, Suspension and Termination" of this Contract.
- 6.108 Board to Pay For Time of Bus Drivers to Take Test** - The Board agrees to pay one (1) hour minimum to the bus driver for time lost taking the drug test.
- 6.109 Employee Alcohol and Drug Testing** – All employees are subject to alcohol and drug testing either upon reasonable suspicion of substance abuse or after an accident as authorized by O.A.C. 4123-17-58.

#### **6.11 Employee Assistance Program (EAP)**

- 6.111 Plan Developed to Assist Employees** - The Board recognizes that the abuse of mood-altering chemicals (drugs/alcohol) by employees may affect job performance and may indicate a primary medical problem; chemical dependency, treatable illness. The Board therefore establishes an Employee Assistance Program, hereinafter referred to the "EAP", to assist employees in receiving appropriate help.
- 6.112 Plan to be Voluntary** - The EAP shall be voluntary and available to all employees and shall promote awareness, prevention, intervention, and referral to evaluation/treatment services. Although evaluation and treatment are basically the responsibility of the individual, many treatment services may be fully or partially covered by the Southeastern group medical insurance. Participation by an employee in the EAP will not

jeopardize job security or promotion. However, if the employee fails to respond to treatment and job performance continues to be significantly affected, disciplinary action will be implemented.

**6.113 Superintendent to Establish Plan** - The Superintendent of Schools is authorized to take actions necessary to establish, maintain, and evaluate the EAP.

**6.114 Ways of Employees Obtaining Assistance** - Employees may obtain professional assistance through the EAP in one of the following ways:

**6.1141 Self-Referral (including family referral)**

**6.1142 Supervisor or Administrative referral**

**6.115 Types of Referral Programs** - The following procedures are designed to facilitate each of these types of referral to the program:

**6.1151 Self-Referral**

**6.11511 Employee or Immediate Family** - An employee or member of an employee's family who desires confidential assistance for a personal problem should call the EAP representative.

**6.11512 Assistance Provided Directly or Indirectly** - The EAP representative will either provide the necessary assistance on the telephone or will arrange to see the individual for further confidential consultation.

**6.11513 Communication Between EAP Representative And Employee to be Confidential** - All communication between the employee and the EAP representative will be held in the strictest confidence unless the employee requests in writing that the other parties be notified. The employer will in no way require the reporting of names of the self-referred employees or family members.

**6.1152 Supervisory or Administrative Referral** - The basis of a referral to the EAP by a supervisor or administrator must be:

**6.11521** Decline in the employee's work performance; or

**6.11522** A series of particular on-the-job incidents which indicates the possible presence of a chemical;

**6.11523** A flagrant incident which indicates the possible presence of a chemical.

**6.1153 Supervisor or Administrator's Contact with EAP Representative**

-The administrator or supervisor may call the EAP representative to discuss the basis of the referral. The supervisor should make available to the EAP representative all information relevant to the employee's performance problem.

**6.1154 Supervisor Meeting After Contact With EAP Representative**

- The administrator or supervisor should have a meeting with the employee to discuss the performance problem and the possible disciplinary action that could be assessed if the situation continues.

**6.1155 Supervisor to Emphasize Importance of EAP to Employee**

- After the employee has been confronted, the supervisor should advise him or her of the availability of confidential professional assistance for any work-hampering personal problem, and strongly encourage the employee to obtain an appointment with the EAP representative. Though the final decision to use the program must be left up to the employee, the supervisor should emphasize the importance of the EAP.

**6.12 Tobacco-Free Work Place** - The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this, "use of tobacco" shall mean all uses of tobacco, including but not limited to cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, vape/vapor, e-cigarettes, and any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the board does not condone the use of tobacco, the Board prohibits the use of tobacco by classified staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and any school-related event, except in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

**6.13 Personnel File**

- 6.131 Superintendent Responsible For System** - The Superintendent will be responsible for the system.
- 6.132 Persons Who Have Access to File** - Appropriate school personnel authorized to have access to the personnel files are the Board Treasurer, administrative and supervisory persons, responsible employees, State Department of Education and Board officials responsible for determining proper maintenance of such records, authorized law enforcement officials, individuals with a court order to release such records, the individual, or an attorney authorized by the individual.
- 6.133 Right of Persons to See File** - Individuals, other than appropriate school personnel, wishing to review personnel records shall:
- 6.1331 Request to be in Writing** - Request access to a specific file, in writing, at least forty-eight (48) hours in advance. A copy of the request shall be given or mailed to the employee within twenty-four (24) hours of the request.
  - 6.1332 Records Reviewed in Presence of Administrators** - Review the records in the presence of the administrators designated to maintain such records.
  - 6.1333 File Cannot be Altered** - Make no alterations or additions to the record nor remove any materials therefrom.
  - 6.1334 Person Must Sign Log** - Sign a log attached to the file indicating date, name and address of the person reviewing the file.
  - 6.1335** After 36 months a bargaining unit members may request that information/document(s) in the personnel file be reviewed/removed upon mutual agreement of the bargaining unit member, the administrator making the entry, and the Superintendent. The Superintendent's decision is final and not appealable through the grievance process. (Note: a document may be removed from the Personnel File, but it cannot be destroyed.)
- 6.134 Records to be Made Available for Public Review** - Personnel records shall be available for public review except for matters which are exempted by law as set forth in O.R.C. 149.43 (A) (1):
- 6.1341** The filing cabinets shall be fire resistant and locked when the office is unattended;
  - 6.1342** Employees shall have the right to review their file at reasonable times during the normal working day;



- 6.1343 Reasonable effort will be made to notify an employee when information from the employee's file has been made available to any person under court order, except Grand Jury;
- 6.1344 An employee may review his/her file upon request;
- 6.1345 Information placed in the employee's personnel file shall include the initials of the employee and administrator placing the material in the file, with the date of examination by the employee and the date the material was placed in the file;
- 6.1346 The employees' initials or signature will not indicate agreement with the content of the material, but indicates only that the material has been inspected by the member. He/she will have the opportunity to reply to any critical material in a written statement to be attached to the filed copy;
- 6.1347 Anonymous letters or material shall not be placed in an employee's file, nor shall they be made a matter of record.

**6.14 Probationary Period** - Upon employment, all employees shall receive a one (1) year probationary contract. If re-employed, the employee shall be granted a two (2) year limited contract. After the completion of the two (2) year contract, if the employee is re-employed, the employee shall have attained continuing contract status.

**6.15 Criminal Records Check** - It is acknowledged by SELESP that the Board may employ individuals prior to receipt of a Criminal Records Investigation Report, as required by the Ohio Revised Code. It is expressly agreed between the Board and SELESP that the Board may discharge any employee who is employed prior to receipt of the Criminal Records check, if the subsequent Criminal Records check contains a report of any of the offenses outline in the Ohio Revised Code which prohibit, by law, the Board from employing the individual. If any discharge of an employee must occur, the mandates of R. C.s 3319.08 (Termination Statute) shall not be required.

**6.151 Board reimbursement of the Costs of Certification/permits and background checks** - Beginning with the effective date of this master agreement the Board of Education shall reimburse bus drivers for up to but not to exceed \$54.00 in any given six (6) year period to coincide with license/certificate renewal, for the fees for license/certificate renewal or upgrade, within 30 calendar days of the Board of Education's receipt of a copy of the renewed or upgraded license/certificate. The Board will only reimburse for one (1) license/certificate renewal per individual per six (6) year renewal period. The Board of Education shall pay the hourly rate for any time spent in classes for bus drivers that are required for the purposes of license/certificate renewal.

The Board of Education will reimburse bus drivers for up to but not to exceed \$60.00 or \$30 (if only BCI background check is needed based upon parameters of ORC) respectfully in any given six (6) year period to coincided with license/certificate renewal, of any costs incurred related to state and federal background checks and fingerprinting as required by the Ohio Revised Code. Such reimbursement shall be made within 30 calendar days of the Board of Education's receipt of a copy of the renewed or upgraded license/certificate or completed background check. The Board will only reimburse for one (1) BCI or FBI background check per individual per six (6) year period coinciding with the license/certificate renewal.

If a bus driver leaves employment with the district for any reason within the six (6) year license renewal period but after the Board has reimbursed the member for license/certificate renewal and/or state and federal background checks and fingerprinting costs pursuant to the above provisions, then the member must reimburse the Board, for those amounts on a prorated basis based on the number of years worked in the district.

Beginning with the effective date of this master agreement the Board of Education will reimburse all employees excluding bus drivers for up to but not to exceed \$60.00 or \$30 (if only BCI background check is needed based upon parameters of ORC) respectfully in any given five (5) year period to coincided with license/certificate renewal, of any costs incurred related to state and federal background checks and fingerprinting as required by the Ohio Revised Code. Such reimbursement shall be made within 30 calendar days of the Board of Education's receipt of a copy of the renewed or upgraded license/certificate or completed background check. The Board will only reimburse for one (1) BCI or FBI background check per individual per five (5) year period coinciding with the license/certificate renewal.

If an employee, excluding bus driver, leaves employment with the district for any reason within the five (5) year license renewal period but after the Board has reimbursed the member for license/certificate renewal and/or state and federal background checks and fingerprinting costs pursuant to the above provisions, then the member must reimburse the Board, for those amounts on a prorated basis based on the number of years worked in the district.

Beginning with the 2017-2018 school year, the Board of Education will reimburse all employees, excluding bus drivers, for the renewal of all licenses, up to twenty-five (\$25) dollars, required to remain eligible for employment with the District, as determined by the Ohio Department of Education. The employee receiving the reimbursement must remain employed with the District for the entire year for which the reimbursement is sought, then reimbursement will be paid upon completion of the year.

- 6.16 Bus Aide Minimum Run Time** - The bus aide shall be paid his/her hourly wage rate for the actual time worked.
- 6.17 Sub Contracting** - During the term of this Contract, if the Board elects to sub-contract any existing work performed by bargaining unit members, the Board shall follow procedures in accordance with ORC 4117. In the event bargaining takes place, the Association shall have a right to strike in the event an agreement cannot be reached and the impasse procedure has been exhausted.
- 6.18 Breaks** - All employees, excluding bus drivers, who work five (5) hours or more per work day shall be given a fifteen (15) minute paid break without duties prior to and after the meal during the employee's work day.
- 6.19 Pay for Employees Who Perform Extra Duties** - Employees who report to perform additional duties such as checking the boilers, etc., shall be paid his/her hourly wage rate for a minimum of one (1) hour.
- 6.20 Lunch Period** - Each employee, excluding bus drivers, who works five (5) hours or more shall have a non-paid thirty (30) minute-duty free lunch period during the regular work day unless job specifies a working lunch period.
- 6.21 Bus Route Established Time** - No later than the first week of October of each year, the Administration shall establish the driving time to the nearest 1/4 hour for the regular bus route of each driver. All driving times must originate and conclude from transportation garage. This time shall determine the amount of money the driver earns for the year and be reflected with retro-active pay to the beginning of the school year, within two weeks of when the route times are established with the following exceptions:
- 6.211 Increase/Decrease of Route Time Due to Additional Pick-ups or Loss of Pick-ups** - If the route of an employee is increased or decreased at least fifteen (15) minutes for five (5) or more days after the established time in 6.22 of this Contract, the driver will receive the increase or decrease as part of their regular salary and paid to the nearest 1/4 hour.
- 6.22 Progressive Discipline**
- 6.221 Progressing Discipline Process** - The administration may take Progressive Disciplinary action against any employee for violations of, or failure to comply with, any provisions of this contract, rules and regulations adopted by the Board, or administrative rules, guidelines, or practices. It shall be the administrator's decision at which step to begin, dependent upon the nature and magnitude of the conduct bringing about the reprimand. The administrator shall give the employee prior notification of any discipline to take place and inform the employee that they can have Association Representation in accordance with Weingarten Rights at any level of the discipline. If the discipline originates at 6.2314,

a hearing shall take place within five (5) days from the notification of the suspension. No discipline shall be given without good and just cause which is appropriate for each level of discipline. Progressive Discipline includes the following steps:

- 6.2211 Verbal Warning** - A verbal warning of the improper act may be given to the employee and a conference with the supervisor will be held. A warning may be given in private. It is expected that most cases will be disposed of at this step. Such verbal warning may be recorded in the employee's personnel file employee is to sign and date that they have received the verbal warning.
  - 6.2212 Written Warning** - A written warning signed and dated by the supervisor shall be given to the employee with a copy forwarded to the Superintendent, after a meeting with the employee to discuss the issue and present clear due process to correct the issue. Due process for correction shall be included in the written reprimand. The written warning shall be signed and dated by the employee; such signature indicating the employee has seen the warning, not necessarily agreeing with the content. A copy of an initialed written warning shall be placed in the employee's personnel file.
  - 6.2213 Discipline on Letter Head** - A letterhead letter of discipline signed and dated by the supervisor must be placed in the employee's personnel file. Within five (5) working days of issuance of a letterhead letter of discipline, a conference shall be held with the employee, supervisor, Superintendent, and Association representative. Due process for correction shall be stated clearly in the conference and in the letterhead letter.
  - 6.2214 Nature of Discipline May By-pass Steps** - Depending upon the nature and magnitude of the conduct bringing about the reprimand, the Superintendent may suspend without pay for up to three (3) contract days. A conference shall be held prior to any suspension to discuss the issue and present clear cut due process for correction. Due process for correction shall be included in the written notice of suspension.
- 6.222 Right of Employee to File Grievance** - If a member feels he/she has been unjustly reprimanded, he/she may file a grievance, and, should the member prevail in the full adjudication of such grievance, then all records of such reprimand shall be removed from all personnel and anecdotal records and the employee will be made financially whole.

- 6.223 Grievance to be Filed at Step Three** - To expedite the grievance, the grievance will be initiated at the third step of the grievance procedure.
- 6.2231 Serious Infractions Can Lead to Termination** - If the infraction set forth in paragraph 6.2314 is of a very serious nature, the employee may be suspended/terminated, subject to applicable provisions of this Article.
- 6.224 Board's Right to Terminate if Infraction of a Serious Nature** - Nothing herein shall preclude the Board from instituting contract termination proceedings pursuant to 3319.081 of the Ohio Revised Code at any time for any misconduct of an employee when, in the sole and exclusive discretion of the Board, it is determined such action is warranted.
- 6.225 Mutual Acceptance to Extend Time Lines** - Under extenuating circumstances the parties may mutually agree to extend the time line.
- 6.23 Student Special Conditions** – The Board recognizes that in the interest of the safety of the district's students that if necessary classified employees will be updated annually on any and all medical and/or behavioral issues/concerns that may need addressed. These issues should be those conditions that could cause a medical emergency or a behavioral/safety issue for the employee or other students.
- 6.231** With assistance from the clinical aide, each supervisor (building principal or transportation supervisor) shall annually provide and update such information to the designated employees.
- 6.232** All employees should understand that all such information is confidential and is subject to disciplinary action for disclosure to other individuals.
- 6.24 Association/Superintendent Liaison**
- 6.241 Selection of Committee** - By November 1 of each year, an Association/Superintendent Liaison Committee shall be established to facilitate communication between the Association and the Superintendent. The purpose of this Committee is to discuss district-wide issues and concerns arising within the district. Its purpose is to provide a forum for communications regarding concerns pertaining to the smooth functioning of the educational system.
- 6.242 Committee Representation and Meeting Requirements** - The Committee will consist of the Association President, one (1) Association representative per classification, an administrative appointee of the Superintendent, and the Superintendent. The Committee shall meet monthly unless altered by mutual consent.



## ARTICLE SEVEN - REDUCTION IN FORCE/EVALUATION

### 7.01 Reasonable Reductions In Nonteaching Employees.

The board of education may adopt a resolution ordering reasonable reductions in the number of employees for return to duty of regular employees after leaves of absence, suspension of schools, territorial changes affecting the district, decreased enrollment of pupils, or financial reasons.

In making any reduction under this section, the board of education shall proceed to suspend contracts in accordance with the recommendation of the superintendent of the district who shall, within each job classification affected, give preference first to employees under continuing contracts and then to employees on the basis of seniority. On a case-by-case basis, in lieu of suspending a contract in whole, the board may suspend a contract in part, so that an individual is required to work a percentage of the time the employee otherwise is required to work under the contract and receives a commensurate percentage of the full compensation the employee otherwise would receive under the contract.

Any employee whose continuing contract is suspended under this section shall have the right of restoration to continuing service status by the board of education in order of seniority of service in the district, if a non-teaching position for which the employee is qualified becomes vacant or is created by the Board within twenty-four (24) months of the employee's effective date of layoff. No nonteaching employee whose continuing contract has been suspended under this section shall lose that right of restoration to continuing service status by reason of having declined recall to a position requiring fewer regularly scheduled hours of work than required by the position the employee last held while employed in the district.

**7.02 Board to Notify Employee of Lay-Off** - In the event of a planned reduction in force the Board agrees to notify the employee and meet with that employee thirty (30) days prior to the layoff.

**7.03 Layoff to be in Order of Seniority** - In any affected classification, the employees shall be laid off beginning with the least senior employee and continuing in inverse order of seniority until all affected employees are laid off.

**7.04 Bumping in Classification to be by Seniority** - All bumping within classification shall be based on classification seniority with the least senior employee in the classification being displaced.

**7.041** Employees who have previously worked in and who have accumulated seniority in another classification may elect to bump back into a classification, displacing the least senior employee of that classification, so long as the employee electing to bump has the qualifications to

perform the work in the classification the employee is bumping into. The employee shall be placed on the step immediately following the step they were on when they last left the classification prior to exercising bump. \_

- 7.05 Employee to Remain on Recall List for Two (2) Years** - Any employee laid off shall retain recall rights for a period of two (2) years layoff until all laid off employees are recalled or have exhausted their recall rights.
- 7.06 Responsibilities of Employees While on Layoff** - It shall be the employee's responsibility to notify the employer of their current address. The employee will be notified by certified mail of the recall to their job classification. The employee shall respond within ten (10) days of receipt of the notice of recall. Failure to respond to the notice shall terminate all recall rights.
- 7.07 Process Does Not Waive Boards Right to Non-Renew** - This section in no way affects the Board right to non-renew or terminate according to Ohio Revised Code.



## **ARTICLE EIGHT - JOB DESCRIPTIONS/PERFORMANCE EVALUATION**

**8.01 Job Descriptions** - No bargaining unit member shall have his/her job description altered or changed without the employee and Association first being notified of changes or alterations. The job descriptions set forth the basic duties of bargaining unit members and may be amended with the consent of the SELESP and the Board.

### **8.02 Job Descriptions For Bargaining Unit Members**

#### **8.021 Aides**

**8.0211** Bus

**8.0212** Educational

**8.0213** Monitor

**8.0214** Clinical

#### **8.022** Bus Drivers

#### **8.023** Cafeteria Employees

**8.0231** Cook/Cashier

**8.0232** Cook

#### **8.024** Custodial Employees

#### **8.025** Custodial/Maintenance Employees

#### **8.026** Library Clerk

#### **8.028** Secretaries

#### **8.030** Substitute caller

**8.03 Board to Comply with FLSA and OSHA Regulations:** The Board agrees to fulfill all legal requirements according to FLSA and OSHA regulations in regard to blood borne pathogens.

**8.031 Safe Place to Work:** It is the intention of the Board to provide a safe work environment. In the event of unsafe working conditions, the employee shall retain all legal rights contained in the Ohio Revised Code in the regulation of continued work.

#### **8.032 Additional Working Conditions for All Classifications:**

**8.0321** Occasional exposure to blood, bodily fluids, and tissue.

**8.0322** Occasional operation of a vehicle under inclement weather conditions as per contract Article 6.077.

**8.0323** Occasional interaction among unruly children.

## **8.04 Aides**

### **8.041 Educational Aide (Instructional):**

**8.0411 Qualifications** – Be of good character, in good health, have a high school diploma or equivalent, have general knowledge of office skills, including typing and filing, and be willing to work with others.

**8.0412 Responsible to** – Principal.

**8.0413 General Duties** – Assisting the teacher in the performance of duties for the effective and efficient operation of the classroom and the district.

#### **8.0414 Specific Duties:**

**8.04141** Prepare materials for class projects.

**8.04142** Assists in maintaining bulletin boards.

**8.04143** Keep permanent records up-to-date.

**8.04144** Types masters for duplicating.

**8.04145** Duplicates materials for class.

**8.04146** Grades papers.

**8.04147** Distribute communiques to be sent home with the children.

**8.04148** Compiles and maintains inventory records.

**8.04149** Administers basic first aid to children when needed and/or seeks appropriate help.

**8.04150** Takes daily attendance and lunch count.

**8.04151** Types and handles correspondence.

**8.04152** Helps children with minor problems.

**8.04153** Works with children in small groups.

**8.04154** Collects lunch money, milk money, and money for related activities of the classroom to which she/he is assigned.

**8.04155** Supervises general housekeeping chores which are not of a custodial nature.

**8.04156** Assists the teacher in supervision of various classroom activities, field trips and other related functions.

**8.04157** Works with the library in locating lost and over due books as directed by the Supervising Teacher.

**8.04158** Assists in setting up and operating audio-visual equipment.

**8.04159** Performs other duties, which are related to the general and specific duties found in this section as assigned by the supervising teacher.

**8.04160** Copies and sends discipline letters to parents.

**8.04161** Student records and co-op orders

- 8.04162 Answer telephones when secretaries are out of the office.
- 8.04163 Processes purchase orders.
- 8.04164 Covers classrooms only when necessary.

#### **8.042 High School Study Hall Aide**

**8.0421 Qualifications** – Be of good character, in good health, have a high school diploma or equivalent, have a desire to work with students and be able to maintain discipline and duties within the classroom setting.

**8.0422 Responsible to** – Principal.

**8.0423 General Duties** – Supervise students assigned to study hall, lunchroom and other stations.

**8.0424 Specific Duties:**

- 8.05241 Supervise students assigned to study halls, lunchroom or other areas as assigned.
- 8.04242 Helps students with minor problems.
- 8.04243 Takes attendance and reports absences and tardies.
- 8.04244 Assists in regular hall monitoring (and rest rooms).
- 8.04245 Makes seating charts for study halls.
- 8.04246 Keeps accurate track of tardies and eligibilities.
- 8.04247 Handle discipline problems in accordance with building rules.
- 8.04248 Maintain an atmosphere conducive to area where students are assigned.
- 8.04249 Administers basic first aid to children when needed and/or seeks appropriate help.
- 8.04250 Excuses students to go to rest room, library and so forth, in an orderly and approved manner.
- 8.04251 Performs other duties, which are related to the general and specific duties found in this section assigned by the supervising administrator.

#### **8.043 Clinical Aide**

**8.0431 Qualifications** – Be of good character, in good health, have a high school diploma or equivalent, have a desire to work with students and be able to maintain discipline and duties within the classroom setting.

**8.0432 Responsible to** – Principal.

**8.0433 General Duties** – To provide emergency first aid treatment, update health records, and clerical duties as assigned by the

building principal.

**8.0434 Specific Duties:**

- 8.04341** To provide first-aid service to students and staff.
- 8.04342** To conduct or assist in dental and hearing screening, vision screening, scoliosis screening, and head lice screening.
- 8.04343** To assist faculty in health-related instruction upon request of the teacher with the approval of the principal.
- 8.04344** To maintain and/or assist in maintaining health records of students with the local health department.
- 8.04345** To assist the school office staff in various office duties, i.e. attendance records, distribute mail, merit rating records, and so forth.
- 8.04346** To administer medication to students according to school policy.
- 8.04347** To keep a record of all students treated in the clinic.
- 8.04348** To check, refer, and report, if necessary, all contagious illnesses.
- 8.04349** To assist in keeping an inventory and maintenance of clinic supplies.

**8.05 School Bus Driver**

**8.051 Qualifications** - Be of good character, in good health, have a high school diploma or equivalent, eighteen (18) or older, be physically qualified by the required annual physical examination. Drivers must have a valid driver's license and complete a pre-employment driver's training program, basic bus driver's education program, and hold a bus drivers certificate and a valid CDL.

**8.052 Be Responsible to** – Director of Transportation and/or Superintendent.

**8.053 General Duties** – The school bus driver is responsible for the safe and efficient transportation of school pupils; maintaining discipline on the bus and promoting good public relations by personal appearance, attitude, conversation and the appearance of the bus.

**8.054 Specific Duties:**

**8.0541** Safety check of the school bus before each run.

**8.05411** In cold weather, warm up the engine gradually. Do not "race" the engine. Be sure windshield, side window and all mirrors are clear.

**8.05412** Before starting on a school bus route to pick-up or discharge students, the driver shall check the bus in accordance with CDL, Ohio Revised Code, and Ohio Department of Education requirements.

**8.0542** Operation of the school bus.

- 8.05421** Do not exceed posted speed limits.
- 8.05422** Inform the transportation coordinator of any change you think necessary for more efficient routing, but get his permission before you make any route changes.
- 8.05423** Establish and post in your bus a time schedule for your route and maintain that schedule as close as possible. Never be ahead of schedule. If conditions make you late, get to school as soon as you can do so safely.
- 8.05424** Be responsible for maintaining discipline; instruct riders in proper loading and unloading procedure and emergency evacuation procedure; instruct riders on where to wait for your bus and how and when to cross streets and highways.
- 8.05425** Individual discipline problems should be handled by the driver whenever possible; taken to the transportation supervisor when necessary and referred to the individual's principal as a last resort.
- 8.05426** In case of an accident, see to the safety of your passengers and bus; inform the transportation supervisor and complete the necessary accident report forms.
- 8.05427** Reports equipment malfunctions to the transportation supervisor.
- 8.05428** Will be present or available at all Bus Driver meetings and in the event of emergency dismissal if at all possible.
- 8.05429** Develop seating charts for students on the bus.

**8.0543** Miscellaneous

- 8.05431** Drivers will fulfill their obligations in completing reports, schedules, pupil lists, accident and maintenance or other reports required by their supervisor.
- 8.05432** For continued employment drivers must conform to all state regulations concerning certification and physical examinations, as well as both state and district rules and regulations concerning safe, efficient bus operations. CDL and yearly physical to be paid by the Board.
- 8.05433** Buses should be cleaned inside daily.
- 8.05434** In case of sickness, the driver shall contact the supervisor.
- 8.05435** Performs such other duties which are related to those specific and general duties as defined in this section as assigned by the Transportation Coordinator.
- 8.05436** Drug Testing will be done as required by CDL regulations.

**8.05437** Administers basic first aid to children when needed and/or seeks appropriate help.

**8.06** **Cook/Cashier/Dishwasher**

**8.061** **Qualifications** – Be of good character, in good health, have a high school diploma or equivalent, and display a sincere interest in the success of the Food Service program, be neat, clean, and presentable, be at least eighteen (18) years of age, and have the ability to organize and carry out lunch room procedures.

**8.062** **Responsible to** - Directly responsible to the Food Service Supervisor.

**8.063** **General Duties** – Helps prepare and serve in an acceptable manner and prepares lunchroom receipts and documents.

**8.064** **Specific Duties:**

**8.0641** Follows carefully all directions given by the Food Service Supervisor.

**8.0642** Works diligently at his/her specific tasks and offers help to others when needed.

**8.06421** Thoroughly acquaints themselves with every procedure in the lunchroom.

**8.0643** Maintains orderly and clean work areas.

**8.0644** Takes personal pride in personal appearance.

**8.0645** Maintains the highest standards of sanitation.

**8.0646** Keeps accurate record of all money and daily tab sheets, including the preparation of deposits of lunchroom receipts.

**8.06461** Receives payments for cafeteria lunches.

**8.06462** Responsible for record keeping as required by the Food Service Supervisor.

**8.0647** Prepares Production Sheets.

**8.0648** Make sure the Daily Work Sheet checks with the milk delivery slips.

**8.0649** Add Daily Work Sheet and balance before sending them to the Food Service Supervisor's office.

**8.0650** Tally daily start/end count of milk on hand.

**8.0651** Operates and maintains dishwasher.

**8.0652** Attend workshops as approved.

**8.0653** Performs any other duties, which are related to the duties within this section of this agreement, including cashier and dishwashing, as directed by the Food Service Supervisor.

**8.0654** Provides basic first aid to children when needed and/or seeks appropriate help.

**8.0655** Notify Food Service Supervisor of absence in advance so he/she can obtain a substitute.

## **8.07** Custodian

**8.071** **Qualifications** – Be of good character, in good health, have a high school diploma or equivalent, express a willingness to work with others.

**8.072** **Responsible to** – Principals and in the absence of the Principal to the Maintenance/Transportation Supervisor.

**8.073** **General Duties** – Perform custodian work required for the routine care, maintenance, protection, and preservation of the assigned building, its contents, and grounds.

### **8.074** **Specific Duties:**

**8.0741** Performs necessary janitorial duties, such as sweeping, mopping, dusting, washing walls, windows and fixtures.

**8.0742** Keeps building in neat and presentable fashion, changing light bulbs and moving furniture.

**8.0743** Cooperates with others on the staff.

**8.0744** Reports to Maintenance/Transportation Supervisor needed repairs and possible dangerous situations.

**8.0745** Assist in handling of shipments, deliveries and materials in the building.

**8.0746** Assist in the snow and ice removal from school walks.

**8.0747** Performs other duties, which are related to those specific and general duties as assigned by the Principals or Maintenance/Transportation Supervisor.

**8.0748** Administers basic first aid to children when needed and/or seeks appropriate help.

**8.0749** Assists in moving and arranging furniture and equipment.

**8.0750** Maintains custodial equipment and materials.

**8.0751** Assists lunchroom staff in the removal of refuse from garbage cans and performs emergency cleanup.

**8.0752** Opens and secures building each day.

**8.0753** Provides custodial duties during the summer under the supervision of the Maintenance/Transportation Supervisor.

**8.0754** If courier, delivers mail on appropriate schedule efficiently and safely.

## **8.08** Library Clerk

**8.081** **Qualifications** – Be of good character, in good health, have a high school diploma or equivalent, and be able to type and perform other general clerical duties which are related to that of an educational aide.

**8.082 Responsible to - Principal**

**8.083 General Duties – Organize and maintain school library/media center.**

**8.0984 Specific Duties:**

**8.0841** Assist in the circulation of materials.

**8.0842** Helps students locate books and materials.

**8.0843** Assists in purchasing and processes new library books and materials.

**8.0844** Performs typing and clerical duties as assigned.

**8.0845** Maintains proper student management.

**8.0846** Coordinates the disbursement of audio-visual equipment.

**8.0847** Instructs and coordinates student helpers.

**8.0848** Maintains an up-to-date equipment and supply catalog file.

**8.0849** Maintains shelves in good order.

**8.0850** Assists in collecting data for reports.

**8.0851** Communicates with teachers regarding new services and materials as directed by the librarian in charge.

**8.0852** Instructs teachers and students in the operation and care of equipment.

**8.0853** Repairs books and equipment as necessary.

**8.0854** Maintains computer catalogue system.

**8.0855** Assist teachers and students in project work which is done in the computer catalogue system.

**8.0856** Performs other duties, which are related to the general and specific duties set forth in this section.

**8.0857** Assists with end of year inventory.

**8.0858** Administers basic first aid to children when needed and/or seeks appropriate help for the student.

**8.0859** Assists in monitoring students assigned to In-School Suspension or Individual Learning Plan.

**8.09 Secretarial**

**8.091 Building Secretary**

**8.0911 Qualifications –** Be of good character, in good health, have a high school diploma or equivalent, valid driver's license, be proficient in office procedures, office equipment, word processing, office computer software, filing, be tactful, diplomatic in presentation and in the performance of the duties as assigned.

**8.0912 Responsible to –** Building Principal and to the Board Treasurer for the money transactions of the school building.

**8.0913 General Duties –** Serves as secretary to the Principal and receptionist for the general office. Typing ability with overall



knowledge of general office procedures and duties. The ability to operate various office machines/computers.

**8.0914 Specific Duties:**

- 8.09141** Maintains respect at all times for confidential information.
- 8.09142** Performs duties of receptionists and maintains a pleasant attitude.
- 8.09143** Effectively operates various office machines/computers.
- 8.09144** Prepares and maintains an adequate filing system for the Principal.
- 8.09145** Receives telephone calls, responds appropriately and correctly, and makes proper disposition of such.
- 8.09146** Arranges appointments for the Principal as related to his/her duties to the Board.
- 8.09147** Maintains an accurate pupil attendance
- 8.09148** Prepares various reports as requested by the Principal.
- 8.09149** Sorts and distributes the daily mail.
- 8.09150** Counts and distributes educational materials to be sent home with the students.
- 8.09151** Distributes inventories to appropriate departments of all items owned by the Board, responsible for inventory of office items.
- 8.09152** Types, assembles, and distributes information, reports, suspension letters, disciplinary actions and agenda's as required by the Principal.
- 8.09153** Types purchase orders and requisitions as required by the Principal, checks in supplies and equipment received by vendors.
- 8.09154** Acts as a bookkeeper of the general fund for the school and student activity accounts. Make daily deposits of said monies.
- 8.09155** Responsible for transcribing and typing correspondence, reports, charts, student records, transcripts, as required by the Principal.
- 8.09156** Compiles home room lists.
- 8.09157** Maintains sick leave records for staff.
- 8.09158** Assists students and receives a variety of questions and requests and sees that such matters are disposed of promptly, correctly and tactfully.
- 8.09159** Check students signing in/out, receives and maintains absence notes, writes tardy slips, responsible for students' daily attendance list.
- 8.09160** Responsible for scan/printing of grade cards, send transcripts for graduates, distributing grade cards, issues lockers and combinations as required by Principal.
- 8.09161** Supervise and assist student office workers.

- 8.09162** Assists clubs and class advisors with forms and procedures for the student activity funds.
- 8.09163** Maintains records of student fees paid/owed.
- 8.09164** Assists in maintaining copier/printer used by teachers and other staff, i.e., toner, paper needs, etc.
- 8.09165** Process working permits for students; follows procedures as per Clark County Education Service Center.
- 8.09166** Assists in dispensing/maintaining supplies to staff.
- 8.09167** Operates and is knowledgeable of the computer system used for Education Management Information System (EMIS).
- 8.09168** Enters and maintains student records in SIS required by EMIS, i.e., Student records, teacher records, homerooms, course records, absence records, and yearly calendar.
- 8.09169** Transfers necessary SIS information into EMIS.
- 8.09170** Attends in-services to enhance facilitation of EMIS information.
- 8.09171** Receives and routes incoming electronic mail.
- 8.09172** Performs required duplicating work as requested by administration for the operation of the office.
- 8.09173** Performs other duties, which are related to those specific and general duties as defined in this section as assigned by the Building Principal.
- 8.09174** Assists in administering medication when necessary. The Board shall provide training for this duty.
- 8.09175** Administers basic first aid to children when needed and/or seeks appropriate help.

**8.092 Guidance Office Secretary**

**8.0921 Qualifications** - Be of good character, in good health, have a high school diploma or equivalent, have the ability to assist students, school personnel, parents and visitors in making appointments with Guidance Counselors; maintain a confidential atmosphere at all times; demonstrate organization in filing and in coding system of guidance literature; have the appropriate communication and typing skills; possess tactful and pleasing mannerisms in daily associations with people.

**8.0922 Responsible to** – Guidance Counselor and Principal.

**8.0923 General Duties** – Serves as secretary for the Guidance Office and performs such duties as associated with general office operations.

**8.0924 Specific Duties:**

- 8.09241** Acts as receptionist for the guidance office, answering phones, greeting guests, making appointments.
- 8.09242** Assists in processing incoming students and adding information to computer systems.
- 8.09243** Helps to maintain records on all students:
  - 8.092431** submitting transfer and withdrawal information;
  - 8.092432** updating changes in MVECA
  - 8.092433** maintaining current updates in the computer system for student proficiency testing.
  - 8.092434** convert courses and grades of new students from their previous school and entering them into the permanent records.
  - 8.092435** checking and updating student records for GPA and ranking on a semester basis and running necessary reports from MVECA to obtain GPA Rank information.
  - 8.092436** assist in preparing progress reports for mailing and compiling reports for staff distribution.
  - 8.092437** handling/screening student questions in regards to colleges, scholarships, and providing correct information and applications.
  - 8.092438** prepare transcripts for college applications and scholarships, transfer students and sending for transcripts for new students.
- 8.09244** Help maintain the college catalog library in the Guidance Office.
- 8.09245** Maintain scholarship information:
  - 8.092451** updating all information
  - 8.092452** providing students with necessary information and applications;
  - 8.092453** maintain a list of all available scholarships and announce deadlines for applications.
- 8.09246** Help maintain files and filing in the Guidance Office.
- 8.09247** Administer basic first aid to children when needed and/or seek appropriate help.
- 8.09248** Arranges and updates guidance literature in office and hall.
- 8.09249** Performs such other duties as related to the duties of this section of the contract as assigned by the Guidance Counselor and/or Principal.

## **8.10 School Bus Driver Aide**

**8.101 Qualifications** – Be of good character, in good health, have a high school diploma or equivalent, and hold appropriate first aid and CPR certificates.

**8.102 Responsible to** – Transportation Supervisor

**8.103 General Duties** – Responsible with driver for safe and efficient transportation of school pupils within the guidelines of state law and policies as established by the Board.

### **8.104 Specific Duties:**

**8.1041** Is jointly responsible for the safe condition of the students on the bus.

**8.1042** Assist driver in making necessary reports on discipline problems to the proper authority.

**8.1043** Maintains pupil control and reports violations to the proper authority.

**8.1044** Keeps accurate records and submits all reports at time specified.

**8.1045** Reports any hazardous conditions to the driver and to the Transportation Supervisor.

**8.1046** Maintains routes and time schedules as planned with the Transportation Supervisor.

**8.1047** Uses properly approved procedures for reporting all discipline problems.

**8.1048** Assist driver in loading and unloading of pupils during the regular route.

**8.1049** Contacts the Transportation Supervisor in cases of illness so as to allow time for the Supervisor to secure a proper substitute.

**8.1050** Promotes good public relations by his/her personal appearance, attitude, conversation and the appearance of the bus.

**8.1051** Shares in the responsibility for driving for a school sponsored field trip when qualified and licensed, only in an emergency situation.

**8.1052** Administers basic first aid to children when needed and/or seeks appropriate help for the student.

**8.1053** Performs such other duties, which are related to those specific and general duties as defined in this section, as assigned by the Transportation Supervisor.

**8.1054** Is present when requested at meetings and is available in event of emergency dismissal if at all possible.

## **8.11 Substitute Caller**

- 8.111 Qualifications** – Be of good character, in good health, have a high school diploma or equivalent. Have a pleasant phone manner.
- 8.112 Responsible to** – Superintendent/Designee
- 8.113 General Duties** – Responsible for providing substitute teachers for all absent district staff.
- 8.114 Specific Duties:**
  - 8.1141** Establish communication procedures with each building administration.
  - 8.1142** Establish a list of substitutes, with details on which schools in which areas they will substitute.
  - 8.1143** Establish a record keeping system that will allow the tracking of substitutes and where they are scheduled to work.
  - 8.1144** Establish reasonable and regular evening and morning hours to be available for calls from administration and to make calls for substitutes.
  - 8.1145** Have available a phone line, phone, and answering machine.
  - 8.1146** Maintain a pleasant working relationship with substitutes and with building administrators.
  - 8.1147** Performs other duties, which are related to the general and specific duties found in this section assigned by the supervising Administrator.

**8.12 Interpreter – Tutor**

- 8.121 Qualifications** – Be of good character, in good health, have a high schools diploma or equivalent. Associate Degree from an approved interpreter training program. Alternatives to the above qualification as may be found appropriate and acceptable.
- 8.122 Responsible to** – Principal
- 8.123 General Duties** – Under supervision, interprets for hearing handicapped students using the mode of communication that best fits the HI student and conveys the content of the speaker.
- 8.124 Specific Duties:**
  - 8.1241** Interprets educational information and casual classroom conversation to and from the HI student, regular teacher, and regular students.
  - 8.1242** Renders the message faithfully, always conveying the content and spirit of the speaker, using language most readily understood by the HI students whom they serve (e.g., voice of student in the same spirit of the signer, conveying content of speaker).
  - 8.1243** Uses the mode of communication that best suits the HI student's needs (e.g., Signed Exact English, ASL, Pidgin English, etc.)

- 8.1244 Facilitates communication in the regular classroom without counseling, advising, or interjecting personal opinions, maintaining a professional/objective demeanor.
- 8.1245 Relates the progress and problems of/with the HI student to the HH teacher periodically.
- 8.1246 Assists HI students in taking examinations by interpreting only the test items without explanation.
- 8.1247 Interprets for the HI student in asking questions of the regular teacher.
- 8.1248 Tutors the HI students as instructed by the HI teacher/classroom teacher.
- 8.1249 Follows the Southeastern Local Schools discipline policy and school handbooks regarding referrals for discipline.
- 8.1250 Remains in the regular classroom while any HI students are present during assigned periods; reports to the HI teacher during unassigned periods, and if two conflicting duties arise at the same time, the HI teacher will determine the priority.
- 8.1251 Maintains a professional demeanor when interacting with staff, administration, parents, and students in all school situations and settings.
- 8.1252 Maintains and submits records of time spent in various activities with HI students in order to facilitate preparation of the annual state reimbursement report.
- 8.1253 Interprets for school activities and related school activities (e.g., Saturday School, orientation, field trips, overnight camp outings, athletic activities and events, staff meetings, parent/teacher conferences, IEP Conferences, banquets, plays, graduation, etc.)
- 8.1254 Maintains Educational Aide Certificate.
- 8.1255 Demonstrates regular and predictable attendance.

**8.13 Best Practices** - The superintendent shall meet two times each year with support personnel in one group. The first meeting shall be prior to the first day of each school year to review district mission, goals and objectives. The second meeting shall be held within three (3) weeks prior to the last day of the school year to review the school year on how the district is meeting their goals/objectives and to encourage input/ideas from the employees on improving practices within the district.

**8.14 Purpose of the Evaluation** - The purpose of the procedures set forth in this Section is to provide a mechanism for the assessment of an employee's work performance, provide a tool for the employee and evaluator to engage in meaningful dialogue, to achieve effectiveness in the performance of the employee's work assignment and to allow for constructive collaboration between administration/supervisor and the employee.

**8.15 Evaluation Procedures**

## **8.151 Evaluator**

- 8.1511** All bargaining unit members and supervisors shall receive an orientation/training on the evaluation process and the evaluation instrument. The SELESP and the Superintendent of Schools shall be jointly responsible for said orientation/training for all bargaining unit members. The Superintendent of Schools shall be responsible for said orientation/training of those who will supervise SELESP members.
- 8.1512** A written evaluation of the employee will be conducted by the employee's immediate supervisor, principal, or assistant principal. In the event an employee performs work under the supervision of more than one (1) supervisor, the employee's evaluation may be jointly conducted.

## **8.152 Schedule for Evaluation**

- 8.1521** All employees will be evaluated according to the schedule listed in 8.1522, 8.1523, and 8.1524 below.
- 8.1522** Any employee serving in a probationary period (new employee), will be evaluated at least one (1) time during his/her probationary period.
- 8.1523** An employee during their first two-year limited contract in the District will be evaluated twice a year of said contract at a minimum.
- 8.1524** Each employee on a continuing contract shall be evaluated every two years.
- 8.1525** Nine (9) and ten (10) month employees will be formally evaluated on or before May 30th.
- 8.1526** Twelve (12) month employees will be formally evaluated on or before June 30th.
- 8.1527** In the event the employee receives a needs improvement or unsatisfactory rating in any area, the employee will be put on a Performance Assistance Plan and will be given at least four (4) weeks following the evaluation before he/she is re-evaluated. The employee also may request to be re-evaluated. The Performance Assistance Plan will include specific target areas in which the employee needs to improve and suggestions advising how the employee can

improve in the targeted areas. The employee shall be given a copy of the Performance Assistance Plan.

**8.153 Observations** - The evaluator shall evaluate each employee based on the observation of his/her performance and/or work product. Direct observations shall be for a minimum of 30 minutes total time in no fewer than 5 minute increments. No hearsay shall be included in the Support Staff Evaluation Form.

**8.154 Written Evaluation** - The written evaluation report shall be signed by the evaluator and employee and a copy provided to the employee. The employee's signature is merely an acknowledgement of having received the report. It does not indicate agreement or disagreement with that evaluation report. The employee will have an opportunity to submit his/her comments in written form which will be attached to the evaluation.

**8.155 Evaluation Conference** - Each employee will have the opportunity to discuss the written evaluation report with his or her evaluator prior to the report being filed in the employee's personnel file. Each employee shall be notified no fewer than twenty-four (24) hours in advance of the scheduled evaluation conference.

**8.16 Process Review Committee** - The Process Review Committee shall be composed of the SELESP President and one representative of his/her choosing and the Superintendent of Schools and one representative of his/her choosing. The committee shall meet at the request of either party to resolve any concerns regarding format, procedure, and/or implementation of the evaluation process.



## ARTICLE NINE - LEAVES

### 9.01 Sick Leave

**9.011 Maximum Number of Accumulated Days** –Employees shall accumulate sick leave at the rate of one and one fourth (1 1/4) days per month {fifteen (15) days per year}. Sick leave accumulation shall be 260 days.

**9.012 Use of Sick Leave** - Employees may use sick leave for absence due to

**9.0121** Illness

**9.0122** Injury

**9.0123** Exposure to contagious disease

**9.0124** Medical appointments

**9.0125** Pregnancy and,

**9.0126** For illness or death in the employee's immediate family

**9.013 Immediate Family defined** - "Immediate Family" is defined as meaning spouse, children, step-children, adopted and foster children, brothers, sisters, fathers, mothers, step-parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, and any other person living in the same household as the staff member.

**9.014 Approval of Use of Sick Leave** - Employees may use sick leave upon the approval of the Superintendent or other administrative personnel designated by the Superintendent. Employees must provide physician documentation supporting use of sick leave where such use exceeds five (5) consecutive work days.

**9.015 Accumulated Sick Leave of New Employees** - New employees shall be allowed to transfer up to one hundred fifty (150) days of the accumulated sick leave to their credit from another public institution within the State of Ohio in accordance with ORC.

### 9.02 Personal Leave

**9.021 Purpose of Leave** – Personal Leave shall be granted for the purpose of conducting necessary personal business which cannot be conducted after the normal school hours or on weekends.

**9.0211 Notification for Utilization of Leave** – The employee shall file a request for the leave using the kiosk at least two (2) working days prior to the use of the leave, except in case of an emergency.

**9.022 Use of Leave for Unrestricted Days** - Each employee shall have the right to use one-half (1/2) day for personal leave.

**9.0221 Number of Days of Use** Upon request, an employee may

granted up to three (3) days of such leave per year or prorated according to number of work days in total contract. Not less than one-half (1/2) day will be taken at any one time. All days shall be unrestricted unless used during the first two weeks of the school year or the last two weeks of the school year.

**9.0222 Restrictions of Unrestricted Personal Leave** - No more than three (3) employees assigned to a classification, or ten (10%) percent of the employees assigned to a building, whichever is greater, shall be on personal leave from any building per day.

During the first two weeks and the last two weeks of the school year, any use of personal leave is restricted to the following reasons:

- 1). Family Responsibility such as:
  - Wedding
  - Graduation
  - Transportation of a family member
  - Child-care non-illness
  - Moving
  - Religious holiday
- 2). Legal Matters such as:
  - Court cases
  - Witness at a trial or court hearing
  - Meeting with a lawyer
  - Purchase or settlement of an estate
- 3). Unforeseen Emergencies such as:
  - Funerals not covered by sick leave

**9.0223 Restrictions of Use of Leave** – Personal Leave shall not be blatantly used. Employees are strongly cautioned to use Personal Leave with considered discretion, particularly with regard to public perception. Abuse of this provision hurts all employees and could result in the loss of the privilege as determined by administration. Further, employees are not permitted to take any leave to perform other employment in or out of the District.

**9.023 Specific Information Included in Leave Request** – Application for personal-emergency leave through the kiosk will not require a specific disclosure of reasons. The unrestricted leave shall not include a reason.

**9.024 Statement to Include Leave Does Not Violate Policy** – The employee

will also certify in requesting leave through the kiosk that the request does not violate the terms and intent of this Article, however this will not apply to the unrestricted day.

**9.025 Discipline For Falsification of Use** – Falsification of a statement is grounds for suspension or termination of employment.

**9.026 Unused Leave Rollover** – Any employee who does not use all their accumulated personal leave within a contract year will be paid at a rate of \$10.25 per hour per full day of unused personal leave up to a maximum of three (3) unused days. No partial unused days will be paid. Unused personal leave days will be paid in the last payroll cycle for the contract year (i.e. second pay in August).

**9.03 Family Medical Act** - Employees who qualify shall be entitled to a leave of absence under the Family and Medical Leave Act (FMLA) of 1993. Such leave shall not limit or lessen the leave provisions of this Agreement. Provisions of the FMLA shall run concurrently with existing paid leave benefits.

**9.04 Assault Leave**

**9.041 Reasons For Assault Leave** - Notwithstanding the provision of Section 3319.141 of the Ohio Revised Code (Sick Leave), the Board will grant assault leave to covered non-teaching employees absent due to physical injury resulting from assault under the following conditions:

**9.0411 Reasons For Absence** - Any non-teaching employee who must be absent from his/her duties due to physical injury resulting from an assault by a student or the parent or legal guardian of a student of this system, while on duty and engaged in school-related activities, on or off school premises before, during or after school hours, will be paid his her full scheduled compensation for a maximum period of ten (10) days.

**9.042 Assault Defined** - Assault shall be defined as unprovoked intentional physical touching.

**9.043 Prior Proof Prior to Use of Leave** - Before assault leave can be approved, the employee shall furnish to the Superintendent, a written, signed statement describing the circumstances and events surrounding the assault, and the cause thereof, including the location and time of the assault, name and address of victims and witnesses, and a description of the injuries sustained by each victim of the assault, if possible. Leave must also be submitted through the kiosk.

**9.044 Submission of Medical Examination, if Recorded** - If medical attention is required or sought the employee shall also furnish to the Superintendent

a statement of the nature of the injury and its duration which has been signed by a physician licensed in the State of Ohio.

- 9.045 Discipline For Falsification of Leave** - Falsification of either the written, signed statement of the events or circumstances surrounding the assault, or the physician's statement, shall be grounds for suspension or termination of employment.
- 9.046 Leave Not Charged to Sick Leave** - Assault leave, which is approved by the Superintendent, shall not be charged against sick leave earned or earnable by the employee or leave granted under regulations adopted by the Board, pursuant to 3319.08 O.R.C. or any other leave to which the employee is entitled.
- 9.047 Waiver of Leave if Employee Receives Worker's Compensation** - Assault leave benefits shall not be paid if Worker's Compensation benefits are paid to the employee.
- 9.048 Board's Right to Request Medical Examination** - The Board may require an examination and a certificate from a licensed physician chosen and paid by the Board that the employee was disabled from performance of any duties which the employee is qualified to perform and the nature and duration of such disability.

#### **9.05 Worker's Compensation**

- 9.051 Employee Not Required to Use Sick Leave For Worker's Compensation** - In the event of a service-connected illness or injury, as determined by the Industrial Commission, employees will not be required to exhaust sick leave before receiving compensation from the Industrial Commission.
- 9.052 Option of Employee to Use Sick Leave** - Employees may utilize sick leave to receive regular compensation or choose to receive Worker's Compensation benefits, but not a combination of both.
- 9.053 Rights of Employee Upon Return to Duty** - Any employee absent from work because of any service connected occupational illness or injury, as determined by the Industrial Commission, shall be entitled to reinstatement at the appropriate rate of pay upon approval of the application to return to work.
- 9.054 Submission of Certification Upon Return** - Such application shall include medical certification of ability to assume full-time job responsibilities.
- 9.055 Time Limits on Submission of Application** - Such application must be made within one (1) school year following the date of the last receipt of

compensation benefits from the State of Ohio to permit return in accordance with this Section.

**9.056 Drug Testing** – Any employee who sustains a work related injury that will be reported to BWC must be tested for drugs and alcohol at the time of the incident that caused the injury.

## **9.6 Kiosk**

All appropriate forms of leave must be documented by the employee through the kiosk. Failure to do so may result in action being taken to correct compliance the reporting obligation.

**9.07 Bereavement Leave** – All employees shall be granted up to two (2) days annually, not deductible from sick leave, for bereavement involving death in the employee's immediate family. Any additional days will be deductible from other leave categories (personal leave or sick leave).

## ARTICLE TEN - SALARY SCHEDULES AND RELATED WAGES

**10.01 Base Hourly Wage Rate** - The hourly wage rate for all bargaining unit members is attached as an exhibit to this Agreement.-

The base Salary for each classification of the Salary schedule shall be frozen for 2020-2021 starting July 1, 2020.

There shall be a contract reopener for the 2021-2022 and 2022-23 contract years on the subject of Base Hourly Wage Rate (Article Ten, Section 10.01) and Fringe Benefits (Article Eleven, Section 11.01).

Beginning with the 2017-2018 school year, bargaining unit members employed as Secretaries shall be placed on a new column on the Salary Schedule.

### **10.02 Bus Drivers' Wages**

**10.021 Calculation of Daily Hours** - Bus drivers' daily hours will be determined by a time check according to the Superintendent's appointee. A minimum of two-and one half (2 1/2) hours per day will be paid any driver.

**10.0211** – Preschool, JVS and handicapped routes are to be included in the daily hours calculation. If worked, shuttle runs are to be one (1) hour minimum in fifteen (15) minute intervals.

**10.0212** Clean-up, Pre-trip Inspection, Show-up as Part of Daily Hour Rate - All bus drivers shall be given an extra forty-five (45) minutes for clean-up, pre-trip inspection, fuel-up, show-up and miscellaneous in addition to their regular route time.

**10.023 Bus Washing** - The outside of buses shall be washed a minimum, of once per month by drivers, weather permitting.

### **10.03 Trips**

**10.031 - Hourly Wage Rate:** \$12.42

**10.032 Method of Calculation of Trip** - Trips are to be calculated from school to school, when scheduled to report.

**10.0321** Minimum Time of Trip - A minimum trip shall be four (4) hours.

**10.033 Pay For field and Athletic Trips** - Field trips and athletic trips are to be paid the same above rate.

**10.034 Distance of Shuttle Trips** - Shuttle runs are to be defined as one (1) mile or less from the building they originate.

**10.035 Pay For Shuttle Runs** - Shuttle runs are to be paid on the above hourly rate.

**10.036 Responsibility of Submitting Trip Sheet** - Each driver is responsible for submitting a trip sheet on all trips

**10.037 Association Responsibility for Trip Drivers** – The Association shall guarantee a driver for all trips

**10.038 Cancellation of Bus Trips and Saturday or Sunday work:**

Employees scheduled for bus trips or to work on Saturday and/or Sunday and the scheduled event is cancelled less than two-hours prior to the scheduled time, the employee shall be guaranteed a minimum of two (2) hours pay, Saturday and Sunday trips shall be compensated at the Hourly Wage Rate for Trips, per Article 10.031.

**10.04 Shift Differential** - Custodians who work a second shift shall receive shift differential of two and three-fourths (2.75%) percent of the Custodial classification base pay.

**10.05 Severance Pay Policy** – For employees hired prior to July 1, 2020, upon retirement from the District, in accordance with rules of the School Employees Retirement System, (SERS), an employee is eligible to receive payment for the following terms. For employees hired on or after July 1, 2020, employees with ten (10) or more years of service with the District will also be eligible for service based upon the following terms.

**10.051 Accumulation for First One Hundred and Eighty (180) Days—Twenty-five (25%) percent of the first one hundred and eighty (180) days of unused accumulated sick leave at per diem rate for a total of forty-five (45) days-**

**10.052 Accrual After One Hundred and Eighty (180) Days** - Each employee who has accrued more than one hundred and eighty (180) days of unused sick leave shall be paid sixteen (16%) percent of the unused sick leave days to a maximum of fifty-eight (58) days.

**10.053 Accrual After Fifteen (15) Years of Service in District** - Each employee who has accrued more than one hundred and eighty (180) days of unused sick leave and has been employed by the District for fifteen (15) years or more shall be paid thirty four (34%) percent of the unused sick leave days to a maximum of sixty-eight (68) days.

**10.054 Policy Only to be Received Once** - Sick leave conversion may be applied for and received only once by providing proof of retirement to Treasurer's department.

**10.055 Retirement Acceptance Mandatory** - Acceptance by SERS at time of retirement is required by providing proof of retirement to Treasurer's department.

**10.056 Method of Compensation** - Per diem rate is computed using yearly salary at the time of retirement. Payment of severance shall be paid in the month of September following the employee's official date of retirement or in the month of January following retirement, at the employee's election.

**10.057 Receipt of Payment to Eliminate All Sick Leave** - Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by an employee at that time.

**10.058 Benefits to Heirs** - Any employee who has met the qualifications to receive severance pay and dies prior to receiving this benefit, the benefit will be paid to the heir(s) of the employee.

**10.059 Recipients over the age of 55** – Any retiring recipient of severance who has reached the age of 55 or older must contribute their entire severance payment pursuant to this Section to the Board approved Severance Plan. The Plan will meet all qualifications and specifications in accordance with the requirements of the Internal Revenue Code and/or any applicable state and/or local laws.

#### **10.06 Payroll Deductions**

**10.061 Method of Receiving Salary** - There shall be twenty-four (24) pays per contract year, payable on the 5<sup>th</sup> and the 20<sup>th</sup> of each month. Regular part-time staff will be issued summer checks on designated pay days only.

**10.062 Deduction of Association Dues** - Payroll deductions for Association dues shall be deducted in accordance with Section 4.03 of this Contract.

**10.063 Types of Deductions** - Included in open deductions are the following:

**10.0631** Tax Sheltered Annuities (ST)

**10.0632** Credit Union

**10.0633** United Way

**10.0634** Hospitalization

**10.0635** Life Insurance

**10.064 Open Window For Deductions in 10.063** - All of the above are open during the window period for the respective deduction in addition to which



holding exemptions for IRS which may be changed with proper completion of for W-4.

**10.0641 Notification of Window Period** - Employees will be provided a list of all window periods.

**10.0642 Window Periods Changes** - Any changes beyond the window period or periods may be made with the approval of the carrier and the Board Treasurer.

**10.065 Direct Deposit** - Direct deposit of payroll checks shall be provided to the members of the Association by the Board without cost.

**10.0651 Forms Provided by Board Treasurer** - Forms to initiate direct deposit shall be available in the Board Treasurer's office.

**10.0652 Treasurer Must be Notified of Changes in Banking of Employee** - The Board Treasurer must be notified immediately of a change in any banking procedures (e.g. change of bank).

**10.0653 Employees** - All employees shall use direct deposit for receipt of payroll. The treasurer, in extra-ordinary circumstances, may waive the direct deposit and issue a regular check.

**10.0654 E-Mail Notice** - Direct deposit notice shall be sent to the e-mail address provided to the Treasurer's office by the employee. Notices are also available on the employee kiosk. Although e-mail and employee kiosk methods are preferred, employees may receive the standard paper copy if the employee provides written notice to the Treasurer's office, four (4) weeks in advance of designated payroll date.

**10.066 Salary Reduction Payment to SERS** - Each employee's salary shall be reduced in an amount equal to his/her contribution to State Employee's Retirement System and paid to SERS on behalf of the employee.

**10.0661 Deduction Shall Comply Equally to All Employees** - The salary reduction method of SERS payment shall apply uniformly to all employees and no employee covered by SERS shall be exempt.

**10.067 Travel Allowance** - Employees applying for travel allowance for pre-approved school travel will be reimbursed at the IRS approved rate per mile.

**10.07 Vacation** - The Board will grant each eleven (11) and twelve (12) month employees paid vacation for continuous service to the Southeastern system

according to the following schedule on a prorated schedule based upon number of work days in contract year:

- 10.071** One (1) through seven (7) years = ten (10) days
- 10.072** Eight (8) through nine (9) years = twelve (12) days
- 10.073** Ten (10) through twelve (12) years = fifteen (15) days
- 10.074** Thirteen (13) years or more = fifteen (15) days + 1 day for each year beyond 13 for a maximum of 22 days vacation.

**10.075 Vacation to be Scheduled With Supervisor** - Employees will schedule their vacation with their immediate supervisor.

**10.076 Notification Prior to Taking Vacation** - Employees will give at least one(1) week notice of the requested date of vacation to his/her immediate supervisor.

**10.077** Employees newly hired by the District, or newly transferred to a position that is eligible for vacation in accordance with this section, may be permitted to utilize up to five (5) days of yet to be earned vacation leave during the initial year of employment if approved in advance by their Supervisor. If the vacation leave advance is approved and utilized, the amount of vacation leave advance will be deducted from the employee's eligible vacation leave for year one in equivalent amount such that the remaining amount of vacation leave for year one may be utilized by the employee in year one following the initial year of employment. If the vacation leave advance is approved and utilized, and the employee separates from employment with the District prior to earning the vacation time back during the second year of employment, then the amount of unearned vacation will be deducted from the employee's final paycheck with the District.

## ARTICLE ELEVEN - FRINGE BENEFITS

- 11.01** **Hospitalization** - Effective during the period of this agreement, insurance program(s) shall be available for all classified staff members covered by the contract, unless modified by the Insurance Committee as set forth in this Article. Effective for the insurance plan year following July 1, 2020, PPO Option I will be as follows: Deductible: \$200 single/\$400 family; Coinsurance 90/10; Out of Pocket Maximum \$1,600 single/\$3,200 family; Rx Copay \$10/25%/\$45.
- 11.011** **Basic Comprehensive Plan** – For the Basic Plan, the Board will pay eighty percent (80%) of single, employee+kid(s) or family monthly premiums for all full-time employees and the employee will pay the other twenty percent (20%). For those working less than full-time (less than six (6) hours per day), the Board share will be pro-rated according to the time worked, and the employee will pay the balance of the monthly premium.
- 11.012** **Health Savings Account (“HSA”)** – An HSA Plan will be available to any employee electing such coverage. If elected, the Board will contribute the following amounts for regular full-time employees (employees working 8 hours per day): one thousand dollars (\$1,000) for a single, one thousand, eight hundred dollars (\$1,800) for an employee plus children, and two thousand, four hundred dollars (\$2,400) for a family plan by the first (1<sup>st</sup>) pay in January of each contract year. The Board will contribute a pro-rated amount for regular part-time employees (employees working less than 8 hours per day) with such calculation based on the number of hours the employee works per day converted to a percentage of full 8 hour day and percentage applied to full-time employee contribution rates. If HSA Plan is elected by an employee, the employee (and his/her dependents, as applicable) must remain enrolled in the plan for the entire plan year (January 1 through December 31). If an employee elects HSA Plan participation for a plan year and separates from employment with the District before the plan year is over, then the employee must reimburse the District on a pro-rated basis, calculated by month of plan non-participation, at the time of separation from employment. This reimbursement can occur through payroll deduction/reconciliation if elected in writing by the employee.
- 11.013** **Forms Available Upon Employment or Pre- Employment** - Appropriate information and application forms will be provided to all new staff members by the Administration at the time of pre-employment processing, and it is desirable that such applications be completed and filed at that time if the staff member desires insurance coverage.

**11.014 Change of Carriers** - If the Board elects to change carriers, any new insurance coverage secured shall be equivalent to or better than the coverage currently in effect. The Board agrees not to change to a carrier who does not offer coverage when said coverage is available by another carrier.

**11.015 Opening Period** - The opening period for those desiring insurance coverage is pursuant to plan policy. No further changes will be made throughout the year except as noted in 11.016.

**11.016 Change of Coverage by Employee** - In the event a staff member desires to change from one type of coverage to a different type of coverage because of a change in family status, (e.g., single to dependent), the staff member must file a new application with the Board Treasurer.

**11.017 Formation of Insurance Committee**

**11.0171 Formation of Committee** - The parties agree to form an Insurance Committee. The Committee shall be comprised of;

**11.01711** Two (2) members appointed by the SELEA

**11.01712** Two (2) members appointed by the SELESP

**11.01713** Two (2) members appointed by the Board

**11.0172 Consultant(s)** – Consultants may be utilized by the Insurance Committee as needed.

**11.0173 Charge of Committee** – The Committee shall be charged with the goal of selecting a health insurance program for the district which may include a new Health Insurance Plan or modifications to the existing Plan. The Committee may also monitor the current Plan for service and cost efficiency.

**11.02 Optical** - The Board will pay one hundred (100%) percent of the monthly premium for optical coverage. Those employees who work less than six (6) hours per day employed after July 1, 2011, the premium shall be prorated by hours worked.

**11.03 Dental Insurance** - The Board will pay ninety (90%) percent of the single and eighty (80%) percent of the family premium of the Basic Dental Plan or its equivalent for each participating employee of the bargaining unit. Those employees who work less than six (6) hours per day employed after July 1, 2011, the premium shall be prorated by hours worked.

**11.04 Plan 125** - The Board shall select a carrier for a Section 125 Plan available to each member of the bargaining unit. There will be no maintenance or up front changes

to the Board. Bargaining unit members shall have the right to participate in all phases of the 125 Plan up to the maximum IRS contribution limit.

**11.05 Term Life Insurance** - The total cost, one hundred (100%) percent, for such group life insurance coverage shall be borne by the Board. The death benefit for each employee shall be forty thousand dollars (\$40,000).

**11.06 Insurance Upon Retirement**

Insurance coverages through the District shall not extend beyond an employee's effective date of retirement.

## ARTICLE TWELVE - SAVINGS CLAUSE AND TERMS OF TOTAL AGREEMENT

- 12.01 Agreement Contains Complete Items Submitted by Both Parties** - This agreement by and between Southeastern Local Education Support Personnel and the Southeastern Local Board of Education contains all negotiated items of agreement between the parties and all previously negotiated items of agreement for which no provisions are included herein superseded by this agreement.
- 12.02 Items to Remain in Full Force and Effect** - All items contained herein shall remain in full force and effect unless altered by negotiations.
- 12.03 Existing Language Included in Successor Agreement** - All items submitted for negotiations that are currently in the existing Agreement, shall be added in content and context to the new successor agreement.
- 12.04 Terms of Agreement Must Comply With Law** - The terms of the agreement shall not apply where inconstant with constitutional, statutory or other legal provisions.
- 12.041 Provisions Found Contrary to Law** - If any provision of this agreement is found to be contrary to law by the Supreme Court of the United States, or by any court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, the remainder of the agreement shall remain in full force and effect.
- 12.042 Negotiations to Occur For Legal Compliance** - Any provisions found contrary to law shall be changed to conform with the law through the negotiations process.
- 12.05 Acceptance of Agreement Negates Further Negotiations** - Acceptance of this agreement precludes further negotiations on any issues until the time specifically specified for resumption of formal negotiations as provided herein except when mutually agreed upon by both parties.
- 12.051 Agreement Does Not Preclude Discussion or Consultation Between Parties** - This agreement does not preclude discussion or consultation decision making regarding concerns expressed by personnel of the participating parties to this agreement.
- 12.06 Contract Duration** - It is agreed by the parties that this contract should be for a term of three (3) years from July 1, 2020 through June 30, 2023, with the exception of Article Ten, Section 10.01 (Base Hourly Wage Rate), and Article Eleven, Section 11.01 (Fringe Benefits), which shall be subject to a reopener to occur on or before July 1, 2021, for contract year 2021-2022 and which shall be

subject to a reopener to occur on or before July 1, 2022, for contract year 2022-2023. All provisions of this contract become effective upon ratification unless earlier date of effectiveness is expressly stated in the language.

## **ARTICLE THIRTEEN – NON-DISCRIMINATION**

- 13. 01** The Board establishes a Policy (3122, Nondiscrimination and Equal Employment Opportunity) on the issue of non-discrimination in employment and agrees that it will comply with the terms of such policy with respect to employment of employees in the District. The District agrees that it will notify the Association to the policy within ten (10) days of any change.



**SIGNATURES**

Southeastern Local Education  
Support Personnel

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Bargaining Team Member

  
\_\_\_\_\_  
Bargaining Team Member

  
\_\_\_\_\_  
Bargaining Team Member

\_\_\_\_\_  
Bargaining Team Member

\_\_\_\_\_  
Labor Relations Consultant

Southeastern Local Board of Education

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Superintendent

**TYPE OR PRINT**

APPENDIX A - GRIEVANCE FORM A

**FORMAL GRIEVANCE PRESENTATION**

(A single copy of which will be submitted to the Association President, Association Grievance Chair, Superintendent, and Principal by the aggrieved who will retain one (1) copy.)

DATE OF FORMAL PRESENTATION \_\_\_\_\_

AGGRIEVED \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

DATE AND NATURE OF ALLEGED GRIEVANCE:

GRIEVANCE RELATES TO AGREEMENT SECTION(S):

RELIEF SOUGHT:

---

Signature of Aggrieved

**TYPE OR PRINT**

APPENDIX B - GRIEVANCE FORM B

**DECISION OF PRINCIPAL**

(To be completed by the Principal, who shall retain one (1) copy and deliver one (1) copy to the aggrieved, the Association President, Association Grievance Chair, and the Superintendent within ten (10) school days of Formal Grievance Presentation Hearing.)

DATE OF FORMAL GRIEVANCE PRESENTATION \_\_\_\_\_

AGGRIEVED \_\_\_\_\_

DATE OF FORMAL GRIEVANCE HEARING \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_

DECISION OF PRINCIPAL AND REASONS THEREFORE:

DATE OF DECISION \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

Aggrieved's Response (To be completed by aggrieved and one (1) copy returned to Principal, Association President, Association Grievance Chair, and Superintendent within five (5) school days of the decision date).

\_\_\_\_\_ I accept the above decision of the Principal.

\_\_\_\_\_ I hereby appeal to the Superintendent on attached Form C.

Date of Response \_\_\_\_\_

Signature of Aggrieved \_\_\_\_\_

**TYPE OR PRINT**

APPENDIX C - GRIEVANCE FORM C

**REFERRAL BY AGGRIEVED TO SUPERINTENDENT**

(To be completed by the aggrieved, who will retain a single copy and deliver one (1) copy to the Superintendent, the Association President, Association Grievance Chair, and the Board President within fifteen (15) school days of receipt of Form B.)

DATE APPEAL DELIVERED TO SUPERINTENDENT \_\_\_\_\_

AGGRIEVED \_\_\_\_\_

DATE AND NATURE OF ALLEGED GRIEVANCE:

GRIEVANCE RELATES TO AGREEMENT SECTION(S):

RELIEF SOUGHT:

\_\_\_\_\_  
Signature of Aggrieved

The hearing will be held within ten (10) days of the Superintendent's receipt of the request.

**TYPE OR PRINT**

APPENDIX D - GRIEVANCE FORM D

**DECISION BY SUPERINTENDENT**

(To be completed by the Superintendent, who will retain one (1) copy and deliver one (1) copy to the aggrieved within five (5) school days after the meeting, and one (1) copy to the Association President, Association Grievance Chair, the Principal, and the Board President within five (5) school days of receipt of Form B)

DATE HEARING HELD BY SUPERINTENDENT \_\_\_\_\_

AGGRIEVED \_\_\_\_\_

DECISION OF SUPERINTENDENT AND REASONS THEREFORE:

Date of Decision \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

Aggrieved's Response (To be completed by aggrieved and one (1) copy returned to the Superintendent, Principal, Association President, and the Association Grievance Chair within five (5) school days of the decision date.)

\_\_\_\_\_ I accept the above decision of the Superintendent

\_\_\_\_\_ I hereby appeal to Arbitration on attached Form E

Date of Response: \_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved

**TYPE OR PRINT**

APPENDIX E - GRIEVANCE FORM E

**REFERRAL BY AGGRIEVED TO MEDIATOR**

(To be completed by the Association within ten (10) school days of receipt of Form D with a single copy delivered within that period to each of the following persons: The Board President, the aggrieved, the Board Treasurer, the Superintendent, and the Principal. An additional copy should be retained for reference.)

DATE OF RESPONSE \_\_\_\_\_

AGGRIEVED PERSON \_\_\_\_\_

DELIVERED TO MEDIATOR \_\_\_\_\_

OPINIONS OF ASSOCIATION AND REASONS THEREFORE:

\_\_\_\_\_ The decision of the Mediator is accepted.

\_\_\_\_\_ The attached grievance is hereby referred to Arbitration.

DATE OF RESPONSE \_\_\_\_\_

\_\_\_\_\_  
Signature of President of Association

**TYPE OR PRINT**

**APPENDIX F - GRIEVANCE FORM F**

**ASSOCIATION RESPONSE TO MEDIATION**

(To be completed by the Association within ten (10) school days of receipt of Form F with a single copy delivered within that period to each of the following persons: The Board President, the aggrieved, the Board Treasurer, the Superintendent, and the Principal. An additional copy should be retained for reference.)

DATE OF RESPONSE \_\_\_\_\_

AGGRIEVED PERSON \_\_\_\_\_

DELIVERED TO MEDIATOR \_\_\_\_\_

OPINIONS OF ASSOCIATION AND REASONS THEREFORE:

\_\_\_\_\_ The decision of the Mediator is accepted.

\_\_\_\_\_ The attached grievance is hereby referred to Arbitration.

DATE OF RESPONSE \_\_\_\_\_

\_\_\_\_\_  
Signature of President of Association





**Non-Certificated 2021**

<u>Year s</u>	<u>Café*</u>	<u>Aides *</u>	<u>Library Clerk*</u>	<u>Custodian%</u>	<u>Secretary+</u>	<u>Bus Driver*</u>	<u>Interpreter *</u>
0	1.000 \$15.18	1.000 \$15.46	1.000 \$16.22	1.000 \$16.49	1.000 \$16.99	1.000 \$17.65	1.000 \$25.84
1	1.026 \$15.57	1.026 \$15.87	1.026 \$16.64	1.026 \$16.92	1.026 \$17.43	1.026 \$18.11	1.026 \$26.52
2	1.052 \$15.97	1.052 \$16.27	1.052 \$17.06	1.052 \$17.35	1.052 \$17.88	1.052 \$18.57	1.052 \$27.19
3	1.078 \$16.36	1.078 \$16.67	1.078 \$17.48	1.078 \$17.78	1.078 \$18.32	1.078 \$19.02	1.078 \$27.86
4	1.104 \$16.75	1.104 \$17.07	1.104 \$17.90	1.104 \$18.20	1.104 \$18.76	1.104 \$19.48	1.104 \$28.53
5	1.130 \$17.15	1.130 \$17.47	1.130 \$18.32	1.130 \$18.63	1.130 \$19.20	1.130 \$19.94	1.130 \$29.20
6	1.156 \$17.54	1.156 \$17.88	1.156 \$18.74-	1.156 \$19.06	1.156 \$19.64	1.156 \$20.40	1.156 \$29.88
7	1.182 \$17.94	1.182 \$18.28	1.182 \$19.17	1.182 \$19.49	1.182 \$20.08	1.182 \$20.86	1.182 \$30.55
8	1.208 \$18.33	1.208 \$18.68	1.208 \$19.59	1.208 \$19.92	1.208 \$20.53	1.208 \$21.32	1.208 \$31.22
9	1.234 \$18.7	1.234 \$19.0	1.234 \$20.01	1.234 \$20.35	1.234 \$20.97	1.234 \$21.78	1.234 \$31.89

	3	8					
<b>10</b>	1.260 \$19.1 2	1.260 \$19.4 8	1.260 \$20.43	1.260 \$20.78	1.260 \$21.41	1.260 \$22.24	1.260 \$32.56
<b>15</b>	1.310 \$19.8 8	1.310 \$20.2 6	1.310 \$21.24	1.310 \$21.60	1.310 \$22.26	1.310 \$23.12	1.310 \$33.86
<b>20</b>	1.360 \$20.6 4	1.360 \$21.0 3	1.360 \$22.05	1.360 \$22.43	1.360 \$23.11	1.360 \$24.00	1.360 \$35.15
<b>25</b>	1.410 \$21.4 0	1.410 \$21.8 0	1.410 \$22.86	1.410 \$23.25	1.410 \$23.96	1.410 \$24.88	1.410 \$36.44
<b>28</b>	1.430 \$21.7 0	1.430 \$22.1 1	1.430 \$23.19	1.430 \$23.58	1.430 \$24.30	1.430 \$25.24	1.430 \$36.96

\* = 186 (184 work days; 2 timesheeted professional development days)    % = 260    + = 211

Effective July 1, 2020, the contract days for a Guidance Secretary shall change from 186 contract days to 211 contract days



