



AGREEMENT

Between

CHAPTER 475

of the

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES

AND

THE BOARD OF EDUCATION

of

SOLON CITY SCHOOLS

2017-2018

2018-2019

2019-2020

2020-2021*

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I. Recognition and Negotiation Procedure

A. Classified Employees

1. A regular bargaining unit employee is a 10-11 or 12 month employee, approved by the Board, who begins work as a regular employee in their department.
2. A dual-classified employee is a regular bargaining unit employee, who, if qualified, is awarded additional assignments/positions in one or more other departments, provided such assignments do not conflict with the employee's regularly scheduled hours in his/her original position. A dual classified employee's combined assignments/positions cannot exceed 40 hours per week unless authorized by the Board. This does not exclude an employee from being awarded overtime opportunities, but such overtime shall be paid at the blended overtime rate consistent with IRS regulations. Full time assignments/positions cannot be reduced to create dual classified assignments/positions.
3. A substitute employee is one who is called to work as needed to replace a regular bargaining unit employee who is on sick leave or leave of absence.
4. A substitute and/or temporary employee will not receive any benefits under this contract, or accumulate any seniority.
5. A temporary employee is one who is hired for a specific job for no more than 30 calendar days. The Board shall provide advance notice to the Union President as to the nature of the work and the length of the assignment.
6. Casual employees shall be employed as summer help.
7. Days, for the purposes of this contract, are spelled out in each article, whether they pertain to working or calendar days.

B. Recognition of Association

1. The Solon Board of Education hereby recognizes the Ohio Association of Public School Employees and its Chapter #475 as the sole and exclusive bargaining representative for all employees now employed or to be employed in the bargaining unit. The bargaining unit includes all full-time and regular short-hour employees in the following positions:

Secretarial/Clerical	Operating Employees	Cafeteria
Secretaries Bookkeepers Clerk-Typists Media Aides	Head Custodians Assistant Head Custodians Custodians Warehouse Manager Warehouse Driver	Central Kitchen Head Cook Assistant Head Cook Head Cook Building Kitchen Permanent Full-Time Workers Short Hour Cook Operators
Information Systems	Maintenance Tradespeople	Cashiers
Network Technologist PC Technician Technology Aid	AV Technician Graphic Arts Technician Maintenance/Vehicle Operator Vehicle Maintenance Parking Lot Attendant	Servers Cleanup Personnel

2. The foregoing positions and classifications shall be exclusive of employees holding confidential and supervisory positions. Confidential and supervisory positions shall be defined to include supervisors. These positions are:

Supervisor of Buildings & Grounds	Assistant to Treasurer
Supervisor of Cafeterias	Secretary to Superintendent
Supervisor of Data Processing	Secretary to Business Manager/Business Administrator
Supervisor of Transportation	

3. The aforementioned exclusive recognition of the OAPSE Chapter 475 shall be for the duration of this agreement and shall be automatically renewed unless a petition is filed during the terms of the existing contract and only then if it is filed more than 90 days but not more than 120 days before the termination date of the contract.

4. A change in recognition for successor contracts shall be in accordance with O.R.C. Chapter 4117.

5. Any employee whose position becomes excluded from the bargaining unit will have until 90 days after ratification and receipt of their job descriptions to decide to remain classified or choose the exclusive position.

C. Negotiations

Subject of Negotiations: Wages, Hours, Terms and Conditions of Employment.

Procedures for Conducting Negotiations:

1. Negotiating Teams: The Board and the associates shall be represented by a team of negotiators, not to exceed three (3). Neither party shall have any control over the selection of negotiation or bargaining representatives of the other party, except that all negotiators shall be board members or regular employees of the district.

2. Authority: While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and to make concessions in the course of negotiations. All negotiations shall be conducted exclusively between said teams.

3. Observers/Consultant: Each team will be permitted one observer at each negotiating session. An observer for OAPSE will be a staff member represented by OAPSE while an observer for the Board will be either a member of the Board or an administrator. The observer will not participate in the negotiations or engage in dialogue during such session. Such restrictions do not apply during caucuses.

In addition, each team may be permitted one consultant to attend negotiations meetings. The team intending to have a consultant present will notify the other team (chief spokesman) prior to said meeting. The restrictions of Section 1 do not apply to the selection of consultants. Consultants will not participate in negotiations without the prior and mutual consent of both parties.

4. Submission of Issues: Issues proposed for negotiations shall be submitted in writing, by the Association to the Superintendent or his designated representative, and the Superintendent or his designee shall submit the Board's proposals to OAPSE at the first meeting for negotiations.

5. Negotiation Meetings: The first negotiation meeting shall be held at a mutually agreeable time and place no later than April 15th. Length of meetings as well as times and places of future meetings shall be agreed upon at the onset of the initial meeting. All negotiation meetings shall be held in Executive Session.

6. Individual Rights: All members of the Association Negotiating Committee shall have the right to express their views during negotiations and shall be free from reprisal or intimidation during and after completion of negotiations.

7. Caucus: Upon request of either party, the negotiations meeting shall be recessed to permit the requesting party a period of time within which to caucus in privacy.

8. Exchange of Information: The Superintendent shall furnish the Association, and the Association will furnish to the Superintendent, upon reasonable request, all regular routinely prepared information pertinent to the issues under negotiation such as, financial condition of the district by the Superintendent or comparable wage and condition by the Association.

9. Progress Reports: Periodic written progress reports may be issued during negotiations to the public provided that any such press release shall have prior approval of both parties.

The Association retains the right to issue general reports to its membership on the progress of negotiations.

10. Impasse: In the event that an Agreement is not reached by negotiations within 60 calendar days after full consideration of proposals and counter proposals, either of the parties shall have the option of declaring impasse.

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

If an impasse develops between the negotiating teams, either or both parties may request that the matter be submitted to a Federal Mediation and Conciliation Service.

In case the Federal Mediation and Conciliation Service is unable to provide the service requested, then the parties will petition the American Arbitration Association for assistance. The mediator so appointed shall meet with representatives of the parties and shall take such steps as he may deem appropriate to remove the causes of deadlock and persuade the parties to resolve their differences. The mediator shall have a maximum of fifteen (15) weekdays, excluding holidays, from the time of appointment to effect a resolution of the matters at issue. Costs and expenses which may be incurred in securing and utilizing the services of the third party on the fact finding board shall be shared equally by the Board and the Association.

11. Ratification: When an agreement on the entire package 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

Union for ratification and adoption and all the committee members shall recommend and urge approval.

Upon approval by the Union, the agreement shall be submitted to the Board for ratification and adoption and the Board negotiators shall recommend approval. When adopted by the Board and the Union, the agreement shall become part of the official Board minutes and binding on both parties. Any agreement reached shall apply to all members of the bargaining unit.

12. Publication: Upon ratification by both parties, the completed document will be signed by the duly authorized officers of the union and the Board. The Agreement will then be published by the Board and distributed to the classified employees.

D. Agreement

1. When consensus is reached on those matters being negotiated, the understanding of both parties shall be reduced to writing and submitted to the Association for ratification. Within thirty (30) days from the time the agreement, ratified by the Association is presented to the Board, the Board shall take action upon the Agreement submitted.
2. When approved by the Board, the Agreement shall be signed by both parties and shall become a part of the official minutes of the Board.
3. All negotiated benefits shall be implemented by all parties concerned and shall become effective on the prescribed date of the Agreement, or at a date specified in the Agreement.
4. Any Agreement reached and accepted by the Association and the Board shall supersede any rules, regulations or practices of the Board which are contrary or inconsistent with the terms of the Agreement and shall supersede any other agreement.
5. If any provision of an agreement between the Board and the Association shall be found contrary to law, then such provisions or application shall not be valid, but all other provisions or applications shall continue in full force and effect. Any provision found contrary to law shall be changed to conform with the law through negotiation process.

E. Dues Deductions

1. Dues: The Board will deduct Association dues from an employee's pay provided that the individual authorizes such deduction in writing. The dues are to be equally deducted from nineteen (19) pays starting with the second pay in September. Chapter dues are to be deducted from the first pay in October.
2. Individual dues deduction authorizations shall remain in full force and effect for the period of this contract. In order to withdraw membership from the Union, an employee must execute and deliver a written withdrawal request to the Chief Fiscal Officer of the school district (33800 Inwood Solon, OH 44139), the O.A.P.S.E. local Treasurer, and the OAPSE State Office (Ohio Association of Public School Employees, 6805 Oak Creek Drive, Columbus, OH 43229-1591) during the 15 day period from June 16th through June 30th, during the last year of this agreement. It shall be the Association's obligation to supply the Treasurer no later than September 30 with information for the current year's deduction including members' names, work assignments and total amount to be deducted from each individual's

pay. The Board's obligation under this provision shall cease in regard to any individual who leaves the Board's employment.

3. The Association agrees to indemnify and hold the Board harmless against any and all claims that arise out of, or are in any way related to, the deduction of dues pursuant to this Article.

4. P.E.O.P.L.E. Deductions

With proper written authorization, the Board agrees to deduct for P.E.O.P.L.E. (Public Employees Organized to Promote Legislative Equality).

F. Union Meetings

1. All bargaining unit union members will be allowed to attend Local 475 Union meetings. Employees have the choice of using vacation or personal leave, making up the time or taking the time unpaid.

G. Duration

1. The Agreement will remain in force for a period of three (3) years beginning July 1, 2017 and ending June 30, 2020, with the ability to extend until June 30, 2021 in accordance with Article I.E.3 Extension Agreement. Negotiations for a new collective bargaining agreement between the parties shall commence with the sending of a notice to negotiate and the procedures set forth in Chapter 4117 of the Ohio Revised Code and Ohio Administrative Code.

2. During said negotiations, O.A.P.S.E. may utilize any and/or all of the procedures set forth in Chapter 4117 of the Ohio Revised Code including, without limitation, mediation, fact-finding and right to strike, as set forth therein.

3. Unless the parties mutually agree to open negotiations for a successor Agreement by the date of April 1, 2020, all terms and conditions of this Agreement shall remain in full force and effect as written for one additional year, ending June 30, 2021, with the exception that the salary schedules, effective July 1, 2020, will be modified as set forth in Appendix C.

II. General Working Conditions

A. Terms of Employment

<u>Classification</u>	<u>Hours</u>	<u>Time Span</u>	<u>Lunch Break</u>
Custodial	40	(1) 7:00 AM - 3:30 PM	30 min.
	40	(2) 3:00 PM-11:00 PM	Paid 30 min.
	40	(3) 11:00 PM-7:00 AM	Paid 30 min.
		(4) 10:00 AM-6:30 PM	30 min.
		(5) 11:00 AM-7:30 PM	30 min.
Driver/maintenance	40	7:00 AM-3:30 PM	30 min.
Mechanic	40	(1) 6:30 AM-3:00 PM	30 min.
		(2) 8:00 AM-4:30 PM	30 min.
Maintenance Emp.	40	5:00 AM-1:30 PM	30 min.
		7:00 AM-3:30 PM	30 min.
		10:00 AM-6:00 PM	Paid 30 min.

Secretarial-clerical	35	7:30 AM-4:15 PM (Variation by school assignment)	60 min. 60 min.
Cafeteria (head cook)	40	5:30 AM-1:30 PM	Paid 30 min.
Cafeteria (Asst. cook)	35	6:30 AM-1:30 PM	Paid 30 min.
Cafeteria (other *)	30	6:00 AM-1:00 PM	Paid 30 min.

* This includes all 30 – 35 hour a week employees in cafeteria.
All other cafeteria workers who work less than 30 hours a week follow the short hour worker provision below.

These hours constitute minimum hours. Additional hours may be added as needed. Cafeteria workers may be required to report up to 1 hour earlier or 1 hour later than times listed above.

Library/Media Aides		Teachers' schedule of days and hours according to building assignment Media Aides covering two schools shall have 1/4 hour added to their daily hours	30 min.
Short-our employees, hourly and temporary		Hours and times varied to suit the needs of the school district and as agreed at the time of hiring or assignment	30 min. after a 5 hour shift.

** Media Aide and secretarial/clerical job descriptions shall be reviewed/ revised with input from the Union

1. It is understood that Head Custodians may have need to overlap shifts. Therefore, custodial workers may be directed to report up to one hour earlier or one hour later than the times listed above.
2. In the event an employee is required to work through an unpaid lunch break, the employee will be compensated for all time worked.
3. For employees working four and half (4 ½) hours or more are eligible to receive one 15 minute break for every four hours worked unless an alternative is approved by their supervisor. (Short hour transportation employees are excluded from this provision)
4. When a custodial employee bids an 8 hour shift other than the specified hours in the above schedule, which has been agreed to by the Board and OAPSE, then:
 - a. A 1/2 hour unpaid lunch will be added if starting time is before noon.
 - b. When the majority of hours is worked past noon the second shift premium will be paid.

B. Employment

The employment of every employee after completion of the initial probationary period shall be until the employee resigns or retires and the Board of Education acts on the resignation or retirement, until the

employee is discharged for cause, or until the employee is laid off in accordance with the negotiated reduction in force policy and has exhausted all recall rights.

C. BCI and FBI Reports

1. The Board will conduct B.C.I.I. and F.B.I. criminal record checks in compliance with the requirements in State law for all newly hired employees and current bargaining members.

2. Ohio House Bill 190-Background Check Requirements for School Employees

a. Licensed Employees: Employees with permits, licenses, or certificates issued by the Ohio Department of Education (ODE) (i.e., Student Monitors, Educational Aides and other Paraprofessionals) must have both the B.C.I.I. background check on file with the ODE and undergo an F.B.I. criminal background check each time they renew permits, licenses or certificates with the ODE pursuant to O.R.C. 3319.291.

b. Employees Operating School Buses or Vans: Employees operating school buses or vans under six-year certificates issued by the ODE and/or ODOT must complete both the B.C.I.I. and F.B.I. background checks pursuant to O.R.C. 3327.10 (J) upon hire and thereafter, each time they renew their certificates with ODE and or ODOT and submit these background checks directly to the District.

c. All Other Employees: All other employees must complete both the B.C.I.I. and F.B.I. background checks pursuant to O.R.C. 3319.39 and thereafter, every five years and must submit these background checks directly to the district.

D. Health

1. Good physical and mental health is a condition of employment or continued employment. The Board of Education shall assume the cost of:

a. A thorough pre-employment physical examination

b. A periodic examination designed to prevent disease and to maintain the health of the school personnel when requested by the administration

2. The aim of health examinations shall be:

a. To protect and promote the health and welfare of school personnel

b. To protect the health and well-being of the pupils of our public schools

c. To insure the employment of classified employees who are both physically fit and emotionally stable

d. To assure early diagnosis and correction or adjustment of health problems

e. To insure effective sustained personnel performance

3. The Board of Education shall contract with a doctor or group of designated doctors. There will be a physician in charge (medical advisor) of the health program who shall conduct the health examination.

4. The medical advisor should be a physician trained in preventive medicine with a philosophy guided by a preventive approach to health maintenance.

5. The results of pre-employment physical examinations shall be submitted to the Business Administrator and shall be part of the candidate's confidential official record.
6. A periodic examination may be provided every year for employees, except bus drivers who are covered by law. The results of these subsequent periodic physical examinations shall be kept in a locked file and shall be confidential.
7. The Business Administrator shall be notified as to the successful, or unsuccessful, conclusion of the examination. If health examination indicates a need for future medical, psychiatric, or psychological examination or consultation, the medical advisor shall so recommend to the employee's personal physician or specialist.
8. Further examination and/or care shall be a personal matter and the cost shall be borne by the employee.
9. The Business Administrator is authorized at any time to require any employee to submit evidence from the medical advisor that the employee's physical and/or mental health is such that he may carry on his work at a satisfactory level without endangering pupils or colleagues.
10. The Business Administrator may also require clearance from the medical advisor for the following reasons:
 - a. Frequent absenteeism
 - b. After a prolonged or serious illness
 - c. Obvious negligence of health
 - d. For re-evaluation of recovery period
11. In case of disagreement between the employee's personal physician and the Board's medical advisor, the dispute shall be referred to a specialist approved by the Board of Education.

E. Call in Absences

1. Employees shall call their immediate Supervisor prior to being absent, with no less than one (1) hour notice.
2. In case of an emergency, the employee shall contact his supervisor at the earliest possible convenience.
 - Transportation - Immediate supervisor
 - Secretaries - their assigned building
 - Media - their assigned building
 - Custodial - their assigned building
 - Maintenance - Immediate supervisor
 - Cafeteria - Immediate supervisor
3. In the event you can't reach your building or supervisor, you must leave a message on their voice mail. Voice mail is available twenty-four (24) hours a day (349-7757).

4. It is the employee's responsibility to specify the reason for calling in an absence at the time of the call. If an employee fails to specify a reason, the absence will be charged to sick leave.

5. The Board has a recording device (voice mail) or will have a person available 24 hours a day for such notification.

F. Emergency Closing Of Schools

G. Job Descriptions

1. The administration shall publish job descriptions for all positions in the classified service, and make them available to employees on request. Any changes in the job description which affects the working conditions of bargaining unit employees shall be discussed with the union.

H. Training

1. Any personnel new to a department or a building will be trained by the supervisor of that employee's shift, under the direction of the head custodian/supervisor within 30 calendar days.

I. Qualifications for Employment

1. All employees shall have the qualifications necessary to most satisfactorily meet the demands of their respective positions, as stated in the job description for the position.

J. Evaluations

1. The Business Administrator may request from professional administrative personnel and/or department heads, such reports as are necessary to evaluate the services of employees.

2. The form used for evaluation will be prescribed by the administration, with appropriate input from OAPSE. At anytime that OAPSE wishes, a committee shall be convened, to consist of an equal number of employees and administrators, to examine and revise this form, meeting at a mutually agreeable time and place.

3. No evaluations of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. No evaluation shall be made based upon hearsay statements but shall only be based upon the direct observation and knowledge of the evaluator. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation in their personnel file.

4. A labor management committee will discuss and revise the evaluation form currently used in the contract.

K Subcontracting

1. The Board of Education will not use outside services as a means of getting services if such use leads directly to layoffs, or abolition of job titles. No reduction in force action will be manipulated to force

workers off jobs as a substitute for discharge for cause. The Board of Education will not use outside services that are performed by bargaining unit employees.

L. Drug and Alcohol Testing

Both O.A.P.S.E. and the Solon Board of Education recognize that illegal drug usage and impairment due to alcohol are threats to the safety of our students, employees and the public. The parties pledge to take the necessary steps to make the Solon Board of Education a safe, drug free service operation. The goal of the drug and alcohol testing program is prevention and rehabilitation.

1. A random drug and alcohol testing program which complies with federal law shall continue in effect for all employees who possess a CDL, or who may transport students.

The requirements for random drug screen are 50% of eligible employees, and 50% for the alcohol screen. It has been agreed that all randomly tested employees shall be screened for both drugs and alcohol. In return, all randomly tested employees shall receive one hour pay for the tests.

2. Employees will be required to submit to a drug test and an alcohol test when any of the following occur:

- a. An accident.
- b. The transportation supervisor has reasonable suspicion that an employee is under the influence of drugs or alcohol.

3. Prior to testing, an employee may reveal any prescription drug and supply a physician's statement within 72 hours. Consideration in the determination of potential work rule violation(s) will be given if the drug is properly prescribed.

4. An employee who is required to submit to a drug/alcohol test under the conditions set forth in B above or mandated re-testing will be permitted to have an Association representative present during the testing. The Union representative shall not suffer any loss of pay. The Administration shall select either the Association President, Vice President, or official Department Representative to represent and accompany the employee.

5. The laboratory selected to conduct the analysis must be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in testing. All tests will be conducted using chain-of-custody procedures whereby all specimen samples are sealed, labeled and checked against the identity of the person being tested. Samples shall be stored in a secured and refrigerated atmosphere until tested.

6. All testing procedures that are required by federal law shall comply with federal law. Tests will be analyzed by a NIDA certified laboratory.

7. If the test is negative, all employee testing time shall be paid at the employee's regular rate of pay. This testing time pay is only for those employees required to take the test due to letter B above, random testing pay is in letter A above.

8. The employee is responsible for understanding the reaction to, and the implications of, medicines prescribed by a physician. Over-the-counter medications are also under this responsibility.

a. Non-transportation employees shall be afforded the opportunity for treatment.

b. Transportation employees, who reveal drug or alcohol problems prior to being called for a random test, shall be afforded the opportunity for treatment.

c. Transportation employees who reveal drug or alcohol problems after being called for random test, or test positively, shall face dismissal from employment.

9. All information regarding drug-testing results will be kept confidential and maintained in a separate health file.

10. Employees retain all due process, rebuttal, and other civil and contract rights.

11. Any employee who works for the Solon Board of Education and holds a CDL or who may transport students will be included in the random drug testing.

III. Wages and Compensation

A. Salary Agreement

1.

Fiscal Year	Base	Steps	Bonus*
FY18	0%	1 step	3.75%
FY19	2%	1 step	3.75%
FY20	0%	1 step	3.75%
FY21	2%	1 step	3.75%

* Bonus of gross wages paid from the previous fiscal year. Bonus paid with the first paycheck in September. Employees hired after September bonus payment will not be eligible until the following year.

Employees paid the bonus in September that do not complete the school year will be have the prorated bonus reimbursed to the district based on actual days worked.

2. Longevity pay shall be earned commencing on the first day of the pay period immediately following the appropriate anniversary of the worker's day and month of starting employment.

3. Cost of the Abstract of Record and CDL, (the difference between regular license and Bus drivers license), required by the State of Ohio for all employees driving school-owned vehicles for the transportation of pupils, shall be paid from public funds by the Board of Education.

4. In the event that the Solon Board of Education should find it prudent and in the best interests of the district to grant a one-time wage increase to its employees, such an increase shall apply systematically to both teaching and non-teaching employees in all classes and grades, and shall be related to the percentage of full-time employment for which the employee has been hired.

B. Salary Checks

1. Employees of the Board of Education shall be paid in accordance with schedule or dates as presented to the Board at the start of each calendar year, subject to any change deemed necessary by the administration due to holidays, clerical requirements, etc.

2. Deductions as required by law, or as designated by the employee will be made from checks. Such deductions shall include, but not limited to:

Item paycheck

Federal Withholding Tax Each Pay

State Withholding Tax Each Pay

City Income Tax Each Pay

Life Insurance

Solon School Emp. Cr. Union as Requested

Series "E" Government Bonds as Requested

OAPSE Dues as Requested

P.E.O.P.L.E. Deduction as requested

Hospital Insurance when required

Additional Life Insurance as Requested

Tax Sheltered Annuities as Required

Other as Requested

C. Higher Classification Pay

Regular employees working on a job of higher classification will receive the higher rate of pay on the fourth (4) consecutive day but will be paid to the first day worked. The higher pay rate shall be lateral on the pay scale, or the same step, in the higher grade. This higher classification pay does not apply for an employee on vacation.

D. Basis for Payment

1. The salaries listed in the schedules (Appendix E) are for the full period of one year, but does not guarantee one year of employment, and are subject to such vacations and other privileges that may from time to time be granted.

2. Payment of salary of personnel shall be every other week. Yearly salary notification shall include:

- a. hourly rate
- b. number of sick days accumulated
- c. number of vacation days earned
- d. classification
- e. number of paid holidays
- f. number of days worked per year
- g. number of months worked per year

3. **Increments/Steps:** Increments/Steps are awarded in accordance with the provisions made within the salary schedule. They are awarded on the first day of July each year.

4. **Computation of Day's Pay:** The basis for computing a day's pay shall be the employee's annual salary divided by the number of his/her work hours including holidays in the year and multiplied by the hours worked in a day.

5. **Reduction in Pay:** An employee working less than the prescribed number of hours (40) in the work week shall have his pay reduced by his hourly rate except:

- a. Hours not worked due to illness or other causes as provided by State statute as paid released time.
- b. Hours not worked for which prior approval for absence or reduction of assigned work week hours has been granted by the office of the Business Administrator.

6. **Payment on Time Clocks:** Time clocks are to be used for pay purposes. Employees using the time clocks shall only punch their time cards. Custodians who may leave the building for non-work reasons must punch in and out.

Purposeful failure to clock in or out may result in disciplinary procedure. Persons clocking other employees in or out for the purpose of giving time will face the same procedures.

E. Pay Periods

1. **Ten and Twelve Month Employees Salary:** Twelve month employees shall receive their wages in twenty-six equal payments, adjusted by earned overtime or wages lost due to absence. Ten-month employees may elect to take his/her wages in twenty-six equal installments, adjusted as above, provided the employee requests this in writing, to the Treasurer, prior to August 15, each year. (Such election to receive payment over a twelve-month period shall in no way alter the ten-month status of the individual making this request, and shall be done solely at the request of the employee to suit his/her personal needs.) Short hour transportation employees shall be paid on an hourly basis only, and shall not have wages paid over twenty-six pays.

F. Severance Pay

1. Solon Board of Education will pay severance pay to each classified employee after ten (10) years of service upon separation of employment with the Solon Board of Education.
2. The amount of severance pay shall be payment for unused sick leave and shall be made on the basis of 100% of 100 days. The calculation shall be the gross hourly wage rate in effect at the time of separation, times the number of hours normally worked per day, times the total number of accumulated sick leave days.
3. Retirement: A qualifying employee upon retirement within two (2) years of eligibility will receive an additional 25% of their remaining days of accumulated sick leave with a maximum cap of 150 days. The employee must be retiring into the SERS retirement system at the time of separation.
4. Severance pay shall be made in one payment and shall be made only once to any classified employee.
5. Severance pay shall be exempt from deductions except as provided by law.
6. This payment shall not be subject to retirement system contributions or deductions, and shall not be used in computation of final average salary for SERS retirement benefits.
7. It shall be subject to all mandatory taxation and payment must be made within the framework established by law.

8. Employees shall notify the treasurer as to when he/she wishes to receive their severance payment. Payment must be received within twelve (12) months.

G. Salary Schedules for Classified Employees

Copies of the current salary schedule for classified personnel shall be available in the office of the Business Administrator

H. Compensatory Time

1. Bargaining unit employees who work more than 40 hours per week and are requested to work overtime will be compensated at 1-1/2 times the regular hourly rate of pay. If the employee elects, he/she may take compensatory time off in lieu of overtime pay for any overtime worked. Such compensatory time should be granted by the Business Administrator on a 1-1/2 basis at a time mutually convenient to the employee and the supervisor. No overtime can be paid or compensatory time credited unless it has been authorized by the Business Administrator in advance of time worked. Compensatory time will be charged at the number of hours taken and additional minutes will be charged at the rate of 0-30 minutes (1/2 hour, 30-60 minutes, 1 hour, etc.).

2. Compensatory time must be taken within the July 1st - June 30 school year. The maximum amount of compensatory time that may be taken is 40 hours. If time is accrued past 40 hours, it must be taken in compensation. All compensatory vacation is subject to the vacation schedule portion of this contract. Compensatory time not taken by the employee as vacation maybe converted to pay on the 15th of any month with proper notification. As of June 30th any remaining comp time balance will be paid in the first pay of July.

3. Compensatory time shall only pertain to 12-month employees.

4. Compensatory Time for Less than 40 Hours/Week Employee. Any twelve (12) month employee working less than 40 hours per week shall be able to earn compensatory time at the rate of one (1) hour for each extra hour worked up to a maximum of their standard work week. Hours beyond 40 hours in one week are earned at 1 1/2 times as similar to above.

I. Overtime Pay

1. The established work week for each job classification is recorded in the appropriate part of this agreement dealing with that classification. The salary or wage agreed upon is the total compensation for that work week.

2. Eligibility for overtime pay is based on the employee working beyond the standard workweek. For work beyond the standard week, the employee shall be entitled to additional compensation.

3. For work beyond the standard week, but for a total of forty or fewer hours, payment at the regular hourly wage shall be made.

4. For work beyond forty hours, payment shall be made at one and one-half times the regular wage.

5. For work on Sundays and negotiated holidays, two times the regular hourly rate shall be paid.
6. Computation of hours worked shall include, using the hours in the standard work day for that employee, days of approved professional leave, days off due to negotiated holidays, and days on which the schools were closed due to emergency weather conditions and vacation time. In addition, in any one week, no more than one day of approved personal leave or sick leave taken by the worker may be included in the computation of hours worked toward the forty-hour eligibility for premium pay. As stated elsewhere in this agreement and in law, no abuse of sick leave privileges may be tolerated, and falsification for sick leave purposes is grounds for dismissal.
7. Overtime worked shall be computed in units of one-quarter hour, with wages calculated on this basis. Overtime must be approved and assigned by the appropriate supervisor.
8. There shall be a minimum of two hours "show-up" pay allowed employees called in to respond to unusual and emergency situations, at appropriate rates of pay, according to the terms described above.
9. Because special needs of school programs and the need to protect public property frequently require work beyond the standard work week, the Board of Education and administration have the right to expect any employee to put in a reasonable amount of overtime work, based on a reasonable notice to the worker of the necessity for this overtime.
10. Any short hour employee wishing extra work (substitution) should place a letter of intent both with the Business Administrator and OAPSE President stating such intent. Employee must be aware that extra hours cannot conflict with their normal work hours, and total hours worked cannot exceed 40 hours per week.
11. specific procedures for each department are located in that section of the contract.

J. Retire/Rehire Incentive Program

1. Program Period: The term of the contract.
2. Eligibility: An employee must retire as soon as he/she is eligible for SERS retirement with thirty (30) years or more, or, no later than ninety days after he/she is eligible for SERS retirement with thirty (30) years. An employee may participate in this program when eligible for SERS retirement with less than thirty years.
3. Program Provisions: The employee may retire and return to work for one additional year under terms equivalent to the teachers' early retirement incentive. The following provisions apply:
 - a. For 12-month employees: The employee shall return to his/her position with full medical benefits for the first 60 days of retirement. The employee will forfeit his/her pension during that 60-day period. The employee shall then work an additional 12 months without medical benefits, taking the medical benefits available under SERS. Other than medical benefits, all other Contract provisions, benefits, terms and conditions shall apply. (*longevity pay, deputy pay, etc.*).
 - b. For 10-month employees: The employee shall retire at the end of the school year, officially on June 30th. (SERS retirement must be on the last day of a month.) The 60-day break in service should be completed within the first or second week of the next school year, depending

upon when the first day of school falls. The employee shall return to work for one more school year under the terms set forth above. Note: This means the employee may lose a week or so of pay. The employee will receive his/her pension effective from July 1st. (The employee may retire on May 31st, receiving his/her pension from June 1st, if doing so will result in less pay loss.)

c. Severance shall not be settled until the employee retires for the second time. The number of accumulated sick days shall be frozen as of the original retirement date. Those days will be available for use during the rehire year or for severance pay according to the contract. Any accumulated sick leave days used during the rehire year shall be deducted from the severance pay.

d. The employee will accrue sick days according to contract during the rehire year; however, those days will not accumulate towards severance pay.

e. Seniority: An employee shall be rehired with no break in seniority for all contract provisions and benefits with the exception of job bidding into a different position, grade, classification or department. For job bidding only, the employee will be treated as a new hire. This exception does not apply to transfers.

f. Employees may retire a second time at any point during their rehire year.

g. An employee may rescind his/her retirement if he/she is rejected at the require public hearing.

4. A one-time incentive for employees who have passed on the opportunity above are eligible for a six (6) month retire/rehire program as follows:

a. Employee must have passed on previous opportunity to retire/rehire

b. Employee informs the Board by October 1st, of his/her intention to retire and rehire on December 31st.

c. Employee will be rehired for eight (8) months (six (6) months following the two months of benefit forfeiture)

d. Employee will leave the district on August 31. This provision will be adjusted for ten (10) month employees with regard to work months).

IV. Seniority

A. General

1. Seniority is determined by the employee's first day of work as a regular bargaining unit employee in continuous status as long as the service is uninterrupted.

2. Approved leaves shall not constitute a break of continuous service. An employee on paid leave shall accrue seniority. An employee on Board approved unpaid leave shall not have a break in his/her continuous service, but he/she shall not accrue seniority while out on unpaid leave.

3. Longest continuous service will determine priority in vacation choice, job preference, and overtime rotation sequence.

4. Any employee returning to the bargaining unit will start as a new employee in the bargaining unit.
5. Substitutes or temporary employees shall not accumulate seniority toward a bargaining unit position.
6. Longevity coincides with seniority. Longevity payments shall be made with continuous service with the Solon Board of Education, not length of service. Employees with a break in service prior to June 30, 1999 shall be grandfathered.

B. Probation

1. All bargaining unit employees hired by the board of education shall be on a 90 work day probationary period. The probationary period may be extended an additional 30 work days with notification to the Union President that includes the reason(s) for such extension. The Board shall notify the Union President when a new hire's probationary period has been completed. Employee returning to the district after retiring from solon and returning to the district within five days in the same classification will be exempt from new probationary periods.
2. Employees changing department or going to a higher grade shall work a 30 workday probationary period. Nothing prohibits an employee who has failed probation from applying for any position. An employee who has failed probation cannot reapply for the exact same position for ninety (90) working days.

V. Job Posting and Bid Procedure

- A. Job openings shall be posted at the Board of Education office and in all other buildings in the district and electronically within five (5) work days of the vacancy. Job openings are determined by the administration and any vacancy, will be posted and include the position, salary, hours of employment, location, length of time and job description and minimum qualifications. All job postings shall be sent to the Association President and shall be sent to the buildings on the Wednesday prior to the posting week. The posting shall be placed in a conspicuous place for a period of five workdays and filled within 10 workdays for each position.
- B. No custodial position will begin between June 1 and the beginning of the next school year. Positions may be bid, but not officially begun until the first day teachers report.
- C. In the event that a position is filled by an existing employee and results in a vacancy, this open position will be posted in keeping with the above provisions.
- D. During summer recess, 10-month employees who wish to bid on any posted position shall send a letter of intent. This will cover all summer postings.

E. Procedures

1. The vacant position shall be offered first to the employee who has indicated interest in the position if the employee is presently in the same grade as the vacant position and possesses the qualifications for said position. If more than one employee in the same grade as the vacancies apply, the senior employee will be awarded the position. An employee changing departments must have 3 years experience in that grade prior to bidding on a higher grade, except if no other employee in that department bids on the position (Grade).

2. If more than one employee in the same department but not the same grade as the vacancy requests a position, the employee with the highest seniority by highest grade shall be awarded the position.

3. Any employee who has changed departments must have three (3) years experience in this new grade prior to bidding on a higher grade, unless no other employee in that department bids on the position. If all applicants have less than three (3) years experience, the most senior applicant will be awarded the position.

4. If a position is not filled by an employee from the same department as the vacancy, current employees from other departments who have indicated interest in the position shall be considered for the post. If more than one employee applies for the new vacancy outside of the department those employees must be qualified. The senior employee who meets the minimum qualifications shall be awarded the position.

5. The new employee will be evaluated at the end of 30 working days. If the supervisor determines through a written evaluation the employee should not continue and/or the employee does not wish to continue in the position, the employee shall be returned to their previous position at the previous salary. The administration shall have five (5) days after the completion of the thirty-day probationary period to meet and evaluate the employee. The evaluation shall be only on the initial thirty days.

6. Should the employee's departure cause staffing problems for the former department, he/she would be expected to work the previous position until a replacement can be trained for a maximum of thirty (30) calendar days.

7. If no current employees indicate an interest in the position or do not possess the qualifications for said position, the position will be filled by any qualified applicant. New employees to the district will be on a 90-work day probationary period.

8. Applicants for posted positions will be notified of any action taken on their applications, acceptance or rejection, within 10 workdays.

F. When a new employee is hired into the system, that employee shall start no higher than the third step (or step 2). If the administration needs to hire above the third step (or step 2), the administration shall meet with the Association as to the pay scale.

G. When an employee changes grade or department:

Calculation:

10 to 12 month, yearly base salary plus two (2) increments.

12 to 12 months, 40 hours = move laterally

12 to 10 month = 40 hours = lateral

12 to 10 month = less hours = compute base salary to hourly rate plus two (2) increments.

10 to 10 months = move lateral

*Exception: Secretarial/Clerical bidding into different Secretarial/Clerical grades and Media Aides bidding into the Secretarial/Clerical department:

10 to 12 month--his/her hourly rate equal to, or as close to without being less* than

12 to 10 month--less hours--his/her hourly rate equal to, or as close to without being less* than

* As of July 1, 2017

VI. Disciplinary/Termination Action Procedures

A. Employment Tenure

The tenure of every employee shall be during good behavior and efficient service and no such employee shall be disciplined, demoted, reduced in pay, suspended, or discharged except for just cause.

B. Reasons for Disciplinary Action

Disciplinary action may be taken for any of the following:

1. Incompetency
2. Inefficiency
3. Dishonesty
4. Drunkenness on the job
5. Immoral conduct on the job or which results in criminal conviction
6. Insubordination
7. Discourteous treatment of the public
8. Neglect of duty
9. Violation of work rules
10. Any other acts of misfeasance, malfeasance, and nonfeasance

C. Good Judgement

Employees will be expected to use good judgment in areas where written rules do not exist, based on the understanding that safety of children and fellow employees must be preserved, public property must be treated with care, and the rights and responsibilities of those in authority over the workers must be observed.

D. Procedure

1. An employee shall be entitled to be accompanied by an OAPSE representative of his/her choice at any time he/she is required to meet with a member or members of the supervisory or administrative staff to discuss matters related to the disciplining of that employee.
2. Prior to any warning, the appropriate supervisor shall hold a meeting with the employee to discuss the issue involved. The employee may have a witness if he so requests.
3. Principles of progressive corrective action shall be followed. Corrective action shall consist of a course designed to improve the quality of the employee.
4. The measure of corrective action shall follow in the order listed below:

Step 1: Preliminary Warning, Oral or Written

Information related to the incident may be recorded and a copy of that record sent to the Business Administrator. In cases of emergency, the employee shall contact his supervisor at the earliest possible convenience.

Step 2: Written Warning.

The incident shall be fully described and copies of the written warning filed with the employee and placed in and the employee's official permanent file at the Board Office. (For subsequent offenses or similar violations.)

Step 3: Suspension and Discharge

Prior to any action more severe in nature, a personal conference between the employee and the Business Administrator will be held. The employee shall be given a written statement containing the charges, the time and the place of the conference. The written statement shall notify the employee of his/her rights to the Association Representative of his choice.

No employee will be suspended or removed without the previous steps having been followed, except where the employee's presence on the job represents a clear and present danger to the work force or the student body.

When imposing discipline, the Superintendent or designee shall provide the employee and the Association with a written statement of discipline including:

- a. the grounds for the discipline
- b. the exact nature of the discipline (including specific dates where applicable); and,
- c. the employee's right to appeal

If an employee poses a serious danger to persons or Board property, the Superintendent or designee may suspend an employee with pay for up to three (3) days pending a hearing to determine disciplinary action. In all other cases, no employee shall be disciplined without a conference to give the employee an

opportunity to challenge the reasons for the intended action. An employee whose actions have proven to be a danger to the work force or student body, but warrant less than suspension or discharge, may be issued a written warning without prior oral warning.

E. Appeal of Discipline

1. The employee may appeal any corrective action. Corrective action of a more severe nature may be appealed directly to Step III of the Grievance Procedure.
2. If the matter is not satisfactorily resolved at Step III, the employee may proceed either to arbitration or other available regulatory relief.

F. Personnel File

1. Any employee having a written reprimand in his or her file may request, after a lapse of eighteen months from the date issued, a conference with the Superintendent for the purpose of seeking removal of the reprimand from his or her file based on the employee's behavior and performance in the interim period.
2. After three years, and at the request of the employee, a written reprimand in and employee's personnel file will be removed if no other evidence exists that would indicate a pattern of behavior and performance that is substantiated by the written reprimand.

VII. Grievance Procedure Classified Personnel

A. Definitions:

1. Grievance: A grievance is defined as an alleged violation of a rule, regulation or direction that alters the working conditions, salary or hours, specific article, or section of this agreement or any dispute with respect to its meaning or application.
2. Grievant: An employee, a group of employees, or the OAPSE Association in its role as sole and exclusive bargaining representative of the classified staff.
3. Day: A day shall be defined as a work day when employees are regularly assigned to work, excluding holidays, Saturdays, Sundays, or days when a grievant is properly excused from his/her work assignment.
4. Immediate Supervisor: The immediate supervisor is the employee directly in charge of the grievant as per the next chain of authority.
5. Unit Director: An employee in full charge of a support function who reports directly to a Central Office Administrator, such as the Director of Maintenance and Transportation, or Cafeteria Supervisor, or Principal.
6. Representative: Regular classified employee of the Solon Board of Education, or an Association Representative(s) who is present at a grievance hearing to assist, support, aid, and represent the grievant in the presentation of the grievance.
7. Administrator: Central Office Administrator in charge and/or Superintendent or both.
8. Discipline/Termination shall be forwarded immediately to Step 3 of the Grievance Procedure.

B. Procedure

Step 1: Within seven days from the date of the event/condition giving rise to the grievance or within seven days from the date the employee knew or should have known of the event/condition giving rise to the grievance, the employee shall request an informal meeting with his/her immediate supervisor and/or unit director for the purpose of resolving the matter. The employee shall indicate that the discussion is the informal step of the grievance process. If the employee fails to request such a meeting within seven days of the event/condition on which the grievance is based or the point in time when he/she knew or should have known of the event or condition giving rise to the grievance, the grievance shall be considered waived. The employee if so desiring, shall be allowed representation.

Step 2: An employee within five days after the informal meeting shall submit directly or through his/her representative his/her grievance to the Business Administrator in writing, using the grievance record form attached, in six copies, stating the nature of the problem and the resolution sought. All grievances shall be received by the grievance committee prior to Association President setting up a meeting with the Superintendent or Business Administrator. A meeting shall be held between the employee(s), his/her representative(s) totaling not more than two (2) at one meeting, other than at an arbitration, and the Business Administrator within five (5) days of receipt of the written grievance. Within five (5) days of the date of the meeting the Business Administrator shall render a written disposition stating his/her decision and reasons for it on the grievance form, four copies of which shall be sent to the employee, representative and Superintendent.

Step 3: If the employee is not satisfied with the written disposition of the Business Administrator, the employee(s) shall, within five (5) days of receipt of the disposition, forward two copies of the written grievance form to the Superintendent requesting a hearing before the Superintendent. A copy of the grievance form will be forwarded to the President of the Board of Education by the Superintendent. The hearing shall be held within five (5) days of the request. The employee(s) and the employee's representative(s) shall meet with the Superintendent and the Superintendent's representative(s) to resolve the grievance. The Superintendent shall render a decision in writing within five (5) days after the hearing. Copies of the Superintendent's decision shall be sent to the Business Administrator first hearing the grievance, to the employee, his/her representative(s) and the President of the Board of Education.

Step 4: In the event that the employee is not satisfied with the disposition in Step 3, the employee(s) shall notify the chapter President and the Association. The Association may submit a request in writing to the Superintendent and President of the Board of Education that the grievance be submitted to binding arbitration. The request shall be made within twenty (20) days of the receipt of the response at Step 3, or the failure of the Superintendent to timely respond. The parties shall immediately attempt to select a mutually acceptable arbitrator either from list to be developed by the parties or developed by the Federal Mediation and Conciliation Service and/or American Arbitration Association.

If the parties are unable to agree upon an arbitrator within ten (10) days of the request for arbitration, the grievance may be submitted for arbitration to the American Arbitration Association who will select an arbitrator. The conduct of the arbitration shall be by the rules of the American Arbitration Association

The costs of the arbitration, excluding the individual costs of the parties, shall be borne by the Board and the Chapter. The decision of the arbitrator shall be binding and final upon the parties. The decision shall be implemented within ten days of receipt of the decision by the parties.

C. Group Grievance

If the grievance involves employees with different immediate Supervisors, the grievance may be filed at Step 3, the Superintendent's level. If the grievance involves employees all of whom have the same supervision, the grievance shall be processed through normal channels.

D. Employee-Processed Grievance

An employee covered by this agreement may present a grievance directly and have such grievance adjusted at Step 1 and 2 without the OAPSE Association as long as the adjustment is not inconsistent with the terms of this agreement. The OAPSE Chapter will be provided copies of any grievance filed by employees directly and any responses by the District.

Prior to any resolution of the grievance, OAPSE shall be provided with a copy of the proposed resolution for review. The OAPSE Association shall be given an opportunity to file a written response to the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of this agreement shall be subject to the grievance procedure.

E. Grievance Witnesses

The Board and its administration shall make available for testimony in connection with the grievance procedure any Board employee whose appearance is requested by the grievant(s) or OAPSE Association. Any employee witness required to appear in connection with this procedure shall suffer no loss of pay or fear of intimidation and/or reprisal of any kind from any of the parties either directly or indirectly connected with the grievance and his/her testimony.

F. Grievant Release Time

The grievant shall be entitled to prepare and write grievances during their regularly scheduled hours of work without loss of pay not to exceed one (1) hour, except employees who work less than 4 hours per day.

G. Grievance Processing During Working Hours

The grievant(s) and two OAPSE union members (employees) and the OAPSE field representative shall be entitled to process a grievance during normal working hours without loss of pay or benefits except during an arbitration hearing where more reps. may be needed.

H. Reprisals for Filing Grievances

The grievant shall suffer no reprisals of any kind from any employee, employee group, the Board or any member of its administration or its agent for the filing of and/or processing of grievances.

VIII. Leaves

A. Unpaid Leaves of Absence

1. Definition: A leave of absence is understood to mean a period of extended absence from duty by an employee of the Board of Education for which written request has been made and formal approval granted by the Board of Education. The Business Administrator may, without request of the individual, grant a leave of absence to any employee because of physical or mental disability. No sick leave may be accumulated while on leave of absence.

2. A staff member on leave of absence may purchase fringe benefits currently enrolled in prior to the leave through the Board at the current group rate so long as payments are made by the 15th of the month in which they are due. With regard to life insurance, an employee who elects not to purchase life insurance shall be deemed to relinquish his/her right to coverage during the time of the leave.

3. All leaves of absence are without pay. Purposes for which a leave of absence may be granted:

- a. Illness
- b. Mental or physical disability
- c. Military obligation
- d. Personal business

4. Duration – Leaves of absence shall not be longer than one year and may be for a shorter period at the discretion of the Board of Education.

5. Termination of Leave of Absence – The employee on leave of absence desiring to return to service on July 1, shall notify the Business Administrator of such intention by March 31 of that year.

The individual returning from a leave of absence is entitled to resume the contract status he held prior to such a leave, providing a suitable position is available, but not necessarily the right to re-occupy the position he held at the time his leave was granted.

6. Physical Examination – All persons applying for leave of absence upon physical grounds must submit to examination by the school physician, or some other qualified physician appointed to make such an examination.

- a. Readiness to return to a regular assignment after a leave of absence for physical reasons must be determined by an examination by the school physician or by some other qualified physician appointed by him to make an evaluation.

b. A report of the result of each and every such examination shall be filed with the Business Administrator.

c. Final decision relative to the return of an individual to service after a leave of absence must in all cases rest with the Business Administrator.

B. Jury Duty

An employee will receive his/her regular rate of pay while on jury duty. The employee is required to remit any monies received for jury duty to the Board Treasurer. Leave for jury duty shall not be deducted from any leave.

C. Subpoena

Any employee served with a subpoena resulting in involuntary absence will be paid his full salary.

D. Assault Leave

1. An employee who is physically disabled as a result of an unprovoked assault and battery by a student or other person in or on school property, which occurs during the course of the employee's performance of his/her duties, shall be paid for time lost during the period of such disability, up to a maximum of one year.

2. To be eligible for assault leave pay, the employee must:

a. Furnish a signed written statement on a form to be provided by the Board, setting forth in detail the circumstances upon which the claimed leave is requested; and

b. A physician's statement as to the nature of the physical disability and its approximate duration.

3. Days used for assault leave shall not be charged against sick leave.

4. Any person receiving compensation under this section would not be eligible for lost wages under Workmen's Compensation.

E. Personal/Emergency Leave

1. Leave with pay because of necessary personal affairs will be approved by the Business Administrator. This leave shall be earned at the rate of three (3) days per year, (July 1 - June 30). Unused days of personal leave may be accumulated so that a maximum of five (5) days shall be available to an employee during a single year. If any information supplied by the employee is to be kept confidential, it must be

so stated. The Business Administrator, after approval, will then notify the Supervisor of the absence to follow.

2. In very exceptional cases of necessity or hardship, the Business Administrator is authorized to permit additional days with full pay.

3. This policy is established to permit absence without loss of pay or sacrifice of sick leave time for handling unforeseen personal affairs that cannot reasonably be taken care of at other times, or by others. Acceptable reasons are listed below.

4. Personal leave requests should be submitted to the Business Administrator five working days prior to request for leave except for emergencies, to allow ample opportunity for channels to be followed and final approval by the Business Administrator. Reason for personal leave must be stated on the application if leave is requested with pay.

5. Acceptable reasons for paid personal leave are to include; but are not limited to:

Participation in marriage ceremony of self, offspring or sibling, or to be in a wedding party. Pregnancy and/or birth of child by a member of the immediate family. Appearance in court as a litigant or witness, signing of documents to close an estate, a registered purchase or sale, moving of principal residence, adoption of a child, funerals of close friends, associates, or students, attendance at graduation ceremonies of offspring or spouse, parent-teacher conferences, observance of established religious holidays requiring abstinence from work, house emergencies, medical emergencies of pets, and other personal responsibilities which cannot be discharged by others or outside of working hours.

6. Personal leave will not be granted with pay for the pursuance of a private enterprise for profit, or for another employment commitment.

7. Personal leave may be used for routine doctor appointments. Medical appointments for the diagnosis and/or treatment of a medical illness or condition shall be charged to sick leave. The Administration shall approve personal leave for routine doctor appointments upon request.

F. Sick Leave Conservation Incentive Day

1. All bargaining unit employees of the Solon Schools using three days or less of sick leave during a year, which is a fiscal year period starting July 1 and ending June 30 of the following year, shall be entitled to one day of unrestricted personal leave with pay, to be taken at any time during the contract year following the contract year in which it was earned. The worker taking this day shall give his immediate superior five days written notice of this intended absence.

2. Days taken without pay shall be considered an absence or use of sick leave for days toward the incentive day, but not officially counted as sick days.

3. This day shall not be counted in the days of authorized personal leave to which an employee is entitled. Application and notification, however, will be done by use of personal leave application forms, and recorded as an incentive day.

4. In the event an employee has to use Bereavement leave for the immediate family, the employee shall not lose his/her incentive day.

5. Scheduling of incentive days shall be subject to the Business Administrator's approval, similar to vacation days.
6. For ten-month employees, incentive days shall be used only from September 1st through May 31st.
7. The employee earning the incentive day shall have the option of being paid for the day or having the day off work.
8. Incentive days must be used as a full day. No partial day use of incentive days will be allowed.
9. Incentive days shall be reflected in the payroll system.

G. Sick Leave

1. Each full-time employee shall be credited at the rate of one and one-fourth days per month. Those who work less than full-time shall be credited with sick leave for the time actually worked at the rate of one and one-fourth days per month.
2. Sick leave in accordance with Ohio Revised Code, Section 3319.141 may be used for the following upon the approval of the appropriate administrative official;
 - a. For absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicable to others.
 - b. For absence due to illness, injury or death in the employee's immediate family. For the purpose of this section, immediate family will be defined as wife, husband, children, father mother, brother, sister, or any member of the family who has closely stood in the same relationship to the employee. Exceptions to the blood relatives must be noted on the leave form and approved.
 - c. Routine doctor appointments may be charged to personal leave.
3. An employee who reports late or leaves early due to personal illness shall have one hour of sick leave deducted from his/her pay, followed by additional one-quarter hour sick leave deductions beyond the one hour minimum.
4. Sick leave will not be used or allowed for employees late to work or leaving early for other reasons.

H. FMLA (Family Medical Leave Act)

Currently the law provides that an employee who has worked a minimum of one year for the district and who has worked a minimum of 1250 hours in the last twelve (12) months is eligible for up to twelve (12) weeks of unpaid leave per twelve (12) month period with Board paid medical benefits for the following qualifying reasons:

Care of a newborn or recently adopted child, care of a foster child placed with the employee, a serious health condition, a serious health condition of a spouse, parent, or child. This section shall be implemented in accordance with the most recent detailed federal regulations interpreting the law.

I. Death in the Family

Permission may be granted by the Business Administrator for absence not to exceed five (5) days without loss of pay in case of death in the employee's immediate family, including grandparents and in-laws. (Deduction from sick leave)

J. On The Job Injury

Any employee injured on the job who files a worker's compensation claim shall have the option to use worker's compensation claim or sick leave. If the employee uses worker's compensation, there will be no break in service or benefits. Benefits will continue to be paid by the Board of Education when an employee chooses to use worker's compensation in lieu of sick leave for a period of 2 months.

K. Maternity Leave

If an employee delivers a child, she must return to work within fourteen (14) weeks from delivery. If the employee decides to take a child care leave, she must do so in accordance with the Child Care Leave section. The first six weeks after delivery is considered sick leave. Any additional time would follow the sick leave policy. The time beyond the initial six weeks after delivery, without a note from a physician, is without pay.

L. Child Care Leave

1. Any classified employee who has knowledge of an anticipated birth of his/her child or who has adopted a child is eligible and should be granted an unpaid child care leave.
2. No later than 60 calendar days before the effective day of leave, a staff member must submit a written notice of this effective date to the Business Administrator.
3. The leave shall be for up to one year from the date of its commencement. The employee may return anytime during that period provided that she/he notifies the administrator within 60 calendar days prior to the date that she/he wants to return.
4. If an employee fails to notify the office of the Business Administrator within 60 days prior to the expiration of such leave or provides notice and fails to return when twelve months from the date the leave commences, she/he shall be deemed to have resigned and the obligation of the Board to hold his/her position will cease.
5. Upon return from leave the classified staff member will be placed in the same or similar position for which the staff members qualify. All benefits shall be reinstated upon return. No payment is made during such leave and no credit is given on the salary schedule.
6. A staff member on childcare leave may purchase fringe benefits through the board at the current group rate so long as payments are made by the 15th of the month, when they are due. Upon a subsequent request, childcare leave may be renewed by the Board of Education.

M. OAPSE Leave

1. The Board shall approve up to two authorized delegates a maximum of three days each to attend the OAPSE Annual State Conference without loss of pay.
2. One designated officer of the Union shall have an opportunity to meet with newly hired employees eligible for membership in Local 475 for a period of thirty (30) minutes to be scheduled by the parties within the first 30 days of the school year. The Board shall provide the union president with a list of newly hired eligible bargaining unit members with classification and location each month.

N. Professional Leave Request

1. The Board of Education is empowered to make rules governing such absences as cited in Section 3313.20 R.C.
2. To attend education and business meetings, permission may be granted by the Superintendent of Schools and/or Business Administrator to attend educational or business department meetings without loss of pay.
3. Attendance at meetings of professional associations will be taken as professional leave, and granted under this policy.

O. In-Service Training Programs

1. In-service training programs shall be developed to increase the skills and effectiveness of classified personnel after groups have met in accordance with b below.
2. (General Understanding) It shall be the policy of the Board and the leadership of OAPSE to promote:
 - a. the development of skills applicable to job situations within the school district and
 - b. the development of a fair and objective employee evaluation system for classified personnel. To these ends, committees of classified personnel are to meet with the Business Administrator to formulate plans to promote these objectives.

P. Training Reimbursement

1. Staff members who are aware of workshops or in-service training which will enhance on the job performance may apply to attend such and with the approval of the Business Administrator will receive paid leave and/or reimbursement costs.
2. Consistent with Section 3301-83-10(D) of the Ohio Pupil Transportation Operation and Safety Rules Manual, the Board shall provide the opportunity to school bus maintenance personnel (mechanics) to participate in an annual workshop or training seminar with a minimum of four hours of in-service at their regular rate of pay.
3. Training Pay for online Public School Works training: Regular part-time employees taking this training outside their regularly scheduled work hours will be paid for a predetermined amount of time at their regular rate of pay at the end of each semester.

Q. Leave Calculation

For all leaves, the time used shall be incurred at quarter-hour increments, with a one-hour minimum amount.

IX. Vacations

A. Vacation Policy

1. Vacations for all classified twelve-month employees of the Solon Board of Education are to be taken at such time, usually between the last day of school in June and the first of September and calculated on a calendar year. Vacation is allowed during the school year if requested in advance and approved by the immediate superior, who in turn will notify the Business Administrator. New employees to the district who have served less than ten months are to receive one (1) day per calendar month worked as of July 1, and not to exceed five days. Employees who are dismissed prior to the end of the probationary period (90 work days) are not entitled to any vacation.

2. Months of Employment as of June 30th Weeks of Vacation Earned (Credit will be given to non-retired State of Ohio, municipal, and Ohio public school employment, except for the last step.)*

10 months 2 weeks

57 months 3 weeks

141 months 4 weeks

237 months (with Solon Schools only) 5 weeks

3. Vacation time shall be limited to four (4) weeks maximum for employees hired after July 1, 2005.

4. Vacation pay shall be made at the rate determined by the standard workweek for the employee.

5. Ten-month employees are excluded from vacation benefits.

6. A ten-month employee who is reclassified and placed on a twelve-month status shall be given credit for vacation purposes from the date of starting on the ten-month job, at the rate of one month credit for each month actually worked. A reclassified employee who works less than 10 months in the new position shall have their weeks of vacation earned calculated at the rate of 1/10th for each month actually worked in the 12 month job.

Example: 6 months working in a 12 month job entitles employee to receive 6/10ths of their weeks of vacation earned. 10 months or more full credit given.

7. Prior years' vacation time must be taken by January 15th of each year.

8. In the event that the administration cannot release an employee to earned vacation, that employee shall be compensated for the extra time worked at the appropriate rate of pay.

9. Vacation shall not be scheduled less than the prior day before usage.

10. Any employee on vacation shall notify the supervisor if they wish to be considered for overtime.

B. Emergency Closing of Schools

1. On those occasions when a school or all schools are closed due to emergency closing, employees whose reason for employment is based solely on the presence of students shall not be obligated to report to work. These include cafeteria workers, library technician, media aides, and short-hour bus drivers. Other employees needed and who are asked to report will be compensated at the rate of time and one-half plus the hourly rate.

2. Should the emergency continue for a period so long as to require, by state law, an adjustment in the school calendar to provide additional student days, those employees not required to report on emergency days will work the adjusted school calendar without added pay.

3. If the Superintendent closes school due to inclement weather during the first shift, the second and third shifts will be excused in accordance with that decision. Employees asked to work will be compensated at the rate described in paragraph one.

4. Further, should weather or emergency conditions deteriorate on a day in which school was held, causing, for example, early dismissal or cancellations of night classes, athletic practice, etc., the second and/or third shift would be excused, if, in the judgment of the Superintendent, such a course of action is necessary for the safety of the work force. In the event that selected employees are called in on the second or third shift, they will be compensated as stated in the first paragraph above.

5. Further, long distance calls made for such notification will be reimbursed to the caller.

6. An employee who is on vacation shall not be charged for a vacation day if it occurs on a calamity day.

X. Paid Holidays

A. List of Holidays

1. Labor Day*
2. Thanksgiving*
3. Friday after Thanksgiving*
4. Last working day before December 25
5. December 25*
6. Last working day before New Year's Day
7. New Year's Day*
8. Martin Luther King Day*
9. President's Day*
10. Good Friday*
11. Spring Vacation Day*+
12. Memorial Day*
13. Fourth of July

Paid holidays for all 9 and 10 month employees according to law.

* Paid holidays for all 9 and 10 month employees.

+This day will be scheduled on Easter Monday if school is not in session. If school is in session, it shall be scheduled by the Business Administrator after consultation with OAPSE to provide a long weekend of three or four days off, in relation to Spring Vacation.

B. Holiday Conflicts

Any holiday that is in conflict with the school calendar will result in time being given to the employees at the time of his or her vacation, or during the summer, or when school is not in session.

C. Holiday Pay Status

Employees must be in pay status for their regularly scheduled day prior to and subsequent to the holiday in order to be paid for that holiday.

XI. [Blank]

XII. Medical Benefits and Life Insurance

A. Life Insurance

1. The Board of Education pays \$50,000 term life insurance, paid by the Board, for each regular classified employee. Life insurance coverage cannot be provided for those employees who are age seventy or

older on the day such coverage would begin. This restriction does not apply to employees who are covered prior to their seventieth birthday.

B. Medical, Prescription Drug, Dental and Vision.

1. Employees shall receive medical benefits with the Board paying 100% of the premium and the employees paying a contribution as noted below. The guidelines are as follows:

a. **All regular (30 hours/wk or more).** The Board will pay 100% Single or 10/12 month employees Family Medical, Prescription Drug (generic incentive), Dental, and Vision.

Transportation employees who drive two (2) hours in the a.m. and two (2) hours in the p.m. and less than two (2) hours mid-day run shall be recorded at six (6) hours work time for purposes of this section for all benefits.

All employees hired prior to July 1, 1988 who were full-time working a minimum of four (4) hours are entitled to the above, except the life insurance.

b. **For employees working less than six (6) hours per day but a minimum of four (4) hours per day average.** Employees shall receive medical benefits with the Board paying 100% of the premium and the employees paying a contribution as noted below. The Board of Education will pay 100% single coverage medical, prescription drug (see coverage in prescription), dental, and vision.

c. **Employees working less than four (4) hours per day average.** The Board of Education will pay 100% single coverage medical, prescription drug (see coverage in prescription section) for 10 months. For the other two months, the employee is responsible for the entire premium, which excludes dental and vision.

2. Employees shall be notified when hired by the Central Office as to signing up for coverage.

3. If the Board of Education wishes to change medical carriers, the same level of coverage will be secured and approved by the association.

C. Medical Insurance Premium/Contributions

1. Beginning September 1, 2016, the rates for all employees will be 13% of the cost of the comprehensive plan based on the rates given prior to September of each year.

2. Beginning September 1, 2020, the rates for all employees will be 14% of the cost of the comprehensive plan based on the rates given prior to September of each year.

3. All employees will switch to the comprehensive plan on January 1, 2013. All employees shall be subject to the spousal waiver provision beginning October 1, 2011.

4. Benefits include: one routine annual physical, chest x-ray, complete blood count, metabolic panel, EKG, and urinalysis.

5. Starting and ending dates for healthcare start at beginning of month. (e.g. Employee starts August 26th, benefits begin September 1; employee ends August 26th, benefits end September 1.

D. Spousal Waiver Coverage

1. If an employee's spouse is eligible to participate, as a current employee or retiree in a group health insurance and/or prescription drug insurance sponsored by his/her employer, the spouse must enroll in such employer sponsored group insurance coverage(s). The spouse may enroll in single employer-sponsored group insurance coverage(s); the spouse is not required to enroll in family coverage.
2. Upon the spouse's enrollment in any such employer-sponsored group insurance coverage, that coverage will become the primary payer of the spouse's benefits and the coverage sponsored by the Board will become the secondary payer of the spouse's benefits if family coverage is selected.
3. Any spouse who fails to enroll in any group insurance coverage sponsored by his/her employer, as required by this section, shall be ineligible for benefits under the group insurance coverage sponsored by the Board.
4. Every employee whose spouse participates in the Board's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board, upon request, a written declaration verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer.
5. If an employee submits false information or fails to timely advise the Board of a change in his/her spouse's eligibility for employer-sponsored group health insurance and/or prescription drug insurance, and such false information or such failure by the employee results in the Board providing benefits to which the spouse is not entitled, the employee will be personally liable to the Board for reimbursement of benefits and expenses, including attorneys' fees and costs incurred by the Board.
 - a) Any amounts to be reimbursed by the employee may be deducted from the benefits to which you would otherwise be entitled.
 - b) In addition, the employee's spouse will be terminated immediately from the Board's group health insurance and/or prescription drug insurance coverage. If an employee submits false information, he/she may be subject to disciplinary action by the Board, up to and including termination of employment.

6. Spousal Waiver Retiree Surcharge

For retired spouses:

- a. Retired is defined as a person receiving a regular (monthly or otherwise) payment from a retirement plan
- b. Spousal waiver does not apply to retired spouses whose only other coverage is Medicare. Those employees whose only other coverage is Medicare will be allowed to be primary on the Board's coverage

c. If a spouse is retired and not on Medicare the employee must pay a monthly surcharge equal to the entire single premium COBRA rate and the employee will pay the employee family contribution rate (*if the retiree is eligible for his/her employer's retiree medical benefits*).

d. The monthly surcharge will be waived if the spouse is eligible for and elects single retiree health insurance, thereby making Solon Schools' coverage secondary. The retiree coverage must be such that Solon Schools can coordinate benefits.

E. Prescription Drug Coverage

1. Regular:

\$0 – Generic

10% –Formulary (Preferred Brand), when no generic available

15% –Non-Formulary (Brand), when no generic available.

2. Mail Order (90-day supply) with dollar cap:

\$0- generic

10%- Formulary (Preferred Brand), no generic available. Cap is \$20 for a 90-day supply.

15% –Non-Formulary (Brand),no generic available. Cap is \$46 for a 90-day supply.

3. Mail Order Incentive: Mandatory mail order will be required after the third fill within 180 days of the same medication (maintenance medication) at the retail level. If the employee chooses to purchase a maintenance medication from a retail pharmacy instead of mail order, they will be charged a co-payment each time. The co-payment for a generic drug is 20%, a formulary drug is 20%, and a non-formulary drug is 30%.

4. Generic incentive: If an employee elects Formulary (Preferred Brand) or Non-Formulary (Brand) when a generic is available and there is no approved medical reason for said election, the employee shall pay the difference between the generic and the Formulary and/or Non-Formulary Brand. Out-of-pocket prescription costs are capped annually at \$1,000 for single and \$2,000 for family.

5. If your physician prescribes a brand name drug that does not have a generic counterpart, your co-pay will be the 10% for Formulary and 15% for Non-Formulary. If using mail order, the corresponding dollar caps for a 90-day supply will apply.

F. Dental Coverage

1. Dental coverage for dependents ends at 23 years of age.

G. Vision Coverage

1. EyeMed Vision. (It is understood that the level of vision benefits is the same as current benefits if in network. There is a cap for doctors out of network. Prescriptions must be filled at Eye-Med Network locations to receive at least the same level of benefit). The Health Committee shall review the vision program after 6 months.

H. Flexible Spending

1. Flexible Spending to shelter medical costs: The Board will maintain, for interested bargaining unit members, and provide a premium pass through account, a health care account, and a dependent care account. Enrollment shall be during the Board's annual open-enrollment period.

- a. Monthly administrative fees shall be paid by the plan participants
- b. The plan coordinator shall be selected by the Board
- c. The plan shall conform to IRC 125 requirements
- d. The health care and dependent care accounts shall be limited to the amount allowed by law
- e. New hires shall be eligible to participate for the balance of a plan year in the year of employment provided they enroll within thirty (30) days of initial eligibility of benefits
- f. All other employees who have not previously enrolled in the plan must wait to enroll during the open enrollment period
- g. Administrative issues relating to the operation of the plan shall be resolved through designees of the Superintendent and the Association President

I. Health Insurance Committee

1. This joint committee shall be established following ratification of this agreement.

J. COBRA

1. Under COBRA (Federal Law), an employee is entitled to a continuation of his/her level of health insurance benefits for up to eighteen months following the date that the employee loses coverage due to a reduction in hours, layoff, unpaid leave or termination of employment with the Board. COBRA rights also extend to spouses and dependents of employees for up to thirty-six months when their status changes, causing them to lose eligibility for Board paid benefits. To continue coverage, the employee (or spouse or dependent) must remit the monthly premium plus a small administrative fee to the Board at the stipulated times. The Board is required to notify the employee in writing of his/her COBRA rights and payment terms within thirty days of the date the employee loses coverage.

XIII. Layoff Recall Procedures

A. Layoff Procedures

1. Whenever the Board determines to reduce its work force, a fifteen (15) day notice will be given to the union prior to any layoff.
2. Employees may be laid off as a result of a lack of funds of the Board of Education. Management shall be responsible for determining whether a lack of funds exists and shall file a statement of rationale and supporting documentation with OAPSE 15 days prior to sending the layoff notice.
3. A lack of funds means a Board of Education has a current or projected deficiency of funding to maintain current, or to sustain projected levels of staffing and operations.
4. Employees may be laid off as a result of abolishment of positions. The Board of Education may abolish positions as a result of reorganization for the efficient operation of the Solon School System, for reasons of economy, or for lack of work. The determination of the need to abolish positions shall indicate the lack of continued need for positions within the Solon School System. The Board of Education shall themselves determine whether any position should be abolished and shall file a statement of rationale and supporting documentation with OAPSE, 15 days prior to sending the notice of abolishment. If an abolishment results in a reduction of the work force, the Board of Education shall follow the procedures for laying off employees.
5. Whenever a reduction in the work force is implemented, the Board shall decide in which departments and/or grades the layoff or layoffs will occur and the number of employees to be laid off within each affected department. Employees shall be laid off using length of service with the District (system seniority).
6. Whenever a reduction in force is necessary, substitutes, casual and probationary employees are to be laid off prior to regular employees.
7. The Board of Education shall not use other department personnel (substitutes, students, temporary, certified staff, or sub-contractors) to perform the duties of laid off employees.
8. The employee whose position has been abolished shall have the right to fill an available vacancy within the employee's grade.
9. If the employee whose position is abolished or eliminated and laid off has more seniority than any other employee serving in the same grade/shift, then the employee with the least seniority shall be displaced.
10. If the employee displaced has the least seniority in this grade, the employee has the right to displace the least senior employee in a lower grade in their department, provided he/she has the seniority to do so. An employee may bump the least senior employee in a higher grade he/she previously held within his/her department. When bumping into a different grade, the employee shall be placed on the step of the wage grid according to the provisions set forth under Job Posting and Bid Procedures – Calculation.
11. The employee who has been displaced from his/her-department and has held a position in another department, may now displace the least senior employee in the grade previously held in that

department as long as he/she holds the minimum qualifications. If the employee is least senior in that grade, he/she may displace the least senior employee in a lower grade in that department provided he/she has the seniority to do so. When bumping into a different department/grade, the employee shall be placed on the step in the wage grid for that grade according to the provisions under Job Posting and Bid Procedures – Calculation.

B. Department Series for Reduction in Force

1. The following department series will be used for purposes of layoff.

Cafeteria Department

Grade I,

Grade II

Grade III

Grade IV

Custodial

Grade I

Grade II

Grade III

Grade IV

Graphics

Graphics Technician/Printer

Graphics Art Technician

Grade I

Grade II

Grade III

Information Systems

Grade A

Grade B

Grade C

Maintenance Department

Grade I

Grade II

Grade III

Grade IV

Media Aide Department

Grade A

Parking Lot Security

Secretarial/Clerical Department

Grade A

Grade B

Transportation Department

Grade I

Grade II

Grade III

Treasurer's Department

Grade A

Grade B

Warehouse Department

Grade I

Grade II

Vehicle Maintenance/Mechanics

Grade I

Grade II

C. Seniority—Layoff and Recall Procedure

1. Seniority is used to reflect the length of continuous service within the bargaining unit for all employees affected by a layoff. A seniority list shall annually be supplied by the Board and given to OAPSE for verification.
2. An employee's length of continuous service will be carried from one department to another, so long as no break in service occurs between such departmental moves.
3. Seniority shall be determined by starting date of continuous service within the bargaining unit.
4. Should two or more employees have identical seniority, use the table below in the following order:
 - a. Date of application
 - b. Most experience in the department
 - c. Flip of a coin
5. Guidelines for displacing employees, grade, months worked, hours worked, salary earned, shift, (second and third shift differential included.)
6. Employee can displace into an equal but not higher grade within the department. An employee can displace other employees until attaining approximately equal months worked. Employee can displace other employees until attaining approximate equal hours worked.

D. Recall Procedure

1. Those employees within each category of layoff shall be placed on a recall list for each grade in the department they were displaced from according to seniority. All job openings will be posted internally, but only those employees who have been displaced from one department or grade will be able to bid and return to their original position. If no displaced employee bids on the internal position, the layoff list will be used.
2. All employees who have been laid off or whose hours have been reduced retain recall rights. Recall rights continue until the last person on the recall list is called back to work.
3. Any employee accepting or declining reinstatement to the same grade, same hours and department from which the employee was laid off from is displaced shall be removed from the recall list.

4. Any employee reinstated under this section shall not serve a probationary period upon reinstatement except those employees who were laid off during a probationary period, they shall begin a new probationary period.
5. If an employee does not exercise his/her option to displace, the employee shall be entitled to be on the recall list.
6. When reinstated from a layoff, bargaining unit employees will resume the same seniority status, minus time of layoff.
7. All recalls shall be sent by certified mail and must be responded to within ten (10) days of signed receipt.

XIV. Job Classifications

A. Cafeteria

1. General

- a. **Supervision:** Cafeteria employees are directly responsible to the Food Service Supervisor, who is responsible to the Business Administrator.
- b. **Qualifications for Employment:** Cafeteria employees must be acceptable to and approved by the Food Service Supervisor. All cafeteria employees are required to submit to such physical examination as necessary to determine their freedom from physical illness which would endanger children using the cafeterias. The Business Administrator shall make such arrangements as are necessary for these examinations and may suspend any employee who does not comply with this requirement.
- c. Cafeteria employees shall be governed by the standards set forth by the County Health Department.
- d. **In Service Training:** The Board will pay for one in-service training day prior to the start of school, and such other in-service training programs necessary to increase the skills and effectiveness of cafeteria personnel. This educational opportunity will be available to expand knowledge about such topics as the National School Lunch Program, safe food handling, food-borne illness control, nutritional requirements of school lunch, safety and security. The in-service program will also include information and training particular to work in food service operations: Heavy equipment, safety procedures, and security. If a Grade III or IV employee wishes to be trained for a Grade II position, the employee will be rotated as a Grade II substitute.
- e. **Cafeteria Uniforms:** The administration has agreed to provide four uniforms to each worker every year.

2. Working Hours and Conditions

- a. Full-time cafeteria employees are those who work six hours or more per day, 30 or more hours per week, student days plus two additional days for opening and closing of cafeterias. A regular short hour employee is someone who works less than 30 hours per week.
- b. Working hours for all cafeteria employees as agreed upon at the time of hiring or assignment shall be set by the Food Service Supervisor with the approval of the Business Administrator.
- c. In case of absence, all cafeteria personnel will notify their supervisor in sufficient time so that a substitute can be secured. Substitutes receive least amount of hours on a job location unless bargaining unit employees refuse.
- d. All cafeteria employees shall be paid every other week. Salaries shall be fixed in accordance with the salary schedule by the business administrator upon recommendation of the Food Service Supervisor, subject to the approval of the Superintendent.
- e. Each cafeteria employee receiving S.N.A. certification shall be compensated by adding to the base rate, or in a lump sum payment in the June 30th pay if newly certified, the annual amount of \$300.

f. All cafeteria employees who successfully obtain the “Serve Safe Certification”, whether required, or not required for their job classification, shall be reimbursed for all costs associated with the classes and exam necessary to obtain certification.

g. Each cafeteria employee required to hold the “Serve Safe Certification”, as part of their job classification, shall receive a one-time lump sum payment of \$500 upon successful completion of the certification or upon original hire into the classification.

3. Cafeteria Kitchen Use by School and Community Groups

a. Eligible organizations wishing to use a cafeteria kitchen in conjunction with other approved use of a school building may do so upon arrangement with the Food Service Supervisor and Business Administrator.

b. In order to safeguard equipment and stored food and to preserve the welfare of students by observation of strict sanitation procedures, if the usage involves any equipment normally used in the process of preparation or handling of food for the school lunch program, an approved cafeteria worker employed by the Solon City School District, shall be on duty for a period of time considered necessary by the Food Service Supervisor during and after the school or community group usage.

c. The cafeteria worker shall be in charge of the kitchen and its equipment and is empowered to make necessary decisions regarding its use. The Board employee shall assist the participating group in the preparation of food, as well as supervising the kitchen area.

4. Overtime / Extra Time for Cafeteria Personnel

a. Extra time is any time worked beyond regularly scheduled hours for short hour employees up to forty hours (40)

b. Rotation of overtime or extra time will be per building on current seniority list.

c. Regularly scheduled time cannot be altered to avoid extra time.

d. Banquet Hours-All Schools

There shall be two lists:

1st List: Shall be for Grades I, II & II-A

2nd List: Shall be for Grade III & Grade IV.

Grades I, II & II-A rotation shall be for employees for banquets.

If a banquet requires a Grade III or Grade IV employee, than the second list shall be used.

Grade III or Grade IV employees after completing a training program, shall be moved on the Grade II list (See in-service XIV.A.1.d)

If more banquet employees are needed, then cafeteria employees from other schools will be asked on seniority basis using a rotation list.

B. Custodians

1. General

a. Head custodians are responsible to the principals/Building and Grounds Supervisor. Assistant custodians and cleaners are responsible to the head custodian. In the absence of a head custodian, the assistant head custodian will be required to assume duties on that shift.

2. Working Hours and Conditions

a. **Summertime Hours:** All second shift employees other than the high school shall work the first shift hours until the first Sunday in August. On the first Monday in August, all employees shall return to their regular shift.

High School - All custodial personnel shall work the first shift hours as above, except the least senior Assistant Head Custodian and the five(5) least senior cleaning custodian shall work the second shift. These six second shift positions shall be first offered to volunteers based on seniority.

b. **Spring and Winter Breaks:** During Spring and Winter Break, all High School custodial personnel shall work the first shift hours, except the least senior Assistant Head Custodian and the five (5) least senior cleaning custodian shall work the second shift. These six second shift positions shall be first offered to volunteers based on seniority. All other buildings shall work the first shift during Spring and Winter Break.

c. **Pool Work Stipend:** An additional pool stipend of \$50 per year will be given to any individual working in the high school that has the pool certification. No individual whose regular assignment is outside of the high school shall receive this stipend. The individuals who receive the full pool certification stipend must work in the pool area and perform the appropriate tests and actions required of the certification.

d. **Work Uniforms:** The Board of Education will absorb the cost for rental and cleaning or purchase of uniforms, to consist of seven (7) shirts and seven (7) pants every other year, for each custodian approved by the Business Administrator under direction of the Superintendent. All employees of groups provided with uniforms, if they have been purchased or rented for them, are required to wear them on the job.

e. **Training:** Any personnel new to a department or building will be trained by the supervisor of that employees shift, under the direction of the head custodian within 30 calendar days.

f. **Boiler Operators Training Program:** Employees seeking state standard boilers licenses shall have the approval for such training by the Business Administrator. Employees may not sign for boiler licenses, without prior consent of the Business Administrator.

Employees wishing to obtain a boiler license shall meet with the Business Administrator and the Supervisor of Buildings and Grounds to discuss the process for acquiring the 300 or 600 hours of required "hands on" work with boilers. The Administration shall arrange a work schedule with a head custodian or assistant head custodian for the employee. Part of the training must include the summer cleaning of boilers.

3. Custodians – When Building is in Use

a. A custodian will be on duty whenever a building is in use other than the standard work week, with the following exceptions:

- i. Individual Solon teachers, administrators, other employees working in the school offices and classrooms.
- ii. Individual Solon teachers working with groups of students numbering 5 or fewer students.

b. All Head and Assistant Head Custodians will have a valid boiler license. Any person wanting to apply and receive a Head or Assistant Head Custodian position must also possess a valid boiler license. The Board will, when reasonable, offer opportunities through adult education or other avenues for current employees to obtain their license. The employee bidding for one of the above positions shall possess the appropriate boiler license at the time of the bid.

c. Head Custodians conducting normal checkout inspections of buildings on weekends or holidays shall be entitled to two hours of pay, at their regular hourly wage rate determined by their position on the salary schedule for each day the building is inspected. In the event the Head Custodian is unavailable, the Assistant will take over. If the Assistant is unavailable the next senior licensed person will take over.

4. Overtime for Custodial Personnel

a. Because special needs of school programs and the need to protect public property frequently require work beyond the standard work week, the Board of Education and Administration have the right to expect any employee to put in a reasonable amount of overtime work, based on a reasonable notice to the worker of the necessity for this overtime.

b. Custodial overtime must be offered to personnel within the building. That overtime will be rotated by using a seniority list. In the event no personnel are available to work, the Head Custodian will call custodians, full time, from other buildings per a master seniority list. A Custodian interested in working overtime in other buildings shall notify each building Head Custodian in writing of his/her interest in system overtime by August 31st. If there is a general refusal, then the overtime coverage shall be assigned for that building without the right of refusal. Work hours shall not be altered to avoid overtime.

c. All head and head night custodians will be on the rotation list. For the Saturday and Sunday overtime list, the person who is first up on the rotation list has his/her choice of any work slot for the day that they are up for, as long as they are qualified to work the slot (e.g. boiler operator), daily overtime, and so on down the list. Monday - Friday shall be rotated.

d. Overtime High School Custodial Personnel

- i. There shall be two (2) rotation lists used during the heating season (October 1 thru May 31) One list for boiler operators, the second for all custodians.
- ii. One list shall be used when boilers are not in use (June 1 thru September 30). These two (2) lists shall be for the purpose of time and half (1-1/2).

iii. Sundays and paid holidays shall be rotated using the above criteria in paragraphs #1 and #2. Another two (2) lists shall be used for the purpose of double time.

iv. Overtime shall be posted on Tuesday and responded to by Thursday morning, end of 3rd shift.

v. Any additional building usage that comes in after Tuesday of each week, that cannot be covered by employees already working, will be offered to the next employee on the rotation list. Employees not accepting that overtime will not be charged a "no" on the rotation list after Thursday morning. Employees working the additional overtime slots will be charged.

vi. Employees not accepting emergency overtime, will not be charged a "no", only the employee accepting the overtime will be charged on the overtime list.

vii. When an employee is asked to work out of rotation because of additional building usage (XIV.B.4.d.vii) or emergency situation (XIV.B.4.d.vii) that will not alter the normal rotation list.

e. Other Schools – See Appendix B for Custodial Overtime Lists

i. All Sundays and paid holidays will be on a separate rotation list.

5. Third Shift Custodial Special Conditions

a. A third shift may be established at the high school only, with employees' normal working hours from 11:00 p.m. to 7:00a.m. daily, and the normal work week starting 11:00 p.m. on a Monday, and ending at 7:00 a.m. on Saturday. The normal eight-hour shift shall include a 30-minute lunch break, which shall be taken in paid time. For purposes of calculating Holiday Overtime pay, the date of the shift shall be the date of its starting time. For example, the shift, which starts on the Wednesday before Thanksgiving Day, shall be considered a Wednesday shift, and shall be compensated at the usual rate of pay for non-holidays. Third shift employees shall work second shift on "Curriculum night" and the night prior to Thanksgiving Day.

b. Workers on this shift shall retain their present rights to overtime opportunities and the high school Head Custodian shall maintain an overtime rotation list which will contain the names of all employees regardless of shift assigned.

c. There shall be an Assistant Head Custodian on third shift, and shall be paid on Grade II of the Custodial Department Salary Schedule. This Assistant Head Custodian shall make the duties and assignments of individual custodians on the third shift, with the approval and assistance of the Head Custodian.

d. The duties of the third shift shall be devoted to the cleaning of the building. Their presence shall not be used by the Administration or Board as a means of extending the hours of school programs, regular, extracurricular, or public use, other than those several programs, which have previously extended past 10:30 p.m. as a matter of course.

e. Workers assigned to the second or third shift on a permanent basis shall be compensated at their usual rate of pay plus an hourly flat rate shift differential to be added to their usual hourly rate of pay. This shift differential shall be paid even when a third shift worker is temporarily assigned to another

shift, such as during school vacations. A worker temporarily assigned to this shift will be paid the shift differential only for the actual hours worked on this shift.

f. Any second or third shift worker who works overtime will be paid the shift differential but not at the time and a half amount. The shift differential will be paid for the total number of hours worked.

6. Grade III Staffing Levels

a. On June 1, 2004, nine employees will be retained in the Grade III classification in the following locations:

School	Number of Grade III Positions
Solon High School	3
Dual School	2
Orchard	1
Lewis	1
Roxbury	1
Arthur Road	1*

*See Appendix D for Letter of Agreement regarding Custodial Grade III Staffing Levels

b. Additionally on June 1, 2004, all current (7-1-99) Grade III custodial employees who are not one of the nine above mentioned Grade III's will be grandfathered as Grade III's in position and in salary until they leave employment with the Solon City Schools. Once a grandfathered custodian leaves his/her position the position will no longer be grandfathered, and the position will become a Grade IV. The grandfathered Grade III employees shall receive their salary on the Grade III schedule.

c. Grand-fathered Grade III Custodians can bid on any vacant Grade III/IV position that is put up for bid. As Grade III Custodians complete their moves through the bidding process, the last open Grade III position that remains unfilled shall become a Grade IV Custodial position. This process of bidding Grade III/IV positions shall continue until the total number of Grade III positions reduces to nine. If one of the mandated Grade III positions listed above remains unfilled, the Administration may make an involuntary Grade III transfer in reverse seniority order. If more than one mandated Grade III position is unfilled at the same time, the positions shall be offered by seniority among the least senior Grade III Custodians.

d. When the number of Grade III positions reduces to nine, Grade IV Custodians will be able to bid into Grade III vacancies that arise.

C. Secretaries

1. General

a. Secretaries shall be defined to include Grade A, Pay Range I, II, and III, Grade B, and Grade B on the Treasurer's salary schedule for grandfathered bidding purposes. (see Treasurer's department section).

b. All clerical employees are responsible to the administrator or supervisor to whom they are assigned. Secretaries will notify the appropriate administrator or supervisor to whom they are assigned, in case of absence.

2. Working Hours and Conditions

a. The opening and closing hours of work for all secretaries in the buildings shall be set by the building administrator. The opening and closing hours for secretaries in the Board of Education offices shall be set by the Business Administrator or by the administrator in charge of such workers.

b. The standard workweek for secretaries will be five equal days, seven hours each day, thirty-five hours a week. This will not include lunchtime of one hour.

c. Payment of salaries of clerical personnel shall be made every other week.

d. Ten-month clerical employees shall be employed on the basis of 201 days per contract year, to consist of 186 teacher days, 5 days to be worked prior to school opening or after school closing, at the time of teachers' summer vacation, or a total of 191 work days, plus 10 paid holidays for a total of 201 days which shall constitute the payroll calendar. Any change in teacher days in future years shall be met with a change in summer workdays to provide for a calendar 201 days. Days worked beyond the 201-day calendar shall be subject to the prior approval of the principal and Business Administrator, and compensated at the same daily rate.

e. **Secretarial / Clerical Training:** The Board and OAPSE have agreed on a three-step level of training for the Clerical Department. There are to be three levels for individuals in the Clerical Department to receive additional stipends. Each level has different criteria to which an individual must show competence in order to receive the stipend.

The three levels are: Standard level, Specialist level, and Advanced level. The stipends are as follows:

	12 Months	10 Months
Standard	\$728	\$561
Specialist	\$1,001	\$771
Advanced	\$1,456	\$1,126

3. Overtime for Clerical Personnel

a. In the event a secretary is required to work approved overtime, the secretary shall be paid time and one-half or receive compensatory time after forty (40) hours. Sundays and holidays shall be paid double time. If a secretary who has reached forty hours in that week is assigned the overtime on Saturday but chooses to work the overtime on Sunday, that overtime will be paid at time and one half.

D. Media Aides

1. Working Hours and Conditions

- a. Each media worker will receive a 15-minute break in the morning and a 15-minute break in the afternoon.
- b. Media Aides are eligible to receive educational reimbursements. They must follow the same procedures and guidelines that are in the negotiated agreement with the Solon City Schools Teachers union.
- c. Media Aides shall work under the direction of the certified librarian. Media Aides working in a building without the direct supervision of a certified librarian/media person shall be entitled to an annual stipend of \$750 for the year.
- d. Media Aides covering two schools shall have $\frac{1}{4}$ hour added to their daily hours

E. Vehicle Maintenance

1. Working Hours and Conditions

- a. All mechanics receiving the ASE certification shall receive an additional \$400 pay annually for each area of the ASE certification they possess. The Board shall reimburse mechanics for fees and mileage within two weeks of the employee's submission of the appropriate receipts.
- b. Mechanics must get their CDL.
- c. **Work Uniforms:** The Board of Education will absorb the cost for rental and cleaning or purchase of uniforms, to consist of seven (7) shirts and seven (7) pants every other year, for each vehicle maintenance employee approved by the Business Administrator under direction of the Superintendent. Inclement weather gear including work boots shall be provided by the Board of Education for vehicle maintenance department employees. All employees of groups provided with uniforms, if they have been purchased or rented for them, are required to wear them on the job.

F. Maintenance

1. Working Hours and Conditions

- a. **Work Uniforms:** The Board of Education will absorb the cost for rental and cleaning or purchase of uniforms, to consist of seven (7) shirts and seven (7) pants every other year, for each maintenance employee approved by the Business Administrator under direction of the Superintendent. Inclement weather gear including work boots shall be provided by the Board of Education for maintenance department employees. All employees of groups provided with uniforms, if they have been purchased or rented for them, are required to wear them on the job.
- b. **Graphics Employee Move to Maintenance:** The current (7-1-99) graphics employee may be moved to the maintenance department in his current salary. The current salary is equivalent to the Grade II salary

schedule in the maintenance department. He will be classified under Grade IV in the maintenance department for bidding purposes only. This section (paragraph) shall no longer apply when the grandfathered employee leaves employment with the District.

c. **Use of Privately Owned Vehicles on School Business:** It shall be the policy of the Board of Education to avoid use of privately owned vehicles in the transport of employees, their tools, and equipment, from their usual place of reporting to their actual work site as demanded by the needs of the day. However, recognizing that certain occasions and situations make it uneconomical and impractical to provide board-owned vehicles for such transportation, an employee may use his or her personal vehicle in the performance of his or her job, provided that the employee carries liability insurance for the vehicle used, and has the permission of the Business Administrator to use it. Employees doing so shall report mileage traveled monthly, on forms provided, and shall be compensated from the General Fund at the rate per mile set by the Board of Education for travel within the school district.

2. Overtime for Maintenance Personnel

a. Grade I and II Transportation Salary Schedule (as it applies to the grandfathered employee), and the Grade I, II, III and IV Maintenance Schedule may be on the overtime rotation list.

b. Any employee who has responsibility in more than one department may accrue overtime in both departments. When a maintenance employee is up for an overtime rotation slot and that employee has a prior driving commitment, and wants to work the maintenance overtime slot, that employee must find a fill in maintenance employee to cover the overtime until that employee returns from his/her driving assignment. This section (paragraph) shall no longer apply when the grandfathered employee(s) leaves employment with the District.

c. A rotation list shall be maintained, starting with the senior employee and continue in rotation order. This list shall be posted near the supervisor's office. All overtime shall be offered and recorded at 1:00 p.m. each day in the supervisor's office. Overtime that is scheduled and worked will be charged to that employee working the overtime. Overtime not scheduled prior to 1:00 p.m. on the day the overtime is asked, those maintenance employees will be charged for working but not charged for declining short notice work. Rotation list must still be used in securing these workers.

d. When an employee is asked to work out of rotation due to his skill, the employee will be charged. Other employees passed over will not be charged for the overtime. The skilled employee, who was asked out of rotation, will be skipped when making up overtime to other employees.

e. Should an employee perform a specific task all week, such as, grass cutting, painting, electrical work, and overtime is needed for that job, the employee who has already performed that job for the week shall be asked for the overtime first. When an employee stays past their normal work hours to either finish a job or for emergency work and or the security of the school premises, that employee will not be charged on the rotation list unless the time worked exceeds two (2) hours.

f. **Snowplowing and Salting Overtime:** Two separate rotation lists shall be maintained for snowplowing and salting during times outside the regularly scheduled work hours. These lists shall be used for snowplowing and salting only and shall rotate according to seniority. Any maintenance employee who

wishes to be on that list shall notify the supervisor by October 15, of each year. Any other work in relation to snow such as snow removal, stacking, etc., shall be assigned by seniority rotation on the regular overtime rotation list.

g. **Transportation Compound:** The maintenance employee assigned to the Compound shall operate separately from the above-mentioned rotation lists in that he/she shall only be eligible to work snowplowing and salting if no employee on those rotation lists is available to do the work.

h. There shall be one maintenance employee in charge of calling the snow crew to determine the number of maintenance employees available. This yearly assignment should be offered to employees based on seniority. This employee shall receive an additional one-thousand (\$1,000) stipend for the added responsibility. The Business Administrator and/or the Supervisor of Building and Grounds shall make the vehicle and snow removal equipment assignments, with input from the maintenance employee in charge of calling the crew. The Business Administrator and/or the Supervisor of Buildings and Grounds shall have the final authority to assign plowing areas, buildings and other duties, based on the number of employees needed to effectively remove snow and to make the District as safe as possible.

G. Warehouse

1. Working Hours and Conditions

a. The warehouse driver shall be entitled to a minimum of one (1) hour overtime each work day, as long as the warehouse manager position remains unfilled.

b. **Work Uniforms:** The Board of Education will absorb the cost for rental and cleaning or purchase of uniforms, to consist of seven (7) shirts and seven (7) pants every other year, for each warehouse employee approved by the Business Administrator under direction of the Superintendent. Inclement weather gear including work boots shall be provided by the Board of Education for warehouse department employees. All employees of groups provided with uniforms, if they have been purchased or rented for them, are required to wear them on the job.

H. Transportation

1. General

2. Working Hours and Conditions

a. All drivers shall be guaranteed a minimum of two and one-quarter ($2 \frac{1}{4}$) hours for their a.m. run, and two and one-quarter ($2 \frac{1}{4}$) hours for their p.m. run, and 2 hours for those who have a mid-day run.

b. All drivers report to the Transportation Department fifteen (15) minutes prior to the scheduled departure time from the garage, of their daily regular runs. (This time is for the purposes of pre-trip inspection and bus cleaning etc.)

c. All regular runs will be paid according to the scheduled route time. If a run is delayed due to breakdown or other unforeseen circumstances, the employee shall be paid until they return and clock out. If a regular scheduled run extends seven (7) minutes beyond the scheduled route time, that driver shall be paid for fifteen minutes.

- d. Vehicles are assigned to all routes, subject to change by the Business Administrator.
- e. Regular drivers not driving their regularly assigned runs and not being paid for the day and wishing to work that day, shall be used first for temporary replacement drivers prior to substitutes. Drivers are required to let the supervisor or designee know of their availability, in writing, on forms provided for that purpose. Drivers shall keep a copy of the form submitted.
- f. A sign up sheet shall be made available for spring, winter, and summer breaks for regular drivers who wish to drive. Regular drivers who wish to keep their regular bid route will continue on that route. Drivers shall have a choice of routes available by seniority on a rotation basis.
- g. Drivers are required to drive their regular run if the run is scheduled on the school calendar, provided to the driver in the August bid meeting. If the calendar is inaccurate, the driver is not required to drive those runs, provided substitutes are available. Drivers of regular/mid-day runs scheduled during breaks wishing not to drive during the spring, summer, and/or winter breaks may be allowed to take time off without pay provided the administration has adequate substitutes/regular drivers for all runs during the break. The supervisor shall provide coverage for Drivers who wish to be off during the week when Solon Schools are not in session and the schools on their run are still in session, by offering the assignment to other drivers, based on seniority, who are on the "request to work list".
- h. Drivers not taking a portion of their run due to illness, or other acceptable reasons will be charged accordingly. Non-acceptable reasons will be charged accordingly. Non-acceptable reason will be without pay.
- i. After the October bid, all regular a.m. and p.m. runs shall be monitored daily per the time clock and evaluated at the end of each semester of the school year. Each semester that a run exceeds its bid time by seven (7) minutes or more fifty percent (50%) or more of the time, the driver shall be paid for those extra daily quarter hours in a lump sum payment with the first pay that follows the close of the semester. If a run exceeds its bid time by seven (7) minutes or more fifty percent (50%) or more times during the school year, the run's established time shall be increased one quarter hour at the beginning of the next school year. During the adjustment period between the start of the school year and the October bid, drivers whose runs extend seven (7) minutes beyond the scheduled run time shall be paid for the extra quarter hour.
- k. Each semester that a mid-day run exceeds its bid time by seven (7) minutes or more fifty percent (50%) or more of the time, the driver shall be paid for those extra daily quarter hours in a lump sum payment with the first pay that follows the close of the semester. During the adjustment period between the start of the school year and the October bid, drivers whose runs extend seven (7) minutes beyond the scheduled run time shall be paid for the extra quarter hour.
- l. Short-hour bus drivers who drive regular runs are entitled to their regular pay even if on a particular day the run is not made, provided that the driver reports to work and is available to assist with other routes if needed. This provision does not apply if the route is changed permanently.
- m. Extra-duty is defined as any driving assignment less than two (2) hours, that is outside of a regular run. There shall be a separate rotation list used for extra-duty assignments. After a driver has accepted an extra-duty assignment and it is cancelled on the day of the assignment, the driver is eligible to take the next extra-duty assignment.

- n. **P.M. Shuttle Runs:** If a P.M. Shuttle is not a regular run unto itself or part of an existing run, the Transportation Supervisor will post a sign-up sheet at the beginning of each school year. Any regular driver may sign up. The run will be rotated on a weekly basis, by seniority, unless the drivers agree among themselves to an alternative rotation basis.
- o. Drivers are responsible for sweeping the floors, dusting the dash and railings, fueling, and making daily safety checks of their buses.
- p. The administration shall be responsible for updating drivers of changes in the law and safety changes.
- q. The Board shall pay for drivers' annual physicals, which are required by law.
- r. The cost of the license abstract and CDL (the difference between your regular, operator's fee) shall be borne by the administration.
- s. Bus drivers receiving six (6) points on their license must immediately take action to remove two points or face possible disciplinary action.
- t. Drivers transporting special needs children by bus or van shall report each incident of student disruptive behavior. The Administration shall meet with the driver within one workday to determine a course of action.
- u. For either regular a.m. and p.m. runs, or mid-day runs, the following procedure shall be in effect for holiday pay.
- v. If a driver is involuntarily assigned an add-on run or segment, and if the driver chooses not to drive that add-on run or segment the day before or after a holiday, he/she shall receive pay for the said holiday. The supervisor shall offer the add-on run or segment to other drivers, based on seniority, who are on the "request to work list"
- w. The maximum docking of holiday pay for those who do not meet the above criteria is the add-on segment.
- x. An involuntarily assigned add-on run or segment is one that is assigned after the August bid without a right of refusal.

3. Regular routes

- a. A regular run is one that goes out on a daily basis for any schools calendar year that the Solon Board of Education transports.
- b. The Transportation Supervisor will have the authority to implement special and or add-on runs. A special run is created due to a temporary handicap or situation, which requires transportation for no longer than 30 school days. This run can be added to any regular run and can also be subtracted when the temporary condition no longer exists. Seniority shall be used when implementing a special and or add on run when times permit. Bidding and bumping will not take effect for the special run until the run exceeds 30 school days. The Transportation Supervisor shall notify the Union Transportation Representatives of any special or add-on runs lasting five (5) consecutive work days or more prior to implementation of those runs.

- c. All regular runs will be bid every year, by seniority. Drivers will be called in to bid on runs in August of each year, or as soon as runs are set for the new year. Bidding will take place no later than five (5) days prior to the start of the new school year. Bid sheets will be available to the drivers a minimum of three working days before the bid meeting. All information available to the supervisor pertaining to students, times, routes, vehicle assignments, medical assignment, special needs, calendars, and other pertinent information will be given to drivers.
- d. Seniority begins, for a transportation employee new to the district on the first day of work on a regular assignment.
- e. In addition to the employees assigned to regular runs, three (3) additional full-time substitutes shall be hired as bargaining unit employees.
- f. If a run does not go out or is shortened by student absenteeism on any regularly scheduled day, drivers will receive their normal pay. Driver must report at their regular time to be available to drive another run. If a driver chooses not to report to work for an another assignment, he/she will not be paid. Drivers are required to let the supervisor or designee know of their availability in writing on forms provided for this purpose. The driver shall keep a copy of the form submitted.
- g. The transportation dispatcher, if properly licensed, may operate school transportation buses or vans, and take runs when no other subs are available.
- h. Any driver who has finished their run assignment, and is still on the clock, shall report to the transportation supervisor or designee their availability to fill other routes. The driver cannot refuse the extra work unless it goes more than fifteen (15) minutes beyond their bid time.
- i. An add-on that fits within the guaranteed run time shall be assigned, using reverse seniority order, with no right of refusal. These add-ons will be revised, if needed, and allowed to be selected in seniority order at the October bid, the end of the semester, and at the spring break.
- j. An add-on that gives a driver extra time shall be offered to the most senior person (with right of refusal) whose time fits the run.

4. Mid-Day Runs

- a. For our purposes the term mid-day refers to regularly scheduled runs that occur after the regularly scheduled morning run and prior to the regularly scheduled afternoon runs. Mid-Day runs will be bid, by seniority list, at the beginning of each school year. Mid-day runs are guaranteed two hours.
- b. At the August bid meeting, drivers will be called in to bid on the available mid-day runs, by seniority, from the general seniority list.
- c. After the October bid, if a mid-day run increases by thirty (30) minutes or more and exceeds the two (2) hour guarantee notice of such shall be posted by the Transportation Supervisor within five (5) working days. All drivers shall be contacted by seniority order to be asked if they wish to take the run. Each succeeding run that opens due to drivers obtaining a different run shall be placed immediately open to all drivers again by seniority order.

- d. After the October Bid, If a driver has less hours due to a decrease of thirty (30) minutes or more in the run, the driver has the option of bumping a driver with less seniority from the bottom up and equal to or as close to the time of their run. A driver cannot bump if he/she has passed over a run with equal or more time which was available to them.
- e. If a driver passes up on a mid-day run at the August bid, he/she may only bid on mid-day runs that are newly created or vacant due to resignation, retirement, or death.
- f. If the start and end time of a midday run changes by forty-five (45) minutes or more, the driver assigned may choose to keep the midday or has the option of bumping the midday of another driver with less seniority from the bottom up.
- g. If a driver chooses not to bid off a mid-day run, they retain their existing run, unless he/she is bumped according to the bid procedure.
- h. The only exception to bidding shall be between August and the first week of October. All routes will remain the same until new bids take effect. Only those routes which have changed by fifteen (15) minutes or more shall go up for bid. The new routes will begin the second week of October.
- i. If a run does not go out or is shortened by student's absentee on any regularly scheduled day, drivers will receive their normal pay. Drivers must report at their regular time to be available to drive another run. If a driver chooses not to report to work for another assignment, he/she shall not be paid. Drivers are required to let the supervisor or designee know of their availability in writing on forms provided for this purpose. The driver shall keep a copy of the form submitted.
- j. A sign-up sheet for regular drivers who do not take a mid-day run is posted at the beginning of each school year. This list shall be used on a rotation basis, in order of seniority, to fill in for the absent regular driver on the mid-day run. When no regular driver is available from the mid-day list, a substitute driver may be called from the substitute list. Regular drivers who are available when their mid-day is not running and have notified the Transportation Supervisor, those drivers will be asked to cover a mid-day run prior to a substitute.
- k. If a new mid-day route is created after the August bid and prior to October 1, the new route shall be offered to those regular short- hour drivers who have not bid on a mid-day route according to seniority.
- l. When it is known that the driver of a mid-day run will be absent for more than one (1) day but not exceeding two (2) weeks, that run will be offered to the person next up on the substitute rotation list for the duration of the absence. The person taking the run shall be charged one (1) turn on the rotation list for each day on the run. (i.e. 5 days, 5 turns, etc.)
- m. When it is known that the driver of a mid-day run will be absent for more than two (2) weeks, that run will be offered to the most senior person on the mid-day sub list and proceed down the list from that point. If that person refuses, the run will be offered to the next most senior driver and so on down the list.

n. Any driver who has finished their run assignment, and is still on the clock, shall report to the transportation supervisor or designee their availability to fill other routes. The driver cannot refuse the extra work unless it goes more than fifteen (15) minutes beyond their bid time.

i. An add-on that fits within the guaranteed run time shall be assigned, using reverse seniority order, with no right of refusal. These add-ons will be revised, if needed, and allowed to be selected in seniority order at the October bid, the end of the semester, and at the spring break.

ii. An add-on that gives a driver extra time shall be offered to the most senior person (with right of refusal) whose time fits the run.

5. Route Bidding Procedures

a. General

1) Any driver on sick leave shall be notified by the administration. Employees on leaves shall be able to give a proxy on the run through the union transportation representative.

2) In the event a route comes open due to death, retirement, or resignation, it shall be posted with hours stated immediately for five (5) working days. The vacated run shall be awarded to the most senior driver bidding. Runs that open as a result of bidding will be bid in accordance with XIV.H.5.d.8 below.

3) When a new run is created, it shall be posted for five (5) working days. Only those drivers for whom the route would exceed by 30 minutes or more may bid the newly created route. The current drivers of regular or special runs, and any aides with a valid school bus license, shall have the first option to bid for the posted route. The senior driver who bid on the route shall be awarded same.

4) If a driver or aide bids into a different department, that vacated position will not be posted for thirty (30) working days.

b. October Bid

1) The only exception to bidding shall be between August and the first week of October. All routes will remain the same until new bids take effect. The new routes will begin the second week of October.

2) An employee whose August route time has decreased by fifteen (15) minutes or more may exercise their right to bump from the bottom up to the first route with equal to or as close to their original August Bid time. They may also forgo their "bump" rights and exercise their choice according to the bid procedures listed in number three (3) below;

3) All routes that have increased or decreased by fifteen (15) minutes or more shall be posted for the bid. Bids begin with the most senior drivers and continue down the list until the list has been exhausted. Employees may choose one of the following options:

a. Keep current route

b. Accept vacant, new, or open route.

c. Accept a route that has been posted as a result of increased or decreased time.

4) An employee must either increase or decrease if bidding; there shall be no lateral moves.

5) Five (5) days prior to October 1, all routes with the changes will follow the guidelines of route bidding.

c. After October Bid

- 1) In the event a scheduled run time is reduced, and the driver is unable to bump to his/her time, that driver shall be guaranteed continuation of his/her level of benefits until the beginning of the next school year. If a run of an appropriate level for benefits becomes available and the driver chooses not to take that run with enough hours for benefits, that driver's benefits will be discontinued.
- 2) If a regular run increases by thirty (30) minutes or more, and exceeds the two (2) hour guarantee, notice of such shall be posted by the Transportation Supervisor within five (5) working days or when it is confirmed that the route will be continuing for more than thirty (30) work days, whichever is earlier. All drivers shall be contacted by seniority order to be asked if they wish to take the run. Each succeeding run that opens due to drivers obtaining a different run shall be placed immediately open to all drivers again by seniority order.
- 3) If a driver is displaced from his/her run because said run has increased by thirty (30) minutes or more, that driver shall have the option of either exercising his/her bumping rights or bidding on any open run that is available, regardless of whether or not the time of the open run is less than, equal to or greater than the time of the run from which the driver had been displaced.
- 4) If a driver has less hours due to a decrease by thirty (30) minutes in the run, the driver has the option of bumping a driver with less seniority from the bottom up and equal to or as close to the time of their run or choosing an open run that is available, regardless of the run time.
- 5) If a driver chooses not to bid off his/her regular run, he/she retains his/her existing run, unless he/she is bumped according to the bid procedure.
- 6) Drivers whose runs are cancelled may bump the least senior driver whose hours are closest to those lost, but not exceeding. If a driver chooses not to bump, he/she retains seniority and may bid on any open runs and /or any future available runs regardless of the run time. If a driver is laid off as a result of not bumping, recall provisions in the contract shall govern. The driver who has elected not to bump shall be a bargaining unit sub at his/her regular hourly rate of pay until a bidding opportunity arises.
- 7) After the October bid, any newly created route shall follow the route bidding procedure.
- 8) The following language addresses the opening and possible re-assigning of regular runs due to only the situation when a newly created run is posted.
 - i. After the run has been posted, the most senior driver who has bid will be given the posted run. Only those drivers with less seniority and fewer hours/day driving on their regular runs will be asked if they want the preceding driver's route.
 - ii. Example - Driver #10 bids and accepts the posted route. Drivers with fewer hours will have the opportunity to accept a vacated route that opened through the bidding of #10's route.
- 9) Drivers with the same hours as any vacated route will not be eligible to bid or accept a route at this time. Only those routes which have increases in time shall be placed open for bid. This bidding procedure is to eliminate multiple postings.

d. Summer Bidding

1) Any driver who bids on an open severe handicap run, that driver will be guaranteed for a week at a time unless the run is cancelled or end mid-week. With the exception of trips exceeding 10 hours, field trips during the handicap route time shall be forfeited to that driver, unless the driver can make the field trip. "To make the field trip" means that the trip starts a minimum of fifteen (15) minutes after the scheduled return time of the special needs route and/or the trip returns a minimum of fifteen (15) minutes before the scheduled departure for pick-up for the special needs route or the trip starts a minimum of fifteen (15) minutes after the scheduled end of the afternoon run. All summer runs shall be open to bid by all regular drivers. Runs shall be filled so that all drivers get equal or as close to equal time (by weeks).

2) The regular driver has first option of keeping their run. Field trips to the regular driver shall be available to that driver as during the normal school year. Probationary or substitute drivers are excluded except if all regular drivers have refused.

3) Regular a.m. and p.m. recreation routes shall be bid 2 weeks prior to the end of the student school year, or within three days of receipt from recreation. Drivers shall bid these routes by week, one week at a time.

6. Field Trips

a. All eligible drivers from grades 1 and 2 on the transportation employees' salary schedule are on the rotation lists by seniority, excluding substitutes.

b. There shall be four (4) trip lists.

1) **Day Trips:** The first trip list shall be Monday a.m. thru Friday, 3:30 p.m. for all regular short hour drivers during the scheduled workweek. This shall not include mid-day drivers, substitutes, or maintenance/vehicle drivers.

2) **Night Trips:** The second trip list shall include all regular short hour drivers and all maintenance/ vehicle drivers, excluding substitutes. This list shall be for any trip scheduled to return after 3:30 p.m., regardless of starting time, Monday through Friday, summer, spring, winter and other breaks.

3) **Overnight Trips:** The third trip list shall be for all overnight trips. The list shall rotate independently of, but in the same manner as the other lists. If short notice on the overnight list, a driver who refuses is still open for the next overnight trip -- the driver is not penalized for refusing. A driver who takes a short-notice overnight trip is charged for their turn. The Transportation Supervisor and/or designee shall notify all drivers of overnight trips on the Monday preceding those trips being bid on Thursday , but in no event will such notice be less than forty-eight (48) hours prior to overnight trips. This advance notification will allow other drivers to be prepared to accept the trips if the first eligible driver(s) is unable to do so. The actual assignment of the overnight trip shall follow the normal bid procedure. Expense money will be reimbursed within two (2) weeks of submission of receipts to the Treasurer.

4) **Weekend/Holiday Trips:** The fourth list shall include all regular short hour drivers and all maintenance/ vehicle drivers, excluding substitutes. This list shall be for any trip scheduled on Saturday, Sunday, and holidays.

- c. Each of the lists mentioned above shall have a short-notice list, used to schedule any trip that does not follow the procedure listed in i below.
- d. There shall be a short-notice lists for all trips that need to be scheduled less than two days prior to their departure date, one for each of the trip lists.
- e. These Short Notice Lists lists shall rotate independently of, but in the same manner as the lists they are for. A driver cannot cancel a trip to go to a no charge list.
- f. These lists shall be by seniority and rotated according to seniority.
- g. When school is not in session, the rotation shall continue in the same manner as the lists indicate
- h. Employees are charged for all trips taken or refused.
- i. Field and Athletic trips shall be scheduled weekly on Thursday morning for the following week during the school year.
- j. If you accept a trip and call in sick for the p.m. run or the entire day, you will still be charged for that trip and will be ineligible to take the trip.
- k. After a driver has accepted a trip and it is cancelled on the day of the trip, the driver is eligible to take the next unscheduled trip or two (2) hours pay.

1) After a driver has accepted a trip and it is cancelled before the day of the trip, the driver is eligible to take the next unscheduled trip, following the criteria in i above.

2. Trip Cancellation Pay:

- i. If, during the work week, a trip leaves the school site and is subsequently cancelled, the driver shall be paid his/her regular run time plus one (1) hour cancellation pay or actual clock time beyond the driver's regular run time, whichever is greater.
- ii. If, on a weekend, a trip leaves the school site and is subsequently cancelled, the driver shall be paid two hours cancellation pay or actual clock time, whichever is greater.

l. If a driver cancels a trip three times after they have accepted the trip in a school year (start of school to next start of school year) that driver will be skipped over the next field trip. The only exceptions shall be a documented emergency. (example – emergency personal, emergency sick).

m. Should a driver continue canceling trips after the initial three times that driver will be skipped for each cancellation made.

n. Probationary employees are not eligible for extra hour trips until they have satisfactorily completed their ninety (90) work day probationary period, except if the field trip list has been exhausted.

o. The general policy is that there shall be no switching or trading of trips.

p. Only Solon bargaining unit school bus drivers, and maintenance vehicle operators, grades I and II on the transportation salary schedule, shall drive the Solon school vehicles, for field trips and/or equipment for that field trip that is loaded or unloaded by students or teachers. A Solon City Schools transportation van may be driven by a coach for transporting the golf team. A coach may also drive a Solon City

Schools transportation van for competition at the District level and above when there are seven (7) or less students participating in the event. No more than one van, one coach may be used for any event.

q. When the driver decides to return to the field trip list, he/she shall indicate in writing, to the Transportation Supervisor, his/her wishes to do so. The driver will not lose his/her slot on either list.

r. Any driver, who wishes to be temporarily passed over on any of the field trip rotation lists, shall notify the Transportation Supervisor in writing. When the driver wishes to be reinstated to the lists, he/she shall notify the Transportation Supervisor in writing.

s. There shall be no loss of the employee's seniority slot on any list.

t. When the trip list has been exhausted due to general refusal, the trip will be offered to probationary drivers, then to substitutes. Should no one take the trip, it will be assigned, without right of refusal, to the driver who was first asked.

u. Field trip show-up time shall be 15 minutes on days when school is in session. Field and athletic trip show-up times shall be one-half hour on Saturdays or Sundays. Field and athletic trip show-up times shall be one-half hour on Solon School contractual holidays, or on days when the transportation office has not been regularly scheduled for business.

v. Drivers forgetting their athletic or field trip assignment shall be skipped over on the trip list for the next one trip.

w. The Board will be allowed a maximum of five (5) private carrier trips per school year (excluding any out of state trips). If equipment vehicles are needed in addition to the private carrier, OAPSE employees shall be utilized to transport any equipment. The Board will notify OAPSE of any private carrier trips.

x. Split Field Trips (Monday through Friday)

1) When a field trip has been split and part of that trip has been cancelled, the driver will be paid for one (1) hour. (Exception to one hour pay in 4).

2) If both parts of a split trip are cancelled, then a driver shall be paid for two (2) hours or next trip.

3) When a split trip runs into the p.m. run and the trip is cancelled or shortened, and the driver is unable to do any part of his/her regular run, then the driver will be paid for his/her regular run time.

4) If the p.m. split trip is shortened or cancelled, the driver will receive pay from the show-up time of the split trip through the completion of his/her regular run.

y. **Take Drop and Returns:** There shall be no weekend Take-Drop and Returns.

z. **Rotation Schedule Procedure:**

1) Field and Athletic trips shall be scheduled weekly on Thursday morning for the following week during the school year.

2) For trips that go out during spring and winter breaks, drivers will be asked no less than three (3) workdays prior to the breaks. For trips that go out during the summer break, refer to summer bidding (XIV.H.5.d.3).

3) Trips received after the scheduling on Thursday will be assigned accordingly by seniority using the short-notice list, according to the contract.

7. Overnight Trips With School Vehicles

a. The Transportation Supervisor and/or designee shall notify all drivers of overnight trips on the Monday preceding those trips being bid on Thursday, but in no event will such notice be less than forty-eight (48) hours prior to overnight trips. This advance notification will allow other drivers to be prepared to accept the trips if the first eligible driver(s) is unable to do so. The actual assignment of the overnight trip shall follow the normal bid procedure. Expense money will be reimbursed within two (2) weeks of submission of receipts to the Treasurer.

b. The rep. shall then post notice in the drivers' area.

c. On overnight or longer athletic or field trips involving transportation of students, the vehicle will be driven only by a regular bargaining unit employee of the Solon Board of Education, with current appropriate licensing.

d. This worker will be paid at the usual and proper regular or overtime rate for those hours for which he or she and the vehicle are on call and demand. These hours would normally exclude the time between the last call on the driver and vehicle at the end of one day, and the first call on services the next day.

e. The driver shall be reimbursed for lodging and meal expenses from the same source of funds and under the same conditions as the teacher acting as leader or chaperone of the trip. The driver to be lodged at the same establishment as the group of students he/she is transporting. Driver shall not stay in the same room as any of the students, coaches, or chaperones.

8. Summer Field Trips

a. Any driver, who does not wish to be called for summer field trips, shall indicate this fact to the Transportation Supervisor, in writing.

b. The trip lists shall continue in rotation during the summer.

c. Trips for the summer will be bid out every Tuesday morning. This will be for trips from Thursday through the following Wednesday.

d. The Transportation Supervisor or designee will start calling between 7:00 and 8:00 a.m. If there is no answer, the driver will be marked as a "no" and the caller will continue down the rotation list. Maintenance bus drivers will call the Transportation Supervisor or designee Tuesday morning between 7:00 and 7:05 a.m. to see what trips are available to them.

9. Substitute Maintenance / Vehicle Drivers

- a. For the period of the contract, no layoffs will occur as a result of hiring substitute bus drivers. Substitute bus drivers will be used prior to maintenance/vehicle substitute drivers. Any maintenance/vehicle employee who wishes to make the switch to the Maintenance schedule may opt to do so in any year. Reduction in workforce will only occur due to lack of funds in the system and the layoff procedure will be used.
- b. All current Grade I and II full-time maintenance drivers who now have permanent bus runs or are on the substitute driver list will retain their current status.
- c. A \$1.00 per hour differential will be paid to maintenance/vehicle operators who gave up exclusive rights to the p.m. field trip list. The differential will be added to the hourly rate of these maintenance/vehicle operators.
- d. In-system substitute drivers shall receive their regular rate of pay or the substitute driving rate of pay, whichever is higher, when substituting on an a.m. or p.m. run. A one year commitment is required to receive the regular rate of pay, and the in-system substitute must drive when called for an a.m. and/or p.m. run as set forth below: 1st and 2nd shift employees are required to drive the p.m. runs; 3rd shift employees are required to drive the a.m. runs.
- e. In addition to the Substitute Maintenance/Vehicle Drivers referred to in #d above, in-system substitute drivers will also include regular bargaining employees possessing a CDL with school endorsement employed in non-driver positions within the District who agree at the beginning of a school year to sub as a driver for that entire school year according to the terms set forth in the above referenced section of the contract.
- f. If an in-system sub has been on a run where a vacancy exists and no regular driver has bid that run, and the in-system sub has been driving that run for thirty (30) work days or more, that driver may continue on that run during days in which Solon City Schools are off and other schools are in session. In all other situations, the provisions of Section XIV.H.2.e under Transportation Department Working Hours and Conditions applies.

10. Training

- a. Experienced drivers are to be re-trained in accordance with the guidelines established by the State Department of Education. The skill portion of the re-training shall be done, when possible, during the school year and during the trainer's regular work day.
- b. There are two methods to obtain this certification. One is to participate in the State's certification course. The other method is to participate in the State's Advance Training course.
- c. For those drivers who elect to utilize the Advanced Training Course, the Board shall pay the driver \$200 for the entire program. The Board shall also pay the registration fee for the class.

d. For those drivers who elect the State's standard certification course, or participate in the School Bus Rodeo, the Board shall pay the driver the registration fee and \$50 for the entire program, for a total of \$85, retroactive to July 1, 2008.

e. No driver shall be paid for any other time than the above agreed amounts. Skill review, if needed, and certification by the trainer is included in the stipend. Maintenance drivers and custodial drivers are to schedule their time either after regular hours or on approved time off such as vacation or compensatory time.

f. The Board shall pay each driver the difference between his/her regular license and the CDL when the license is renewed.

g. The Board shall pay for drivers and mechanics only upon recertification the BCII background check. The driver or mechanic shall be responsible to pay for any additional background checks required beyond the BCII. This includes new driver trainees.

h. Skills test will be paid one time after employee acquires class B CDL license with S&P endorsement. This reimbursement will be received at the end of each school year.

11. On-Board Instructors

a. The OBI position(s) shall be posted, bid and awarded in accordance with the job bidding procedures set forth in the contract. Driver(s) selected to be OBI instructors shall be sent for OBI training and certification at Board expense.

b. The OBI shall be paid for his/her time at an additional three dollars (\$3.00) per hour added to their the regular rate of pay or overtime (based on the higher rate of pay) when appropriate, for the skill review if needed, and certification of drivers.

12. Overtime for Transportation Personnel

a. Maintenance/ vehicle operator employees in Grade I or II who drive athletic or field trips after their normal working hours shall be compensated at time and one-half (1 1/2) of Grade III pay schedule at their appropriate step plus two steps.

b. Any maintenance driver wishing to change from driving eligibility to maintenance/custodial schedule may do so by requesting the change in writing to the Business Administrator. This change will be granted within 30 working days.

c. All employees not receiving the \$1.00 per hour differential shall move to the next additional step as of July 1, 1987.

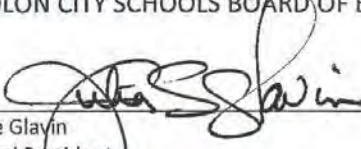
d. If the above is found contrary to law, the Maintenance/Tradesman vehicle driver shall be prohibited from the overtime driving until new language is negotiated.


13. Dispatch and Routing


The hours of the Dispatch and Routing position shall be increased from 7 hours per day to 8 hours per day. In addition, this position shall be provided the Transportation Supervisor Deputy Pay of 2%. The rates associated with this position will be reflected in the Transportation Department Salary Schedule.

XV. Attest


OLON CITY SCHOOLS BOARD OF EDUCATION



Julie Glavin
Board President

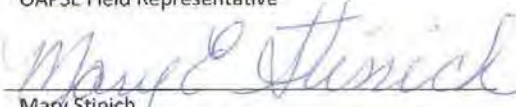

Joseph V. Regano
Superintendent

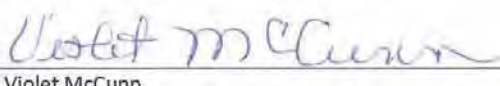

Fred E. Bolden II
Assistant Superintendent of Business & Personnel,
Solon Schools

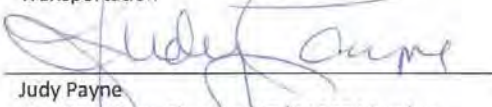
OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES



Ann Tanner
OAPSE Field Representative



Dan Walker
Chapter 475/OAPSE Member, Custodial



Mary Stinich
President, Chapter 475/OAPSE Member,
Transportation


Violet McCunn
Chapter 475/OAPSE Member, Cafeteria


Judy Payne
Vice-President, Chapter 475/OAPSE Member,
Transportation

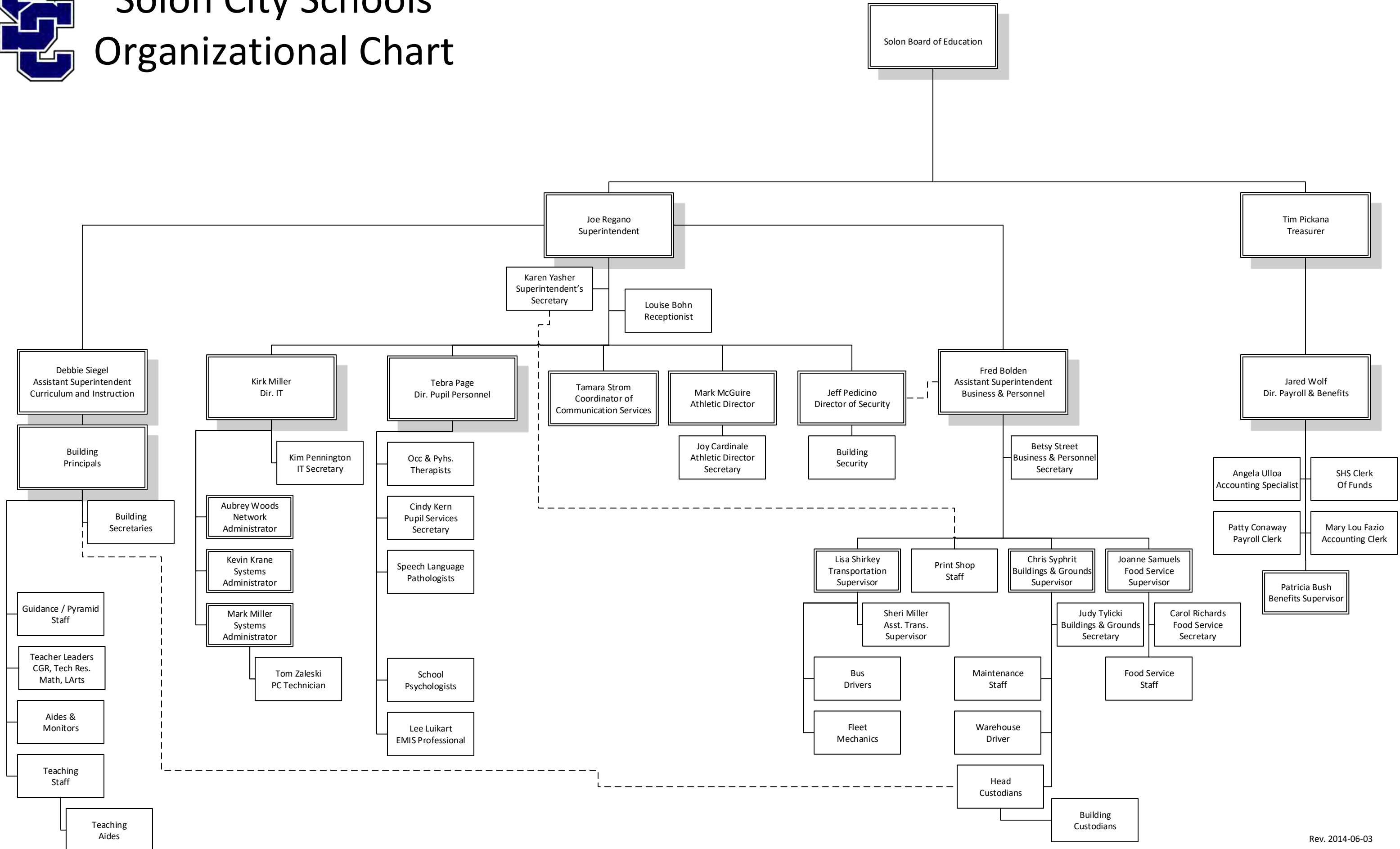

Santina Barnes
Chapter 475/OAPSE Member, Transportation


Tina Stawiarski
Secretary, Chapter 475/OAPSE Member,
Custodial


Eric Schoch
Chapter 475/OAPSE Member, Maintenance



Solon City Schools Organizational Chart



Appendix B – Custodial Overtime Lists

Three separate Lists are used within each building to determine the order employees are offered overtime.

1. Weekday overtime list
2. Saturday overtime list
3. Sunday/Holiday overtime list

Employees will sign up for overtime based on whether they hold a Boiler Operator’s License.

All overtime is offered to the most senior employee on a rotational basis in the following order:

Boilers Operators Weekday Overtime List	Non-Boiler Operators Weekday Overtime List
1. Boilers Operators – Within the Building	1. Non-Boiler Operators – Within the Building
2. Boilers Operators – Outside the Building *Employees must sign up separately for each building they are requesting to work overtime.	2. Non-Boiler Operators – Outside the Building *Employees must sign up separately for each building they are requesting to work overtime.

Boilers Operators Saturday Overtime List	Non-Boiler Operators Saturday Overtime List
1. Boilers Operators – Within the Building	1. Non-Boiler Operators – Within the Building
2. Boilers Operators – Outside the Building *Employees must sign up separately for each building they are requesting to work overtime.	2. Non-Boiler Operators – Outside the Building *Employees must sign up separately for each building they are requesting to work overtime.

Boilers Operators Sunday/Holiday Overtime List	Non-Boiler Operators Sunday/Holiday Overtime List
1. Boilers Operators – Within the Building	1. Non-Boiler Operators – Within the Building
2. Boilers Operators – Outside the Building *Employees must sign up separately for each building they are requesting to work overtime.	2. Non-Boiler Operators – Outside the Building *Employees must sign up separately for each building they are requesting to work overtime.

Appendix C – Grievance Forms

**SOLON CITY SCHOOL DISTRICT
CLASSIFIED EMPLOYEES GRIEVANCE FORM (Step 2)**

(6 copies)

Grievant Name: _____ Date Filed: _____

Date and Time of Grievance: _____

Department Employed: _____ Position Held: _____

Policy Violated: _____

Section of Policy Violated: _____

NATURE OF GRIEVANCE: State Exactly What Occurred (Who, What, Where, When, Why, and How

(use back of form if necessary)

Witnesses if any: _____

Relief Requested: _____

Do You Request OAPSE Representation? Yes No

Signature of Grievant _____

Copies to: Grievant, Immediate Supervisor, Principal, OAPSE Grievance Committee, Business Administrator and Superintendent.

Business Administrator's Response: _____

**SOLON CITY SCHOOL DISTRICT
SUPERINTENDENT GRIEVANCE DISPOSITION FORM (Step 3)**

(5 copies)

Does Grievant accept decision of Business Administrator? Yes No

Grievant Name: _____ Date Filed: _____

Date and Time of Step 3 Meeting: _____

Persons in Attendance: _____

Superintendent's Disposition: _____

(use back of form if necessary)

Superintendent Signature: _____ Date: _____

Grievant Signature: _____ Date: _____

Does Grievant accept decision of Superintendent? Yes No

Copies to: Grievant, OAPSE Field Rep./Grievance Committee, Business Administrator, and President of the Board of Education.

Appendix D. MOU Regarding Custodial Grade III Staffing Levels

**Letter of Agreement
Between
Solon City Schools
And
OAPSE Local 475
Regarding the Custodial Grade III Staffing Levels**

As a result of the majority of the Arthur Road School closing, the parties agree to the following:

- a. Rather than officially abolishing the Arthur Road Grade III Custodial position, management will temporarily vacate the position.
- b. Should Arthur Road require additional staffing due to increased building needs, the position will be restored and bid as a Grade III.

Appendix E – Salary Schedules

SOLON BOARD OF EDUCATION

Effective July 1, 2017

CAFETERIA DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		13.87	12.83	11.22
1		14.42	13.33	11.70
2		14.92	13.82	12.23
3		15.38	14.38	12.75
4	18.25	16.21	14.91	13.29
5	18.75	16.69	15.20	13.57
6	19.24	17.21	15.54	13.89
7	19.73	17.69	15.70	14.03
8	20.63	18.16	15.86	14.17
9	21.14	18.63		14.31
10				14.45

Grade I Head Cook/Manager

Central Kitchens - 8 hours - student days + 2 additional days + 10 paid holidays

Grade II Assistant Head Cook/Baker

Central Kitchens - 7 hours - student days + 2 additional days + 10 paid holidays

Building Kitchens - 6 hours - student days + 2 additional days + 10 paid holidays

Secondary School Cook - hours range from 2 to 6 hours per day - student days + 10 paid holidays

Grade III Cafeteria Workers

(salad/sandwich, cashier, server, elementary coordinator/cashier, elementary cook, helper, clean-up, asst. to baker, snack bar, vending center coordinator) student days + 1 additional day + 10 paid holidays

Elementary coordinator/cashier, vending center coordinator - additional stipend \$500 per year

Elementary cook/server - additional stipend \$108 per year

Grade IV Cafeteria Workers - hired after 2/1/1997

Same as Grade III

Banquet Rate - Current hourly rate + \$2.00/hr. \$21.00 per hour Sundays and Holidays.

SNA Certification - \$300 per year upon annual certification

Each cafeteria employee required to hold the "Serve Safe Certification", as part of their job classification shall receive a one-time lump sum payment of \$500 upon successful completion of the certification or upon original hire into the classification.

LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

Any position that is increased by 30 minutes or more will be posted for re-bid

SOLON BOARD OF EDUCATION
Effective July 1, 2018

CAFETERIA DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		14.14	13.08	11.44
1		14.71	13.60	11.94
2		15.22	14.10	12.47
3		15.69	14.67	13.01
4	18.61	16.54	15.20	13.55
5	19.13	17.02	15.50	13.84
6	19.62	17.55	15.85	14.17
7	20.12	18.05	16.01	14.31
8	21.04	18.53	16.18	14.45
9	21.57	19.00		14.60
10				14.74

Grade I Head Cook/Manager

Central Kitchens - 8 hours - student days + 2 additional days + 10 paid holidays

Grade II Assistant Head Cook/Baker

Central Kitchens - 7 hours - student days + 2 additional days + 10 paid holidays

Building Kitchens - 6 hours - student days + 2 additional days + 10 paid holidays

Secondary School Cook - hours range from 2 to 6 hours per day - student days + 10 paid holidays

Grade III Cafeteria Workers

(salad/sandwich, cashier, server, elementary coordinator/cashier, elementary cook, helper, clean-up, asst. to baker, snack bar, vending center coordinator) student days + 1 additional day + 10 paid holidays

Elementary coordinator/cashier, vending center coordinator - additional stipend \$500 per year

Elementary cook/server - additional stipend \$108 per year

Grade IV Cafeteria Workers - hired after 2/1/1997

Same as Grade III

Banquet Rate - Current hourly rate + \$2.00/hr. \$21.00 per hour Sundays and Holidays.

SNA Certification - \$300 per year upon annual certification

Each cafeteria employee required to hold the "Serve Safe Certification", as part of their job classification shall receive a one-time lump sum payment of \$500 upon successful completion of the certification or upon original hire into the classification.

LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

Any position that is increased by 30 minutes or more will be posted for re-bid

SOLON BOARD OF EDUCATION

Effective July 1, 2019

CAFETERIA DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		14.14	13.08	11.44
1		14.71	13.60	11.94
2		15.22	14.10	12.47
3		15.69	14.67	13.01
4	18.61	16.54	15.20	13.55
5	19.13	17.02	15.50	13.84
6	19.62	17.55	15.85	14.17
7	20.12	18.05	16.01	14.31
8	21.04	18.53	16.18	14.45
9	21.57	19.00		14.60
10				14.74

Grade I Head Cook/Manager

Central Kitchens - 8 hours - student days + 2 additional days + 10 paid holidays

Grade II Assistant Head Cook/Baker

Central Kitchens - 7 hours - student days + 2 additional days + 10 paid holidays

Building Kitchens - 6 hours - student days + 2 additional days + 10 paid holidays

Secondary School Cook - hours range from 2 to 6 hours per day - student days + 10 paid holidays

Grade III Cafeteria Workers

(salad/sandwich, cashier, server, elementary coordinator/cashier, elementary cook, helper, clean-up, asst. to baker, snack bar, vending center coordinator) student days + 1 additional day + 10 paid holidays

Elementary coordinator/cashier, vending center coordinator - additional stipend \$500 per year

Elementary cook/server - additional stipend \$108 per year

Grade IV Cafeteria Workers - hired after 2/1/1997

Same as Grade III

Banquet Rate - Current hourly rate + \$2.00/hr. \$21.00 per hour Sundays and Holidays.

SNA Certification - \$300 per year upon annual certification

Each cafeteria employee required to hold the "Serve Safe Certification", as part of their job classification shall receive a one-time lump sum payment of \$500 upon successful completion of the certification or upon original hire into the classification.

LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

Any position that is increased by 30 minutes or more will be posted for re-bid

SOLON BOARD OF EDUCATION

Effective July 1, 2020

CAFETERIA DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		14.43	13.35	11.67
1		15.01	13.87	12.18
2		15.52	14.38	12.72
3		16.00	14.96	13.27
4	18.99	16.87	15.51	13.83
5	19.51	17.36	15.81	14.12
6	20.01	17.91	16.17	14.45
7	20.53	18.41	16.33	14.59
8	21.46	18.90	16.51	14.74
9	22.00	19.38		14.89
10				15.04

Grade I Head Cook/Manager

Central Kitchens - 8 hours - student days + 2 additional days + 10 paid holidays

Grade II Assistant Head Cook/Baker

Central Kitchens - 7 hours - student days + 2 additional days + 10 paid holidays

Building Kitchens - 6 hours - student days + 2 additional days + 10 paid holidays

Secondary School Cook - hours range from 2 to 6 hours per day - student days + 10 paid holidays

Grade III Cafeteria Workers

(salad/sandwich, cashier, server, elementary coordinator/cashier, elementary cook, helper, clean-up, asst. to baker, snack bar, vending center coordinator) student days + 1 additional day + 10 paid holidays

Elementary coordinator/cashier, vending center coordinator - additional stipend \$500 per year

Elementary cook/server - additional stipend \$108 per year

Grade IV Cafeteria Workers - hired after 2/1/1997

Same as Grade III

Banquet Rate - Current hourly rate + \$2.00/hr. \$21.00 per hour Sundays and Holidays.

SNA Certification - \$300 per year upon annual certification

Each cafeteria employee required to hold the "Serve Safe Certification", as part of their job classification shall receive a one-time lump sum payment of \$500 upon successful completion of the certification or upon original hire into the classification.

LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

Any position that is increased by 30 minutes or more will be posted for re-bid

SOLON BOARD OF EDUCATION

Effective July 1, 2017

CLERICAL SALARY SCHEDULE

	Grade A Range I 12 mos. (7 hrs.)	Grade A Range II 12 mos. (7 hrs.)	Grade A Range III 12 mos. (7 hrs.)	Grade B 10 mos. Hourly
Step				
0	33,803	32,774	31,887	17.52
1	34,954	33,921	33,039	18.15
2	36,109	35,074	34,187	18.78
3	37,257	36,229	35,339	19.42
4	38,405	37,372	36,488	20.05
5	39,556	38,525	37,638	20.68
6	40,708	39,673	38,790	21.31
7	41,859	40,826	39,940	21.95
8	43,010	41,976	41,091	22.58
9	44,159	43,127	42,243	23.21
10	45,309	44,276	43,392	23.84
11	46,461	45,428	44,542	24.47
12	47,612	46,577	45,695	25.11
13	48,761	47,729	46,846	25.74

Grade A Range I

High School Principal, Asst Principal, Guidance & Athletics
Central Office Asst. Superintendent, Pupil Services and Data Proc.
Orchard and Solon Middle School Principal
Head Secretary Arthur Road, Lewis, Parkside and Roxbury

Grade A Range II

Secretaries to Transportation and Maintenance

Grade A Range III

High School Receptionist, Central Office Receptionist

Grade B - 10 month Hourly

Arthur road, Lewis, Parkside, Roxbury regular secretaries
Orchard, Solon Middle School regular secretaries
High School department and Assistant Principal secretaries
Central Office department secretaries, Gifted
Secretary to Transportation

Educational schooling for secretaries, compensation paid for by Solon Board of Education.

LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

Upon mutual agreement of the parties, Sarah Hughes may be moved to Grande A Range II at 12 mos.

SOLON BOARD OF EDUCATION

Effective July 1, 2018

CLERICAL SALARY SCHEDULE

	Grade A Range I 12 mos. (7 hrs.)	Grade A Range II 12 mos. (7 hrs.)	Grade A Range III 12 mos. (7 hrs.)	Grade B 10 mos. Hourly
Step				
0	34,479	33,429	32,524	17.87
1	35,653	34,599	33,699	18.52
2	36,831	35,775	34,871	19.16
3	38,002	36,953	36,046	19.81
4	39,173	38,120	37,218	20.45
5	40,347	39,296	38,391	21.09
6	41,522	40,467	39,566	21.74
7	42,696	41,643	40,739	22.38
8	43,870	42,816	41,913	23.03
9	45,042	43,990	43,088	23.67
10	46,215	45,161	44,260	24.32
11	47,390	46,336	45,432	24.96
12	48,564	47,508	46,609	25.61
13	49,736	48,683	47,782	26.25

Grade A Range I

High School Principal, Asst Principal, Guidance & Athletics
Central Office Asst. Superintendent, Pupil Services and Data Proc.
Orchard and Solon Middle School Principal
Head Secretary Arthur Road, Lewis, Parkside and Roxbury

Grade A Range II

Secretaries to Transportation and Maintenance

Grade A Range III

High School Receptionist, Central Office Receptionist

Grade B - 10 month Hourly

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SOLON BOARD OF EDUCATION

Effective July 1, 2019

CLERICAL SALARY SCHEDULE

	Grade A Range I 12 mos. (7 hrs.)	Grade A Range II 12 mos. (7 hrs.)	Grade A Range III 12 mos. (7 hrs.)	Grade B 10 mos. Hourly
Step				
0	34,479	33,429	32,524	17.87
1	35,653	34,599	33,699	18.52
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7	42,696	41,643	40,739	22.38
8	43,870	42,816	41,913	23.03
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12	48,564	47,508	46,609	25.61
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Grade A Range I

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Central Office Asst. Superintendent, Pupil Services and Data Proc.
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Head Secretary Arthur Road, Lewis, Parkside and Roxbury

Grade A Range II

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Grade A Range III

High School Receptionist, Central Office Receptionist

Grade B - 10 month Hourly

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Central Office department secretaries, Gifted
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15 years, 6% Above Schedule
18 years, 9% Above Schedule
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Upon mutual agreement of the parties, Sarah Hughes may be moved to Grande A Range II at 12 mos.

SOLON BOARD OF EDUCATION

Effective July 1, 2020

CLERICAL SALARY SCHEDULE

	Grade A Range I 12 mos. (7 hrs.)	Grade A Range II 12 mos. (7 hrs.)	Grade A Range III 12 mos. (7 hrs.)	Grade B 10 mos. Hourly
Step				
0	35,168	34,098	33,175	18.23
1	36,366	35,291	34,373	18.89
2	37,568	36,491	35,569	19.54
3	38,762	37,692	36,767	20.20
4	39,957	38,882	37,962	20.86
5	41,154	40,082	39,159	21.52
6	42,353	41,276	40,357	22.17
7	43,550	42,476	41,554	22.83
8	44,748	43,672	42,751	23.49
9	45,943	44,869	43,949	24.15
10	47,139	46,065	45,145	24.80
11	48,338	47,263	46,341	25.46
12	49,535	48,458	47,541	26.12
13	50,731	49,657	48,738	26.78

Grade A Range I

High School Principal, Asst Principal, Guidance & Athletics
Central Office Asst. Superintendent, Pupil Services and Data Proc.
Orchard and Solon Middle School Principal
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Secretaries to Transportation and Maintenance

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15 years, 6% Above Schedule
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SOLON BOARD OF EDUCATION
Effective July 1, 2017

CUSTODIAL DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		39,319	33,628	28,015
1		40,531	34,935	28,298
2		42,021	36,237	28,584
3		43,375	37,543	29,695
4		44,725	38,850	30,801
5	51,790	46,081	40,160	31,912
6	53,278	47,436	41,462	33,021
7	54,763	48,788	42,774	34,135
8	56,250	50,137	44,078	35,243
9	57,740	51,494	45,387	35,596
10	59,228	52,840	46,689	35,952
11	60,716	54,198	47,998	36,311
12	62,202	55,549	49,308	36,675
13	(1) 63,690	56,900	50,636	
14	(2) 65,157	58,252	51,967	
15	(3) 66,664	59,602	53,298	

Notes above pertain to Grades I and II.

Note 1 Maximum Custodian Elementary Bldg. and Administration Bldg.

Note 2 Maximum Custodian Middle School Bldg.

Note 3 Maximum Custodian High School Bldg.

Grade I - Head Custodian

Grade II - Assistant Head Custodian day or night*

Grade III - Custodian Cleaner, day or night*

*2nd shift differential, \$.50 per hour, paid year-round

*3rd shift differential, \$1.10 per hour, paid year-round

If licensed boiler operator - \$1,012 plus actual up to \$50 for license

Permanent pool custodians and high school head custodians - \$1,012 if certified

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2018

CUSTODIAL DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		40,106	34,301	28,575
1		41,342	35,634	28,864
2		42,861	36,962	29,155
3		44,242	38,294	30,289
4		45,619	39,627	31,417
5	52,826	47,003	40,963	32,551
6	54,343	48,385	42,291	33,682
7	55,858	49,764	43,630	34,818
8	57,375	51,139	44,959	35,948
9	58,895	52,524	46,295	36,307
10	60,413	53,897	47,623	36,671
11	61,930	55,282	48,958	37,038
12	63,446	56,660	50,294	37,408
13	(1) 64,963	58,038	51,649	
14	(2) 66,460	59,417	53,006	
15	(3) 67,998	60,794	54,364	

Notes above pertain to Grades I and II.

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20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2019

CUSTODIAL DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		40,106	34,301	28,575
1		41,342	35,634	28,864
2		42,861	36,962	29,155
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4		45,619	39,627	31,417
5	52,826	47,003	40,963	32,551
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*3rd shift differential, \$1.10 per hour, paid year-round

If licensed boiler operator - \$1,012 plus actual up to \$50 for license

Permanent pool custodians and high school head custodians - \$1,012 if certified

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2020

CUSTODIAL DEPARTMENT SALARY SCHEDULE

Step	Grade I	Grade II	Grade III	Grade IV
0		40,908	34,987	29,147
1		42,169	36,347	29,441
2		43,719	37,701	29,739
3		45,127	39,059	30,895
4		46,532	40,420	32,045
5	53,882	47,943	41,782	33,202
6	55,430	49,352	43,137	34,356
7	56,975	50,759	44,502	35,514
8	58,523	52,162	45,858	36,667
9	60,073	53,575	47,221	37,034
10	61,621	54,975	48,575	37,405
11	63,169	56,388	49,937	37,778
12	64,715	57,794	51,300	38,156
13	(1) 66,263	59,198	52,682	
14	(2) 67,789	60,605	54,066	
15	(3) 69,358	62,010	55,451	

Notes above pertain to Grades I and II.

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Note 3 Maximum Custodian High School Bldg.

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*3rd shift differential, \$1.10 per hour, paid year-round

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LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

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20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2017

EMIS PROFESSIONAL SALARY SCHEDULE

<u>STEP</u>	<u>GRADE A</u>
0	36,593
1	37,861
2	39,121
3	40,387
4	41,659
5	42,926
6	44,189
7	45,455
8	46,719
9	47,985
10	49,255
11	50,523
12	51,787
13	53,051

Grade A - EMIS Professional (12 months; 7 hours per day)

CEP (Certified EMIS Professional) Certification - 5% Total

CEP Training - 2% above schedule - 100 points earned prior to July 1st

CEP Training - 3% above schedule - 200 points earned prior to July 1st

CEP Training - 5% above schedule Certified prior to July 1st

(certification must be maintained to receive 5%)

LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 YEARS - 6% ABOVE SCHEDULE

18 YEARS - 9% ABOVE SCHEDULE

20 YEARS - 11% ABOVE SCHEDULE

SOLON BOARD OF EDUCATION

Effective July 1, 2018

EMIS PROFESSIONAL SALARY SCHEDULE

<u>STEP</u>	<u>GRADE A</u>
0	37,325
1	38,618
2	39,904
3	41,195
4	42,492
5	43,784
6	45,073
7	46,364
8	47,653
9	48,944
10	50,240
11	51,534
12	52,823
13	54,112

Grade A - EMIS Professional (12 months; 7 hours per day)

CEP (Certified EMIS Professional) Certification - 5% Total

CEP Training - 2% above schedule - 100 points earned prior to July 1st

CEP Training - 3% above schedule - 200 points earned prior to July 1st

CEP Training - 5% above schedule Certified prior to July 1st

(certification must be maintained to receive 5%)

LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 YEARS - 6% ABOVE SCHEDULE

18 YEARS - 9% ABOVE SCHEDULE

20 YEARS - 11% ABOVE SCHEDULE

SOLON BOARD OF EDUCATION

Effective July 1, 2019

EMIS PROFESSIONAL SALARY SCHEDULE

<u>STEP</u>	<u>GRADE A</u>
0	37,325
1	38,618
2	39,904
3	41,195
4	42,492
5	43,784
6	45,073
7	46,364
8	47,653
9	48,944
10	50,240
11	51,534
12	52,823
13	54,112

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LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

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18 YEARS - 9% ABOVE SCHEDULE

20 YEARS - 11% ABOVE SCHEDULE

SOLON BOARD OF EDUCATION

Effective July 1, 2020

EMIS PROFESSIONAL SALARY SCHEDULE

<u>STEP</u>	<u>GRADE A</u>
0	38,072
1	39,391
2	40,702
3	42,018
4	43,342
5	44,660
6	45,974
7	47,291
8	48,607
9	49,923
10	51,244
11	52,565
12	53,879
13	55,195

Grade A - EMIS Professional (12 months; 7 hours per day)

CEP (Certified EMIS Professional) Certification - 5% Total

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CEP Training - 3% above schedule - 200 points earned prior to July 1st

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LONGEVITY PAY - COMPLETION OF YEARS WITH SOLON SCHOOLS

15 YEARS - 6% ABOVE SCHEDULE

18 YEARS - 9% ABOVE SCHEDULE

20 YEARS - 11% ABOVE SCHEDULE

SOLON BOARD OF EDUCATION

Effective July 1, 2017

GRAPHICS DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>
0	42,003	36,753	11.67
1	43,458	38,026	12.09
2	44,909	39,292	12.53
3	46,358	40,563	12.98
4	47,818	41,841	13.47
5	49,266	43,113	
6	50,721	44,382	
7	52,176	45,653	
8	53,626	46,924	
9	55,083	48,195	13.87
10	56,536	49,469	
11	57,987	50,743	
12	59,445	52,013	
13	60,892	53,283	
14	62,348		
15	63,802		

Grade I Technician/Printer

Grade II Technician

Grade III Copier Equipment Operator

Temporary student workers, federal minimum wage and experience increment

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2018

GRAPHICS DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>
0	42,843	37,488	11.90
1	44,327	38,787	12.33
2	45,807	40,077	12.78
3	47,285	41,374	13.24
4	48,774	42,678	13.74
5	50,252	43,975	
6	51,735	45,270	
7	53,219	46,566	
8	54,698	47,862	
9	56,185	49,159	14.14
10	57,667	50,458	
11	59,147	51,758	
12	60,634	53,053	
13	62,109	54,349	
14	63,595		
15	65,078		

Grade I Technician/Printer

Grade II Technician

Grade III Copier Equipment Operator

Temporary student workers, federal minimum wage and experience increment

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

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GRAPHICS DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>
0	42,843	37,488	11.90
1	44,327	38,787	12.33
2	45,807	40,077	12.78
3	47,285	41,374	13.24
4	48,774	42,678	13.74
5	50,252	43,975	
6	51,735	45,270	
7	53,219	46,566	
8	54,698	47,862	
9	56,185	49,159	14.14
10	57,667	50,458	
11	59,147	51,758	
12	60,634	53,053	
13	62,109	54,349	
14	63,595		
15	65,078		

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Grade II Technician

Grade III Copier Equipment Operator

Temporary student workers, federal minimum wage and experience increment

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15 years, 6% Above Schedule

18 years, 9% Above Schedule

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SOLON BOARD OF EDUCATION

Effective July 1, 2020

GRAPHICS DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>
0	43,700	38,238	12.14
1	45,214	39,562	12.58
2	46,723	40,879	13.03
3	48,231	42,201	13.50
4	49,749	43,531	14.01
5	51,257	44,855	
6	52,770	46,175	
7	54,284	47,497	
8	55,792	48,820	
9	57,309	50,142	14.43
10	58,820	51,467	
11	60,330	52,793	
12	61,846	54,114	
13	63,352	55,436	
14	64,867		
15	66,380		

Grade I Technician/Printer

Grade II Technician

Grade III Copier Equipment Operator

Temporary student workers, federal minimum wage and experience increment

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

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SOLON BOARD OF EDUCATION

Effective July 1, 2017

INFORMATION SYSTEMS DEPT. SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>	<u>Grade C</u>
0	51,790	43,363	34,935
1	53,276	44,757	36,237
2	54,764	46,155	37,543
3	56,250	47,550	38,850
4	57,740	48,950	40,160
5	59,225	50,344	41,462
6	60,716	51,742	42,774
7	62,202	53,141	44,078
8	63,690	54,538	45,388
9	65,157	55,922	46,690
10	66,664	57,329	47,998

Grade A - Network Technician (12 months; 8 hours per day)

Grade B - PC Technician (12 months; 8 hours per day)

Grade C - Technology Aide (12 months; 8 hours per day)

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2018

INFORMATION SYSTEMS DEPT. SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>	<u>Grade C</u>
0	52,826	44,230	35,634
1	54,342	45,652	36,962
2	55,859	47,079	38,294
3	57,375	48,501	39,627
4	58,895	49,929	40,963
5	60,410	51,351	42,291
6	61,930	52,777	43,630
7	63,446	54,204	44,959
8	64,963	55,629	46,296
9	66,460	57,041	47,624
10	67,998	58,476	48,958

Grade A - Network Technician (12 months; 8 hours per day)

Grade B - PC Technician (12 months; 8 hours per day)

Grade C - Technology Aide (12 months; 8 hours per day)

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2019

INFORMATION SYSTEMS DEPT. SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>	<u>Grade C</u>
0	52,826	44,230	35,634
1	54,342	45,652	36,962
2	55,859	47,079	38,294
3	57,375	48,501	39,627
4	58,895	49,929	40,963
5	60,410	51,351	42,291
6	61,930	52,777	43,630
7	63,446	54,204	44,959
8	64,963	55,629	46,296
9	66,460	57,041	47,624
10	67,998	58,476	48,958

Grade A - Network Technician (12 months; 8 hours per day)

Grade B - PC Technician (12 months; 8 hours per day)

Grade C - Technology Aide (12 months; 8 hours per day)

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2020

INFORMATION SYSTEMS DEPT. SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>	<u>Grade C</u>
0	53,882	45,115	36,347
1	55,429	46,565	37,701
2	56,976	48,020	39,059
3	58,523	49,471	40,420
4	60,073	50,928	41,782
5	61,618	52,378	43,137
6	63,169	53,832	44,502
7	64,715	55,288	45,858
8	66,263	56,741	47,222
9	67,789	58,182	48,576
10	69,358	59,645	49,937

Grade A - Network Technician (12 months; 8 hours per day)

Grade B - PC Technician (12 months; 8 hours per day)

Grade C - Technology Aide (12 months; 8 hours per day)

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2017

MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>	<u>Grade IV</u>
0		42,003	34,935	27,811
1		43,458	36,237	28,857
2		44,909	37,543	29,936
3		46,358	38,850	31,016
4		47,818	40,160	32,096
5	51,790	49,266	41,462	33,171
6	53,278	50,721	42,774	34,285
7	54,763	52,176	44,078	35,434
8	56,250	53,626	45,388	36,576
9	57,740	55,083	46,690	37,723
10	59,228	56,536	47,998	38,903
11	60,716	57,987	49,308	40,085
12	62,202	59,445	50,636	41,263
13	63,690	60,892	51,967	42,474
14	65,157	62,348	53,298	43,725
15	66,664	63,802	54,657	44,973

Grade I - Tradespeople

Grade II - Maintenance Worker

Grade III - Maintenance Assistant

Grade IV - Maintenance Assistant II

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

MAINTENANCE SUPERVISOR DEPUTY PAY.....2%

Tradesman's motor vehicle allowance: \$12.77 per day worked - Prior approval required

SOLON BOARD OF EDUCATION
Effective July 1, 2018

MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>	<u>Grade IV</u>
0		42,843	35,634	28,367
1		44,327	36,962	29,434
2		45,807	38,294	30,535
3		47,285	39,627	31,637
4		48,774	40,963	32,737
5	52,826	50,252	42,291	33,835
6	54,343	51,735	43,630	34,971
7	55,858	53,219	44,959	36,142
8	57,375	54,698	46,296	37,308
9	58,895	56,185	47,624	38,477
10	60,413	57,667	48,958	39,681
11	61,930	59,147	50,294	40,886
12	63,446	60,634	51,649	42,089
13	64,963	62,109	53,006	43,323
14	66,460	63,595	54,364	44,599
15	67,998	65,078	55,750	45,873

Grade I - Tradespeople

Grade II - Maintenance Worker

Grade III - Maintenance Assistant

Grade IV - Maintenance Assistant II

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

MAINTENANCE SUPERVISOR DEPUTY PAY.....2%

Tradesman's motor vehicle allowance: \$12.77 per day worked - Prior approval required

SOLON BOARD OF EDUCATION

Effective July 1, 2019

MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>	<u>Grade IV</u>
0		42,843	35,634	28,367
1		44,327	36,962	29,434
2		45,807	38,294	30,535
3		47,285	39,627	31,637
4		48,774	40,963	32,737
5	52,826	50,252	42,291	33,835
6	54,343	51,735	43,630	34,971
7	55,858	53,219	44,959	36,142
8	57,375	54,698	46,296	37,308
9	58,895	56,185	47,624	38,477
10	60,413	57,667	48,958	39,681
11	61,930	59,147	50,294	40,886
12	63,446	60,634	51,649	42,089
13	64,963	62,109	53,006	43,323
14	66,460	63,595	54,364	44,599
15	67,998	65,078	55,750	45,873

Grade I - Tradespeople

Grade II - Maintenance Worker

Grade III - Maintenance Assistant

Grade IV - Maintenance Assistant II

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

MAINTENANCE SUPERVISOR DEPUTY PAY.....2%

Tradesman's motor vehicle allowance: \$12.77 per day worked - Prior approval required

SOLON BOARD OF EDUCATION

Effective July 1, 2020

MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>	<u>Grade IV</u>
0		43,700	36,347	28,935
1		45,214	37,701	30,023
2		46,723	39,059	31,146
3		48,231	40,420	32,269
4		49,749	41,782	33,392
5	53,882	51,257	43,137	34,512
6	55,430	52,770	44,502	35,670
7	56,975	54,284	45,858	36,865
8	58,523	55,792	47,222	38,054
9	60,073	57,309	48,576	39,247
10	61,621	58,820	49,937	40,474
11	63,169	60,330	51,300	41,704
12	64,715	61,846	52,682	42,930
13	66,263	63,352	54,066	44,190
14	67,789	64,867	55,451	45,491
15	69,358	66,380	56,865	46,790

Grade I - Tradespeople

Grade II - Maintenance Worker

Grade III - Maintenance Assistant

Grade IV - Maintenance Assistant II

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

MAINTENANCE SUPERVISOR DEPUTY PAY.....2%

Tradesman's motor vehicle allowance: \$12.77 per day worked - Prior approval required

SOLON BOARD OF EDUCATION
Effective July 1, 2017

MEDIA AIDE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	
0	18.75
1	19.44
2	20.08
3	20.76
4	21.40
5	22.08
6	22.76
7	23.43
8	24.05
9	24.72
10	25.41
11	26.05
12	26.71
13	27.39

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

\$750 Stipend for Aide working without Specialists

SOLON BOARD OF EDUCATION
Effective July 1, 2018

MEDIA AIDE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	
0	19.13
1	19.83
2	20.48
3	21.17
4	21.83
5	22.52
6	23.22
7	23.89
8	24.53
9	25.22
10	25.92
11	26.57
12	27.24
13	27.94

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

\$750 Stipend for Aide working without Specialists

SOLON BOARD OF EDUCATION
Effective July 1, 2019

MEDIA AIDE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	
0	19.13
1	19.83
2	20.48
3	21.17
4	21.83
5	22.52
6	23.22
7	23.89
8	24.53
9	25.22
10	25.92
11	26.57
12	27.24
13	27.94

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

\$750 Stipend for Aide working without Specialists

SOLON BOARD OF EDUCATION
Effective July 1, 2020

MEDIA AIDE DEPARTMENT SALARY SCHEDULE

Step

0	19.51
1	20.22
2	20.89
3	21.60
4	22.27
5	22.97
6	23.68
7	24.37
8	25.02
9	25.72
10	26.44
11	27.10
12	27.78
13	28.50

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

\$750 Stipend for Aide working without Specialists

SOLON BOARD OF EDUCATION
Effective July 1, 2017

PARKING LOT ATTENDENT SALARY SCHEDULE

<u>Step</u>	<u>Salary</u>
0	11.23
1	11.67
2	12.09
3	12.53
4	12.98

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2018

PARKING LOT ATTENDENT SALARY SCHEDULE

<u>Step</u>	<u>Salary</u>
0	11.46
1	11.90
2	12.33
3	12.78
4	13.24

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2019

PARKING LOT ATTENDENT SALARY SCHEDULE

<u>Step</u>	<u>Salary</u>
0	11.46
1	11.90
2	12.33
3	12.78
4	13.24

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2020

PARKING LOT ATTENDENT SALARY SCHEDULE

<u>Step</u>	<u>Salary</u>
0	11.68
1	12.14
2	12.58
3	13.03
4	13.50

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2017

TRANSPORTATION DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u> <u>Range A</u>	<u>Grade I</u> <u>Range B</u>	<u>Grade II</u>	<u>Grade III</u>
0		42,003	42,006	17.16
1		43,458	43,455	17.87
2		44,909	44,937	18.50
3		46,358	46,389	19.13
4		47,817	47,837	19.77
5	51,780	49,266	49,290	20.44
6	53,300	50,720	50,737	21.09
7	54,780	52,176	52,185	21.74
8	56,267	53,626	53,633	22.41
9	57,749	55,083	55,087	23.13
10	59,236	56,537	56,536	23.81
11	60,717	57,988	57,984	24.51
12	62,199	59,444	59,435	25.17
13	63,751	60,892	60,920	25.89
14		62,348		26.60
15		63,802		

I A Tradesman/Vehicle Operator

I B Dispatch and Routing*

II Maintenance Worker/Vehicle Operator

III Short Hours Vehicle Operator

\$1.00 per hour Grandfathered Drivers

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

RESPONSIBILITY PREMIUM ON SCHEDULED SALARY

* TRANSPORTATION SUPVR. DEPUTY PAY.....2%

SOLON BOARD OF EDUCATION

Effective July 1, 2018

TRANSPORTATION DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u> <u>Range A</u>	<u>Grade I</u> <u>Range B</u>	<u>Grade II</u>	<u>Grade III</u>
0		42,843	42,846	17.51
1		44,327	44,324	18.23
2		45,808	45,836	18.87
3		47,285	47,317	19.51
4		48,773	48,794	20.17
5	52,816	50,251	50,276	20.85
6	54,366	51,735	51,752	21.52
7	55,876	53,219	53,228	22.17
8	57,392	54,698	54,706	22.86
9	58,904	56,185	56,188	23.59
10	60,420	57,667	57,666	24.29
11	61,931	59,147	59,144	25.00
12	63,443	60,633	60,624	25.67
13	65,026	62,110	62,138	26.41
14		63,594		27.13
15		65,078		

I A Tradesman/Vehicle Operator

I B Dispatch and Routing*

II Maintenance Worker/Vehicle Operator

III Short Hours Vehicle Operator

\$1.00 per hour Grandfathered Drivers

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

RESPONSIBILITY PREMIUM ON SCHEDULED SALARY

* TRANSPORTATION SUPVR. DEPUTY PAY.....2%

SOLON BOARD OF EDUCATION

Effective July 1, 2019

TRANSPORTATION DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u> <u>Range A</u>	<u>Grade I</u> <u>Range B</u>	<u>Grade II</u>	<u>Grade III</u>
0		42,843	42,846	17.51
1		44,327	44,324	18.23
2		45,808	45,836	18.87
3		47,285	47,317	19.51
4		48,773	48,794	20.17
5	52,816	50,251	50,276	20.85
6	54,366	51,735	51,752	21.52
7	55,876	53,219	53,228	22.17
8	57,392	54,698	54,706	22.86
9	58,904	56,185	56,188	23.59
10	60,420	57,667	57,666	24.29
11	61,931	59,147	59,144	25.00
12	63,443	60,633	60,624	25.67
13	65,026	62,110	62,138	26.41
14		63,594		27.13
15		65,078		

I A Tradesman/Vehicle Operator

I B Dispatch and Routing*

II Maintenance Worker/Vehicle Operator

III Short Hours Vehicle Operator

\$1.00 per hour Grandfathered Drivers

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

RESPONSIBILITY PREMIUM ON SCHEDULED SALARY

* TRANSPORTATION SUPVR. DEPUTY PAY.....2%

SOLON BOARD OF EDUCATION

Effective July 1, 2020

TRANSPORTATION DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u> <u>Range A</u>	<u>Grade I</u> <u>Range B</u>	<u>Grade II</u>	<u>Grade III</u>
0		43,700	43,703	17.86
1		45,214	45,211	18.60
2		46,724	46,753	19.24
3		48,231	48,263	19.90
4		49,749	49,770	20.57
5	53,872	51,256	51,282	21.26
6	55,454	52,769	52,787	21.95
7	56,993	54,284	54,293	22.62
8	58,540	55,792	55,800	23.32
9	60,082	57,309	57,312	24.06
10	61,629	58,821	58,820	24.78
11	63,170	60,330	60,327	25.50
12	64,712	61,846	61,837	26.19
13	66,326	63,352	63,381	26.94
14		64,866		27.68
15		66,380		

I A Tradesman/Vehicle Operator

I B Dispatch and Routing*

II Maintenance Worker/Vehicle Operator

III Short Hours Vehicle Operator

\$1.00 per hour Grandfathered Drivers

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

RESPONSIBILITY PREMIUM ON SCHEDULED SALARY

* TRANSPORTATION SUPVR. DEPUTY PAY.....2%

SOLON BOARD OF EDUCATION

Effective July 1, 2017

TREASURER'S DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>
0	36,753	33,288
1	38,026	34,437
2	39,292	35,591
3	40,563	36,742
4	41,841	37,889
5	43,113	39,041
6	44,382	40,190
7	45,653	41,343
8	46,924	42,493
9	48,195	43,642
10	49,469	44,791
11	50,743	45,944
12	52,013	47,093
13	53,283	48,244

Grade A - Payroll Clerk, Accounting Specialist

* Grade B - Accounts Payable, Accounts Receivable, High School Bookstore

*Note: Employees in the Treasurer's Department are grandfathered with respect to their job bidding rights as secretaries/clerical as set forth under "Job Posting and Bidding Procedures". The individuals grandfathered for bidding in the secretaria/clerical department while they are in their current positions are: Mary Lou Fazio and Carol Schultz

Educational schooling for secretaries, compensation paid for by BOE

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2018

TREASURER'S DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>
0	37,488	33,954
1	38,787	35,126
2	40,077	36,303
3	41,374	37,477
4	42,678	38,647
5	43,975	39,822
6	45,270	40,993
7	46,566	42,170
8	47,862	43,342
9	49,159	44,515
10	50,458	45,687
11	51,758	46,863
12	53,053	48,035
13	54,349	49,209

Grade A - Payroll Clerk, Accounting Specialist

* Grade B - Accounts Payable, Accounts Receivable, High School Bookstore

*Note: Employees in the Treasurer's Department are grandfathered with respect to their job bidding rights as secretaries/clerical as set forth under "Job Posting and Bidding Procedures". The individuals grandfathered for bidding in the secretaria/clerical department while they are in their current positions are: Mary Lou Fazio and Carol Schultz

Educational schooling for secretaries, compensation paid for by BOE

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2019

TREASURER'S DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>
0	37,488	33,954
1	38,787	35,126
2	40,077	36,303
3	41,374	37,477
4	42,678	38,647
5	43,975	39,822
6	45,270	40,993
7	46,566	42,170
8	47,862	43,342
9	49,159	44,515
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12	53,053	48,035
13	54,349	49,209

Grade A - Payroll Clerk, Accounting Specialist

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*Note: Employees in the Treasurer's Department are grandfathered with respect to their job bidding rights as secretaries/clerical as set forth under "Job Posting and Bidding Procedures". The individuals grandfathered for bidding in the secretaria/clerical department while they are in their current positions are: Mary Lou Fazio and Carol Schultz

Educational schooling for secretaries, compensation paid for by BOE

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION

Effective July 1, 2020

TREASURER'S DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade A</u>	<u>Grade B</u>
0	38,238	34,633
1	39,562	35,828
2	40,879	37,029
3	42,201	38,227
4	43,531	39,420
5	44,855	40,618
6	46,175	41,813
7	47,497	43,013
8	48,820	44,209
9	50,142	45,406
10	51,467	46,601
11	52,793	47,800
12	54,114	48,996
13	55,436	50,193

Grade A - Payroll Clerk, Accounting Specialist

* Grade B - Accounts Payable, Accounts Receivable, High School Bookstore

*Note: Employees in the Treasurer's Department are grandfathered with respect to their job bidding rights as secretaries/clerical as set forth under "Job Posting and Bidding Procedures". The individuals grandfathered for bidding in the secretaria/clerical department while they are in their current positions are: Mary Lou Fazio and Carol Schultz

Educational schooling for secretaries, compensation paid for by BOE

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule
18 years, 9% Above Schedule
20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2017

VEHICLE MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		42,003
1		43,458
2		44,909
3		46,358
4		47,818
5	51,790	49,266
6	53,278	50,721
7	54,763	52,176
8	56,250	53,626
9	57,740	55,083
10	59,228	56,536
11	60,716	57,987
12	62,202	59,445
13	63,690	60,892
14	65,157	62,348
15	66,664	63,802

Grade I - Head Mechanic

Grade II - Mechanic

ASE Certification - \$400 per year

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

VEHICLE MAINTENANCE.....7%

SOLON BOARD OF EDUCATION
Effective July 1, 2018

VEHICLE MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		42,843
1		44,327
2		45,807
3		47,285
4		48,774
5	52,826	50,252
6	54,343	51,735
7	55,858	53,219
8	57,375	54,698
9	58,895	56,185
10	60,413	57,667
11	61,930	59,147
12	63,446	60,634
13	64,963	62,109
14	66,460	63,595
15	67,998	65,078

Grade I - Head Mechanic

Grade II - Mechanic

ASE Certification - \$400 per year

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

VEHICLE MAINTENANCE.....7%

SOLON BOARD OF EDUCATION
Effective July 1, 2019

VEHICLE MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		42,843
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2		45,807
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Grade II - Mechanic

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LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

VEHICLE MAINTENANCE.....7%

SOLON BOARD OF EDUCATION
Effective July 1, 2020

VEHICLE MAINTENANCE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		43,700
1		45,214
2		46,723
3		48,231
4		49,749
5	53,882	51,257
6	55,430	52,770
7	56,975	54,284
8	58,523	55,792
9	60,073	57,309
10	61,621	58,820
11	63,169	60,330
12	64,715	61,846
13	66,263	63,352
14	67,789	64,867
15	69,358	66,380

Grade I - Head Mechanic

Grade II - Mechanic

ASE Certification - \$400 per year

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SUPERVISOR'S RESPONSIBILITY PREMIUM ON SCHEDULE SALARY

VEHICLE MAINTENANCE.....7%

SOLON BOARD OF EDUCATION
Effective July 1, 2017

WAREHOUSE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		28,015
1		28,298
2		28,583
3		29,695
4		30,801
5	51,790	31,913
6	53,278	33,021
7	54,763	34,135
8	56,250	35,243
9	57,740	35,595
10	59,228	35,952
11	60,716	36,312
12	62,202	36,674
13	63,690	
14	65,157	
15	66,664	

Grade I - Warehouse Manager

Grade II - Warehouse Driver

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2018

WAREHOUSE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		28,575
1		28,863
2		29,155
3		30,289
4		31,417
5	52,826	32,551
6	54,343	33,682
7	55,858	34,818
8	57,375	35,948
9	58,895	36,307
10	60,413	36,671
11	61,930	37,038
12	63,446	37,408
13	64,963	
14	66,460	
15	67,998	

Grade I - Warehouse Manager

Grade II - Warehouse Driver

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2019

WAREHOUSE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		28,575
1		28,863
2		29,155
3		30,289
4		31,417
5	52,826	32,551
6	54,343	33,682
7	55,858	34,818
8	57,375	35,948
9	58,895	36,307
10	60,413	36,671
11	61,930	37,038
12	63,446	37,408
13	64,963	
14	66,460	
15	67,998	

Grade I - Warehouse Manager

Grade II - Warehouse Driver

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule

SOLON BOARD OF EDUCATION
Effective July 1, 2020

WAREHOUSE DEPARTMENT SALARY SCHEDULE

<u>Step</u>	<u>Grade I</u>	<u>Grade II</u>
0		29,147
1		29,441
2		29,738
3		30,895
4		32,046
5	53,882	33,202
6	55,430	34,355
7	56,975	35,514
8	58,523	36,667
9	60,073	37,033
10	61,621	37,405
11	63,169	37,779
12	64,715	38,156
13	66,263	
14	67,789	
15	69,358	

Grade I - Warehouse Manager

Grade II - Warehouse Driver

LONGEVITY PAY, COMPLETION OF YEARS WITH SOLON SCHOOLS

15 years, 6% Above Schedule

18 years, 9% Above Schedule

20 years, 11% Above Schedule