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# **THE NEGOTIATED AGREEMENT**

**BETWEEN**

**LAKWOOD LOCAL  
BOARD OF EDUCATION**

**AND**

**LAKWOOD ASSOCIATION OF  
CLASSIFIED EMPLOYEES/OEA/NEA**

**July 1, 2018 through June 30, 2021**

# LAKWOOD ASSOCIATION OF CLASSIFIED EMPLOYEES

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## **ARTICLE 1 – RECOGNITION**

### **A. RECOGNITION**

The Lakewood Local Board of Education, hereinafter referred to as the "Board," recognizes the Lakewood Association of Classified Employees, OEA/NEA, hereinafter referred to as the "Association", as the sole and exclusive bargaining representative for the non-certified employees, as defined in Section C. Bargaining Unit Representation, employed by the Board.

### **B. MANAGEMENT RIGHTS**

The Board retains all rights to manage, direct and control its business and to make any and all rules, regulations, and policies necessary to maintain the orderly and efficient operation of the schools except as limited by the specific written items of the collective bargaining agreement. All rights, powers, duties or authorities not specifically reduced to writing as part of this Agreement are reserved solely to the discretion of the Board and the Administration.

Specifically, the Administration and the Board of Education retain the following management rights given them by the Ohio Revised Code Section 4117.08.

1. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services its overall budget, utilization of technology and organizational structure.
2. Direct, supervise, evaluate or hire employees.
3. Maintain and improve the efficiency and effectiveness of governmental operations.
4. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted.
5. Suspend, discipline, demote, or discharge for just cause, or layoff, transfer, assign, schedule, promote, or retain employees.
6. Determine the adequacy of the work force.
7. Determine the overall mission of the employer as a unit of government.
8. Effectively manage the work force.
9. Take action to carry out the mission of the public employer as a governmental unit.

**C. BARGAINING UNIT REPRESENTATION**

The Association shall be recognized as the sole and exclusive bargaining representative of the following non-teaching employees employed by the Lakewood Local Board of Education: Bus Drivers, Food Service Personnel, Clerical/Secretaries, Custodians, Aides, Maintenance Personnel, Bus Mechanics, In-School Suspension Monitor, Health and Safety Monitors, Mail Route, Custodial Helpers and Library Technicians.

All confidential employees, management-level employees, supervisors, seasonal and casual employees (including substitutes) and professional employees as defined by Chapter 4117 of the Ohio Revised Code, including the Local Superintendent, Assistant(s) to the Local Superintendent, Principals, Supervisors, Treasurer, Assistant(s) to the Treasurer, Treasurer Office Employees, Secretary to Transportation/Maintenance Supervisor, Secretary to the Local Superintendent, and Secretary to the Special Education Coordinator shall be excluded from the bargaining unit.

**D. TERMS OF RECOGNITION**

1. This recognition shall remain in effect for the length of this current Agreement and/or extension mutually agreed to by the Board and Association.
2. This exclusive recognition may be challenged in accordance with the provisions of Section §4117.07 of the Ohio Revised Code.

**E. TERMS OF AGREEMENT**

The terms of this Agreement shall be effective July 1, 2018 through and including June 30, 2021.

This contract may be added to, deleted from, or otherwise changed only by an amendment properly signed and ratified by each party.

The employer shall maintain all benefits and conditions enjoyed by employees in the past, not specifically set forth in this contract and shall also maintain all rights and benefits granted by statute which have not been increased or improved by provisions of this Agreement.

If it is determined by a court of law with jurisdiction over the Lakewood Local School District or any act of Federal or State legislature that all or any part of any provision herein is contrary to law, that part shall be deemed null and void to the extent prohibited by such determination with the remaining provisions in effect as stated.

Except as otherwise specifically provided in the written provisions of this Agreement, it is recognized that the Board has the sole and exclusive right to

make all decisions relevant to the conduct and management of the schools as prescribed by law.

## **ARTICLE 2 – ASSOCIATION RIGHTS AND PRIVILEGES**

### **A. ASSOCIATION RIGHTS AND RESPONSIBILITIES**

The Association shall have the following rights and responsibilities. Rights and privileges in this section shall be exclusively granted to the Association as the sole and exclusive bargaining agent.

1. The Association shall be provided space on a designated bulletin board in each building in a location frequented by bargaining unit members to post Association information.
2. The Association may be granted use of school facilities at no cost for meetings. Association meetings may not interfere with regularly scheduled school activities and must be scheduled through the administrative assistant or the local Superintendent at least five (5) days in advance.
3. The Association may be granted use of the inter-school mail system to send Association information to bargaining unit members.
4. The local Superintendent shall provide the president of the Association with a copy of the Board agenda for each Board meeting. The president of the Association shall be sent a copy at the same time copies are distributed to the Board. The Board agenda provided the president of the Association will include a copy of the minutes of the previous meeting.
5. The LACE President shall be given the opportunity to address the Board at each monthly meeting if he/she desires to do so.
6. Members whose employment continues after 5:00 p.m. shall be excused to attend an Association meeting provided all time lost shall be made up without additional pay the day of the meeting.

### **B. DUES DEDUCTION**

1. The Board agrees to deduct Association dues upon the written authorization of the member of the bargaining unit. The Treasurer agrees to remit the dues to the LACE Treasurer following each pay date together with a list showing the names of the members and the amount deducted.
2. Said deductions shall be made in twenty (20) equal payments beginning with the second pay check in October.

3. The deadline for dues certified to be deducted will be the first day of October. Employees new to the district authorizing dues to be deducted shall be eligible for deductions immediately.
4. The Authorization for payroll deduction of dues shall continue in effect until such time said individual gives written notice to the Treasurer to discontinue such deductions or until employment with the Board terminates. Such written notification must be filed between August 15<sup>th</sup> through September 30<sup>th</sup> to stop payroll deductions. A copy of said written notification shall be sent to the Association president. The treasurer will deduct the balance of the dues remaining from the employees' final paycheck and notify the LACE Treasurer of such termination of employment.
5. The Association agrees to hold the Board Treasurer and the Board harmless resulting from any errors in dues deductions that may be made by either the local Association or its affiliates.

**C. ASSOCIATION LEAVE**

Association leave shall be granted for attendance at the annual (OEA) conference and for attendance at Association business. Association members of the team may be released from school duties without loss of pay or use of Association leave to attend bargaining sessions.

Said leave shall not exceed six (6) days (forty-eight [48] hours). The president of the Association (LACE/OEA/NEA) shall submit a request in writing to the local Superintendent five (5) days in advance of said meeting(s) informing him/her of the names of the person(s) who will attend. Substitutes shall be provided by the Board.

Association leave shall be granted in hourly increments upon the request of the president.

Except for providing for necessary substitutes, the Board shall not be responsible for any expenses incurred while on Association Leave.

**D. LABOR-MANAGEMENT COMMITTEE**

A Labor/Management Committee composed of the Superintendent or his/her designee, the president of the Association or his/her designee, non-teaching supervisors, and one member from each LACE classification shall be established. The LACE President or his/her designee shall serve as chairman. All meetings shall be established at the request for either the local Superintendent or his/her designee or the president of LACE or his/her designee with the approval of each before the meeting is established. An agenda for each meeting shall be cooperatively developed by the Superintendent or his/her designee and the president of LACE or his/her designee.

The purpose of the Committee shall be to assist in the process of open communications between the parties. Its procedures shall consist of joint, informal discussion aimed at clarifying or addressing issues of concern to both parties. The open discussions held by this Committee shall not be construed as negotiations nor as an official decision making process. The discussions of this Committee shall not result in modification or additions to the negotiated Agreement without ratification by each of the parties.

Meetings shall be held once a month except when the Superintendent and LACE President or designees agree that no meeting is necessary. The dates of these meetings shall be determined by mutual agreement of the co-chairs.

By mutual agreement of the Superintendent and the LACE President, additional persons may attend Labor Management meetings.

### **ARTICLE 3 – NEGOTIATION PROCEDURES**

#### **A. REQUEST FOR OPENING OF NEGOTIATIONS**

1. A request for the opening of negotiations shall be submitted in writing by the Association to the local Superintendent or by the local Superintendent to the president of the Association no earlier than ninety (90) days nor later than sixty (60) days before the expiration of this Agreement.
2. Meetings shall be scheduled so as not to interfere with the normal work schedule of employees. If meetings are requested by the Board during normal working hours, the employee will be paid his regular daily wages.

#### **B. SUBMISSION OF ISSUES**

All issues for negotiations by the Association and Board shall be submitted in writing at the first meeting. Additional items may be submitted at a later date only by mutual agreement.

#### **C. NEGOTIATION PROCEDURES**

The parties shall meet at times and places agreed upon at the beginning of the prior meeting. Length of meetings as well as times and places of the following meeting shall be agreed upon at the onset of the beginning of each session.

#### **D. CAUCUS**

Upon the request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time to caucus in privacy. Caucuses shall be normally limited to a period of thirty (30) minutes but may be extended by mutual consent.



**E. PROGRESS REPORTS**

During negotiations, interim reports will be made to the Association by its representatives and the Board of Education by its representatives. (Each party will be responsible for requesting that information from such reports be regarded as only proposals and shall be confidential information within the organization concerned).

**F. NEWS RELEASES**

News releases to the public media, either during negotiations or at the conclusion of negotiations, shall be made only by mutual agreement as to when and content of the release.

**G. ITEM AGREEMENT**

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

**H. AGREEMENT**

When tentative agreement is reached on all issues, the tentative agreements shall be reduced to writing and initialed by the negotiator of each team. The total document shall be submitted to the Association for ratification and submitted to the Board for approval at its next regular or special meeting. Upon ratification by the Association and the approval of the Board, the terms of the Agreement shall become the Master Contract and both parties agree to abide by the terms and conditions thereof.

**I. DISAGREEMENT**

1. In the event the parties are unable to reach agreement upon the expiration of the current contract, the expiration date of the contract may be extended by mutual consent. Either party may declare an impasse and request that all unresolved issues be submitted to mediation. Upon the receipt of a written request by either party that an impasse has been declared, within five (5) calendar days a joint request signed by the president of the Association, or his/her designee, and the Superintendent, or his/her designee, shall be submitted to the Federal Mediation and Conciliation Service to appoint a mediator to assist in the resolution of all remaining issues. In the event agreement is not reached through mediation within fifteen (15) calendar days and it appears that no more meaningful discussions can be accomplished, the Association may initiate the provisions of Section §4117.14 (D-2) of the Ohio Revised Code. The

Mediator has no authority to recommend or to bind either party to any agreements.

2. The cost of employing all mediation services shall be shared equally by the Association and the Board.
3. It is also agreed by the Association and the Board that the procedure outlined in this Agreement to negotiate and resolve disputes shall supersede all requirements established in Section §4117.14 of the Ohio Revised Code.

**J. AMENDMENT**

This contract may be amended only by the mutual consent of the Board and LACE. Such proposal for amendment shall be submitted for ratification by an appropriate body of LACE and, thereafter, by the Board, and shall become effective upon such dual ratification unless the amendment otherwise provides.

**ARTICLE 4 – GRIEVANCE PROCEDURE**

The Board recognizes that in the interest of effective personnel management, a procedure is necessary whereby its classified staff can be assured of a prompt, impartial, confidential and fair hearing of their grievances.

**A. DEFINITIONS**

Grievance – An alleged violation, misinterpretation, or misapplication of any provision of the negotiated agreement between the Board and the Association.

Grievant – The Association, an employee or group of employees in the bargaining unit alleging a grievance. A grievance alleged by a group shall have arisen out of and confined to the same circumstances affecting each member of said group.

Day – The term “days” when used in this Article shall mean a day when the Board Office is regularly scheduled to be open, which shall exclude weekends, calamity days, the winter and spring breaks, legal holidays, and the day after Thanksgiving. In counting the number of days during a grievance, day one (1) shall be the day in which the action at each level takes place.

Immediate Supervisor – The administrator having immediate supervisory responsibility over the grievant.

**B. INFORMAL**

Members of the bargaining unit who have a grievance shall, within ten (10) calendar days of the infraction, or ten (10) calendar days from when the member(s) became aware that an infraction had occurred, discuss the infraction with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor will be made aware when the discussion is considered the informal step of a grievance.

**C. FORMAL - IN WRITING**

1. The written grievance used in the formal levels of this procedure shall state: 1) the specific contract provision(s) alleged to be violated, misapplied, or misinterpreted; 2) a brief description of the grievance and the time, place, and date it occurred; 3) the relief sought, and 4) the date of submittal. All written grievances shall be filed on the form included in Appendix A of this Agreement.
2. Upon request the Association may assist and represent any member of the bargaining unit in preparing the proper information *necessary* to expedite the procedure.
3. Time limits given shall be considered as maximum unless otherwise extended by mutual agreement by the parties involved.
4. Failure of the aggrieved to proceed within the specified time limits to the next level of procedure shall mean the grievance has been resolved by the recommendations stated in the previous level.
5. Failure of the Administration to respond in the time limits stated shall mean that the grievance shall move to the next level of the procedure.
6. A grievance may be initiated at Step II when it has been determined by the member's immediate supervisor that the subject is not within his/her realm of responsibility or control.
7. Nothing contained in this procedure shall be construed as limiting the individual rights of a member having a complaint or problem to discuss the matter informally with members of the Administration through normal channels of communication.
8. No reprisal shall be made against any party involved in use of this grievance procedure.

A grievance may be withdrawn at any level without prejudice.

**D. PROCEDURE**

Within ten (10) calendar days from the date the grievant knew of the event(s) giving rise to an alleged grievance, the grievant shall request an informal meeting with his/her immediate supervisor for the purpose of attempting to resolve the matter. Failure to act within ten (10) calendar days shall preempt the filing of a grievance in that particular case.

**STEP I:**

If the problem is not resolved at the informal level, the grievant shall, within five (5) calendar days after such discussion, submit the grievance on the appropriate form to his/her immediate supervisor. A meeting shall be mutually arranged between the grievant and the supervisor within five (5) calendar days of submittal. Within five (5) calendar days after the meeting, the supervisor shall provide the grievant a written disposition on the grievance.

**STEP II:**

If the grievant is not satisfied with the disposition at Step I, he/she shall within five (5) calendar days of receipt of the supervisor's disposition submit the grievance on the appropriate form to the local Superintendent. A meeting shall be mutually arranged within five (5) calendar days after submittal. Within five (5) calendar days after the meeting, the local Superintendent shall provide the grievant and the Association president a written disposition on the grievance.

**STEP III:**

If the grievant is not satisfied with the disposition at Step II, he/she shall within five (5) calendar days submit the grievance on the appropriate form to the Board of Education through the local Superintendent or proceed to Step IV, below by mutual agreement of the Superintendent and Association President. The local Superintendent shall arrange for the aggrieved to meet with the Board of Education in Executive Session at its next regular meeting to review the alleged grievance. The Board shall provide the grievant and the Association president a written disposition on the alleged grievance within twenty (20) calendar days.

**STEP IV:**

If the grievance is not resolved at Step III, then the grievant and the Association may within ten (10) days of the Board's Step III decision give notice to the Superintendent of the intent to refer the grievance to arbitration. Failure to file for arbitration within thirty (30) calendar days of notice of intent to arbitrate will result in the decision of the Board level being final and binding on the parties.

Upon receipt of the request to submit the alleged grievance to arbitration, a joint request shall be filed by the president of the Association, or his/her designee, and the local Superintendent, or his/her designee, to the American Arbitration

Association to appoint an arbitrator. Said arbitration shall be conducted in accordance with the voluntary rules and regulations established by the American Arbitration Association governing said arbitration procedures.

The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement. The arbitrator shall expressly confine himself/herself to the specific issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinions which are not directly essential to rendering a decision. The arbitrator shall in no way interfere with the management prerogatives involving Board discretion nor limit or interfere in any way with the powers, policies, duties, rules and regulations thereof, except as such powers, policies, duties, rules and regulations may be limited by the provisions of this collective bargaining agreement.

The arbitrator shall not substitute his/her judgment for that of the Administration involving employee discipline, assignment and transfer, and evaluation.

The decision of the arbitrator shall be final and binding on all parties.

The cost of arbitration and expenses including any required transcripts of the arbitration hearing shall be borne by the losing party.

**E. AGREEMENT TO MEDIATE**

At any level of the procedure set forth in this Article that occurs prior to Level Four, the parties may mutually agree to mediate the grievance using such process as they shall then likewise mutually agree to, provided that the refusal to agree to, statements made in, and the results of any such mediation shall each be inadmissible for any reason at any Level of the grievance procedure. All timelines associated with this grievance procedure will be held in abeyance from the time the request for mediation is made until the mediation process is exhausted.

**ARTICLE 5 – INDIVIDUAL RIGHTS AND RESPONSIBILITIES**

**A. SENIORITY**

Seniority shall be defined as the years and months of continuous service in the Lakewood Local School District from the date of most recent hire and will begin to accrue as of a member's first day of actual service in a bargaining unit position. Seniority will continue to accrue during all paid leaves of absence.

Time spent on inactive pay status (unpaid leave) or time spent in a non-bargaining unit position shall not contribute to the accrual of seniority but shall not constitute a break in seniority.

There shall be a probationary period of one hundred and twenty (120) calendar days to determine the fitness, adaptability, and capability of any employee new to

the system. During such time the new employee shall have no seniority rights in that position. New employees retained beyond the one hundred and twenty (120) calendar day period shall have their seniority computed as of their date of original hire. New employees retained beyond the probationary period shall be granted contractual rights determined in accordance with the provisions of Section §3319.081 of the Ohio Revised Code.

Probationary employees may be discharged by the Administration at any time for any good and just reason. Said discharge shall not be subject to the grievance procedure or appeal.

Seniority shall be lost when a unit member retires or resigns; is discharged for cause; or otherwise leaves the employment of the Board.

A tie in seniority shall be broken by the following method to determine the most senior member:

1. The date of Board action to hire; then,
2. The date of application; then,
3. By lottery, the first name drawn shall be determined the most senior member, etc.

The Superintendent will provide the Association with a seniority list prior to November 1 of each contract year. Such list shall include name, classification, type of contract (limited or continuing), and the first day of continued employment.

**B. LAYOFF AND RECALL PROCEDURE**

Whenever it becomes necessary to reduce the number of employees within a classification for any of the reasons set forth in ORC 3319.17, the layoffs shall be conducted as follows:

1. The employee with the least seniority in the classification shall be laid off first.
2. Any employee so laid off in one classification may displace the least senior member of another classification providing the laid off employee has more seniority than the displaced employee and the laid off employee is qualified and has had successful experience in the position of the employee being displaced in the Lakewood Local School District. Service in the new classification performed in another private or public institution will not qualify as years of service for displacement.
3. All laid off employees shall maintain recall rights for a period of eighteen (18) months.

4. During the eighteen (18) month period no one will be hired or promoted into a classification until all laid off employees in that classification are reinstated or decline the position when it is offered. It shall be the responsibility of all laid off employees to keep the local Superintendent informed of his/her telephone number and address where they may be reached. Failure of an employee to respond to a registered letter within five (5) days after posting by the local Superintendent shall be considered a decline of the position.
5. Should transfers be necessary as the result of a layoff, members of the bargaining unit may submit a letter to the local Superintendent requesting consideration for the transfer.
6. Laid off employees may be granted the right to carry the employee insurance program made available to members of the bargaining unit by the Board for a period of eighteen (18) months by paying the total cost to the Treasurer on the date specified by the Treasurer. This right shall be dependent upon the approval of each insurance carrier.
7. The Board shall prepare a reinstatement list in reverse order of layoff.
8. The Board shall include in the layoff notice the following information:
  - a. Reason for the layoff.
  - b. Effective date of the layoff.
  - c. Statement advising the employee of his/her benefits and reinstatement rights.

**C. DISCIPLINARY PROCEDURES**

Members of the bargaining unit shall be disciplined or discharged for just cause only, pursuant to the following provisions:

1. No formal disciplinary action shall be taken by the local Superintendent without the member having the opportunity to have a hearing with a representative of his/her choice present. A formal disciplinary action shall include only items c, d, e, f, and g of Section 3.
2. A progressive disciplinary policy shall be administered by the local Superintendent by nothing herein contained shall require that a lesser sanction be imposed before a more severe sanction can be applied.
3. The options shall be:
  - a. Verbal warning;
  - b. Written reminder;

- c. Written reprimand;
  - d. Suspension without pay, not to exceed one (1) day;
  - e. Suspension without pay, not to exceed five (5) days;
  - f. Suspension without pay, not to exceed ten (10) days;
  - g. Discharge.
4. Discharge appeals may be initiated in writing to the Board through the local Superintendent. The Board shall hear all appeals in Executive Session. Discipline decisions, including but not limited to suspensions without pay and/or discharge, may be appealed to arbitration.
5. Members may be disciplined, suspended or discharged for the following reasons:
- a. Incompetency;
  - b. Inefficiency;
  - c. Dishonesty;
  - d. Drunkenness and/or substance abuse;
  - e. Insubordination;
  - f. Immoral Conduct;
  - g. Discourteous treatment of the public;
  - h. Neglect of duty;
  - i. Failure to perform good behavior;
  - j. Any acts of misfeasance, malfeasance or nonfeasance;
  - k. Failure to report for duty and failure to remain on duty;
  - l. Unjustified absences.

**D. PERSONNEL FILES**

1. There shall be only one (1) official personnel file for each member of the bargaining unit and it shall be maintained in the Central Office of the Board of Education. However, each supervisor may maintain a work file for use throughout the contract year but shall place all information in the official file at the conclusion of the contract year.



2. A member of the bargaining unit shall have the right to review all material placed in his/her file upon the request to the local Superintendent and/or his designee and at a time that does not interfere with his/her assigned responsibilities.
3. All personnel files shall be maintained in accordance with the provisions of Section §1347 of the Ohio Revised Code. An employee who disputes the accuracy, relevance, or timeliness of any item in their file shall have the right to attach a rebuttal to the item.
4. Each employee shall be given a copy of any material placed in his/her personnel file.
5. There shall be no anonymous items placed in any employee's personnel file.

**E. HOURS OF WORK/OVERTIME**

Overtime shall be defined as all authorized hours worked over forty (40) hours during the employees assigned work week and shall exclude all unpaid leaves, board-approved leaves, and vacation days. Paid holidays and calamity days shall be included as a day worked for overtime purposes when they fall within the work week. Hours worked on a calamity day shall be paid in accordance with Article 5.I.

The work week shall be defined as beginning at 12:01 a.m. Sunday and ending 12:00 midnight Saturday excluding security personnel.

All overtime must be approved in advance by the unit member's immediate supervisor and/or the local Superintendent or his/her designee.

Overtime shall be paid at the rate of one and one-half (1 1/2) times the member's hourly rate for all authorized hours worked over forty (40) hours and the unit member shall be paid in salary.

Employees working overtime hours involving different job classifications will be paid at a weighted (blended) average of the job classification rates. Earnings from the job classification rates are added together and this total is divided by the total number of hours worked in all job classifications. This blended rate times one and one half (1 1/2) is used to calculate overtime pay for all overtime hours worked.

$$\frac{\text{Earnings from all Job Classifications}}{\text{Total Hours}} = \text{Blended Rate X 1.5} = \text{Overtime Rate}$$

An overtime list shall be prepared for each classification in each building beginning with the most senior member. Overtime shall be assigned on a

rotating basis provided each member of the classification is qualified to perform the duty. (Example: licensed boiler operator).

Members required to work on an approved holiday shall be paid at time and one-half (1½) their regular hourly rate for all hours required to work by his/her supervisor.

**F. VACANCIES**

1. When a vacancy occurs, it shall be posted by means of being emailed to each employee's school email address and posted in each building's LACE Bulletin Board and the Bus Garage. The vacancy along with its job description shall be posted for a period of one (1) week. Vacancies created through the transfer of a school district employee to another position may be filled on two (2) day posting intervals.

The job postings shall include:

- a. Position title
  - b. Classification of position
  - c. Intended location of position
  - d. Performance responsibilities of position
  - e. Whom the position reports to
  - f. Qualifications of position
  - g. Hours/Days of work of position
2. Qualified employees shall apply, in writing, to the local Superintendent within the time limitations established in the posted notice of vacancy.
  3. If, in the judgment of the local Superintendent, two (2) or more employees apply and are equally qualified for the position, the employee with the greatest seniority shall be appointed. Seniority shall be determined on the basis of Article 5.A.
  4. During the summer months, employees not on duty who are interested in possible future vacancies shall notify the local Superintendent in writing so stating such interest and identifying the position to which they would like to be assigned if available. Such written notice of interest shall expire upon the employee's return to duty.
  5. The Association president shall be sent a copy of all vacancies posted.

6. Upon written request, any employee who is denied placement in a vacancy due to unacceptable qualifications shall be given the reasons for the denial in writing.

**G. PHYSICAL EXAMINATIONS/CERTIFICATIONS**

In the event the Board shall require a member to take a physical examination or drug and alcohol test, or if such exam test is required for continued employment, the Board shall pay the full cost of such examination.

The Board shall appoint or approve the physician for all Board-paid physical examinations.

An employee, who is required to submit to a drug or alcohol test, shall be paid their regular rate for any time spent, up to two (2) hours.

**H. STAFF MEETINGS**

Members of the bargaining unit may be required to attend at least one (1) staff meeting per month on off-duty hours. Said meeting may last no longer than one (1) hour unless an emergency situation exists as determined by the local Superintendent and/or his/her designee.

Members required to attend such meetings on off-duty hours shall be reimbursed at their regular hourly rate for all hours beyond their regular duty day.

**I. CALAMITY DAYS**

A *calamity day* shall be defined as an instructional day when the closing of school is deemed necessary as a result of disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment needed to operate the school system, damage to a school building or other property, or other temporary circumstances that renders the school facility unfit for instructional use.

All members of the bargaining unit shall be subject to call for duty on all calamity days. However, it shall be the responsibility of the Superintendent to notify those members who are expected to report to duty as his/her earliest convenience.

Members who are required to report for duty shall be paid their regular daily rate of pay plus an additional amount for all hours actually worked during the calamity day. This additional salary shall be calculated by multiplying the actual hours worked by the member's daily hourly rate. Should the actual hours worked on a calamity day cause a member to be on duty more than forty (40) hours in his/her assigned work week, the member shall be paid time and one-half (1<sup>1</sup>/<sub>2</sub>) for all hours on duty over forty (40) hours.

The Board shall be required to pay for actual time on duty for those members required to report for duty on calamity days. The Board shall not be required to reimburse those members who reported for duty without being requested to do so. The supervisor shall provide a work schedule for those members who are required to report for duty on a calamity day.

Calamity make-up days will be scheduled as follows:

There will be four (4) days added to the end of the school calendar to be utilized as necessary for make-up of calamity days. Any days for calamity beyond five (5) will be made up by utilizing the four (4) days of “no teachers/no students” days as listed above. Additional make-up days, if necessary, will be Martin Luther King Day, President’s Day and Good Friday (as long as Good Friday does not occur during spring break). No additional make-up days will be scheduled after the last regularly scheduled student “no teachers/no students” day unless the minimum statutory hours for students are not met. The determination of which days are to be made up and which of the calamity days are utilized is not subject to the grievance process.

Additional make up days to fulfill the total contracted days per an employee’s calendar, excluding the five calamity days, must be made up.

When the school district exceeds five (5) calamity days, 12 month bargaining unit members are required to report to work or use a personal leave day or vacation day unless advised by the superintendent not to report to work.

#### Early Dismissal Days

When schools have opened for the morning session and there is early dismissal either because of inclement weather or other emergency all first (1st) shift bargaining unit members will continue working their regular hours or until their job is secured, the building and/or equipment they work with is secured, and all students are returned home safely.

The Superintendent or his/her designee shall be responsible for dismissing first (1st) shift personnel from their job on early dismissal. First (1st) shift personnel will be paid their regular daily rate of pay when they are dismissed early.

Bargaining unit members assigned to a second (2nd) or third (3rd) shift will report to work as scheduled. The local Superintendent or his/her designee will notify second (2nd) or third (3rd) shift employees if they are not required to report for duty.

Bargaining unit members assigned to second (2nd) or third (3rd) shift will be paid their regular daily rate of pay if they either report to work or are not required to report for work by the local Superintendent or his/her designee.

**J. MILEAGE**

Authorized bargaining unit members required to drive their vehicle on Board of Education business will be reimbursed for mileage. Mileage will be calculated at the approved IRS rate in effect January 1 of each year.

Eligible bargaining unit members shall submit requests for reimbursement in accordance with the policies and procedures established by the local Superintendent/Treasurer and approved by the Board. A copy of said policies and procedures for reimbursement shall be provided all authorized bargaining unit members.

Payment for mileage reimbursement will be made with submission of required forms at the next scheduled payable check run.

Mileage for Board of Education business within the district shall not be reimbursed.

**K. TRANSPORTATION**

1. Extra Trips

- a. Bus Drivers may be absent from driving part and/or all of their regular bus routes to take an extra trip. This will include Kindergarten route, shuttles, and noon Dawes Drivers. For Pay purposes the extra trip begins at the end of the driver's regular route.
- b. Regular Drivers desiring to take trips shall sign up at first Bus Drivers' Meeting held either prior to or on the opening day of school. Any Driver may join or remove themselves from the list at any time. All extra trips (Educational and Athletic/Group) shall be posted on one (1) list.
- c. Eligible Drivers shall be offered trips at a monthly field trip meeting on a seniority rotating basis. Between monthly meetings, trips shall be offered by phone or radio, on a seniority basis.
- d. If a Driver cancels a trip they agreed to drive, the trip will be offered to the next driver (who does not have a trip assigned) on a seniority basis from the canceled trip list.
- e. Drivers may not exchange trips.
- f. Drivers taking a group trip which involves an admission price and/or parking fee shall be covered by the group sponsoring the trip.
- g. In the event none of the eligible Drivers on the seniority rotation list are available to take a trip, the Drivers on the as-needed list will be

asked. If no regular Drivers are available, then a Sub will be asked. If no Regular or Sub Drivers can take a trip, the Transportation Supervisor will appoint a Driver, starting with the least senior Driver on the DO WANT trips list.

- h. The Board may use the radio to contact Drivers for trips. Drivers must make the decision to drive or not to drive the offered trip within two (2) hours.
- i. If at all possible, the trips will be scheduled around two (2) weeks in advance.
- j. If a Driver shows up for a trip, and has not been notified the trip has been canceled, or a coach/advisor transports students, the Driver will be paid for two (2) regular hours and the driver will not be charged for the trip.
- k. If a Driver's trip date is changed, the scheduled Driver will stay on the trip. If the trip is canceled completely, the driver will be inserted next up the seniority rotation. The inserted driver shall not be taken out of rotation for forthcoming trips.
- l. If an Athletic Trip is canceled mid-event, the driver will be paid for the actual number of hours on duty; if rescheduled, the rescheduled event will be a new trip on the rotation list and the driver will be paid for the actual number of hours on duty.
- m. If a driver is on the insert list and already has a trip on the same day as a newly offered trip, the driver will stay on the insert list until a trip is offered for a day the driver is not already schedule to drive an extra trip.
- n. Any driver who cancels an extra trip two (2) or more times in a given month shall be skipped in the next rotation.
- o. Pay for extra trips will begin after the driver's regular route time and will be at the driver's regular rate of pay for up to two and one-half (2.5) hours for driver time and pre-trip. The remaining portion of the route will be at the Step 0 base rate.
- p. Overnight trips shall be considered special trips with reimbursement determined on an individual basis.
- q. Drivers on Leaves of Absences are not eligible for extra trips.
- r. Drivers are not eligible for extra trips on days on which they have called in and are off.

## 2. Miscellaneous Provisions

- a. The Board will pay each driver for all time actually worked up to three (3) hours at the driver's rate of pay for creating and/or editing routing maps and student lists. Prior authorization from the Transportation Supervisor will be required for any additional time over three (3) hours.
- b. The Board shall post all trips in the Driver's Lounge.
- c. Drivers and other qualified employees requested to train other Drivers, as on Board Instructors (OBI), shall be reimbursed at their regular hourly rate plus sixty cents (\$0.60) per hour to become accredited to teach and provide "on the bus" instruction. Such request shall be made on a seniority basis among drivers expressing written interest in an OBI position.
- d. Special routes shall be paid for the actual hours on duty.
- e. The assigned bus shall be kept fueled and clean, inside/outside, by the driver.
- f. Drivers shall arrive to school buildings a minimum of ten (10) minutes before the scheduled dismissal time.
- g. Drivers shall be paid for the bus end of year cleaning for actual hours on duty to a maximum of five (5) hours at their regular hourly rate of pay. If Drivers have another Driver clean their bus, the Driver cleaning the bus will be paid directly for the actual hours on duty up to a maximum of five (5) hours per bus at their regular hourly rate of pay. The Drivers who clean buses for other Drivers cannot exceed forty (40) hours on duty per week.
- h. Drivers shall be paid thirty (30) minutes per day for pre-trip fueling and bus cleaning.
- i. Drivers shall be reimbursed up to twelve (12) hours at their hourly rate of pay and the Board will pay a \$60.00 registration fee, for all recertification expenses and will provide one annual driver's abstract.

**L. WORKING CONDITIONS**

1. Bargaining unit members shall be employed and paid according to the following hours, contract days, and paid holidays.

<b>CLASSIFICATION</b>	<b>HOURS PER DAY</b>	<b>WORK DAYS</b>	<b>PAID HOLIDAYS</b>	<b>CONTRACT DAYS</b>
Maintenance	8	248	12	260
Mechanic	8	248	12	260
Bus Drivers ‡	2- 4 hr. min. Varies	179	9	188
Custodian	8	248	12	260
Mail Route ‡	Varies	248	12	260
Custodial Helper	8	191	10	201
Head Cook	6	179	9	188
Cook *	6	179	9	188
Cashier ‡	Varies	178	9	187
Cashier 2hr/3hr ‡ ***	Varies	178	0	178
Cafeteria Server ‡ ***	Varies	178	0	178
Librarian Technician	7	183	9	192
Secretary	7.5	202	9	211
Secretary	7.5	214	9	223
Secretary	7.5	248	12	260
Bus Aide ‡	Varies	178	9	187
Secretary Aide ‡	Varies	Varies	Varies	Varies
Health/Safety Monitor **	Varies	178	9	187
School Health Aide ‡	Varies	178	9	187
Educational Aide ‡	Varies	178	9	187
In-School Suspension Monitor ‡	7	180	9	189
Preschool Intervention Aide	Varies	178	9	187
Preschool Health & Safety Monitor		178	9	187

‡ Members working less than 20 hours are ineligible for holidays. See Article 6. I. for Employees hired after July 1, 2008.

2. The following working conditions shall apply to the individual classifications as stated:
  - a. Mechanics shall be provided with uniforms and cleaning service with all expenses paid by the Board.
  - b. Employees shall not be required to dispense medications nor perform any medical procedures without proper medical training pursuant to RC3313.713. There will be a witness present at the employee's request.



- c.
  - 1) Each custodial helper will be provided with an outside door key and a key to the room in which all other necessary keys are kept.
  - 2) Custodial Employees contracted to provide specific additional services shall, if offered another contract for their services, have the amount contracted for such services increased at the same rate as the negotiated increase of hourly rates of pay.
  - 3) Any in-service and/or workshop which a bargaining unit member is required to attend by his/her immediate supervisor shall be considered a duty day or portion thereof for which the member shall be paid.
- d. Whenever an employee has urgent business which requires him/her to arrive late or leave work one (1) or two (2) hours before the end of the work period and a substitute is not required to perform the work, upon notifying his/her immediate supervisor of the urgent need to be absent, he/she may be granted permission to leave and make-up the work within the same week.

**M. EMPLOYEES SERVING AS SUBSTITUTES**

1. Whenever a custodian is absent, custodial helpers on a seniority basis shall be given the first opportunity to substitute at his/her regular hourly rate.
2. Whenever a custodial helper is absent, an outside substitute shall be secured first, if possible. If an outside substitute cannot be secured, it shall be offered to a custodian on a seniority basis at his/her regular rate of pay.
3. Whenever a member is employed to serve as a substitute in a like classification, he/she shall be paid his/her regular rate of pay while substituting.
4. Whenever an employee serves as a substitute in a like classification and said substituting causes the employee to work more than forty (40) hours in a work week, that employee shall be paid time and one-half (1½) for his/her regular rate of pay for all hours worked over forty (40) hours.
5. Upon the eleventh (11<sup>th</sup>) consecutive day or fifteen (15) non-consecutive days in a semester, employees substituting in a position with a higher rate of pay will be paid at his/her step at the pay rate of the position in which he/she is substituting.

## **N. HEALTH AND SAFETY PROVISION**

1. The Employer shall be responsible to ensure and maintain conditions of employment that are free of hazards that are causing or are likely to cause accident, injury, or illness to employees. The Employer's Occupational Safety and Health program shall comply with the requirements of ORC 4167.
2. Health and Safety Information
  - a. The Employer shall provide the Union access to health and safety records consistent with the Ohio Privacy Act and provide copies of such records as requested by the Union. The Employer shall notify the Union of the report of any job-related, disabling injury/illness within five (5) work days of the report and provide copies of the report to the Union.
  - b. The Employer shall provide to the Union and an affected employee(s), all available product information and safety data regarding any specific chemicals which the Employer provides to be used at the worksite.
3. Safety Training
  - a. The Employer shall provide timely, appropriate, and adequate training for employees who are required to perform duties that involve potential hazards to health and safety.
  - b. The Employer will provide first aid and CPR training for all employees.
  - c. Training conducted during work time shall be at the Employer's expense. Time for required online training will be provided during the employees' regular work day.
  - d. Employees attending training sessions outside of their regular workday shall be compensated as follows:

Hourly employees shall be paid according to the provisions of the Fair Labor Standards Act or the compensation provision of this contract, whichever is greater.
4. First Aid

The Employer shall ensure that there is reasonable access to adequate first aid kit(s) at each work site, which shall be maintained at designated locations. The first aid kit will include an adequate supply of disposable rubber gloves and CPR masks.

**O. EMPLOYMENT CONTRACTS**

1. Employment contracts for bargaining unit members will be issued in accordance with Section 3319.081 of the Ohio Revised Code.

2. The contract sequence for those employed after January 1, 2019, shall be:

Initial Contract	1 Year
Second Contract	2 Years
Third Contract	2 Years
Fourth Contract	2 Years
Fifth Contract	Continuing.

The contract sequence for those employed prior to January 1, 2019, shall be:

Initial Contract	1 Year
Second Contract	2 Years
Third Contract	Continuing

**ARTICLE 6 – PAID AND UNPAID LEAVES**

**A. SICK LEAVE**

1. Each member of the bargaining unit employed on a full time basis shall be entitled to accrue fifteen (15) days of sick leave per year which shall be credited at the rate of one and one-fourth (1 ¼) days per month per year effective the beginning date of his/her contract.

2. Each member of the bargaining unit employed on a part time basis shall be entitled to accrue fifteen (15) days of sick leave per year which shall be credited at the rate of one and one-fourth (1 1/4) days per month per year effective the beginning date of his/her contract. Each day of accumulation shall be a pro-rated day equal to the number of hours employed. For full and part time employees sick leave shall be usable in full-day (1) or one-half day (1/2) increments.

3. All sick leave days accumulated by a member of the bargaining unit employed on a part-time basis shall be converted on a pro-rated basis in the event of full-time employment. (Example: thirty [30] days of sick leave accumulation for a member employed four [4] hours per day or on a one-half [1/2] day basis would be equal to one hundred twenty [120] hours or fifteen [15] days of sick leave upon being employed on a full-time basis.) (Reverse shall be true.)

4. Sick Leave Accumulation

a. Sick leave accumulation shall be capped at 250 days;

- b. Members of the bargaining unit who are new employees transferring from one school district or public agency in Ohio may transfer previously accumulated sick leave and be credited up to a maximum of one hundred sixty-five (165) days. It shall be the responsibility of the employee to secure a certified record from his/her former employer and file a copy with the Treasurer of the Lakewood Local School District.
5. Sick leave may be used for the following reasons upon the approval of the responsible administrative officer designated by the Board:
  - a. Personal illness.
  - b. Pregnancy.
  - c. Injury.
  - d. Exposure to contagious disease which would/could be communicated to others.
  - e. Illness or injury in the bargaining unit member's immediate family.
  - f. Death.
6. The immediate family for illness or injury is defined as spouse, father, mother, brother, sister, children, respective in-laws, grandfather, grandmother, and individuals who hold the same position in the household.
7. Death in the immediate family is defined to mean the following: spouse, parent, brother, sister, child, grandparent, parent-in-law, grandchild, foster parent, step-parent, stepchild, foster child legally placed in the home, or any blood relative of either spouse of the employee. Additional days for death in the immediate family may be granted upon request to and approval of the local Superintendent.
8. Members of the bargaining unit using five (5) or more consecutive days of sick leave for personal use shall submit a statement from their physician stating he/she is capable of returning to duty.
9. Maternity Leave: Employees may use up to eight (8) weeks of sick leave after giving birth for maternity leave. Such leave shall commence with the delivery date. If the employee does not have enough sick leave days to cover the eight (8) weeks maternity leave, the employee can take the remaining time as unpaid leave. Personal leave days can be used during maternity leave. At the conclusion of the eight (8) weeks maternity leave, the employee giving birth may request in writing an additional four (4) weeks unpaid Family Medical Leave which shall be granted provided that

the employee is eligible for FMLA and has not exhausted all twelve (12) weeks of FMLA leave.

- 10. Paternity Leave: Spouses may use up to two (2) weeks of paid sick leave days and/or personal leave days during paternity leave. At the conclusion of the two (2) weeks paternity leave, the employee may request in writing an additional ten (10) weeks unpaid Family Medical Leave which shall be granted provided that the employee is eligible for FMLA and has not exhausted all twelve (12) weeks of FMLA leave.
- 11. Members of the bargaining unit who are new public employees will be credited with five (5) days of sick leave effective the first day of employment. These days must be re-earned before further accumulation may occur.
- 12. Incentive Plan

Full-time employees employed twenty (20) hours or more per week and employed for one hundred twenty (120) days in a school year shall be reimbursed as follows as an incentive for not using sick leave:

LESS THAN 12-MONTH EMPLOYEES

0 days .....	\$225.00
1/2 day .....	\$200.00
1 day .....	\$175.00
1-1/2 days .....	\$150.00
2 days .....	\$125.00

12-MONTH EMPLOYEES

0 days .....	\$275.00
1/2 day .....	\$250.00
1 day .....	\$225.00
1-1/2 days .....	\$200.00
2 days .....	\$175.00

Any bargaining unit member who does not complete the contractual year will not be eligible for the sick leave bonus. Such payment shall be included in the second pay in June.

**B. SICK LEAVE BANK**

The Lakewood Local Board of Education and LACE hereby agree to establish a Sick Leave Bank (SLB) on the following basis:

1. An enrollment period shall be established annually between September 1 and September 30 for each member of the bargaining unit to voluntarily donate their accumulated, but unused, sick leave days to a SLB. Effective upon ratification of this 2018-2021 Agreement, members previously enrolled in the SLB must re-enroll by donating one (1) day of sick leave. Employees who had not previously enrolled will have thirty days from the date of Board ratification to enroll by donating one (1) day of sick leave. All new bargaining unit members shall be eligible for enrollment in the SLB. New members may enroll by donating one (1) sick leave day to the Bank within thirty (30) days after the date of hire.
2. The SLB shall have not less than fifty (50) days.
3. Only individuals who have contributed to the SLB beginning with the 2018-2019 school year are eligible to withdraw sick days from the SLB.
4. A committee comprised of the superintendent or his/her designee, one (1) non-teaching supervisor, the president of the Association, and two (2) Association members chosen by the Association president, shall administer the Bank. The Committee shall develop the approved form and shall approve applications at its discretion.
5. Use of days from the SLB will be limited to unforeseen serious or catastrophic illness or injury of the bargaining unit member, spouse or member's dependent children. It may not be used for elective surgery. Bargaining unit members must have exhausted all of their accumulated sick leave and permissible advances prior to withdrawals from the SLB. Bargaining unit members who have exhausted all of their sick leave accumulation, who meet the qualifications of this paragraph, and who have contributed to the Sick Leave Bank may request sick leave days from the Bank.
6. Approved bargaining unit members shall be granted up to a maximum of twenty (20) days from the Bank. The Committee may grant up to an additional twenty (20) days at a time.
7. The Committee shall require bargaining unit members who have requested sick leave days from the Bank to provide a statement from their physician describing the nature of the illness and a prognosis relative to the member's probable period of absence from duty.

8. Members whose request for additional sick days and whose illness or injury is such that their physician cannot give a probable date of return to duty and, who qualify, shall be required to apply for disability retirement.
9. The SLB shall not be used as a means for increasing retirement compensation.
10. Should the number of days in the SLB be exhausted, the Committee will meet to mutually agree upon additional contributions and the procedure for making such contributions.
11. Donations to the SLB shall not disqualify a member for incentive pay.
12. The decisions of the SLB are final and not subject to the grievance procedure.

**C. PERSONAL LEAVE**

Each member of the bargaining unit shall be granted not more than three (3) days of personal leave per year to conduct urgent personal business that cannot be conducted at times other than regular working hours.

Personal leave shall be usable in full-day or ½ day increments.

A request for personal leave will be submitted using Kiosk to the member's immediate supervisor at least five (5) days prior to the day such leave is to be taken. When emergency situations arise making this compliance impossible, the supervisor and Superintendent shall be advised as soon as possible after the absence.

Personal leave may not be taken during the last two (2) weeks of school except for emergency purposes or upon submitting a written request to the member's immediate supervisor describing a special family event that he/she desires to attend that falls during the last two weeks that school is in session. Personal leave will be granted to attend a special family event. Examples of special family events include: a child's graduation, parent/teacher conferences.

No more than two (2) employees in classifications with ten (10) or more employees and no more than one (1) employee in classifications with nine (9) or fewer employees may be granted personal leave on any one (1) day except in cases of an emergency over which the employee has no control in cases of emergency, the local Superintendent shall be notified explaining the need to take personal leave.

Incentive for Non-Use:

Full-time members of the bargaining unit employed for 20 hours per week and one hundred twenty days or more per contract year will be paid as follows for the non-use of personal leave:

- a. total of zero (0) days of personal leave – two hundred fifty dollars (\$250)
- b. A total of one half (1/2) day of personal leave – two hundred dollars (\$200)
- c. A total of one (1) day of personal leave – one hundred seventy-five dollars (\$175).
- d. A total of one and one half (1-1/2) day's use of personal leave – one hundred twenty-five dollars (\$125)
- e. A total of two (2) days use of personal leave – one hundred dollars (\$100)

A unit member will be permitted to rollover one (1) personal leave day to his/her sick balance. Unit members that roll over a personal leave day to sick leave balance will not receive the incentive for that one (1) day.

Unit members must submit the appropriate form indicating their selection for the personal day bonus by June 1<sup>st</sup> of each year. If a unit member does not submit a form by the deadline, he/she will be paid the bonus in cash.

Such payment shall be included in the second pay in June. Any bargaining unit member who does not complete the contractual year will not be eligible for the personal leave bonus.

**D. PROFESSIONAL LEAVE**

1. Release time may be granted to attend a workshop, conference or in-service meeting. A Professional Leave Request Form and estimated costs for professional leave must be submitted five (5) work days in advance to be approved by the Supervisor and the Superintendent. The Superintendent may waive the five (5) work days' notice in an emergency.
2. If professional leave is denied, the Superintendent shall give written reasons for such denial.
3. Travel, hotel, meals and registration expenses incurred during such released time will be reimbursed as follows:
  - a. Transportation: Actual cost of ticket for airplane, trains, etc., plus tax. Travel in privately owned automobile shall be reimbursed at



the IRS adopted rate per mile but may not exceed the cost of air travel. If the use of taxi cabs, rental cars, and other means are required, approval must be granted prior to car rental or extensive use of taxi cabs or other miscellaneous forms of transportation and will be reimbursed for the actual amount.

- b. Meals: Meals will be reimbursed at the receipted rate not to exceed the following: Breakfast - \$10.00, Lunch - \$10.00 (only if not provided as part of function), and Dinner - \$18.00. Meals for Breakfast and Dinner that are not related to overnight travel will not be reimbursed.
- c. Lodging: Actual cost per night not to exceed seventy-five dollars (\$75.00). Individuals are expected to share rooms whenever possible.
- d. Registration: Actual cost excluding cost of membership in the organization.
- e. Tips and Gratuity: Not included.
- f. Parking: Actual cost of parking or transportation to and from meeting.
- g. Receipts: Proper itemized receipts must be submitted with all requests for reimbursement.
- h. Reimbursement: Reimbursement for professional leave expenses will be made upon completion of a post conference reimbursement form. All post conference reimbursement forms and itemized receipts have to be submitted within thirty (30) days following conference date. Anything submitted after thirty (30) days of conference date will not be reimbursed. Professional leave expenses for in-house meetings during the regular working day will not be reimbursed.
- i. The Board and the Administration shall make every effort to grant professional leave on an equitable basis and rotate the leave among all employees of the district. Employees may request additional explanation other than those written on the request form, if they are denied professional leave.

## **E. ASSAULT LEAVE**

In the event a member of the bargaining unit is assaulted while performing his/her assigned responsibilities, he/she shall be entitled to a maximum of ten (10) days assault leave upon the certification of the member's physician. Assault leave shall not be deducted from the member's accumulated sick leave.

Members eligible for assault leave shall apply for Workers' compensation. All proceeds received by the member from Workers' compensation for reimbursement for the loss of pay due to the assault shall be given to the Treasurer of the Board.

**F. FAMILY MEDICAL LEAVE ACT**

1. Notwithstanding other provisions of this Agreement, the Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993, as amended. The parties to the Agreement agree that all benefits guaranteed by the Act will be provided to employees covered by this Agreement.
2. Leave Provisions
  - a. Each eligible employee may take up to twelve (12) weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, for the following reasons:
    - 1) The birth and/or care of a newborn child of the employee, within one (1) year of the child's birth;
    - 2) The placement with the employee of a child for adoption or foster care, within one (1) year of the child's placement;
    - 3) The employee is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
    - 4) The employee's own serious health condition makes him/her unable to perform the functions of his/her position; or
    - 5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty in the Armed Forces. This leave is up to 26 weeks during a single 12-month period.
  - b. The employee is "eligible" if they have worked for the Board for at least twelve (12) months and for at least 1,250 hours over the twelve (12) months prior to the leave request.
  - c. Any leave beyond twelve (12) weeks in a year for those combined purposes may be granted pursuant to the leave provisions of this agreement.
  - d. For purposes of FMLA, a twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the employee uses FMLA leave.

- e. The Board shall require the employee to “substitute” (run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, and vacation leave) for unpaid FMLA leave.

If the employee has not earned or accrued adequate paid leave to encompass the entire twelve (12) work week period, the additional weeks of leave shall be unpaid.

- f. The employee shall give the Board thirty (30) days’ notice when need for the leave is foreseeable; otherwise, the notice shall be given as soon as possible. The employee’s notice shall specify family leave.
- g. When medically necessary, as documented by the health care provider, leave may be taken intermittently.
- h. When FMLA is taken for either 2(a)(3) or 2(a)(4) above, the employee must provide medial certification from the healthcare provider of the employee or his/her immediate family member.

3. Protection of Employment

- a. The Board shall restore the employee to his/her former position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
- b. Except as provided herein, the taking of leave under this Article shall not result in the loss of any other employment benefit.
- c. The employee shall not accrue any sick leave, vacation or other benefits during a period of unpaid FMLA leave.

4. Insurance Continuation

The Board shall continue to pay the Board contribution necessary to continue all medical, dental, and life insurance plans for the employee while he/she is on leave under this Article. The employee must continue to pay his/her share of premiums during the leave.

**G. UNPAID LEAVE OF ABSENCE**

- 1. Upon written request to the local Superintendent, the Board of Education may grant an unpaid leave of absence for a period of not more than two (2) years, one (1) year at a time, for education, professional, or other purposes, and shall grant such leaves where illness or other disability is the reason for the request. Except in the case of unpaid medical leave requests, the employee's request must state the dates of the requested leave and the reason for the leave, all of which must be in accordance with current Board policy.

2. Upon the return of an employee from leave, the person hired for the purpose of replacing the returning employee shall be placed on layoff if a position is not available.
3. Members returning from an approved leave of absence shall be placed on the salary schedule at the level he/she would have been placed prior to taking the said leave. Advances on the salary schedule shall not take place due to a member taking an approved unpaid leave of absence.
4. Employees granted an extended leave period are required to notify the Superintendent in writing of their intent for returning to work at the start of the upcoming school year. This written notification must be submitted prior to March 1.
5. If written notification is not received by the Board by March 1 of the year in which the Member of the Bargaining Unit is on leave, then the Board shall notify the Member of the Bargaining Unit via certified mail that the member's position shall be declared vacant unless the Member of the Bargaining Unit provides the required written notice within ten (10) days of receipt of the certified letter.

**H. VACATIONS**

All twelve (12) month members of the bargaining unit shall be granted vacation days as follows:

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS</u>
1 – 4	10
5 – 9	15
10 or more	20

Eligible members of the bargaining unit must be employed one (1) year on a continuous basis before earning the above vacation days. (A year is described as continuous service for the number of days employed between July 1 and June 30 of each contract year.)

Members hired during the contract year shall be eligible for vacation leave on a pro-rated basis at the conclusion of his/her contract year.

A request for vacation leave will be submitted using Kiosk to the member's immediate supervisor for approval at least five (5) days prior to taking a vacation. Conflicts relative to vacation dates shall be determined by seniority.

Members may carry over a maximum of twenty (20) days per year. For members with vacation balances in excess of twenty (20) days on June 30<sup>th</sup>, up to five (5) days can be rolled over into their sick leave balance. Any remaining days in excess of that will revert back to the twenty (20) day maximum carryover.

Members must submit the appropriate form to transfer these days by June 15<sup>th</sup> of each year. If a member does not submit a form by the deadline, they will not be eligible for the transfer.

**I. PAID HOLIDAYS**

1. The Board shall grant the following paid holidays for all twelve (12) month employees:

New Year's Day

Martin Luther King Day

Presidents Day

February 29 (compensation day)

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

2. The Board shall grant the following paid holidays for all employees working less than twelve (12) months:

New Year's Day

Martin Luther King Day

Presidents Day

Good Friday

Memorial Day

Labor Day

Day before Thanksgiving Day for Night Custodians

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Day

3. For employees hired after July 1, 2008, part-time members shall be eligible for holidays if they work more than twenty hours per week.

**J. MILITARY LEAVE**

Members of the bargaining unit shall be granted Military Leave in accordance with federal and state law.

In addition, a bargaining unit member who is the spouse, son, daughter or parent of a military member will be granted leave to assist their loved one in addressing common issues that arise when a service member is deployed. Examples include, attending military sponsored functions (graduations), making appropriate financial arrangements and arranging for appropriate childcare for the service member. Upon submission of proof of deployment/military-sponsored functions, a bargaining unit member may utilize up to five (5) days of sick leave for this purpose.

**K. JURY DUTY/WITNESS LEAVE**

Members receiving notices to service on jury duty shall promptly notify their building principal and submit a copy of the notice to the Treasurer. Members required to report and/or serve on jury duty shall receive their regular compensation. All remuneration received for reporting and/or serving on duty shall be assigned to the Treasurer.

Members subpoenaed to appear as a witness in a legal matter related to the member's role as a classified employee of the district, which has not been initiated by the members and/ or grievance arbitration, shall receive their regular compensation. All remuneration received for reporting and/or serving on duty shall be assigned to the Treasurer.

Members subpoenaed to appear as a witness in a legal matter for a non-personal matter shall be granted up to 2 days of witness leave. Members shall receive their regular compensation. Members shall submit a request for leave along with the subpoena to their supervisor. All remuneration received for reporting and/or serving on duty shall be assigned to the Treasurer.

Members required to make legal appearances for a personal matter will be required to use personal leave.

**ARTICLE 7 – SALARY AND BENEFITS**

**A. SALARY**

**1. Salary Schedule Provisions**

- a. Employees shall be placed on the appropriate salary schedule step based upon years of employment experience in the Lakewood Local School District in their specific job classification.

- b. To advance to the next level on the salary schedule, the employee must have been employed a minimum of one hundred twenty (120) days the previous fiscal year (July 1 to June 30).

Years of service shall be counted from date of most recent hire.

The Board may, at its discretion, place a new employee at a higher step on their schedule to reflect former experience, but in no case will an employee be placed at a lower step than is warranted by years of continuous service to the district in their present job classification.

No new hire shall be granted more years of experience for previous experience for salary purposes than that allowed current employees with the same number of years of experience or more in the school district in the same classification.

- c. Employees transferred to higher paying positions and/or wage scale within a classification shall be placed on the step of the new salary schedule which would provide the employee an increase in wages of at least an amount equal to the incremental amount between the classification the employee is leaving and Step 1 of the new classification.

- d. Base Salary

Effective July 1, 2018, and retroactive thereto, the Base salary for all bargaining unit member shall be \$11.53 per hour.

Effective July 1, 2019, the Base salary for all bargaining unit members shall be \$11.82 per hour.

Effective July 1, 2020, the Base salary for all bargaining unit members shall be \$12.06 per hour.

In addition to the above salary increases, each member who is regularly scheduled to work 20 hours or more per week will receive a one-time lump sum payment of \$500.00 to be paid in the first pay after ratification of this Agreement (2018-2021). Each member who is regularly scheduled to work less than 20 hours per week will receive a one-time lump sum payment of \$250 to be paid in the first pay after ratification of this Agreement (2018-2021).

## **B. PAY DATES**

- 1. Members of the classified staff shall be paid in twenty-four (24) equal payments on the 15<sup>th</sup> and 30<sup>th</sup> of each month. All deductions shall be equally divided between the pays.

2. In the event a pay day falls on a Saturday or a Sunday or a day school is not in session during the regular school year, the pay day will be the day preceding.
3. Alterations in the distribution of payments for services may be made with mutual consent of the Board Treasurer and the individual member of the bargaining unit.
4. All members of the bargaining unit shall have their paycheck direct deposited.
5. Errors in pay not caused by the bargaining unit member errors will be corrected on the next pay.
6. Payroll information shall be available to members of the bargaining unit electronically through the use of the "Kiosk Program" available on any computer throughout the district. If a paper check must be generated (e.g. due to change of employee's financial institution or account), the affected member will receive a copy of the completed "change in financial institution" form from the Treasurer's office. This copy shall constitute notice to the employee that a paper check will be generated.

All paper checks will be mailed the day prior to the regular pay date.

**C. SEVERANCE PAY**

Full-time employees with at least five (5) years Lakewood Local experience at the time of their retirement under the appropriate Ohio Public Employee Retirement System will be paid one-quarter (1/4) of their earned, accrued but unused sick leave. Calculations for payment will be based on a maximum of two hundred twenty (220) day's earned, accrued but unused sick leave. (e.g., Maximum = 1/4 of 220 days = 55 days) Payment shall be calculated according to the current per diem pay.

Additional compensation will be awarded for service to the Lakewood Local School District AS FOLLOWS:

<u>YEARS OF SERVICE</u>	<u>ADDITIONAL DAYS</u>
10 years	3 days
15 years	4 days
20 years	5 days
25 years	7 days
30 years	9 days
35 years	11 days

Beginning the July 1st 1986-87 contract year, the Board will add one (1) additional day of severance pay for each contract year a full-time employee



employed one hundred twenty (120) days or more each contract year uses "0" days of sick leave. This practice shall be discontinued effective June 30, 2013. Employees who believe they qualify for additional days must notify the Treasurer by December 1, 2012. Potential accumulation will be researched and recorded by June 2013. Bargaining unit members failing to notify the Treasurer shall not qualify for review. Individuals hired after ratification of this Agreement do not qualify for any accumulation or review.

**D. INSURANCE COVERAGE**

1. Health Insurance

The Board shall make available to each member of the bargaining unit a basic hospital-surgical insurance plan provided by a licensed carrier in the State of Ohio as agreed by the insurance committee and ratified by the Association.

Members hired before July 1, 2008, shall pay ten percent (10%) of the cost of either family or single coverage of medical insurance made available to members by the Board of Education.

Members hired on or after July 1, 2008, shall pay the following prorated costs of either family or single coverage of medical insurance made available to members by the Board of Education based on the number of hours worked per week.

20 - 24.99 hours per week Member contribution	20%
25 - 29.99 hours per week Member contribution	15%
30 hours or more per week Member contribution	10%

Employees desiring the insurance coverage shall notify the Treasurer.

Members hired after July 1, 2014, shall be eligible for full health insurance benefits if they are regularly scheduled to work thirty (30) or more hours per week. Part-time unit members who were covered by the District's health insurance on June 30, 2014, shall remain eligible for full health insurance benefits.

If choosing the buy up plan, members will pay ten percent (10%) of the base plan premium, plus the difference in cost between the base plan premium and the buy up plan premium.

Members hired with an effective start date after August 1, 2019, and who are eligible for insurance, will pay ten percent (10%) of the cost of a high deductible health care plan made available by the Board of Education. The high deductible health plan will be the only option available for members hired on or after August 1, 2019.

Members hired as July 1, 2014, who drop below the regularly schedule thirty (30) hour per week minimum, will not remain eligible for health insurance benefits until such time they are regularly scheduled to work thirty (30) or more hours per week. They may enroll during the next open enrollment period.

The Board shall make available a Section 125 plan approved by the IRS for employees to tax shelter their contributions toward their insurance program(s).

2. Dental Insurance

The Board shall purchase and make available a dental insurance plan that is equivalent to or better in coverage than the current plan. The Board will pay a maximum of twenty-five dollars (\$25.00) per month for both single and family coverage for members employed full-time.

New hires employed part-time after July 1, 2014, shall be eligible for full dental insurance benefits if they are regularly scheduled to work thirty (30) or more hours per week. Part-time unit members who were still covered by the District's dental insurance on June 30, 2014, shall remain eligible for full dental insurance benefits. Members not covered on June 30, 2014, and who drop below the regularly scheduled thirty (30) hour minimum will not remain eligible for dental insurance benefits until such time they are regularly scheduled to work thirty (30) or more hours per week and can enroll in the next open enrollment period.

3. Life Insurance

The Board shall provide each member of the bargaining unit with twenty thousand dollars (\$20,000) term life insurance. New hires employed after July 1, 2014, shall be eligible for full life insurance benefits if they are regularly scheduled to work thirty (30) or more hours per week. Part-time unit members who were still covered by the District's life insurance on June 30, 2014, shall remain eligible for full life insurance benefits. Members not covered on June 30, 2014 and who drop below the regularly scheduled thirty (30) hour minimum will not remain eligible for life insurance benefits until such time they are regularly scheduled to work thirty (30) or more hours per week and can enroll in the next open enrollment period.

4. Insurance Committee

An Insurance Committee shall be appointed composed of five (5) teachers appointed by the Association President, three (3) members of the classified staff appointed by the LACE President, two (2) administrators appointed by the Superintendent, and the Treasurer, The Committee will meet annually not later than October 1<sup>st</sup>.

The Board will provide the Association a minimum of five (5) work days review time prior to changing insurance coverage.

The insurance coverages and Board contributions existing at the time of this Agreement and those agreed to in the future by the Insurance Committee shall be amended only when replaced by an insurance program approved by the Insurance Committee and approved by a majority of a quorum of the members of each bargaining unit attending a group meeting and voting on the proposed insurance package. The coverages and Board contributions agreed to by the Committee will become a part of this Agreement by addendum and will be distributed to all Bargaining Unit Members.

The employee contribution to health insurance will not increase during the life of this contract except if on renewal of the insurance in each year of the contract the increase exceeds fifteen percent (15%).

Any insurance cost increase over fifteen percent (15%) will result in the insurance committee reconvening and deciding as to whether to increase employee contribution or to modify the current policy coverages.

5. Insurance opt-out

As an incentive for bargaining unit employees to obtain health insurance from sources other than the health insurance provided by the Board pursuant to this Collective Bargaining Agreement, the board will pay an annual incentive for employees who decline coverage under the following conditions.

- a. To be eligible for the incentive payment, the employee must have been receiving health insurance benefits under the Collective Bargaining Agreement prior to the implementation of this section of the contract. Specifically, employees must have been enrolled in the Board's health insurance plan on July 1, 2011, or be a new hire after July 1, 2011.
- b. Opt-out incentive payments will be prorated on a school year of September through August basis should an employee opt out during that school year.
- c. Opt-out incentive payments will be made in two installments, normally October and April, for a school year but in the case of an employee opting out other than during open enrollment, such prorated payments will be distributed in two (2) equal installments. The first installment will occur within thirty (30) calendar days of the initiation of the opt-out and the second installment will be approximately half way through the remainder of the school year.

- d. Employees with single coverage who are eligible for the opt-out incentive will receive Fifteen Hundred Dollars (\$1,500) per school year. Employees with family coverage who are eligible for the opt-out incentive will receive Three Thousand Dollars (\$3,000) per school year. These amounts are subject to proration as provided above.
- e. Employees who opt-out may return to the Board health insurance plan upon experiencing a qualifying event. In that case, the return to the Board plan will subject the employee to proration of any incentive payment received for the school year during which the employee returns to the Board plan, and may in some cases require the employee to return some incentive money. The Board will permit the employee to elect to return incentive money through payroll deduction over the remainder of the school year.
- f. Employees who receive opt-out incentive payments and subsequently re-enroll in the Board plan at any time, either due to a qualifying event or during open enrollment, shall be ineligible to receive the opt-out incentive for three (3) consecutive school years of employment thereafter.
- g. No employee may opt-out unless the employee has health insurance through other sources. The Board may require the employee to prove to the Board's satisfaction that this is the case.
- h. Employees who previously have received free health insurance because their spouse was also employed by the Board are not eligible for the opt-out payment.

6. Flexible Spending Plan

The Board shall establish, at no administrative cost to employees, a flexible spending account/Section 125 for dependent care expenses.

7. Vision Insurance

A Vision Insurance Program shall be instituted with the full premium cost paid by the employee.

**E. SERS PICK-UP - SALARY REDUCTION METHOD**

- 1. Effective July 1, 1987, the Treasurer is hereby authorized to contribute to SERS, in addition to the Board's required employer contribution, an amount equal to each employee's contribution (currently 10%) in lieu of being paid by each employee through a salary deduction and forwarded to SERS on behalf of each employee by the Treasurer. The amount contributed by the Board on behalf of each employee shall be treated as

deferred salary otherwise payable to such employee in cash before the SERS deductions and taxable by the Federal and State governments.

2. The Treasurer is also directed to prepare and distribute an addendum to each affected non-certificated employee's contract which states:
  - a. That the employee's contract salary is being restated as consisting of:
    - 1) a cash salary component, and;
    - 2) a "pick-up" component, which is equal to the amount of the employee's contribution being "picked-up" by the Board on behalf of the employee.
  - b. That the Board will contribute to SERS an amount equal to the employee's required contribution to SERS for the account of each non-certificated employee; and,
  - c. That sick leave, personal leave and severance pay shall be calculated upon both the cash salary components and "pick-up" component of the employee's restated salary. All subsequent contracts and salary notices for those affected non-certificated employees shall include the provisions of this addendum.
3. The Board's total combined expenditures for each affected non-certificated employee's total contract salary payable in accordance with this Section (including "pick-up" amounts) including its employer contribution to SERS shall not be greater than the amount the Board would have paid for each affected non-certificated employee had this Section not been included in the Agreement.
4. The Treasurer shall compute and remit its employer contribution to SERS based upon total contract salary, including the "pick-up". The Treasurer shall report for Federal and Ohio income tax purposes as an employee's gross income, the employee's total contract salary less the amount of the "pick-up". The Treasurer shall report for municipal tax purposes the employee's total contract salary including the amount of the "pick-up".
5. Each affected non-certificated employee shall assume all responsibility of compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans in which he/she may be participating.
6. The Board and Treasurer shall be held harmless in the event the above "pick-up" provisions are nullified by subsequent IRS rulings, Ohio Attorney General opinions, a court of competent jurisdiction, or other governing regulations or laws and this Section of the Agreement shall be declared null and void.

**APPENDICES**

**L.A.C.E. FORMAL WRITTEN GRIEVANCE (APPENDIX "A")**

NAME OF GRIEVANT(S): \_\_\_\_\_

DATE: \_\_\_\_\_

SPECIFIC SECTION(S) OF ARTICLE(S) ALLEGED TO BE VIOLATED: \_\_\_\_\_

\_\_\_\_\_

DATE OF VIOLATION: \_\_\_\_\_

BRIEF DESCRIPTION OF GRIEVANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RELIEF/REMEDY SOUGHT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF INFORMAL HEARING: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STEP I**

DATE SUBMITTED: \_\_\_\_\_

SIGNATURES(S): \_\_\_\_\_

DATE OF STEP I HEARING: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED FOR THE BOARD: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STEP II**

DATE SUBMITTED: \_\_\_\_\_

SIGNATURES(S): \_\_\_\_\_

DATE OF STEP II HEARING: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED FOR THE BOARD: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STEP III**

DATE SUBMITTED: \_\_\_\_\_

SIGNATURES(S): \_\_\_\_\_

DATE OF STEP III HEARING: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED FOR THE BOARD: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STEP IV**

DATE SUBMITTED: \_\_\_\_\_

SIGNATURE OF GRIEVANT: \_\_\_\_\_

SIGNATURE FOR ASSOCIATION: \_\_\_\_\_

TITLE: \_\_\_\_\_



**AGREEMENT (APPENDIX "C")**

It is hereby agreed by and between the Lakewood Local Board of Education (hereinafter called the Board') and the Lakewood Association of Classified Employees/OEA/NEA (hereinafter called 'LACE'), by their duly authorized representatives affixing their respective signatures below, that consistent with the past practice of said parties, and as permitted by Ohio Revised Code 4117.10, Article 36 of the currently effective collective bargaining agreement between them shall be construed as if it expressly provided that, notwithstanding said Article's reference to Ohio Revised Code 3319.081, employees in the bargaining unit covered by said collective bargaining agreement may have, in addition to their underlying contract of employment, a contract (hereinafter called "a supplemental contract") to perform duties beyond those for which they are responsible pursuant to said underlying contract of employment.

It is further hereby agreed between said parties that, notwithstanding anything otherwise to contrary in Ohio Revised Code 3319.081, other provisions of law, or the aforesaid collective bargaining agreement, that:

1. Unless directed by supervisory personnel otherwise, any employee accepting any supplemental contract shall be deemed to have agreed to forego eligibility for any field trip (if a bus driver), or any other additional duty, if undertaking same would cause the employee to *exceed* forty (40) hours in any week or otherwise to be entitled to pay at a rate of one and one-half (1-1/2) the employee's regular or blended rate under Article 10 of the aforesaid collective bargaining agreement or under law; and

2. All supplemental contracts shall be for one (1) year and shall automatically expire on June 30<sup>th</sup> of each year without need for the giving of any notice of non-renewal or any other action on the part of the Board.

**FOR LACE**

**FOR BOARD**

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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For the Board  
 Sean O'Leary  
 Mary Kay Adren  
 Tara Anderson

for LACE  
 Rick Gunn  
 Lyle M. Dye

## INSURANCE PLANS (APPENDIX "D")

For the Base Plan & Buy-Up Plan:

MEDICAL BENEFIT	BASE PLAN	BUY-UP PLAN
Network Deductible	\$500/\$1,000	\$150/\$300
Non-Network Deductible	\$1,000/\$2,000	\$300/\$600
Network Coinsurance	80%	90%
Non-Network Coinsurance	60%	70%
Network Coinsurance Out-of-Pocket Maximum	\$800/\$1,600	\$500/\$1,000
Non-Network Coinsurance Out-of-Pocket Maximum	\$2,600/\$5,200	\$1,500/\$3,000
Network Out-of-Pocket Maximum	\$1,300/\$2,600	\$650/\$1,300
Non-Network Out-of-Pocket Maximum	\$3,600/\$7,200	\$1,800/\$3,600
Network Office Visit Co-Payment	\$20	\$20
Urgent Care Co-Payment	\$50	\$25
Emergency Room Co-Payment	10% - waived if Admitted	10% - waived if Admitted
Preventative Services	100%	100%
<b>PRESCRIPTION DRUG BENEFIT</b>		
Prescription Drug Retail Co Payment	\$101/\$30/\$50	\$10/\$20/\$30
Prescription Drug Mail Order Co-Payment	\$20/\$60/\$100	\$20/\$40/\$50
Prescription Drug — All injectibles, except insulin*	25%, \$2,500 Max, \$150 per Rx	
*All injectibles, except insulin, will have a 25% co-insurance up to a maximum of \$150.00 per script.		

For the High Deductible Health Plan:

<b>MEDICAL BENEFIT</b>	
Network Deductible	\$2,750/\$5,500
Non-Network Deductible	\$5,000/\$10,000
Network Coinsurance	<u>100%</u>
Non-Network Coinsurance	50%
Network Coinsurance Out-of-Pocket Maximum	\$2,450/\$4,900
Non-Network Coinsurance Out-of-Pocket Maximum	\$10,000/\$21,000
Network Out-of-Pocket Maximum	\$5,200/\$10,400
Non-Network Out-of-Pocket Maximum	\$15,500/\$31,000
Network Office Visit Co-Payment	Covered 100% after deductible
Urgent Care Co-Payment	Covered 100% after deductible
Preventative Services	Covered 100% - deductible is waived
<b>PRESCRIPTION DRUG BENEFIT</b>	
Prescription Drug Retail Co-Payment	\$10/\$30/\$60/30% up to \$250
Prescription Drug Mail Order Co-Payment	\$25/\$75/\$150/NA
Plan includes diabetic supplies and Contraceptive drugs and devices obtainable from a pharmacy	

## **SALARY SCHEDULES (APPENDIX "E")**

2018-2019 (pg. 50)

2019-2020 (pg. 51)

2020-2021 (pg. 52)

2018-2019 (3%)																	
TITLE	Base Multiplier	Dollar Base	0	1	2	3	4	5	6	7	9	10	13	15	20	23	25
<b>Bus Aide</b>	1.00	\$ 11.53	\$ 11.53	\$ 11.77	\$ 12.01	\$ 12.24	\$ 12.50	\$ 12.75	\$ 13.14	\$ 13.52	\$ 13.92	\$ 14.20	\$ 14.46	\$ 14.72	\$ 14.98	\$ 15.25	\$ 15.51
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Bus Driver</b>	1.26	\$ 14.53	\$ 14.53	\$ 16.14	\$ 16.42	\$ 16.63	\$ 16.85	\$ 17.08	\$ 17.61	\$ 18.13	\$ 18.67	\$ 18.92	\$ 19.19	\$ 19.44	\$ 19.70	\$ 19.96	\$ 20.28
			1.000	1.111	1.130	1.145	1.160	1.176	1.212	1.248	1.285	1.302	1.321	1.338	1.356	1.374	1.396
<b>Cashier</b>	1.00	\$ 11.53	\$ 11.53	\$ 11.77	\$ 12.01	\$ 12.24	\$ 12.50	\$ 12.75	\$ 13.14	\$ 13.52	\$ 13.92	\$ 14.20	\$ 14.46	\$ 14.72	\$ 14.98	\$ 15.25	\$ 15.51
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Cashier/Server (2-3 Hour)</b>	1.00	\$ 11.53	\$ 11.53	\$ 11.77	\$ 12.01	\$ 12.24	\$ 12.50	\$ 12.75	\$ 13.14	\$ 13.52	\$ 13.92	\$ 14.20	\$ 14.46	\$ 14.72	\$ 14.98	\$ 15.25	\$ 15.51
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Cook</b>	1.06	\$ 12.22	\$ 12.22	\$ 12.48	\$ 12.74	\$ 12.98	\$ 13.25	\$ 13.52	\$ 13.93	\$ 14.34	\$ 14.75	\$ 15.06	\$ 15.33	\$ 15.61	\$ 15.88	\$ 16.17	\$ 16.44
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Custodial Helper</b>	1.06	\$ 12.22	\$ 12.22	\$ 12.48	\$ 12.74	\$ 12.98	\$ 13.25	\$ 13.52	\$ 13.93	\$ 14.34	\$ 14.75	\$ 15.06	\$ 15.33	\$ 15.61	\$ 15.88	\$ 16.17	\$ 16.44
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Custodian</b>	1.26	\$ 14.53	\$ 14.53	\$ 14.96	\$ 15.37	\$ 15.81	\$ 16.10	\$ 16.50	\$ 17.01	\$ 17.52	\$ 18.03	\$ 18.42	\$ 18.87	\$ 19.32	\$ 19.71	\$ 20.09	\$ 20.41
			1.000	1.030	1.058	1.088	1.108	1.136	1.171	1.206	1.241	1.268	1.299	1.330	1.357	1.383	1.405
<b>Head Cook</b>	1.22	\$ 14.07	\$ 14.07	\$ 14.39	\$ 14.71	\$ 15.07	\$ 15.39	\$ 15.71	\$ 16.18	\$ 16.65	\$ 17.15	\$ 17.53	\$ 17.86	\$ 18.23	\$ 18.61	\$ 18.95	\$ 19.26
			1.000	1.023	1.046	1.071	1.094	1.117	1.150	1.184	1.219	1.246	1.270	1.296	1.323	1.347	1.369
<b>Health/Safety Monitor</b>	1.06	\$ 12.22	\$ 12.22	\$ 12.48	\$ 12.74	\$ 12.98	\$ 13.25	\$ 13.52	\$ 13.93	\$ 14.34	\$ 14.75	\$ 15.06	\$ 15.33	\$ 15.61	\$ 15.88	\$ 16.17	\$ 16.44
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>In-School Suspension Monitor</b>	1.47	\$ 16.95	\$ 16.95	\$ 17.36	\$ 17.83	\$ 18.27	\$ 18.71	\$ 19.14	\$ 19.71	\$ 20.31	\$ 20.90	\$ 21.39	\$ 21.88	\$ 22.37	\$ 22.85	\$ 23.32	\$ 23.69
			1.000	1.024	1.052	1.078	1.104	1.129	1.163	1.198	1.233	1.262	1.291	1.320	1.348	1.376	1.398
<b>Library Technician</b>	1.10	\$ 12.68	\$ 12.68	\$ 12.92	\$ 13.16	\$ 13.42	\$ 13.66	\$ 13.90	\$ 14.32	\$ 14.75	\$ 15.19	\$ 15.45	\$ 15.74	\$ 15.99	\$ 16.25	\$ 16.51	\$ 16.79
			1.000	1.019	1.038	1.058	1.077	1.096	1.129	1.163	1.198	1.218	1.241	1.261	1.281	1.302	1.324
<b>Mail Route</b>	1.00	\$ 11.53	\$ 11.53	\$ 11.77	\$ 12.01	\$ 12.24	\$ 12.50	\$ 12.75	\$ 13.14	\$ 13.52	\$ 13.92	\$ 14.20	\$ 14.46	\$ 14.72	\$ 14.98	\$ 15.25	\$ 15.51
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Maintenance</b>	1.53	\$ 17.64	\$ 17.64	\$ 18.08	\$ 18.56	\$ 19.02	\$ 19.48	\$ 19.92	\$ 20.52	\$ 21.13	\$ 21.75	\$ 22.26	\$ 22.76	\$ 23.29	\$ 23.78	\$ 24.27	\$ 24.66
			1.000	1.025	1.052	1.078	1.104	1.129	1.163	1.198	1.233	1.262	1.290	1.320	1.348	1.376	1.398
<b>Mechanic</b>	1.53	\$ 17.64	\$ 17.64	\$ 18.15	\$ 18.68	\$ 19.21	\$ 19.72	\$ 20.22	\$ 20.85	\$ 21.47	\$ 22.10	\$ 22.69	\$ 23.25	\$ 23.80	\$ 24.38	\$ 24.93	\$ 25.31
			1.000	1.029	1.059	1.089	1.118	1.146	1.182	1.217	1.253	1.286	1.318	1.349	1.382	1.413	1.435
<b>Educational Aides</b>	1.06	\$ 12.22	\$ 12.22	\$ 12.48	\$ 12.74	\$ 12.98	\$ 13.25	\$ 13.52	\$ 13.93	\$ 14.34	\$ 14.75	\$ 15.06	\$ 15.33	\$ 15.61	\$ 15.88	\$ 16.17	\$ 16.44
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Secretary (260/223/211 Days)</b>	1.32	\$ 15.22	\$ 15.22	\$ 15.86	\$ 16.48	\$ 17.12	\$ 17.81	\$ 18.45	\$ 18.99	\$ 19.56	\$ 20.17	\$ 20.85	\$ 21.54	\$ 22.25	\$ 22.94	\$ 23.65	\$ 23.99
			1.000	1.042	1.083	1.125	1.170	1.212	1.248	1.285	1.325	1.370	1.415	1.462	1.507	1.554	1.576
<b>Secretary Aide</b>	1.06	\$ 12.22	\$ 12.22	\$ 12.45	\$ 12.71	\$ 12.96	\$ 13.20	\$ 13.42	\$ 13.84	\$ 14.14	\$ 14.69	\$ 14.94	\$ 15.23	\$ 15.47	\$ 15.74	\$ 16.01	\$ 16.28
			1.000	1.019	1.040	1.060	1.080	1.098	1.132	1.157	1.202	1.222	1.246	1.266	1.288	1.310	1.332
<b>Base Salary</b>	\$ 11.53																

2019-2020 (2.5%)																	
TITLE	Base Multiplier	Dollar Base	0	1	2	3	4	5	6	7	9	10	13	15	20	23	25
<b>Bus Aide</b>	1.00	\$ 11.82	\$ 11.82	\$ 12.07	\$ 12.32	\$ 12.55	\$ 12.81	\$ 13.07	\$ 13.47	\$ 13.86	\$ 14.27	\$ 14.56	\$ 14.82	\$ 15.09	\$ 15.35	\$ 15.64	\$ 15.90
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Bus Driver</b>	1.26	\$ 14.89	\$ 14.89	\$ 16.55	\$ 16.83	\$ 17.05	\$ 17.28	\$ 17.51	\$ 18.05	\$ 18.59	\$ 19.14	\$ 19.39	\$ 19.67	\$ 19.93	\$ 20.20	\$ 20.46	\$ 20.79
			1.000	1.111	1.130	1.145	1.160	1.176	1.212	1.248	1.285	1.302	1.321	1.338	1.356	1.374	1.396
<b>Cashier</b>	1.00	\$ 11.82	\$ 11.82	\$ 12.07	\$ 12.32	\$ 12.55	\$ 12.81	\$ 13.07	\$ 13.47	\$ 13.86	\$ 14.27	\$ 14.56	\$ 14.82	\$ 15.09	\$ 15.35	\$ 15.64	\$ 15.90
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Cashier/Server (2-3 Hour)</b>	1.00	\$ 11.82	\$ 11.82	\$ 12.07	\$ 12.32	\$ 12.55	\$ 12.81	\$ 13.07	\$ 13.47	\$ 13.86	\$ 14.27	\$ 14.56	\$ 14.82	\$ 15.09	\$ 15.35	\$ 15.64	\$ 15.90
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Cook</b>	1.06	\$ 12.53	\$ 12.53	\$ 12.79	\$ 13.06	\$ 13.31	\$ 13.58	\$ 13.86	\$ 14.28	\$ 14.70	\$ 15.12	\$ 15.44	\$ 15.71	\$ 16.00	\$ 16.28	\$ 16.58	\$ 16.85
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Custodial Helper</b>	1.06	\$ 12.53	\$ 12.53	\$ 12.79	\$ 13.06	\$ 13.31	\$ 13.58	\$ 13.86	\$ 14.28	\$ 14.70	\$ 15.12	\$ 15.44	\$ 15.71	\$ 16.00	\$ 16.28	\$ 16.58	\$ 16.85
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Custodian</b>	1.26	\$ 14.89	\$ 14.89	\$ 15.34	\$ 15.76	\$ 16.20	\$ 16.50	\$ 16.92	\$ 17.44	\$ 17.96	\$ 18.48	\$ 18.88	\$ 19.35	\$ 19.81	\$ 20.21	\$ 20.60	\$ 20.92
			1.000	1.030	1.058	1.088	1.108	1.136	1.171	1.206	1.241	1.268	1.299	1.330	1.357	1.383	1.405
<b>Head Cook</b>	1.22	\$ 14.42	\$ 14.42	\$ 14.75	\$ 15.08	\$ 15.44	\$ 15.78	\$ 16.11	\$ 16.58	\$ 17.07	\$ 17.58	\$ 17.97	\$ 18.31	\$ 18.69	\$ 19.08	\$ 19.42	\$ 19.74
			1.000	1.023	1.046	1.071	1.094	1.117	1.150	1.184	1.219	1.246	1.270	1.296	1.323	1.347	1.369
<b>Health/Safety Monitor</b>	1.06	\$ 12.53	\$ 12.53	\$ 12.79	\$ 13.06	\$ 13.31	\$ 13.58	\$ 13.86	\$ 14.28	\$ 14.70	\$ 15.12	\$ 15.44	\$ 15.71	\$ 16.00	\$ 16.28	\$ 16.58	\$ 16.85
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>In-School Suspension Monitor</b>	1.47	\$ 17.38	\$ 17.38	\$ 17.79	\$ 18.28	\$ 18.73	\$ 19.18	\$ 19.62	\$ 20.21	\$ 20.82	\$ 21.42	\$ 21.93	\$ 22.43	\$ 22.94	\$ 23.42	\$ 23.91	\$ 24.29
			1.000	1.024	1.052	1.078	1.104	1.129	1.163	1.198	1.233	1.262	1.291	1.320	1.348	1.376	1.398
<b>Library Technician</b>	1.10	\$ 13.00	\$ 13.00	\$ 13.25	\$ 13.50	\$ 13.76	\$ 14.00	\$ 14.25	\$ 14.68	\$ 15.12	\$ 15.58	\$ 15.84	\$ 16.14	\$ 16.40	\$ 16.66	\$ 16.93	\$ 17.21
			1.000	1.019	1.038	1.058	1.077	1.096	1.129	1.163	1.198	1.218	1.241	1.261	1.281	1.302	1.324
<b>Mail Route</b>	1.00	\$ 11.82	\$ 11.82	\$ 12.07	\$ 12.32	\$ 12.55	\$ 12.81	\$ 13.07	\$ 13.47	\$ 13.86	\$ 14.27	\$ 14.56	\$ 14.82	\$ 15.09	\$ 15.35	\$ 15.64	\$ 15.90
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Maintenance</b>	1.53	\$ 18.08	\$ 18.08	\$ 18.54	\$ 19.02	\$ 19.50	\$ 19.97	\$ 20.42	\$ 21.03	\$ 21.67	\$ 22.30	\$ 22.82	\$ 23.33	\$ 23.87	\$ 24.38	\$ 24.88	\$ 25.28
			1.000	1.025	1.052	1.078	1.104	1.129	1.163	1.198	1.233	1.262	1.290	1.320	1.348	1.376	1.398
<b>Mechanic</b>	1.53	\$ 18.08	\$ 18.08	\$ 18.61	\$ 19.15	\$ 19.69	\$ 20.22	\$ 20.72	\$ 21.38	\$ 22.01	\$ 22.66	\$ 23.26	\$ 23.84	\$ 24.40	\$ 24.99	\$ 25.55	\$ 25.95
			1.000	1.029	1.059	1.089	1.118	1.146	1.182	1.217	1.253	1.286	1.318	1.349	1.382	1.413	1.435
<b>Educational Aides</b>	1.06	\$ 12.53	\$ 12.53	\$ 12.79	\$ 13.06	\$ 13.31	\$ 13.58	\$ 13.86	\$ 14.28	\$ 14.70	\$ 15.12	\$ 15.44	\$ 15.71	\$ 16.00	\$ 16.28	\$ 16.58	\$ 16.85
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Secretary (260/223/211 Days)</b>	1.32	\$ 15.60	\$ 15.60	\$ 16.26	\$ 16.90	\$ 17.55	\$ 18.25	\$ 18.91	\$ 19.47	\$ 20.05	\$ 20.67	\$ 21.38	\$ 22.08	\$ 22.81	\$ 23.51	\$ 24.25	\$ 24.59
			1.000	1.042	1.083	1.125	1.170	1.212	1.248	1.285	1.325	1.370	1.415	1.462	1.507	1.554	1.576
<b>Secretary Aide</b>	1.06	\$ 12.53	\$ 12.53	\$ 12.77	\$ 13.03	\$ 13.28	\$ 13.53	\$ 13.76	\$ 14.18	\$ 14.50	\$ 15.06	\$ 15.31	\$ 15.61	\$ 15.86	\$ 16.14	\$ 16.41	\$ 16.69
			1.000	1.019	1.040	1.060	1.080	1.098	1.132	1.157	1.202	1.222	1.246	1.266	1.288	1.310	1.332
<b>Base Salary</b>	\$ 11.82																

2020-2021 (2%)																	
TITLE	Base Multiplier	Dollar Base	0	1	2	3	4	5	6	7	9	10	13	15	20	23	25
<b>Bus Aide</b>	1.00	\$ 12.06	\$ 12.06	\$ 12.31	\$ 12.57	\$ 12.81	\$ 13.07	\$ 13.34	\$ 13.75	\$ 14.15	\$ 14.56	\$ 14.86	\$ 15.12	\$ 15.40	\$ 15.67	\$ 15.96	\$ 16.22
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Bus Driver</b>	1.26	\$ 15.20	\$ 15.20	\$ 16.88	\$ 17.17	\$ 17.40	\$ 17.63	\$ 17.87	\$ 18.42	\$ 18.96	\$ 19.53	\$ 19.78	\$ 20.07	\$ 20.33	\$ 20.61	\$ 20.88	\$ 21.21
			1.000	1.111	1.130	1.145	1.160	1.176	1.212	1.248	1.285	1.302	1.321	1.338	1.356	1.374	1.396
<b>Cashier</b>	1.00	\$ 12.06	\$ 12.06	\$ 12.31	\$ 12.57	\$ 12.81	\$ 13.07	\$ 13.34	\$ 13.75	\$ 14.15	\$ 14.56	\$ 14.86	\$ 15.12	\$ 15.40	\$ 15.67	\$ 15.96	\$ 16.22
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Cashier/Server (2-3 Hour)</b>	1.00	\$ 12.06	\$ 12.06	\$ 12.31	\$ 12.57	\$ 12.81	\$ 13.07	\$ 13.34	\$ 13.75	\$ 14.15	\$ 14.56	\$ 14.86	\$ 15.12	\$ 15.40	\$ 15.67	\$ 15.96	\$ 16.22
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Cook</b>	1.06	\$ 12.78	\$ 12.78	\$ 13.05	\$ 13.32	\$ 13.58	\$ 13.86	\$ 14.14	\$ 14.57	\$ 15.00	\$ 15.43	\$ 15.75	\$ 16.03	\$ 16.32	\$ 16.61	\$ 16.91	\$ 17.19
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Custodial Helper</b>	1.06	\$ 12.78	\$ 12.78	\$ 13.05	\$ 13.32	\$ 13.58	\$ 13.86	\$ 14.14	\$ 14.57	\$ 15.00	\$ 15.43	\$ 15.75	\$ 16.03	\$ 16.32	\$ 16.61	\$ 16.91	\$ 17.19
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Custodian</b>	1.26	\$ 15.20	\$ 15.20	\$ 15.65	\$ 16.08	\$ 16.53	\$ 16.84	\$ 17.26	\$ 17.79	\$ 18.33	\$ 18.86	\$ 19.27	\$ 19.74	\$ 20.21	\$ 20.62	\$ 21.02	\$ 21.35
			1.000	1.030	1.058	1.088	1.108	1.136	1.171	1.206	1.241	1.268	1.299	1.330	1.357	1.383	1.405
<b>Head Cook</b>	1.22	\$ 14.71	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.76	\$ 16.10	\$ 16.43	\$ 16.92	\$ 17.42	\$ 17.94	\$ 18.33	\$ 18.69	\$ 19.07	\$ 19.47	\$ 19.82	\$ 20.14
			1.000	1.023	1.046	1.071	1.094	1.117	1.150	1.184	1.219	1.246	1.270	1.296	1.323	1.347	1.369
<b>Health/Safety Monitor</b>	1.06	\$ 12.78	\$ 12.78	\$ 13.05	\$ 13.32	\$ 13.58	\$ 13.86	\$ 14.14	\$ 14.57	\$ 15.00	\$ 15.43	\$ 15.75	\$ 16.03	\$ 16.32	\$ 16.61	\$ 16.91	\$ 17.19
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>In-School Suspension Monitor</b>	1.47	\$ 17.73	\$ 17.73	\$ 18.15	\$ 18.65	\$ 19.11	\$ 19.57	\$ 20.02	\$ 20.62	\$ 21.24	\$ 21.86	\$ 22.37	\$ 22.89	\$ 23.40	\$ 23.90	\$ 24.39	\$ 24.78
			1.000	1.024	1.052	1.078	1.104	1.129	1.163	1.198	1.233	1.262	1.291	1.320	1.348	1.376	1.398
<b>Library Technician</b>	1.10	\$ 13.27	\$ 13.27	\$ 13.52	\$ 13.77	\$ 14.04	\$ 14.29	\$ 14.54	\$ 14.98	\$ 15.43	\$ 15.89	\$ 16.16	\$ 16.46	\$ 16.73	\$ 16.99	\$ 17.27	\$ 17.56
			1.000	1.019	1.038	1.058	1.077	1.096	1.129	1.163	1.198	1.218	1.241	1.261	1.281	1.302	1.324
<b>Mail Route</b>	1.00	\$ 12.06	\$ 12.06	\$ 12.31	\$ 12.57	\$ 12.81	\$ 13.07	\$ 13.34	\$ 13.75	\$ 14.15	\$ 14.56	\$ 14.86	\$ 15.12	\$ 15.40	\$ 15.67	\$ 15.96	\$ 16.22
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Maintenance</b>	1.53	\$ 18.45	\$ 18.45	\$ 18.91	\$ 19.41	\$ 19.89	\$ 20.37	\$ 20.83	\$ 21.46	\$ 22.11	\$ 22.75	\$ 23.29	\$ 23.80	\$ 24.36	\$ 24.87	\$ 25.39	\$ 25.80
			1.000	1.025	1.052	1.078	1.104	1.129	1.163	1.198	1.233	1.262	1.290	1.320	1.348	1.376	1.398
<b>Mechanic</b>	1.53	\$ 18.45	\$ 18.45	\$ 18.99	\$ 19.54	\$ 20.09	\$ 20.63	\$ 21.15	\$ 21.81	\$ 22.46	\$ 23.12	\$ 23.73	\$ 24.32	\$ 24.89	\$ 25.50	\$ 26.07	\$ 26.48
			1.000	1.029	1.059	1.089	1.118	1.146	1.182	1.217	1.253	1.286	1.318	1.349	1.382	1.413	1.435
<b>Educational Aides</b>	1.06	\$ 12.78	\$ 12.78	\$ 13.05	\$ 13.32	\$ 13.58	\$ 13.86	\$ 14.14	\$ 14.57	\$ 15.00	\$ 15.43	\$ 15.75	\$ 16.03	\$ 16.32	\$ 16.61	\$ 16.91	\$ 17.19
			1.000	1.021	1.042	1.062	1.084	1.106	1.140	1.173	1.207	1.232	1.254	1.277	1.299	1.323	1.345
<b>Secretary (260/223/211 Days)</b>	1.32	\$ 15.92	\$ 15.92	\$ 16.59	\$ 17.24	\$ 17.91	\$ 18.63	\$ 19.29	\$ 19.87	\$ 20.46	\$ 21.09	\$ 21.81	\$ 22.53	\$ 23.27	\$ 23.99	\$ 24.74	\$ 25.09
			1.000	1.042	1.083	1.125	1.170	1.212	1.248	1.285	1.325	1.370	1.415	1.462	1.507	1.554	1.576
<b>Secretary Aide</b>	1.06	\$ 12.78	\$ 12.78	\$ 13.03	\$ 13.29	\$ 13.55	\$ 13.81	\$ 14.04	\$ 14.47	\$ 14.79	\$ 15.37	\$ 15.62	\$ 15.93	\$ 16.18	\$ 16.47	\$ 16.75	\$ 17.03
			1.000	1.019	1.040	1.060	1.080	1.098	1.132	1.157	1.202	1.222	1.246	1.266	1.288	1.310	1.332
<b>Base Salary</b>	\$ 12.06																



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