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**ROSSFORD EXEMPTED VILLAGE  
SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AND**

**OHIO ASSOCIATION OF  
PUBLIC SCHOOL EMPLOYEES  
LOCAL 384**

**MASTER AGREEMENT**

**July 1, 2017 – June 30, 2020**

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**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
AND  
OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES  
LOCAL 384**

**MASTER AGREEMENT**

**ARTICLE 1 - INTRODUCTION**

This agreement made and entered into by and between the Rossford Board of Education hereinafter referred to as the "Board" and the Ohio Association of Public Schools Employees Local #384 which is hereinafter referred to as the "Association."

**ARTICLE 2 - TERMS**

The terms and conditions of this Agreement shall be effective from July 1, 2017, through June 30, 2020.

This Agreement shall automatically be renewed after June 30, 2020 from year-to-year for one-year periods, unless either party gives written notice to the other party by certified mail at least sixty (60) days prior to June 30, 2020 (or any annual renewal period thereafter). In the event the notice of desire to reopen, amend or terminate is timely given, the Agreement shall not be terminated but shall continue to remain in effect and the provisions of Article 7 herein shall apply.

**ARTICLE 3 - COMPLETE AGREEMENT**

This contract contains the full and complete agreement between the Board and the Association on all negotiable issues and neither party shall be required during the term thereof to negotiate unless otherwise mutually agreed. The conditions of this agreement constitute the entire agreement between the parties and all prior agreements, either written or oral, are hereby cancelled.

**ARTICLE 4 - SAVINGS CLAUSE**

During the period of this agreement, if for any reason any section of this agreement is found to be contrary to law by a final judgment of a court or administrative agency of competent jurisdiction, that section will become null and void. All other sections shall continue in full force and effect. The parties shall meet to negotiate concerning such decision upon request made no later than fourteen (14) days after entry of final judgment therein.

**ARTICLE 5 - NO STRIKE - NO LOCKOUT**

Neither the Association nor any employee shall directly or indirectly cause or engage in any work stoppage, strike job action, "sick out", or slow-down of any nature whatsoever in the performance of his/her assigned duties or those of his/her fellow employees during

the term of this agreement. The Board, during the term of this agreement, shall not "lock out" members of the bargaining unit. For the purposes of this agreement, a "lock out" is defined as a refusal to permit employees to work for the purpose of forcing the Association to accept a contract modification.

## **ARTICLE 6 - RIGHT OF THE PARTIES**

### **SECTION 1 - EMPLOYEE RIGHTS**

#### **A. Employee Contracts**

After successful completion of a sixty (60) day probationary period, all newly hired employees shall be eligible for two (2) - one (1) year contracts; on the completion of the second one (1) year contract, that employee shall, if recommended by the Superintendent and approved by the Board, receive a continuing contract.

After successful completion of a sixty (60) day probationary period, all employees hired after July 1, 2014 shall be eligible for a one year limited contract. The second limited contract shall be for one year, unless the Superintendent recommends a two year limited contract. Upon completion of the second contract, that employee shall, if recommended by the Superintendent and approved by the Board, receive a continuing contract.

#### **B. Salary/Benefit Packet**

A packet of information describing the salary and benefits of a position will be provided within a reasonable period of time after an employee's initial hire or when there is a classification change by an employee.

#### **C. Safety**

All bargaining unit employees shall report unsafe working conditions to their immediate Supervisor upon the identification of said conditions. The Administration shall take reasonable steps necessary to correct such conditions. It is also agreed that employees are responsible for cooperating with all aspects of the health and safety program and for continuously practicing safety while performing their duties.

#### **D. Direct Deposit**

All members of the bargaining unit shall have their paychecks deposited directly to the bank of their choice subject to mandatory and authorized withholdings, contributions and deductions.

Bargaining unit members shall complete any required documents that the

Treasurer required in order to begin the direct deposit.

E. Passes to School Events

The Rossford Exempted Village School District will issue passes to all open seating events. The pass will be valid only for the designated person and spouse/friend. The designated person must request the pass from the school building Principal. A system of accounting shall be established which will list the number of passes, and the names and addresses of the recipients of such passes. The classified school employee serves an important function to the school and may be called upon should any problem develop during any event. Employee's spouse will be allowed to use pass without employee in attendance, if the employee is on the job.

F. Worker's Compensation

All employees of the Board are protected under the State Worker's Compensation Act of Ohio in case of injury or death incurred in the course of and arising out of their employment.

An injury incurred while performing assigned responsibilities shall be reported in writing to the insured employee's Supervisor or other designated representative, and an application, secured and completed in the Board Treasurer's office, shall be filed with the Bureau of Worker's Compensation. An appropriate accident form shall be filed.

G. Classified School Employees

All employees of the Rossford Board of Education that do not hold a teaching certificate shall be referred to in school handbooks, etc. as Classified School Employees.

H. Health Examinations

The Board of Education urges all school employees to have regularly scheduled physical examinations. If the Board requires an employee to have a physical examination, the cost will be paid by the Board. Tuberculin tests, among all employees, will be conducted in accordance with regulations established by the state and county health authorities.

I. Travel Allowance

Employees will be reimbursed for approved use of personal automobile at a rate established by the Board of Education.

Any employee required to work at more than one (1) building shall be paid mileage for the distance between buildings. The Superintendent will designate

the mileage, which is to be paid between buildings. (Rate per mile will be the same for all employees.)

## **SECTION 2 - RECOGNITION**

The Board recognizes the Ohio Association of Public School Employees, Local No. 384, as the exclusive representative of all regular full-time and regular part-time classified employees in the departments listed below excluding, as defined in O.R.C. Section 4117.01; confidential employees, management level employees, employees who act in a fiduciary capacity, supervisors, students, seasonal and casual employees, professional employees, guards as defined in O.R.C. Section 4117.06 (D) (2), and substitutes for all positions or classifications in the bargaining unit. The parties agree that the two secretaries to the Superintendent, the assistant to the treasurer, the Student Services Liaison, the accounts payable secretary, business secretary, and the payroll clerk are confidential employees.

The departments covered by this recognition are:

Custodial  
Food Service  
Aides/Monitors  
Secretaries  
Transportation

The Association agrees that the Board has the right and responsibility to direct, supervise, evaluate, and hire employees, maintain and improve the efficiency and effectiveness of the school operations; determine the overall methods, process, means or personnel by which the school operations are to be conducted; suspend, discipline, demote, discharge, lay off, transfer, assign, schedule, evaluate, promote or retain employees; determine the adequacy of the work force and to lay off employees for lack of work or lack of funds.

The Board recognizes the school superintendent as its chief executive officer and the person to whom it looks for educational leadership. It shall be the function of the superintendent, or his/her designated representatives, to meet in accordance with established procedure with representatives of the school employees' association for the purpose of discussion and reaching mutually satisfactory agreements on salary, welfare provisions, working conditions, and job assignments.

## **SECTION 3 - CHECK-OFF OF DUES FEES AND ASSESSMENTS**

1. It is understood and agreed between the Employer and the Union that the Employer will deduct dues, fees, and assessments owed the Union from the paycheck of all employees who have voluntarily signed proper legal authorizations for such deductions and who are covered by this Agreement. Local dues shall be deducted, same as state dues.

Such deductions will not be made on behalf of any labor organization other than



Ohio Association of Public School Employees, Local No. 384.

The employer further agrees to remit to the OAPSE State Treasurer all dues, fees and assessments deducted from Employees' paychecks beginning the first pay in October and in each consecutive pay period thereafter, for the total of sixteen (16) consecutive pay periods. OAPSE agrees to provide the necessary information by September 15 of each contract year. New hires will begin having deductions made within 45 days of the date of employment.

The Union agrees to save the Employer harmless with respect to deductions made and paid to it in accordance with the provisions hereof, and in the event deductions shall be made which should not have been made, the Union shall be responsible to return such monies to the employee or employees affected.

Any dispute that may arise as to whether or not an employee properly executed or properly revoked a check-off authorization shall be handled through the grievance procedure. Until the matter is disposed of, no further deductions shall be made.

#### **SECTION 4 - OAPSE PEOPLE PAYROLL DEDUCTION**

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

#### **SECTION 5 - UNION SECURITY - FAIR SHARE FEE**

Effective April 1, 1984, all employees in the bargaining unit who sixty (60) days from date of hire, or from the effective date of this agreement, whichever is later, are not members in good standing of the Union, shall pay a fair share fee to the Union as a condition of employment.

The fair share amount shall be certified to the Employer by the Treasurer of the Local Union.

The deduction of the fair share fee by the Employer from the payroll check of the employee shall be automatic and does not require the written authorization of the employee.

Payment to the Union of the fair share fee shall be made in accordance with the regular dues deduction as provided herein.

This fair share fee agreement between the Employer and the Union does not require any employee to become a member of the Union, nor shall the fair share fee exceed dues paid by members of the Union who are in the same bargaining unit. An internal rebate procedure by the Union and payments by employees holding religious conscientious objections shall be governed by O.R.C. Section 4117.09(C).

The Union agrees that it will indemnify and hold the Board harmless from any claims, actions or proceedings by any employee arising from deductions made by the Board pursuant to this article.

## **SECTION 6 - ORGANIZATIONAL RIGHTS AND UNION REPRESENTATION**

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

1. To use the facilities, without fee, utilizing the building use procedure; the Union shall be responsible for any additional custodial costs involved in this use of the facility.
2. To use Board of Education-owned equipment including typewriters, calculators, duplicating equipment, public address equipment, and audio-visual equipment at times that do not interfere with the operation of the school system. The building administrator shall be notified prior to the use of Board-owned equipment. Any expendable supplies such as duplication and typing paper, envelopes, duplicating masters, and stencils will be supplied by the Union.
3. The OAPSE President shall receive a copy of the complete Board of Education agenda upon written request.
4. The OAPSE President shall receive complete district and department seniority rosters of all Bargaining Unit Employees every year. Breaks in service due to layoffs will be noted.
5. The Board shall provide OAPSE Local 384 with separate bulletin boards in each building where bargaining unit members are assigned to disseminate information to bargaining unit members only about bargaining unit matters.
6. To allow the President of the Union or his/her designated official to visit schools.
7. To allow the President an average of 20 hours a month to conduct Union business during work time.

B. Association Rights

1. The Association may use the district mail and email service and classified employees' mailboxes for Union communications.
2. OAPSE may use school telephone for official OAPSE business at all reasonable times, provided it does not interfere with normal school operations. The Union will pay all toll charges.
3. The Association shall have the right to use school buildings at all reasonable hours, when the building is not otherwise in use, for meetings at no charge as long as a custodian is on duty or volunteers to open and close said building.

C. Duly authorized representatives of the Association, including the Local President, shall be permitted to conduct official Association business on school property, as long as none of the employees involved are on paid working time, except when mutually agreed on.

D. OAPSE Leave

1. The Board agrees to permit duly elected delegates of OAPSE Local #384 leave of five (5) days to attend the yearly OAPSE conference and/or training sessions, with continuity of salary.
2. Duly elected delegates will be the President of the Rossford OAPSE Local #384 or his/her representative and 1 delegate for each 100 dues-paying members of the Rossford OAPSE Local #384.
3. All Conference and/or Training expenses will be the responsibility of OAPSE Local #384. The Board will provide substitutes if needed. No more than two (2) delegates may be from one classification.
4. Employees who are Northwest District officers shall be allowed to attend a yearly OAPSE conference and/or training sessions with continuity of salary.
5. No more than three (3) employees may be on OAPSE leave at any one time.

E. OAPSE Workshop

If there is school scheduled for NWOEA day, only the officers of OAPSE Chapter #384 would be permitted to attend.

F. Ratification Meetings

The Administration shall grant time off from work of up to two (2) hours to night shift employees to attend a ratification meeting to settle the negotiated agreement. This time is to be granted only to employees eligible to vote at the meeting. Employees shall perform all work necessary for school operations without additional pay. The number of such meetings shall be limited to one (1) per contract, except by mutual agreement.

G. Notification of New Hires/OAPSE Educational Opportunities

The Board will provide the union president with the name and contact information of newly employed classified employees. The Board will include a brochure provided by the Association describing OAPSE educational opportunities in its new hire packet.

**ARTICLE 7 - NEGOTIATION PROCEDURES**

The parties mutually agree to the following dispute resolution procedure:

Should negotiations break down, either party may declare an impasse. Upon the declaration of impasse, the Federal Mediation and Conciliation Service (FMCS) shall be called in to assist in the dispute. In the event the FMCS is unable or unwilling to assist, a mediator appointed by SERB shall be called in to assist.

If agreement is not reached within Sixty (60) days after the first negotiating session, unless extended by mutual agreement of the parties, either party may declare impasse and contact the Federal Mediation and Conciliation Service for the purpose of having a mediator assigned to assist the parties to reach agreement for the purpose of settling the impasse.

Costs that may be incurred for the services of a mediator shall be shared equally by the Union and the Employer.

The Board agrees to provide all pertinent information to the Association that involves the issues under negotiations. The procedure to be used in requesting the information shall be as follows:

1. Requests for information shall be made in writing to the Superintendent or Treasurer.
2. Request prior to the beginning of negotiations shall be made at least five (5) workdays in advance.
3. Information shall be received by the Ohio Association of Public School Employees President or designee from either the Superintendent or Treasurer.

4. During negotiations, request shall be made at least forty-eight (48) hours in advance.

## **SECTION 1 - REPRESENTATION**

The Board and the Association shall be represented by no more than six (6) members and one outside person each at the negotiating table. Either party at its option may be represented by one member who is not an employee of the Board or a member of the Board.

## **ARTICLE 8 - CRIMINAL BACKGROUND CHECK**

The Board shall conduct a criminal records check of prospective new employees in the manner prescribed by law and at the applicant's cost. A new employee shall be considered conditionally employed until the results of the criminal records check are received. The Board shall send all of the necessary information to the appropriate law enforcement agencies within seven (7) working days. If the new employee has been convicted of or pled guilty to any of the offenses listed in Section 3319.39, Revised Code, he/she shall be immediately notified by the Superintendent that his/her employment is terminated. The employee in this situation shall not be entitled to any further due process from the administration or the Board.

## **ARTICLE 9 - OCCUPATIONAL SAFETY AND HEALTH**

- A. The Board retains the exclusive authority to adopt and implement policies and procedures required by Chapter 4167, Revised Code, or any regulations adopted under the authority of Chapter 4167, Revised Code. The Board is entitled to and may adopt and implement such policies and procedures with the duty to bargain the effects.

- B. Report Internally First

The parties desire to first deal with safety and health complaints internally to attempt to correct any health or safety allegations. Accordingly, neither the Union nor a bargaining unit member may file a complaint with the Ohio Department of Industrial Relations until after the Board and administration have been notified of the complaint and have had at least a four (4) workday opportunity to resolve the complaint.

- C. Right to Reassign

Before exercising his/her right to refuse to work under Section 4167.06 of the Revised Code because of a condition, which the bargaining unit member acting in good faith reasonably believes presents an imminent danger of death or serious harm to the bargaining unit member, the bargaining unit member will immediately notify his/her supervisor of the condition. The bargaining unit member may be temporarily reassigned while the condition is being investigated

and/or corrected.

D. Discrimination to be grieved

A bargaining unit member who wishes to assert a claim of discrimination as defined in Chapter 4167 of the Revised Code may use the grievance procedure in this Contract as the means for asserting such a claim.

**ARTICLE 10 - EMPLOYEE EVALUATION**

- A. An annual evaluation form made out on any employee's work record shall be examined by the employee and initialed by him/her prior to being placed in his/her file.
- B. An employee may write his/her comments on any evaluation form examined by him/her.
- C. Any employee can request to see and will be permitted to examine his/her personnel file, as long as the employee does not remove any article from the file. Sufficient notice (one day) must be given to the employer.
- D. An employee will be given an opportunity to receive, examine, and add any notes of explanation that he/she desires to any record of a disciplinary nature added to his/her file.

**ARTICLE 11- DISCIPLINE PROCEDURE**

Disciplinary action is defined as a course designed to let the employee know that he/she is not performing his/her duties in a satisfactory manner.

Based upon the severity of the situation, disciplinary action shall generally follow the steps outlined below.

- A. First offense - Verbal warning with written verification
- B. Second offense - Written warning
- C. Third offense - Suspension
- D. Fourth offense - Termination

Any written record of disciplinary action will be kept in the employee's active personnel file for twenty-four (24) months. Except for violation(s) of drug/alcohol policy, safety violations, legal violations, and/or misconduct involving student well-being, any written record of disciplinary action will be used only for future disciplinary action for a period of twenty-four (24) months. Any record of disciplinary action that is removed from the employee's active personnel file shall be retained in an inactive file by the Board of

Education and Administration and not be considered when the employee is considered for future advancement.

- A. No employee shall be suspended without pay or terminated except for just cause. The Superintendent or designee may implement an unpaid suspension for just cause, but the Board must take action to terminate an employee for just cause.
- B. Before suspending an employee without pay or recommending a termination to the Board, the Superintendent or designee will give the employee, with union representation, an opportunity for a pre-disciplinary hearing.
- C. An employee cannot appeal his/her suspension without pay or termination to court, and ORC 3319.081 shall not apply. An employee may challenge a suspension without pay or termination by filing a written grievance at Step II of the grievance procedure within ten (10) days (as defined in Article 12, Section 5) of the employees receipt of written notice of the suspension without pay or termination.

## **ARTICLE 12 - GRIEVANCE PROCEDURE**

### **SECTION 1 – PURPOSE**

The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances, which may arise from time to time. Both parties agree that those proceedings will be kept as informal as may be appropriate at any level of the procedure.

### **SECTION 2 - DEFINITION**

A grievance is defined as a claim by an employee or a group of employees (hereinafter called the grievant) that there has been a violation, misinterpretation or misapplication of any provision of the Negotiation Agreement.

### **SECTION 3 - INFORMAL PROCEDURE**

In the event that the grievant believes there is a basis for a grievance, he/she shall first discuss, when possible, the alleged grievance with his/her supervisor. Said discussions may be held confidentially and personally by the grievant.

### **SECTION 4 - RIGHT OF THE PARTIES**

A grievant may appear on his/her own behalf or may be represented and/or accompanied by a representative of his/her recognized Association.

The fact that an employee files a grievance shall not be recorded in his/her personnel file or in any file used in the transfer, assignment, or promotion process; nor shall such facts be used in any recommendation for re-employment or recommendation for other

employment, nor shall the grievant or his/her representative be the subject of reprisals or discrimination for having followed this grievance procedure.

Both parties agree that grievance proceedings should be handled in a confidential manner.

No employee may be represented by any employee organization other than the Association in any grievance procedure initial pursuant to this procedure.

Copies of all written decisions of grievances shall be sent to all parties involved, the Association President and Vice President, the aggrieved, and the appropriate administrator.

## **SECTION 5 - TIME LIMITS**

The number of days indicated at each step is considered a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.

If an employee does not file a grievance in ten (10) days after the alleged grievance took place, then the grievance shall be considered waived. In the case of an alleged error in the paycheck, the grievant may file no later than three (3) days after receipt of the check.

If a decision on a grievance is not appealed within the time limits specified at any step in the procedure, the grievance will be deemed settled on the basis of the disposition at that step and further appeal shall be barred.

Failure at any step in these procedures to communicate within the specified time limits shall permit the grievant to proceed to the next step.

A grievance submitted, or in progress, after the end of the student school year, shall be processed at a time mutually agreeable to the parties in interest, but no later than the beginning of the subsequent school year.

Days as used in this article and elsewhere in this agreement shall exclude Saturdays, Sundays and Holidays whether or not work is scheduled on such days.

## **SECTION 6 - MISCELLANEOUS**

If in the judgment of the affected parties the handling of a grievance can be facilitated by bypassing a level or levels of the grievance procedure, then upon mutual agreement of the affected parties such bypassing shall be granted.

## **SECTION 7 - FORMAL PROCEDURE**

Step I - If a grievance is not resolved within five (5) days of the informal meeting, the grievant shall present his/her formal claim by submitting his/her grievance in writing using Form A. One copy shall go to the Grievance Committee of the Association and two



copies to the Superintendent who, in turn, will present one of the copies to the supervisor involved. Three (3) days after receipt of Form A, the immediate supervisor involved shall meet with the grievant and/or his/her representative in an effort to resolve the grievance. Three (3) days after such meeting, the supervisor shall indicate his/her disposition in writing using Form B. This disposition shall be submitted in triplicate, one copy going to the grievant, one to the chairperson of the Grievance Committee of the Association, and one to the Superintendent.

Step II - If the grievant is not satisfied with the disposition at Step I, or if no disposition has been made within the above time limits, the grievant shall complete Form C within five (5) days of the disposition and submit one copy to the Superintendent and another to the chairperson of the Grievance Committee of the Association. The Superintendent shall meet with the grievant and/or his/her representative and indicate in writing on Form D his/her disposition of the grievance within five (5) days of the receipt of Form C.

Step III - If the grievant is not satisfied with the disposition at Step II, or if no disposition has been received within the time limits, the grievant may within fifteen (15) days submit the grievance to binding arbitration, but only with the Grievance's consent by the Union giving written notification to the Superintendent and requesting a list seven (7) qualified arbitrators from the American Arbitration Association (AAA) whose voluntary rules and regulations shall govern.

Power of the Arbitrator - He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this agreement.

He/she shall have no power to establish salary schedules or change salary schedules. In the event that a case is appealed to an arbitrator on which he/she determines he/she has no power to rule, it shall be referred back to the grievant or the Association with a notification to the administration without decision or recommendations on its merits.

The decision of the arbitrator shall be final and binding on the administration, the Board, the Association, and the employees.

The losing party shall pay the fees and expenses of the arbitrator. Any other expenses resulting from the grievance arbitration shall be borne by the party incurring them.

### **ARTICLE 13 - HOURS OF EMPLOYMENT AND OVERTIME PAY**

The standard workweek will be Monday through Friday.

Hours of work are set by the immediate Supervisor.

All overtime must have prior approval of the Principal or immediate supervisor and the Superintendent or his/her designee.

## **SECTION 1- PREMIUM PAID DAYS**

Classified employees who work more than forty (40) hours in a week will be paid time and one-half rate for any hours over forty (40).

All time worked on Saturday shall be at the rate of time and one-half (1 1/2 times).

Any work performed by a classified employee on a Sunday or a Holiday will be paid at one and one half times (1 1/2) the hourly rate and double the hourly rate on billable events with a two (2) hour minimum.

## **SECTION 2 – LUNCH AND BREAKS FOR ALL CLASSIFICATIONS**

All employees who work (7) seven or more hours per day will get a half hour paid lunch (except for day custodial staff).

Breaks will be discussed between the employee and his/her Supervisor/Principal. The Supervisor/Principal will determine the amount of breaks and when a break can be taken. This provision shall not result in additional compensation for working during a break.

Cafeteria employees will have arranged compensatory time off during days the cafeteria in their facility is not cooking or service in order to attend an in-service day. The in-service will be scheduled on a day when all kitchens are closed.

Additional in-service time may be added by the Superintendent.

## **SECTION 3 – HOLIDAYS**

All nine (9) and ten (10) month employees shall receive the following days off work with pay:

New Year's Day	Labor Day
Martin Luther King's Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Good Friday	December 24
Memorial Day	Christmas Day

All eleven (11) and twelve (12) month employees shall receive the following days off work with pay:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	December 24
	Christmas Day

If a holiday falls on Saturday or Sunday, the employee will have the Friday or Monday off before or after the holiday providing there is no school scheduled for that day.

All ten (10) month custodial employees shall be off during all of Christmas break. If a ten (10) month custodian wants to work during Spring break, he/she must notify the Superintendent in writing on or before January 15. If no such request is received, the ten (10) month custodian shall be off all of the Spring break. The custodian will actually work on the workdays during the Spring break as assigned. Absences from work during the Spring break will not be considered a paid leave. This shall not increase the number of workdays in the employee's work calendar nor shall it entitle the employee to be paid for a workday and a holiday if a holiday falls during Spring break. At the end of the employee's work year, he/she shall be credited for each hour he/she actually worked during Spring break.

#### **SECTION 4 – VACATION**

Vacation time is earned from July 1 to June 30. Any new employee or any employee resigning must have worked six (6) months or more to earn any vacation time.

Earned vacation may be used in June of the year in which earned, but in all cases must be used within the next year. Vacation arrangements must be made with the Supervisor. No two (2)-vacation weeks may be taken consecutively.

Any employee with less than eleven (11) years may take one (1) week's vacation during the student school year, September to June; with the proviso that only one person per occupational group is on vacation at one time. This one week's vacation can be taken all at once or one day at a time. When taking the week all at once, the employee must give the Supervisor two (2) week's notice. When taking one (1) day at a time, the employee must give the Supervisor one (1) week's notice.

Any employee with eleven (11) or more years service with the Rossford Schools is entitled to four (4) week's vacation and may take two week's vacation during the student school year, September to June, with the proviso that only one person per occupational group may be on vacation at one time. The employee must give the Supervisor at least two (2) week's notice when requesting a vacation. When taking one (1) day at a time, the employee must give the Supervisor one (1) week's notice.

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

Vacation schedules are as follows:

One (1) complete year	Two (2) weeks with pay
Seven (7) complete years	Three (3) weeks with pay
Eleven (11) complete years	Four (4) weeks with pay
Twenty-three (23) complete years	Five (5) weeks with pay

## **SECTION 5 - MISCELLANEOUS**

On days when Rossford Schools have schedule delays or early release, all employees may attend trainings out of classification if their current classification does not have training. All employees that attend these in-services will be paid for their attendance with supervisor approval.

In the event an employee is absent for more than 5 days, employees that have signed up to fill in will be called by rotating seniority to fill the job.

### **Saturday School**

This supplemental will be filled by highest seniority classified employee bidding. This position will be that employee's until that employee resigns said position. In case of absence of employee, employees on the district-wide sign-up sheet will be called by rotating seniority list to fill the position.

### **Supplemental for Building Checks**

Supplemental for building checks at the following buildings: 1. Eagle Point, trailers and Annex, 2. Indian Hills and trailer, 3. Glenwood and trailers, 4. Junior High and Music Building, 5. High School, Junior High Gym and Field House, 6. Board of Education, Student Services and Bulldog Center. Building checks will be done once a weekend during off heating season, every Saturday and Sunday during heating season and holidays except for Christmas Day. Building checks will be paid in a lump sum yearly on the 2nd pay in June or can be stretched out per pay for regular employees. This position will be that employee's until that employee resigns said position. Employee will be paid \$800.00 per building per year.

## **ARTICLE 14 - COMP TIME SECTION**

Any classified school employees called into work on a calamity day will be given compensatory time off or overtime pay as scheduled by the Administration.

Any Classified Employee who works over their workday will be allowed to take comp time.

All Employees are allowed to accrue 28 hours of comp time.

A record of Compensatory Time earned, used and the total amount owed will be provided for each employee on a quarterly basis.

If a classified employee is asked to remain on the job beyond 40 hours in one week and/or requirements outlined in Article II, or is called and asked to come to work after a calamity day has been called, that employee would then be entitled to compensatory time off. All other instances would fall under the realm of that employee's normal duties and job description.

## **SECTION 1 - CALAMITY DAY**

Classified school employees will not be expected to report to work and will be paid their regular day's wages for each day school is closed due to severe weather, or other public calamity that is unavoidable. Those employees who have reported to work prior to the closing announcement may return home as soon as the work being performed is secured and permission has been granted by the immediate Supervisor.

Custodians will be expected to report to their assigned buildings and make a complete check of the building. The hours needed to perform any work necessitated by the calamity after school has been cancelled shall be turned in on a time slip marked "calamity day". Compensatory time off shall be given for the hours worked.

All classified school employees called into work on a calamity day will be given compensatory time off or calamity pay in addition to regular pay as scheduled by the Administration.

Employees shall have a choice in taking pay or compensatory time. If the employee has accumulated more than twenty-eight (28) hours of compensatory time, then he/she must take pay unless his/her immediate supervisor authorizes compensatory time to be accumulated beyond twenty-eight (28) hours.

Calamity days shall be counted as days worked for the purpose of determining the rate of overtime work payment.

## **ARTICLE 15 - LEAVES**

### **SECTION 1 - ASSAULT LEAVES**

Any employee who is absent from employment due to disability resulting from an unprovoked attack upon said employee which occurs in the course of said employee's employment with the Board of Education shall be granted up to twenty (20) working days assault leave which shall not accumulate from year to year. During the assault leave, the employee shall be maintained on full pay status.

Assault leave will not be granted under this policy unless the employee in question: (1) signs a written statement justifying the granting and use of assault leave, on forms to be provided by the Board; (2) provides a certificate from a licensed physician stating the nature and probable duration of the disability and the necessity of absence from regular employment; and, (3) agrees to testify and cooperate in the prosecution of any juvenile or criminal proceedings that may be brought against the one responsible for the assault; and (4) this provision shall not prevail if the bargaining unit member is proven to be responsible in the action or assault by a Court of Law.

Falsification of either the aforesaid signed statement or the physician's statement shall be grounds for suspension or to termination of employment under this Agreement.

Assault leave provided hereunder shall not be charged against sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code or leave granted under rules adopted by a board of education pursuant to Section 3319.08 of the Ohio Revised Code.

## **SECTION 2 - DISABILITY LEAVE**

Disability leave for personal illness, surgery, injury, pregnancy, childbirth, or related medical conditions shall be granted without pay in accordance with Ohio Revised Code, Section 3319.13, upon the written request of the employee.

The request for such leave shall be delivered to the Superintendent stating the period for which the leave is requested, and shall be accompanied by, or promptly followed by, a written statement from the employee's physician setting forth the reason for the requested leave and the probable duration of the disability.

In the event of pregnancy, surgery, or any other condition where the employee has advance knowledge that the condition will probably result in a request for leave, in addition to the written request provided for above, advance written notice of the condition shall be given to the Superintendent as promptly as practicable and, in the case of pregnancy and childbirth, at least six (6) weeks before the anticipated date of the leave.

Leave shall initially be granted for a period not to exceed one (1) year, but for no longer than the period of disability. If the disability continues, the employee may make a written request for an additional leave and shall support such request with a second written statement from the physician as to the medical condition of the employee and the probable period of disability. The total period of leave granted for disability shall not exceed two (2) successive school years.

Nothing herein shall preclude an employee from using all or a portion of the sick leave to which he/she is entitled prior to the commencement of a leave of absence for disability purposes as provided herein.

Prior to the return to employment, employee shall furnish to the Superintendent a statement from the physician stating that the disability has terminated or will terminate on a date prior to the return to employment and that the employee is or will be able to fully perform all of the duties of the position.

Upon return to employment, the employee shall be assigned to the same or a comparable position.

## **SECTION 3 - MILITARY LEAVE**

Military leave shall be granted in accordance with Section 3319.14 of the Ohio Revised Code.

## **SECTION 4 - PARENTAL LEAVE**

Parental leave without pay, for a period not to exceed two (2) successive school years, may be granted employees requesting parental leave, which shall include adoption. The date established for the beginning of such leave shall be determined by the employee. The request shall be submitted at least six (6) weeks prior to the date on which the leave would be scheduled to begin. This provision may be waived by the Superintendent.

The request for such leave shall be delivered to the Superintendent stating the period for which the leave is requested.

The Board of Education may require that the termination of such leave coincide with the end of a school year, or the end of a semester.

Nothing herein shall preclude an employee, when entitled, from using all or a portion of sick leave to which he/she is entitled prior to the commencement of a leave of absence for the purposes as stated above.

Upon return to service at the expiration of such leave, the employee shall resume the contract status, which he/she held prior to such leave and every effort shall be made to return the employee to the same or comparable position held prior to the leave.

The Board procedure is to pay Health Insurance, Life Insurance, and Dental Insurance for those who are actively performing services or who are on sick or assault leave. Those employees not actively rendering service or not on sick or assault leave, may maintain such insurance coverage by payment of the premiums for such coverage. Employees who are on disability leave must pay fifty percent (50%) of the total cost of the premiums for insurance coverage after the sixth week on disability leave. Failure to forward premiums to the Board business office at stipulated times will terminate this benefit.

## **SECTION 5 – PERSONAL LEAVE**

### **A. Explanation**

Personal leave days are to be taken one (1) day every nine weeks, unless an emergency personal leave is needed, this is for nine (9) and ten (10) month employees. Twelve (12) month employees can use personal days, one (1) day every quarter, unless an emergency leave is needed. The quarters are: July 1/September 30; October 1/December 31; January 1/March 31; and April 1/June 30.

In the case an emergency personal use is needed and the employee has already used a personal use day in that time period, the employee must state the reason for the personal use day. The Superintendent may waive the quarterly limitations in his sole discretion.

At the beginning of each school year [July 1 - June 30] each employee shall be credited with three (3) personal leave days to be used for the employee's personal

business. Unused personal leave shall not accumulate from one year to another. A personal leave day shall be used for business which cannot be conducted during other than work hours. Personal leave days may not be used for recreational purposes, outside employment, or work stoppages. An employee planning to take a personal leave day or days shall notify his or her immediate supervisor on the proper form. Notification shall be made at least three (3) days in advance except in case of emergency. In accordance with this agreement, a personal leave day will not be taken the day before nor the day after a holiday except in case of emergencies, e.g. an auto accident, furnace break down, or frozen water pipes (also weddings of family members, graduations, or legal business which cannot be done outside of regular work hours and the scheduling of which is not under the control of the employee) which will be subject to approval of the Superintendent. Bargaining unit members cannot use more than one (1) personal leave day from May 1 through the last student attendance day unless approved by the Superintendent.

**B. Incentive Pay**

Any employee who does not use personal leave days shall receive a per semester bonus. This pay shall be provided in the first pay of the 2nd semester, and shall, if employees are eligible, be included in the last pay of the school year.

For nine (9) month employees, the bonus shall be:

\$75 for the period of 7/1 - 12/31

\$75 for the period of 1/1 - 6/30

For all others (greater than 9 months), the bonus shall be:

\$100 for the period of 7/1 - 12/31

\$100 for the period of 1/1 - 6/30

**SECTION 6 - SICK LEAVE**

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

On reporting to duty, each new employee with no accumulated sick leave shall be credited with five (5) days sick leave, as prescribed by Section 3319.141 of the Ohio Revised Code, except where such five (5) days extend the total days in which case, only such portion of this five (5) days shall be credit as is required to bring the total of five (5) days for the first four (4) months. These five (5) days are construed as being concurrent with, but not in addition to, the 1-1/4 days per month allowed under Section 3319.41 of



the Ohio Revised Code. If an employee terminates or is terminated before the employee has earned the five (5) days and has used unearned sick leave days, the Board will deduct the amount for used unearned days from his final pay.

At the completion of the fifth (5th) month of service and the completion of each month of service thereafter, 1-1/4 days of sick leave shall be credited to the sick leave account of the employee for the actual number of months of service rendered and for which the employee was paid. Sick leave used during the month, if any, shall be deducted. The same monthly accrual of 1-1/4 days per month shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

Fifteen (15) days sick leave shall be credited annually as earned to each employee. This leave is effective the first day of employment as it is earned by each employee.

The total unused portion of the annual sick leave allowance shall be permitted to accumulate up to a maximum of 284. No employee shall forfeit accumulated days during approved leaves of absence. Sick leave accumulated prior to a leave of absence shall be credited upon return. The same monthly accrual of 1-1/4 days shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

Annual and accumulated leave days shall be used either for personal illness or emergencies, as defined below, provided that an employee shall not be eligible to use such days while on a leave of absence. All employees may use their accumulated sick leave allowance as of the first day of their employment year even though they have not been able to report for duty on that day.

Sick leave may be used as follows:

- A. Employees who have a death in the immediate family may be granted a five (5)-work day absence with no deduction in pay. Sick leave time for death or illness in family may be extended at discretion of Superintendent at the request of the employee. The immediate family is to be interpreted to mean, father, mother, sister, brother, husband, wife, children, step-parents, step-children, mother-in-law or father-in-law, grandparents, grandchildren, or a person living in the same household. Employees attending the funeral of a relative not in the immediate family and not living in the same household shall be allowed two (2) days with no deduction of pay. If the death of one of the above relatives occurs in another city, and if that city is more than 200 miles away, a total absence of no more than five (5) working days will be allowed with no deduction in pay. Legal holidays are not included as workdays. Funeral time will be allowed only if the employee attends the funeral.
- B. Absence due to quarantine or critical illness of any person listed in "A" above shall be granted for a period not to exceed five (5) working days.

- C. When the illness of a member of the immediate family is immediately followed by death, the maximum leave, period in "B" above may be extended, provided the total thereof shall not exceed ten (10) days.
- D. Paid sick leave in excess of the limitations therein contained may be granted by the Superintendent.
- E. Abuse and excessive use of sick leave. Abuse of sick leave is the taking of sick leave for a reason other than as allowed in this Agreement, and/or the falsification of a sick leave document, and/or a pattern of use. An employee may be charged with excessive use of sick leave if during the twelve (12) month period between July 1 and June 30, the employee uses five (5) or more days of sick leave for reasons other than:
  - a. A serious health condition,
  - b. A condition which could expose other employees to illness if the employee reported to work or exposure to contagious disease which could be communicated to other employees,
  - c. Hospitalization of the employee or member of the employee's immediate family,
  - d. Death in the immediate family, limited to five (5) working days, and
  - e. A doctor's visit for the employee, or a member of the employee's immediate family.

A physician's certificate must support A, B, C or E above or in the case of D written verification of death (funeral home certificate, obituary notice, etc.)

Discipline. The discipline procedure shall be as follows for all bargaining unit members:

- A. Counseling with written documentation of counseling in the personnel file within ten (10) work days of the Administration's knowledge of the alleged infraction;
- B. Written warning letter/reprimand;
- C. Suspension without pay, and
- D. Discharge.

A more serious level of discipline may be imposed for flagrant or repeated falsification or abuse of sick leave.

- F. When the employee uses sick leave on five separate occasions for any reason during the twelve (12) month period between July 1 and June 30, the employee shall be required to attend a meeting with his or her supervisor to discuss attendance and sick leave use. This is not a disciplinary meeting.

A certificate of absence form shall be completed by the employee and submitted to the

Superintendent immediately upon return to work after the sick leave. Prior verbal approval should be requested and granted by the Superintendent or designate, if possible, before such leave is taken.

Any employee who is absent because of injury or disease covered by Worker's Compensation, other than assault by a student, shall be permitted to deduct from annual and accumulated sick and emergency leave the difference between the allowance under Ohio Worker's Compensation Law and his/her regular salary.

If a Calamity Day called by the Superintendent occurs during a sick leave period, the employee will not be charged with a sick leave day.

Any employee whose personal illness extends beyond the termination of his/her accumulated sick leave shall, at his/her written request, be granted a leave of absence without pay for the duration of such illness, but not to exceed two (2) years.

The employee may be required to provide statements, written evidence, affidavits, or other valid proof substantiating the reason for or cause of the sick leave. Irregular absence due to outpatient illness may also require a statement relating to the illness of the employee. It may become necessary for the Board of Education to appoint a physician, approved by the employee and the Board, for the purpose of confirming the employee's reasons for sick leave. Said proof shall be submitted to the building principal or immediate supervisor and then forwarded to the office of the Superintendent of Schools.

Employees may secure the total number of days of accumulated sick leave from the payroll clerk or by checking totals on the check stub.

The employee may appeal to the Board of Education in writing for special consideration for additional sick leave because of extreme hardship or in respect to past service.

Upon return from an absence covered by sick leave or personal leave, a Certification of Absence form must be signed by each employee. This form may be obtained from and filled out by the secretary in the respective building and forwarded to the payroll clerk upon completion.

If an employee has reached the 284 days of sick leave accumulation and then has a long-term illness, when that employee's accumulation has been run down to 60 days of accumulated sick leave and the employee has not been approved for disability retirement, then the parties will bargain about whether and what to do about compensation for the employee when his/her remaining sick leave is exhausted.

## **SECTION 7 - FAMILY AND MEDICAL LEAVE ACT OF 1993**

The Family and Medical Leave Act of 1993 shall not diminish the leave of absence rights and benefits under this Agreement where it provides greater rights and benefits than the Family Leave Act. To the extent that the Family Leave Act mandates leave rights and benefits beyond those provided in this Agreement, those incremental leave of absence

rights and benefits should be accorded to all bargaining unit members.

Nothing contained in this Agreement shall prevent the Board from complying with the requirements of federal or state laws pertaining to family or medical leaves of absence. The Board may establish rules regarding the twelve (12) month period in which leaves may be taken under paid leave as part of a family and medical leave. The parties recognize that the special rules regarding employees of schools under the Family and Medical Leave Act shall be applicable.

## **SECTION 8 - DEDUCTS**

Any request for deduct time must be made to the Treasurer/Business Affairs Manager. Special circumstances will be considered. The use of deduct time, whether approved or not, that is not required by law (such as jury duty, military leave, or FML) shall be subject to progressive discipline for excessive absenteeism.

Except deducts for wage purposes.

An accountability system mutually agreeable to both parties will be established.

## **SECTION 9 - ASSESSMENT OF LEAVE**

Personal leave and sick leave will be converted to hours. This leave will be assessed in one-hour increments. Bus drivers' routes will not be split.

## **ARTICLE 16 - JURY DUTY**

The Board of Education shall recognize the civic responsibility of the classified employees and therefore shall honor their call to serve as jurors and appear as witnesses when subpoenaed.

Such civic service must be verified by a letter from the clerk of courts, stating the days served. If the employee is released from jury duty service on a day when at least half of his/her shift would remain after travel from the court to the work site (along with any changing of clothes), the employee will contact his/her supervisor and his/her supervisor will have discretion to direct the employee to come to work for the remainder of the shift or not.

Employees shall receive their normal pay from the Board for day of jury service, or to appear as a witness. The employee may retain compensation received through the court system for jury duty or subpoenaed witness appearances.

Employees shall receive the appropriate rate of pay from the Board for court appearances outside of the normal work time only if the appearance involves testimony involving the violation of traffic laws by someone other than the driver, an accident in

which the driver did not receive a citation or in other work-related situations where the Superintendent or designee has given prior written approval.

### **ARTICLE 17 - TRANSITIONAL WORK PROGRAM**

This program is being implemented to allow workers to return to work in a timely manner and in a productive environment. This will be beneficial for the employee and the district.

#### **A. Bureau of Workman's Comp Injury: Guidelines**

1. Doctors slip must be obtained stating that you will be put on transitional duty.
2. Supervisor will assign transitional duties.

#### **B. Personal Injury Non - Workman's Comp- Guidelines**

1. Doctors slip must be obtained stating that you will be put on transitional duty.
2. Slip must state what your limitations are; for example: cannot lift more than 10lbs., cannot climb stairs, etc.
3. Employee must be able to complete 70% of their job duties.
4. Supervisor will assign transitional duties.
  - a. Options for BOTH A and B are/but not limited to:
    - 1) Supply a sub to be directed by employee.
    - 2) Fill in a different capacity somewhere else in the district.
    - 3) Have boss work with employee.
    - 4) Work from home.
    - 5) Job sharing.
    - 6) Part of job does not get done.
    - 7) Return part time.
    - 8) Return to work; continue to pay for employee to leave for therapy during work time. Transport if necessary.
    - 9) Second opinion paid by BOE from the Work Injury Network doctor.
  - b. Final assignment subject to review by Transitional Work Committee if assignment is not agreeable.
    1. Transitional Committee is comprised of two

administrators and two (2) OAPSE members. One OAPSE member will be from the same classification as other Employee.

2. OAPSE member will be an LMC member or President Designee.
3. An employee on Transitional work may participate for a maximum of 6 weeks.
4. Decision of Transitional Committee is binding.

## **ARTICLE 18 - FRINGE BENEFITS**

### **SECTION 1 – HEALTH INSURANCE**

#### **PPO Health Insurance Plan**

Employees shall be eligible to participate in the benchmark PPO health insurance plan consistent with the following:

<b>Employment Date</b>	<b>Hours Worked</b>	<b>Premiums</b>
Before May, 1973	Any	Employee pays 10% beginning with the first month the Board can implement the benchmark PPO plan.
Before September 1, 1989	Up to 2 hours	Board pays 25% of Board's portion of premium it pays for employees working more than four hours per day.
	2-4 or 4.5 hours per hour (transportation)	Board pays 50% of Board's portion of premium it pays for employees working more than four hours per day.
	More than 4 or 4.5 (transportation)	Employee pays 10% beginning with the first month the Board can implement the benchmark PPO plan.
After 1989	4 or 4.5 (transportation) or fewer hours per day	Employees are eligible but must pay 100% of premium.
	More than 4 or 4.5 (transportation)	Employee pays 10% beginning with the first month the Board can implement the benchmark PPO plan.

### **High Deductible Health Insurance Plan**

Employees other than transportation employees who work more than four (4) hours per day and transportation employees who work more than four and ½ (4.5) hours per day shall be eligible to participate in the benchmark high deductible health insurance plan paired with a health savings account, effective January 1, 2018. For the first three years of this plan, the Board will pay the full cost of the premium for this plan. Employees on an approved unpaid leave of absence may participate in the plan, but must pay both the employee and employer share of premium.

- a. Any eligible staff member who selects the high deductible health plan will receive a Board contribution to a health savings account. The contributions shall be:

	Family Plan	Single Plan
Year One	\$3,000	\$1,000
Year Two	\$1,500	\$500
Year Three	\$1,500	\$500

An employee who selects the high deductible health plan may return to the PPO plan at a future open enrollment period prior to June 30, 2020. An employee is only permitted to opt from the high deductible plan back to the PPO plan one time.

- b. Employees may make additional contributions consistent with IRS regulations by payroll deductions. In the event that the Board contribution is deposited in a lump sum at the beginning of the plan year, employees who leave the insurance plan for any reason during the twelve-month period shall reimburse the Board at a rate of one-twelfth of the Board paid contribution for each month that the staff member is no longer in the plan. Employees hired after the sixth month of the plan year shall receive a prorated Board contribution based on the number of months in District employment during the year.

### **Miscellaneous**

In order for any classified school employee to be eligible for any insurance benefits, proper forms must be completed and returned to the Administration Office.

A cafeteria Section 125 plan is still in effect through the term of this contract.

### **Waiver of Coverage:**

A member who is entitled to be enrolled in the Board provided insurance plan that elects to decline Hospital Surgical Major Medical insurance, via a written waiver, shall be entitled to receive:

Single - One Thousand Dollars (\$1,000) per fiscal year

Family - One Thousand Five Hundred Dollars (\$1,500) per fiscal year

The payments shall be made in semi-annual installments, the first on or before December 1st and the second on or before June 1 of the year elected. Employees electing to waive this insurance coverage from the Board agree to remain out of the Board's insurance plan for at least one year from the open enrollment date. If a member waives coverage from the Board and subsequently loses their other insurance coverage, they can re-enroll in the Board's plan in less than one year's time. Employees re-admitted to the Board's plan in less than one year's time (from when they left) shall refund a pro-rated share of their payment. This waiver of coverage option is not available when both spouses are employed by the Rossford Board of Education.

The Board shall comply with the Patient Protection and Affordable Care Act. The Board plan shall be available to full-time employees, determined through a 12 month look back period, in accordance with PPACA and Treasury regulations. The Board shall seek input from LMC and bargain as necessary to reach agreement about legal changes affecting the bargaining unit (including revisiting the look-back period, as needed).

## **SECTION 2 – VISION INSURANCE**

The vision insurance plan for employees eligible for insurance will be the same plan as provided to the bargaining unit members represented by R.A.C.T.

## **SECTION 3 – LIFE INSURANCE**

Life insurance benefits are provided in the amount of \$50,000. At age 70, the benefits will automatically be reduced to \$10,000.

## **SECTION 4 - SEVERANCE PAY**

Each retiring employee of the Rossford Exempted Village School District shall, upon application, be entitled to receive payment for one-fourth (1/4) of his/her accrued but unused sick leave, provided that accrued and unused sick leave shall not exceed 284 days.

If a school employee dies before becoming eligible for retirement, his/her beneficiary, if a designation of beneficiary form has been signed, or estate will be paid the same amount of unused sick leave, which the employee would have been entitled to if the employee had been eligible to retire on the date of death.

Each retiring employee's eligibility for payment, based upon accrued but unused sick leave, shall be determined as the final date of employment and under the following conditions and criteria:

- A. The employee must have had not less than five (5) years of service with this School District.
- B. The employee actually terminates his/her employment with the District and retires.



- C. The words "Retires" or "Retirement", as used herein, mean Disability or Service Retirement under any State, Municipal, or other Political Subdivision Retirement System in this state.
- D. If the employee is otherwise eligible for retirement, except for the attainment of retirement age, he/she shall be entitled to payment of accrued but unused sick leave if he/she attains retirement age during the twelve (12) month period following the date on which his/her employment is terminated.
- E. The employee must, at the time of receiving his/her payment as provided herein, certify that all of the conditions and criteria set forth in this policy have been met, and shall supply such proof or documentation as may reasonably be required.

Payment as provided herein shall be made in one lump sum to the persons entitled thereto; and such payment shall be made as soon as practicable after the employee receives his/her retirement check from the Retirement System.

The amount of benefit due the retiring employee shall be determined by:

Each employee will be eligible for a one (1) time stipend of one-half (1/2) of the difference between Step 0 and Step 25 on the individuals Salary Schedule. Eligibility is 25 years of service, at age 55 through 30 years, at any age.

1. Multiplying the employee's accrued but unused sick leave up to a maximum of 284 by one-fourth (1/4).
2. Multiplying the employee's per diem rate at time of retirement (including supplemental pay) by the product of "2" above.
3. The amount of the payment calculated in steps "1" and "2" above shall not exceed the value of seventy-one (71) days of accrued but unused sick leave at employee's per diem rate.

Receipt or payments for accrued but unused sick leave shall eliminate all other sick leave credit accrued but unused by the employee.

Sick leave accrued but unused in the State of Ohio or other Political Subdivisions shall be transferable and allowable in the total accumulation provided the proper certification has been submitted by the Treasurer of the State or other Political Subdivision to the Treasurer of this District.

## **SECTION 5 - SERS PICKUP**

Effective upon ratification by the Union and approval by the Board, the Board shall designate each employee's mandatory contributions to the School Employees Retirement System of Ohio as "picked up" by the Board as contemplated by Internal Revenue Service Revenue Rulings 77-462 and 81-36, although they shall continue to be

designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income tax shall be the employee's total gross income reduced by the then current percentage amount of the employee's mandatory School Employees Retirement System of Ohio contribution which has been designated as "picked up" by the Board, and that the amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the School Employees Retirement System of Ohio increased thereby.

## **ARTICLE 19 - EMPLOYEE SENIORITY**

### **SECTION 1 - SENIORITY DEFINED**

Seniority will be determined as an employee's uninterrupted length of continuous service with the Board dating from his/her date of hire as recorded in Board minutes. Classification seniority will be determined as an employee's uninterrupted length of continuous service with the Board dating from his/her date of hire as recorded in Board minutes. Day as used in this article and elsewhere in this agreement shall exclude Saturdays, Sundays and Holidays whether or not work is scheduled on such days. Probationary period is based on performance and does not affect seniority.

### **SECTION 2- BIDDING PROCEDURE**

When a vacancy occurs in a classification or location assignment, a notice shall be sent to all employees and a copy posted in a conspicuous place in each building for a period of five (5) days exclusive of Saturdays, Sundays, and Holidays listed in Article 13 Section 3. Any employee may request the current position in writing.

Until this position is filled there will be a substitute working the vacancy.

- A. Except for vacancies for secretaries, if an employee within the same classification requests the position in writing, the employee with the highest district seniority shall be awarded the position if the employee has the necessary skills and qualifications and state required license and certification required by the job description. Employees in that classification will be considered before employees from other classifications. Secondly, if an employee within the same department requests the position in writing the employee with the highest district seniority shall be awarded the position if the employee has the necessary skills and qualifications and state required license and certification required by the job description as determined by the employer. If the job is not filled through the above procedure the position will be awarded to the person with the highest district seniority in all other departments if the employee has the necessary skills and qualifications and state required license and certification required by the job description as determined by the employer. If there are no qualified employees within the system who bid through this process, the board will then fill the position with a newly hired employee.

- B. For vacancies for secretaries, since the parties recognize the confidential duties performed by secretaries and the special responsibilities placed upon them in dealing with the public and students, consideration for such positions shall be based upon their ability for the position, skills and qualifications. Employees in the same department will be given consideration before employees in other departments.
- C. If a job is not filled by an employee within the same classification, no more than two transfers shall be required to be made in filling the position. Employees can only transfer one time within a classification per school year (excluding Paraprofessional Special Needs Aides), unless waived by the Superintendent.
- D. All jobs filled as a result of this bid procedure will be for a 10 working day probationary period for within classification transfers and 15 working day probationary period for cross classification transfers, unless disqualified sooner by the Superintendent or the employee himself/herself. If the employee's service is not satisfactory during this probationary period in the new position, the Board will return the employee to the same or comparable position. No probationary employee will qualify for job openings in the same classification during the probationary period. By agreement in writing the employee and supervisor can agree to waive/shorten the 10 and 15 working day probationary period. Also, by agreement in writing the employee and supervisor can agree to extend the 15 working days up to a maximum of 30 days total (with no more than an additional 15 working days). Employees who are disqualified by the employer will be given written reason why they were disqualified. Probationary period begins the first workday after Board approval on new position.
- E. The regular morning and afternoon routes shall be bid by seniority in August of the year contract expires. If a vacancy occurs in such a route before the expiration of this Agreement, bidding will be limited to two rounds (filling the initial vacancy by bidding, and then filling by bidding the vacancy created by the successful bidder, if any). The Superintendent or designee may transfer an employee to a different route for just cause (not meaning as discipline but because the driver's experience or temperament is not a good match for the students or parents on the route). The Superintendent/designee first shall attempt to find a volunteer from the bus drivers for the other transferee. If there are no volunteers, then the other transferee will be the least senior driver with no fewer daily hours than the initial driver being transferred.
- F. Transportation Director will assign bus to each route.
- G. Within five (5) days after bid is closed, the employee winning the bid will be notified.

### **SECTION 3 – JOB DESCRIPTIONS**

Job descriptions are available in the office of the Superintendent and may be requested from his/her office.

Prior to any change in any job description covered under this agreement, OAPSE shall be notified of such changes anticipated and the effective date of such change.

Each employee will receive a copy of the job description for the position to which he/she is assigned at the time the annual work calendar is issued.

#### **DUAL JOBS**

Employees are allowed to combine part-time positions with following conditions:

- A. Hours shall not be combined in order to make an employee eligible for insurance benefits.
- B. The employee will have classification seniority within each classification as defined in contract Article 19, Section1, Seniority Defined.
- C. Overtime will be governed by federal law.
- D. Compensation shall be based on the employee's appropriate experience using district seniority.
- E. Bidding on a second position
  - 1. When bidding on a second position, hours cannot conflict with first position.
  - 2. Cannot sub a second position if hours conflict with first position except for Library/Clinic Aides per contract.
  - 3. The second position cannot put the employee in a position of earning overtime on a regular basis.
- F. When working overtime on first position, a deduction of hours on second position will be mandatory.

### **SECTION 4 - LAY-OFF AND RECALL PROCEDURE**

All bargaining unit classifications and positions shall be filled by employees of the Board. This section does not preclude the Board from contracting for such services as window washing, roofing repairs, etc., as they have in the past. This section does not preclude the Board from subcontracting out bargaining unit work where there is no current OAPSE member who possesses the qualifications and technical expertise to perform the work, no current OAPSE member possesses the required or necessary license

to perform the work, or the work involves the repair, maintenance or use of specialized equipment that no current OAPSE member is qualified to perform.

If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds, or lack of work, the following procedure shall govern such lay-off:

- A. The number of people affected by reduction in the force will be kept to a minimum by not employing replacements, insofar as practical, of employees who resign, retire or otherwise vacate a position.
- B. Whenever it becomes necessary to lay off employees by reasons as stated above, affected employees should be laid off according to seniority within the classification, with the least senior employee laid off first. Authorized leaves of absence do not constitute an interruption of continuous service. In the case of identical seniority, the employee (s) to be laid off shall be determined by (1) the date of the Board of Education meeting at which the employee was hired and then by (2) the first work day on the job under contract and then by (3) the date on which the employee submitted a completed job application to the personnel office, thereafter to be determined by lot. In other words, the names of the employee with identical seniority will be placed in a container and the name or names taken out will be the employee (s) laid off. Any employee scheduled for layoff may do one of the following: (1) accept the layoff or (2) request to be transferred to another job classification in any department where he/she has more continuous district seniority than the least senior employee in that classification and meets the requirements and has the necessary skills and present ability in the judgment of the Superintendent to perform the work.
- C. Paraprofessional Special Needs aides will do a "Spring Dance" (if needed) in June as a delayed Lay-off recall procedure. This will ensure that any changes and new positions will be available to all therefore, eliminating a drawn out bidding process. Any new position after the dance will be posted per bidding procedure.
  - 1. If a position is eliminated during the school year, the lowest seniority position for the same hours is bumped. The person bumped will have the option of bumping in the same classification for less hours and least seniority person or follow Article 19, Section 4B of the contract. In this case, "Spring Dance" would follow in June.
  - 2. If a student is absent and the employee is not needed in that building, they may be sent to work in another building and hours adjusted to that building.
- D. The following classifications within a department shall be used for the purpose of defining classification seniority in the event of a layoff:

Transportation

1. Bus Drivers
2. Truck Driver
3. Mechanic
4. Transportation office coordinator
5. Bus Monitor
6. Crossing Guard

Aides/Monitors

1. Cafeteria/Playground
2. Library/Nurse
3. Paraprofessional-Educational
4. Paraprofessional-Special Needs
5. Distance Learning
6. Dog Handler

Food Service

1. Head Cook
2. Cook/Cashier

Secretaries

1. 10 & 12 month Secretaries
2. Computer operator

Custodial

1. Cleaner
2. Custodian
3. District Maintenance
4. Grounds Keeper

- E. The Board of Education shall determine in which classification the layoff should occur and the number of employees to be laid off.
- F. Twenty (20) days prior to the effective date of layoff, the Board of Education shall prepare for the Association a list containing the names, seniority dates and classifications and indicate which employees are to be laid off. Each employee to be laid off shall be given twenty (20) days advance written notice of the layoff.

Each notice of layoff shall state the following:

1. Reasons for the layoff or reduction.
2. The effective date of the layoff.
3. A statement advising the employee of his/her rights of reinstatement from the layoff.

- G. For the classifications in which the layoff occurs, the Board shall prepare a reinstatement list naming all employees employed under limited contracts on the reinstatement list in the reverse order of layoff. The names of all employees under continuing contract status of employment shall be placed on a separate reinstatement list in reverse order of layoff. Reinstatement shall be made from this list before any new employees are hired in that classification or any employee is reinstated from the limited contract list.
- H. Vacancies that occur in the classification of layoff shall be offered to or declined in writing by the employees standing highest on the layoff list before the next person on the list may be considered. Any employee who declines reinstatement to a position of at least same pay and hours or fails to respond within fifteen (15) working days to a reinstatement notice shall be removed from the reinstatement list. When a vacancy occurs in a classification and no employee requests said position, the position will be offered to employee(s) following Article 19, Section 4H., and he/she must have the necessary skills and qualifications and state required license and certification required by the job description, before outside applications are considered.
- I. The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority and a notice of reinstatement shall be made by certified mail.
- J. It shall be the responsibility of the employee to keep the Board informed of his/her current address and telephone number during the two-year period.
- K. Prior to utilization of any workfare workers in the school system, the Superintendent will meet and discuss any impact on the bargaining unit with the President of the Union.
- L. No workfare workers will be used in a classification if there are employees laid off in that classification.
- M. In the event substitutes are needed, those employees on layoff shall be offered the substitute assignment within their job classification in reverse order of layoff and shall be paid the substitute rate of pay. The supervisor or designee shall attempt at least once to reach the employee to make the offer.
- N. When a job is eliminated a bumping meeting will take place within (10) ten working days from effective date of separation. Employee must meet the requirements and have the necessary skills and present ability in the judgment of the Superintendent to perform the work. When bumping into another classification because of elimination probationary period is waived. Attending bumping meeting will be bottom employee(s) in each classification with less seniority than employee(s) being eliminated; regardless of first (1st) or dual (2<sup>nd</sup>)

position(s) (except secretaries) along with all employees listed on the Systemwide Seniority 6 Classified Employees With Dual Positions.

An employee(s) may bump the Systemwide Seniority 6 Classified Employees With Dual Position(s) employee(s) regardless of dual position(s) classification, even if the employee(s) bumping has less seniority than the dual positions(s) employee(s). Employee(s) bumping must have the proper certification in order to bump.

Procedure for employees attending bumping meeting and positions available are as follows: First position employees from highest to lowest seniority, followed by dual position employees from highest to lowest seniority, until all positions are filled.

- O. The following procedure will be utilized in the event of a building closure:
1. If position(s) are eliminated from a classification, a shifting meeting will be held. Shifting will start with the most senior employee, selecting from the remaining positions. Each employee, in order of seniority, will select from the remaining positions available.
  2. After the shifting meeting, an employee without a position may (1) accept the layoff or (2) request to be transferred to another job classification in any department where he/she has more continuous district seniority than the least senior employee in that classification and meets the requirements and has the necessary skills and present ability in the judgment of the Superintendent to perform the work.
  3. If the person requests a transfer to another job classification, a bumping meeting will be held, with the least senior person in each classification with less seniority than the displaced person and all dual job holders. By seniority, the employee may choose to bump the least senior person in any classification or out of a secondary job for which he or she meets the requirements and has the necessary skills and present ability in the judgment of the Superintendent to perform the work.
  4. Shifting and bumping will take place as follows:
    - a. First position employees will bump from highest to lowest seniority, for all remaining jobs.
    - b. Dual job holders then bump from highest to lowest seniority, for all remaining jobs.
  5. An employee left without a position after the bumping meeting will be subject to layoff in accordance with this Section.



6. In the event of a building closure, the timelines in (F) above are waived.
  7. This Paragraph (O) does not apply to Paraprofessional Special Needs. Paraprofessionals Special Needs will follow Article 19, Section 4(C)(1).
  8. This Paragraph (O) does not apply in the event of a building consolidation, i.e., when two or more buildings are merged into one building.
- P. Employees with dual positions in the event of layoff/elimination from secondary position can only bump the lowest seniority secondary position. Lowest secondary position cannot bump a primary position.
- Q. If necessary, non-renewal notice is sent at the end of (1) one year contract (s). Layoff/recall, elimination is done for employees with continuing contract (s).
- R. Dual jobs only require continuing contract on primary position not on secondary position.
- S. If primary position is lost, secondary position becomes primary position.
- T. In the event of the elimination of secretarial position(s) due to building consolidation, secretarial employee(s) will not be able to bump within the secretarial classification. The Administration shall determine which position(s) shall be eliminated and employee(s) affected by the elimination shall be placed based upon their ability for the position, skills and qualifications. An employee whose position is eliminated retains the right to bump into other classifications. Part time positions will be eliminated first, and the assignment of secretarial employees will not result in more hours, days or months for an employee than they held prior to the consolidation.

## **ARTICLE 20 - LABOR-MANAGEMENT COMMITTEE**

The Board and Association agree to recognize the labor-management committee that meets at least two (2) times each school year to discuss the concerns of either party. The committee will consist of four (4) members from each party. All meeting arrangements will be made by mutual agreement.

## **ARTICLE 21 - AIDES**

Clinic Aide and/or Nurse should do dispensing of medication, whenever they are in the Building, and this should fall on the secretary only if the Clinic Aide and/or Nurse are not there. Nurse and Clinic Aides will inform secretary of whereabouts. Nurse should be contacted first.

## **SECTION 1 – WORKING HOURS**

All six (6) and seven (7) hour aides will receive a one-half (1/2) hour paid lunch break.

The junior high school library aide will be provided with planning time to prepare for instructing classes in library skills, not to exceed one class period for each day of such instruction, to be scheduled as agreed between the aide and the building principal.

## **SECTION 2 – LIBRARY/CLINIC AIDES**

- A. Each library/clinic aide receives one (1) In-Service day per school year to update paperwork, emergency procedure, filing, etc. paid by the Board of Education.
- B. If one (1) Library/Clinic Aide is absent at the grade schools, prior to calling a substitute, the other Library/Clinic Aide in that building will be called in order to give that individual an opportunity to work the additional hours.
- C. On days when Rossford Schools have scheduled delays or early release, all morning aides will have mandatory in-service training. Training will not be mandatory for playground/cafeateria aides except if needed. All other aides that attend these in-services will be paid in-services.

## **SECTION 3 – DOG HANDLER**

- A. This will be an eight (8) hour position with a unpaid half-hour lunch. The position holder will also get two (2) fifteen (15) minute breaks without the dog and student.

## **ARTICLE 22 - BUS DRIVER**

### **SECTION 1 - COMMERCIAL DRIVERS LICENSE EXAMS**

In the event a bus driver is no longer permitted to drive because the driver has not passed the necessary license examination(s), the Board will hold the driver's position until the next opportunity to take the examination and the results therefore are available, but in no event longer than ninety (90) days, in order to allow the driver time to retest. The driver shall not be paid during that period.

### **SECTION 2 - DRIVER TRAINING AND TESTING**

The Board shall pay the costs associated with mandatory re-certification for Bus Drivers and Mechanics. The means and method of providing the training and/or testing for re-certification will be determined by the Transportation Supervisor.

### **SECTION 3 - DRIVER DISQUALIFICATION**

If the District's fleet insurance carrier finds a driver to be uninsurable under the fleet insurance policy, the driver shall be disqualified.

The Board requires bus drivers to have an annual physical examination, the cost of which will be paid by the Board of Education.

#### **SECTION 4 - BUS DRIVER WAGE CALENDAR**

Each bus driver will be provided with a copy of his/her individual wage calculation calendar. This calendar will be prepared and distributed by November 1 of each year of this agreement.

#### **SECTION 5 - SENIORITY WORK**

Seniority work is regular transportation of students to and from home and/or school, outside of assigned regular routes. Seniority work is paid at route pay, except the summer Children's Learning Center program which is paid at the trip rate. If seniority work becomes available, drivers may turn in any field trip(s) they currently hold to be able to take the seniority work.

One attempt for summer trips will be made by telephone by rotating seniority.

If, however, the field trip(s) cannot be reassigned, the driver must keep the trip and forfeit the seniority work. Seniority work will be assigned on a rotation basis from highest to lowest seniority as long as the employee does not overlap hours. Field trip(s) will be picked by rotation.

If the seniority work is for more than one day, the driver may take the work on the days other than the day of the un-reassigned field trip. In this case the day will be run as additional seniority work. If a driver is unable to do seniority work until further notice, the driver must pass the overtime.

A driver on a long-term seniority assignment may be absent if a substitute can be found, without loss of the assignment.

All compensation changes will be effective the first contract day of each fiscal year.

##### **A. BUS DRIVER DAILY RATE:**

A bus driver's annual salary shall be determined by the daily rate times the number of days of driving and 10 paid holidays. Partial days of driving will be paid at the hourly rate. Time sheets will be submitted for partial days worked and signed by the Supervisor of Transportation. Quarter (1/4) hour increments will be used with a one-hour minimum. Routes will not be split, except for the purposes of obtaining substitute coverage, in the discretion of the Supervisor of Transportation.

##### **B. EXTRA TRIP RATE: (3 hours minimum)**

All bus trips will be at the rate of 80% of Step 0 on Salary Schedule:

Effective July 1, 2017	\$16.46
Effective July 1, 2018	\$16.63
Effective July 1, 2019	\$16.80

Except library trips that will be paid by drivers' hourly rate for hours worked to the nearest quarter (1/4) hour.

C. **ATHLETIC SHUTTLE (no minimum)**

The Athletic Shuttle to the Glenwood Complex will be paid at the rate of 80% of Step 0 on Salary Schedule:

Effective July 1, 2017	\$16.46
Effective July 1, 2018	\$16.63
Effective July 1, 2019	\$16.80

Bus drivers and mechanics will be paid at the hourly rate for in-service outside the normal work time up to a maximum of six (6) hours in one contract year, (not to include safety banquet).

Additional in-service time may be added by the Superintendent.

**SECTION 6 - STUDENT ABSENCE FROM TRANSPORTATION**

There shall be no reduction in pay for a bus driver because of student absence unless the driver is notified one hour in advance of the change of schedule. Every reasonable attempt to notify the driver will be made which means calling those telephone numbers provided by a driver for the purpose of such notice. This article shall apply to all drivers.

There will be no loss of time if Driver loses a student off his/her route. Loss of time will only occur if loss of a school.

**SECTION 7 - MISCELLANEOUS**

**Student Discipline Meetings**

When a parent requests a hearing concerning discipline problems, and the employer required the presence of any bargaining unit member involved in the incident, then the affected employee will be paid his/her regular wage for time of attendance at the meeting. This provision shall only apply when the meeting is scheduled during "non-scheduled employee work hours."

**Summer Work**

Nine and ten month employees will have first option for summer employment if such

employment does not conflict with regular duties. If the employee does not exercise this option within 5 days of notification, the Board may employ individuals outside of the bargaining unit.

Compensation shall be at the regular rate of pay within the employee's current classification or step 0 of the needed classification if outside of the employee's current classification except in the case of cleaning buses where pay will be at the trip rate. Employees must be able to perform the duties of the summer employment.

## **SECTION 8 -TRIP ASSIGNMENT**

All trips will be assigned bi-weekly at a regular time and place as designated by the Supervisor of Transportation. Trips will be posted four school days in advance. Regular drivers will have first choice of trips to be assigned on a rotating basis according to their years of seniority. Seniority as defined in this section shall exclude all authorized leaves of absence (except military leave).

A driver having an assigned trip cancelled or a trip turned in because of a driver not reporting to work due to illness shall have the first choice to select another trip in the rotation. It will be the responsibility of the driver to call this to the attention of the person assigning the trips.

A driver not reporting for the trip assignment time will be assumed to be passing his/her turn with the following exception: a driver who did not report to work because of illness, a driver who is on a field trip, a driver who is absent because of a jury or job related court appearance.

A driver can call the Supervisor of Transportation or another driver to take a trip for him/her if it is his/her turn, or he/she shall have the first chance to select a trip at the next assignment if he/she was passed in the rotation. It will be the responsibility of the driver to call this to the attention of the person assigning the trips. If more than one driver is involved, it will be done on a rotating basis according to experience.

Any field trip during regular driving hours, or trips not taken on assignment day, will be assigned to the substitute drivers on a rotating basis. Trips during regular driving hours will be made with the spare buses except longer trips; in which case, the Supervisor of Transportation may assign buses. The Supervisor of Transportation may also ask a regular driver to make the longer field trip even if it is during the regular driving hours. In such a case, the regular driver would be deducted his/her regular wages.

Any driver not being notified of a field trip or athletic trip cancellation at least one (1) hour prior to the trip will be paid a minimum of one (1) hour pay or such driver will receive first choice at the next selection of field trips.

Passes will not be given for any trips that are assigned at times other than a scheduled meeting for the purpose of assigning trips.

Kindergarten Aide - The first ten (10) days of school will be paid at aide rate. Selection shall be by seniority. This applies only to the kindergarten route.

If a trip is expected to take six (6) hours or more, the driver can opt to take the trip instead of his/her regular route(s) or run(s).

When you have a trip that is longer than a six (6) hour drive, they will be evaluated to see if they will be a drop off and pick up or if the bus will stay and will be paid at the three (3) hour minimum for each trip or actual hours worked if that is greater. The determination will be made before each trip meeting.

## **SECTION 9 – ON BOARD INSTRUCTORS**

On board instructor(s) shall be selected by the Transportation Supervisor and certified by the State Department of Education. The Transportation Supervisor will assign new drivers and drivers for recertification to an on board instructor. Each on board instructor will receive \$0.50 per hour in premium pay for hours engaged in instructing drivers, as directed by the Transportation Supervisor. The Transportation Supervisor has discretion to assign the on board instructor(s) to train other on board instructor(s).

If a van driver needs certified, the Transportation Supervisor may offer the certification to available qualified drivers on a seniority rotation basis. In the event a van certification needs to be conducted rapidly, the certification may be completed by the Transportation Supervisor or any other qualified staff member.

## **ARTICLE 23 - CLEANER/CUSTODIAN**

The day shift and night shift Custodian at the High School facility shall be paid a Head custodian differential of twenty-five (\$.25) cents per hour.

District Maintenance employee and Groundskeeper will receive a \$.25 per hour differential.

Eight-hour Custodians whose shift starting time is past 9:00 a.m. shall be paid for lunchtime in lieu of a shift differential.

## **SECTION 1 - ORIENTATION**

Custodian employees interested in substituting, working overtime, working banquets, or any other additional or different work to be performed as defined in this agreement, in a facility in which they do not normally work, must satisfactorily complete a four (4) hour orientation session which will review and instruct on procedures for all the buildings in which the employee may be asked to work. This orientation must be completed by all employees interested in extra work as mentioned above no later than November 1. The orientation must be completed by new hires within 6 months of employment. The orientation hours will be scheduled by the appropriate supervisor, but not during regular working hours. Employees completing the orientation shall be paid for a maximum of

four (4) hours at the substitute rate for their classification. This article shall not have any bearing or effect on bidding procedures and/or qualifications.

## **SECTION 2 - ABSENT CUSTODIAL REPLACEMENT**

Cleaners who are interested in substituting for a custodian with a higher classification pay rate, who is on vacation or approved leave during the regular school year (days of student attendance), must notify the Superintendent or designee, in writing, during August of each year. Newly employed cleaners will have thirty (30) calendar days from the date employment commences to notify the Superintendent or designee. These interested cleaners will be placed on a rotating district-wide seniority list.

## **SECTION 3 - CUSTODIAL OVERTIME**

All overtime work shall be posted five (5) days in advance if possible. All overtime assignments received by Tuesday will be posted by 8:00 a.m. that day and collected by Wednesday at 2:30 p.m. All overtime assignments received after 2:30 p.m. on Wednesday will only be charged to the person taking the overtime. No pass shall be given for the last or only overtime assignment. Cleaners on the upgrade list with a boilers license will be called first for a custodial replacement, before cleaners without a boilers license. This will be done on a rotation of seniority.

All custodial overtime for regular events and activities shall be offered to employees on a district-wide rotating seniority basis recognizing seniority as defined in Article 19, Section 1.

All overtime requiring special skills, i.e. plumbing, electrical work, will be scheduled by the supervisor or designee.

All overtime will be scheduled and kept by the superintendent's designee on a chart and will be available for viewing at request of any custodian on the overtime list.

Regular custodians who are interested in working overtime will notify the superintendent or designee in writing, on or before August 1 of each year. New employees will have 30 calendar days from the date employment commences.

## **SECTION 4 - SUMMER HOURS/WORK**

For a period of six (6) weeks, all classified employees shall work one (1) hour longer, Monday through Thursday, and four (4) hours on Friday to complete the workweek. The weeks that will be worked at these adjusted hours will be determined by the Administration when yearly work calendars are prepared. The adjusted hours are optional for all employees.

- A. When bidding on a summer position, if start date is before the employee's contracted job is finished, a conflict of hours cannot occur.
- B. College students contracted dates will run from April 1 to October 31.

Nine and ten month employees will have first option for summer employment if such employment does not conflict with regular duties. If the employee does not exercise this option within 5 days of notification, the Board may employ outside of the bargaining unit.

Compensation shall be at the regular rate of pay within the employee's current classification or step 0 of the needed classification if outside of the employee's current classification except in the case of cleaning buses where pay shall be at the trip rate. Employees must be able to perform the duties of the summer employment.

## **SECTION 5 - WORKING HOURS – CUSTODIAL**

By mutual agreement with the supervisor, custodial employees shall report to work as early as 7:00 a.m. if school is not in session whether or not teachers are present, and if all students are dismissed early shall report for work one-half hour after dismissal time. This provision shall not increase the need for overtime.

## **SECTION 6 - SNOW REMOVAL**

It has been agreed that the option of snow removal for each building will first be given to:

1. Day custodian
2. Building check person
3. If both of these individuals turn down the opportunity, the District will refer to the snow removal seniority list.

Regular custodial employees who are interested in being called for snow removal must notify the Superintendent or designee, in writing, during August of each year. New employees will have thirty (30) calendar days from the date employment commences.

## **SECTION 7 – FLOATING CUSTODIAN**

Floating custodian position has a 35 cent/hour salary differential. Home base is the Junior High School. Hours are Tuesday through Friday, 6:30 a.m. to 3:00 p.m. Saturday will have flexible hours and location. If a holiday falls on Monday, Tuesday will be the designated holiday for the position.

# **ARTICLE 24 - CAFETERIA (FOOD SERVICE)**

## **SECTION 1 - ORIENTATION**

Cafeteria employees interested in substituting, working overtime, working banquets, or any other additional or different work to be performed as defined in this agreement, in a facility in which they do not normally work, must satisfactorily complete a four (4) hour orientation session which will review and instruct on procedures for all the buildings in which the employee may be asked to work. This orientation must be completed by all



employees interested in extra work as mentioned above not later than November 1. The orientation must be completed by new hires within 6 months of employment. The orientation hours will be scheduled by the appropriate supervisor, but not during regular working hours. Employees completing the orientation shall be paid for a maximum of four (4) hours at the substitute rate for their classification. This article shall not have any bearing or effect on bidding procedures and/or qualifications.

## **SECTION 2 - CAFETERIA**

When a cafeteria employee scheduled more hours per day is absent a cafeteria employee scheduled fewer hours in the same kitchen who is scheduled for work on that day with the highest seniority shall be called by phone by the supervisor and offered the opportunity to work these hours. The supervisor shall attempt at least once to reach each employee. A substitute shall be called in to work whenever regular employees do not accept work or cannot be reached.

There shall be maintained in each kitchen a list of employees in that kitchen by seniority from which emergency overtime will be offered on a rotating seniority basis. For the purposes of this provision, emergency overtime is additional hours of work that are required with less than 24 hours notice. Such hours shall not be paid beyond the regular rate of pay unless they qualify as overtime as defined in Article 13, Section 1.

Regular cafeteria employees who are interested in working banquets must notify the cafeteria supervisor, in writing, of their desire to work before the end of the first month of the school year. New employees would have 30 calendar days from the date employment commences. Anyone interested in working banquets must also attend a two (2) hour in-service and will be paid at the substitute rate for attending the in-service.

Regular cafeteria employees, who notify the cafeteria supervisor, in writing, of their desire to work banquets will be placed on a district-wide rotating seniority list according to their contract date with the Board of Education.

When a banquet is scheduled, the necessary banquet help will be determined by the cafeteria supervisor. The cafeteria supervisor will fill the necessary positions by contacting the regular cafeteria employees on a rotation basis, according to a district-wide cafeteria employee seniority list.

The Head Cook for each banquet scheduled will be the Head Cook with the highest seniority working the banquet.

As used in this section, rotating seniority is defined as beginning at the top of the list of interested employees, which is arranged in descending seniority, and continuing through the list until everyone on the list has had an opportunity to accept or reject an offer to work extra time in the kitchen or to work a banquet.

Nine and ten month employees will have first option for summer employment if such employment does not conflict with regular duties. If the employee does not exercise this

option within 5 days of notification, the Board may employ outside of the bargaining unit. Compensation shall be at the regular rate of pay within the employee's current classification or step 0 of the needed classification if outside of the employee's current classification except in the case of cleaning buses where pay shall be at the trip rate. Employees must be able to perform the duties of the summer employment.

## **ARTICLE 25 - SECRETARIES**

### **SECTION 1 - IN-SERVICE**

All secretaries shall have one in-service day paid by the Board of Education.

Additional in-service time may be added by the Superintendent.

### **SECTION 2 - WORKING CONDITIONS**

- A. Ten month secretaries shall receive a maximum additional ten (10) day extended service to complete all work, at the employee's option. However, if an employee elects not to work the additional ten (10) days extended service, the Board may use substitutes to complete the work. Determination of the number of extended service days shall be based upon building principal recommendation and superintendent approval.
- B. The secretary for the Special Services Department shall be employed on a twelve (12) month basis.

### **SECTION 3 - SECRETARIES WORK CALENDAR (12 MONTH)**

Twelve (12) month secretaries shall have the option, with the approval of their immediate supervisor, of taking the Christmas and/or spring vacations off with a commensurate reduction in pay.

The deducted pay will be prorated through the contract year. Employees interested in utilizing this option must inform their supervisor and the district Treasurer, in writing no later than June 30 of the previous contract year.

Secretaries will report to do any work necessitated by the calamity if requested to do so by the Administrator of the building. Time worked on a calamity day must be reported to the Administration Building on a time slip and marked "calamity day".

### **SECTION 4 -SUMMER HOURS**

For a period of six (6) weeks, all classified employees shall work one (1) hour longer, Monday through Thursday, and four (4) hours on Friday to complete the workweek. The weeks that will be worked at these adjusted hours will be determined by the Administration when yearly work calendars are prepared. The adjusted hours are optional for all employees.

Summer hours for secretaries will begin on the first day of summer vacation for students with the hours, subject to adjustment by mutual agreement, being from 7:30 a.m. to 3:30 p.m. (with 1/2 hour for lunch) and continue until six summer weeks designated by the Superintendent with Friday afternoon off. The adjusted hours are optional for all employees.

Nine and ten month employees will have first option for summer employment if such employment does not conflict with regular duties. If the employee does not exercise this option within 5 days of notification, the Board may employ outside of the bargaining unit. Compensation shall be at the regular rate of pay within the employee's current classification or step 0 of the needed classification if outside of the employee's current classification except in the case of cleaning buses where pay shall be at the trip rate. Employees must be able to perform the duties of the summer employment.

## **SECTION 5 – SUBSTITUTES FOR SECRETARIES**

In the event of illness/personal reasons that a secretary is off work for five (5) days or more, the administration has the right to pick whom he/she feels is the best choice to fill in from the Sub In Other Classification List under secretaries.

## **ARTICLE 26 – COMPENSATION**

### **SECTION 1 - SALARY SCHEDULES**

Upon the ratification and adoption of this Agreement by the Association and the Board members:

Effective July 1, 2017 wages will increase 1%  
Effective July 1, 2018 wages will increase 1%  
Effective July 1, 2019 wages will increase 1%

All employees under contract with the Board on July 1, 2017 shall receive a one-time payment of \$150 per employee. Such payment shall be made with the first pay in December.

### **SECTION 2 – MISCELLANEOUS**

- A. The Board of Education shall pay for the head mechanic's uniforms.
- B. The Assistant Mechanic hours shall not exceed a yearly average of four (4) hours per day: twenty (20) hours/week.

- C. The Board shall pay for the mandatory professional development required by the state for the Paraprofessional Special Needs employee assigned to the preschool. The professional development must be obtained from the lowest cost local provider and approved in advance by the Superintendent.

### **SECTION 3 – SUBSTITUTING OUTSIDE OF CLASSIFICATION/EXTRA WORK**

Nine and ten month employees will have first option to substitute in another classification or to obtain extra work, as long as such employment does not conflict with regular duties. If the employee does not exercise this option when notified, the Board may employ outside of the bargaining unit. Compensation shall be at the regular rate of pay within the employee's current classification or Step 0 of the needed classification if outside of the employee's current classification. Employees must be able to perform the duties of the position or work.

Rossford Board of Education

President [Signature]  
Date 8/7/17

Negotiations Team

[Signature]  
Don K. Krieger  
Cathy H. Schaller  
Julie Kalesse  
[Signature]  
Kent Meslier

OAPSE

President Luann Vurbock-Kellogg  
Date Aug 3, 2017

Kelly Mobley /unc

[Signature]  
Jeanine Alexander  
Janice Swartz

## FORMS

### ROSSFORD EXEMPTED VILLAGE SCHOOLS *Grievance Report - Form A*

Grievant's Name \_\_\_\_\_

Building Assignment \_\_\_\_\_

Step of Grievance Procedure # \_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_

Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Form A must be filed within 10 (ten) days of the alleged grievance. Copies to: 1 copy to Grievance Committee, 2 copies to Superintendent (one which will be given to the supervisor involved). Three days after receipt of Form A supervisor will meet with the grievant in an attempt to resolve the issue, three days after this meeting the supervisor shall respond using Form B in triplicate - 1 to grievant, 1 to chairperson of Grievance Committee, 1 to Superintendent

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### ROSSFORD EXEMPTED VILLAGE SCHOOLS *Grievance Report - Form B*

Administrator Making Disposition \_\_\_\_\_

Step of Grievance Procedure # \_\_\_\_\_

Statement of Disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

If the grievant is not satisfied with the disposition at Step 1, or if no disposition has been made within the above time limits, the grievant shall complete Form C within 5 (five) days of the disposition.

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
*Grievance Report - Form C*

Grievant's Name \_\_\_\_\_

Building Assignment \_\_\_\_\_

Step of Grievance Procedure # \_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_

Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

If the grievant is not satisfied with the disposition at Step 1, or if no disposition has been made within the above time limits, the grievant shall complete Form C within 5 (five) days of the disposition. Submit 1 copy to the Superintendent and 1 copy to the chairperson of the Grievance Committee. The Superintendent shall meet with the grievant and indicate in writing on Form D his/her disposition of the grievance within five (5) days of the receipt of Form C.

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
*Grievance Report - Form D*

Administrator Making Disposition \_\_\_\_\_

Step of Grievance Procedure # \_\_\_\_\_

Statement of Disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

If the grievant is not satisfied with the disposition at Step II, or if no disposition has been made within the above time limits, the grievant may within fifteen (15) days submit the grievance to binding arbitration by giving written notification to the Superintendent and requesting a list of seven (7) qualified arbitrators.

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
*Grievance Report - Form E*

Grievant's Name \_\_\_\_\_

Building Assignment \_\_\_\_\_

Step of Grievance Procedure # \_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_

Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

If the grievant is not satisfied with the disposition at Step II, or if no disposition has been made within the above time limits, the grievant may within fifteen (15) days submit the grievance to binding arbitration by giving written notification to the Superintendent and requesting a list of seven (7) qualified arbitrators.

Form E is used to request a list of seven (7) qualified arbitrators from the American Arbitration Association whose voluntary rules and regulations shall govern. The decision of the arbitrator shall be final and binding on the administration, the Board, the Association, and the employees.



ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
PARAPROFESSIONAL-SPECIAL NEEDS AIDE

YEARS OF EXPERIENCE	HOURLY RATE		1.00% HOURLY RATE	1.00% HOURLY RATE
	2017-2018		2018-2019	2019-2020
0	\$	15.83	\$ 15.99	\$ 16.15
1	\$	16.23	\$ 16.39	\$ 16.55
2	\$	16.60	\$ 16.77	\$ 16.94
3	\$	16.96	\$ 17.13	\$ 17.30
10	\$	17.40	\$ 17.57	\$ 17.75
15	\$	17.91	\$ 18.09	\$ 18.27
20	\$	18.24	\$ 18.42	\$ 18.61
25	\$	18.86	\$ 19.05	\$ 19.24

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
PARAPROFESSIONAL-EDUCATIONAL AIDE**

YEARS OF EXPERIENCE	1.00%		1.00%	
	HOURLY RATE	HOURLY RATE	HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020	
0	\$ 15.70	\$ 15.86	\$ 16.02	
1	\$ 16.08	\$ 16.24	\$ 16.40	
2	\$ 16.46	\$ 16.63	\$ 16.80	
3	\$ 16.83	\$ 17.00	\$ 17.17	
10	\$ 17.28	\$ 17.45	\$ 17.63	
15	\$ 17.77	\$ 17.95	\$ 18.13	
20	\$ 18.11	\$ 18.29	\$ 18.47	
25	\$ 18.73	\$ 18.92	\$ 19.11	

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
LIBRARY/CLINIC AIDE/DOG HANDLER**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 15.36	\$ 15.51	\$ 15.67
1	\$ 15.76	\$ 15.92	\$ 16.08
2	\$ 16.13	\$ 16.29	\$ 16.45
3	\$ 16.48	\$ 16.65	\$ 16.82
10	\$ 16.96	\$ 17.13	\$ 17.30
15	\$ 17.45	\$ 17.63	\$ 17.81
20	\$ 17.79	\$ 17.97	\$ 18.15
25	\$ 18.40	\$ 18.58	\$ 18.77

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
CAFETERIA-PLAYGROUND MONITOR AIDES & CROSSING GUARDS

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 14.32	\$ 14.46	\$ 14.61
1	\$ 14.71	\$ 14.86	\$ 15.01
2	\$ 15.07	\$ 15.22	\$ 15.37
3	\$ 15.47	\$ 15.63	\$ 15.79
10	\$ 15.92	\$ 16.08	\$ 16.24
15	\$ 16.40	\$ 16.56	\$ 16.73
20	\$ 16.89	\$ 17.06	\$ 17.23
25	\$ 17.34	\$ 17.51	\$ 17.69

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
FOOD SERVICE

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 15.28	\$ 15.43	\$ 15.59
1	\$ 15.68	\$ 15.84	\$ 16.00
2	\$ 16.00	\$ 16.16	\$ 16.32
3	\$ 16.40	\$ 16.56	\$ 16.73
10	\$ 16.89	\$ 17.06	\$ 17.23
15	\$ 17.34	\$ 17.51	\$ 17.69
20	\$ 17.80	\$ 17.98	\$ 18.16
25	\$ 18.30	\$ 18.48	\$ 18.67

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
FOOD SERVICE - EMPLOYMENT AFTER 07/01/14

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2016-2017
0	\$ 13.76	\$ 13.90	\$ 14.04
1	\$ 14.10	\$ 14.24	\$ 14.38
2	\$ 14.40	\$ 14.54	\$ 14.69
3	\$ 14.77	\$ 14.92	\$ 15.07
10	\$ 15.20	\$ 15.35	\$ 15.50
15	\$ 15.61	\$ 15.77	\$ 15.93
20	\$ 16.02	\$ 16.18	\$ 16.34
25	\$ 16.47	\$ 16.64	\$ 16.81

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
FOOD SERVICE - HEAD COOK/BANQUET RATES**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
<b>HEAD COOK</b>			
REGULAR	\$ 17.35	\$ 17.52	\$ 17.70
10	\$ 17.80	\$ 17.98	\$ 18.16
15	\$ 18.30	\$ 18.48	\$ 18.67
20	\$ 18.80	\$ 18.99	\$ 19.18
25	\$ 19.26	\$ 19.45	\$ 19.65
<b>BANQUET RATE</b>			
REGULAR	\$ 15.89	\$ 16.05	\$ 16.21
10	\$ 16.32	\$ 16.48	\$ 16.65
15	\$ 16.78	\$ 16.95	\$ 17.12
20	\$ 17.19	\$ 17.36	\$ 17.54
25	\$ 17.65	\$ 17.82	\$ 17.99
<b>BANQUET HEAD COOK</b>			
REGULAR	\$ 16.70	\$ 16.87	\$ 17.04
10	\$ 17.14	\$ 17.31	\$ 17.48
15	\$ 17.55	\$ 17.73	\$ 17.90
20	\$ 17.98	\$ 18.16	\$ 18.34
25	\$ 18.41	\$ 18.59	\$ 18.78

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
SECRETARIES**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 16.98	\$ 17.15	\$ 17.32
1	\$ 17.37	\$ 17.54	\$ 17.72
2	\$ 17.74	\$ 17.92	\$ 18.10
3	\$ 18.08	\$ 18.26	\$ 18.44
4	\$ 18.47	\$ 18.66	\$ 18.84
5	\$ 18.87	\$ 19.06	\$ 19.25
6	\$ 19.25	\$ 19.44	\$ 19.64
7	\$ 19.63	\$ 19.83	\$ 20.03
10	\$ 20.12	\$ 20.32	\$ 20.52
15	\$ 20.60	\$ 20.81	\$ 21.02
20	\$ 21.06	\$ 21.27	\$ 21.48
25	\$ 21.51	\$ 21.73	\$ 21.95



**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
CLEANER**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 14.50	\$ 14.65	\$ 14.80
1	\$ 14.88	\$ 15.03	\$ 15.18
2	\$ 15.29	\$ 15.44	\$ 15.60
3	\$ 15.69	\$ 15.85	\$ 16.01
4	\$ 16.00	\$ 16.16	\$ 16.32
5	\$ 16.40	\$ 16.56	\$ 16.73
6	\$ 16.79	\$ 16.96	\$ 17.13
7	\$ 17.16	\$ 17.33	\$ 17.50
10	\$ 17.66	\$ 17.84	\$ 18.02
15	\$ 18.12	\$ 18.30	\$ 18.48
20	\$ 18.57	\$ 18.76	\$ 18.95
25	\$ 19.05	\$ 19.24	\$ 19.43

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
CUSTODIAN/GROUNDSKEEPER/MAINTENANCE**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 18.96	\$ 19.15	\$ 19.34
1	\$ 19.34	\$ 19.53	\$ 19.73
2	\$ 19.92	\$ 20.12	\$ 20.32
3	\$ 20.07	\$ 20.27	\$ 20.47
4	\$ 20.47	\$ 20.68	\$ 20.89
5	\$ 20.84	\$ 21.05	\$ 21.26
6	\$ 21.22	\$ 21.43	\$ 21.65
7	\$ 21.61	\$ 21.83	\$ 22.05
10	\$ 22.11	\$ 22.33	\$ 22.55
15	\$ 22.56	\$ 22.79	\$ 23.02
20	\$ 23.03	\$ 23.26	\$ 23.49
25	\$ 23.53	\$ 23.77	\$ 24.01

Per Master Agreement: Shift differential of \$.25 per hour for day and night High School Custodians.  
Shift differential of \$.25 per hour for District Maintenance and Groundskeeper positions.  
Shift differential of \$.35 per hour for Floating Junior High custodian position.  
Eight hour custodians with starting time after 9:00 a.m., shall be paid lunchtime in lieu of shift differential.

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
CUSTODIAN-CLASS II

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	-	-	-
1	-	-	-
2	-	-	-
3	-	-	-
4	-	-	-
5	-	-	-
6	-	-	-
7	-	-	-
10	-	-	-
15	-	-	-
20	\$ 20.68	\$ 20.88	\$ 21.09
25	\$ 21.15	\$ 21.36	\$ 21.58

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
BUS DRIVERS**

YEARS OF EXPERIENCE	HOURLY RATE	1.00% HOURLY RATE	1.00% HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 20.58	\$ 20.79	\$ 21.00
1	\$ 20.96	\$ 21.17	\$ 21.38
2	\$ 21.34	\$ 21.55	\$ 21.77
3	\$ 21.74	\$ 21.96	\$ 22.18
10	\$ 22.20	\$ 22.42	\$ 22.65
15	\$ 22.65	\$ 22.88	\$ 23.11
20	\$ 23.14	\$ 23.37	\$ 23.60
25	\$ 23.60	\$ 23.84	\$ 24.08

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
BUS MONITOR AIDE**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 15.29	\$ 15.44	\$ 15.60
1	\$ 15.69	\$ 15.85	\$ 16.01
2	\$ 16.00	\$ 16.16	\$ 16.32
3	\$ 16.40	\$ 16.56	\$ 16.73
10	\$ 16.89	\$ 17.06	\$ 17.23
15	\$ 17.34	\$ 17.51	\$ 17.69
20	\$ 17.80	\$ 17.98	\$ 18.16
25	\$ 18.30	\$ 18.48	\$ 18.67

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
TRUCK DRIVER**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 15.29	\$ 15.44	\$ 15.60
1	\$ 15.69	\$ 15.85	\$ 16.01
2	\$ 16.00	\$ 16.16	\$ 16.32
3	\$ 16.40	\$ 16.56	\$ 16.73
10	\$ 16.89	\$ 17.06	\$ 17.23
15	\$ 17.34	\$ 17.51	\$ 17.69
20	\$ 17.80	\$ 17.98	\$ 18.16
25	\$ 18.30	\$ 18.48	\$ 18.67

ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
TRANSPORTATION OFFICE COORDINATOR

YEARS OF EXPERIENCE	HOURLY RATE		1.00% HOURLY RATE	1.00% HOURLY RATE
	2017-2018		2018-2019	2019-2020
0	\$	18.63	\$ 18.82	\$ 19.01
1	\$	19.00	\$ 19.19	\$ 19.38
2	\$	19.39	\$ 19.58	\$ 19.78
3	\$	19.77	\$ 19.97	\$ 20.17
10	\$	21.02	\$ 21.23	\$ 21.44
15	\$	21.49	\$ 21.71	\$ 21.93
20	\$	21.96	\$ 22.18	\$ 22.40
25	\$	22.44	\$ 22.67	\$ 22.90

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
BUS MECHANIC**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 21.61	\$ 21.83	\$ 22.05
1	\$ 21.99	\$ 22.21	\$ 22.43
2	\$ 22.37	\$ 22.59	\$ 22.82
3	\$ 22.77	\$ 23.00	\$ 23.23
4	\$ 23.14	\$ 23.37	\$ 23.60
5	\$ 23.52	\$ 23.76	\$ 24.00
6	\$ 23.90	\$ 24.14	\$ 24.38
7	\$ 24.27	\$ 24.51	\$ 24.76
10	\$ 24.76	\$ 25.01	\$ 25.26
15	\$ 25.22	\$ 25.47	\$ 25.73
20	\$ 25.72	\$ 25.98	\$ 26.24
25	\$ 26.18	\$ 26.44	\$ 26.71



**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
SALARY SCHEDULE  
ASSISTANT BUS MECHANIC**

YEARS OF EXPERIENCE	HOURLY RATE	1.00%	1.00%
		HOURLY RATE	HOURLY RATE
	2017-2018	2018-2019	2019-2020
0	\$ 20.84	\$ 21.05	\$ 21.26
1	\$ 21.22	\$ 21.43	\$ 21.65
2	\$ 21.61	\$ 21.83	\$ 22.05
3	\$ 22.00	\$ 22.22	\$ 22.44
4	\$ 22.40	\$ 22.62	\$ 22.85
5	\$ 22.77	\$ 23.00	\$ 23.23
6	\$ 23.14	\$ 23.37	\$ 23.60
7	\$ 23.51	\$ 23.75	\$ 23.99
10	\$ 24.02	\$ 24.26	\$ 24.50
15	\$ 24.44	\$ 24.69	\$ 24.94
20	\$ 24.97	\$ 25.22	\$ 25.47
25	\$ 25.42	\$ 25.68	\$ 25.93