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**NEGOTIATED AGREEMENT**

**between**

**THE PARMA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

**and**

**THE OHIO ASSOCIATION OF PUBLIC SCHOOL  
EMPLOYEES**

**Locals #122, #160, #404, #695, #756**

**July 1, 2019 - June 30, 2022**

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THIS AGREEMENT is entered into at Parma, Ohio between THE BOARD OF EDUCATION OF THE PARMA CITY SCHOOL DISTRICT (hereinafter referred to as "Board"), and the OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES (affiliated with AFSCME/AFL-CIO) and its Locals #122, #160, #404, #695, and #756 (hereinafter referred to as the "Union").

## **ARTICLE 1 – NEGOTIATIONS PROCEDURES**

Unless recognition is withdrawn pursuant to Article 2, Section 2.2, the Board and the Union shall meet to negotiate in accordance with the following schedule and procedures. The Board and the Union further agree to establish, under mutually agreeable terms, a schedule of meetings wherein representatives of the two (2) parties may meet and confer in a good-faith effort to reach agreement on items of negotiations raised by either party relevant to wages, hours, or terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement which are subject to collective bargaining between the public employer and the exclusive representative, except as otherwise specified in 4117.08.

### **1.1 Initiating Negotiations**

1.1.1 A letter from the Union and/or Board requesting the opening of negotiations will be submitted to SERB and the Superintendent of Schools or President of the Locals within one hundred (100) days of the expiration of the existing contract.

1.1.2 Within ten (10) calendar days of the receipt of the letter, representatives of the Administration and the Union will meet to mutually establish a date, time, and place of the first negotiations meeting.

### **1.2 Negotiation Teams**

1.2.1 The Board shall designate a team of not more than a spokesperson and five (5) team members to represent it in the negotiations (hereinafter referred to as the Board Negotiators) and shall furnish the Union the names of its representatives in advance of the first negotiating meeting. The Union shall designate a team of not more than a spokesperson and five (5) team members to represent it in the negotiations (hereinafter referred to as the Union Negotiators) and shall furnish the Board the names of its representatives in advance of the first negotiating meeting.

1.2.2 Both the Board and the Union may have in attendance consultants and/or advisers.

1.2.3 The Board and the Union mutually pledge that the representatives selected by each shall have all necessary power and authority to present relevant data, exchange points of view, make proposals and counterproposals, to initial tentative agreements, and to effectively recommend acceptance of an agreement by the parties.

1.2.4 All discussions shall take place (exclusively) between the designated representatives of the parties unless mutually agreed-to exceptions are made.

### 1.3 Meetings

- 1.3.1 The first negotiations session shall be held no later than seventy-five (75) days prior to the expiration of the existing contract. The parties shall present written proposals to the other group. Additional items shall not thereafter be submitted except by mutual agreement. The parties may mutually agree to utilize an optional form of bargaining (i.e., Interest Based Bargaining, etc.)
- 1.3.2 At the first session, a meeting schedule also shall be mutually determined including time and place. It is agreed negotiation sessions are to be held during regular Board of Education hours 8:00 a.m. - 4:30 p.m. Union team members shall receive their regular salaries or wages for time spent in negotiations if their normal work schedule occurs between 8:00 a.m. - 4:30 p.m. A Union team member who is regularly scheduled to work the night shift (11:00 p.m. to 7:00 a.m.) shall be granted paid release time the night before the negotiating session, providing the employee can be released without any interference with the Employer's business.
- 1.3.3 Employees on the second shift will be compensated for actual time missed during their shift due to negotiations but must report to work. The supervisor/designee after discussion with the second shift employee will determine a reasonable time when the employee should report to work. Consideration shall be given for travel and mealtime, if appropriate.
- 1.3.4 During such negotiations, the Board will make available to the Union all pertinent public records. Request for such records shall be directed to the Treasurer/CFO in writing by the Union presidents or negotiations spokesperson.
- 1.3.5 The Union will make available to the Board negotiators any information or documents which are intended for release to parties other than a member, a Union Committee, or the general membership of the Union.
- 1.3.6 **Caucuses:** The spokesperson of either side may caucus his/her team for independent discussion at any time. Caucuses will not exceed thirty (30) minutes in length unless mutually agreed.
- 1.3.7 **Information Releases:** During negotiations up to the point of impasse, periodic written progress reports may be issued to the public provided that any such release shall have the prior approval of both parties. During impasse release of information is permissible by either party unless the mediator directs otherwise.
- 1.3.8 During the period of negotiations, interim reports of progress may be made to the Union by its representatives and to the Board by the Board's representatives. Any information derived from these reports shall not be disclosed to the general public, except as provided in 1.3.6.

### 1.4 Impasse

- 1.4.1 **Impasse:** An impasse shall occur when after a reasonable period of negotiations, the

parties are unable to reach agreement.

- 1.4.2 A “reasonable period of negotiations” shall mean a period ending with the twenty-fifth (25th) calendar day before the expiration of the collective bargaining agreement unless the parties mutually agree to extend such time.
- 1.4.3 Either party may declare an impasse. In the event that an impasse is declared, one additional negotiation meeting shall be held where both parties shall clarify their respective positions on all unresolved items and attempt to reach a settlement.
- 1.4.4 Mediation: If the last meeting fails to result in agreement, the parties shall jointly prepare a request for a mediator from the Federal Mediation and Conciliation Service. Mediation shall be on all issues on which tentative agreement has not been reached by the parties.
- 1.4.5 The mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties. All costs incurred for such services shall be shared equally by the Board and the Union.
- 1.4.6 The parties agree that the mediation procedure contained in this section is the sole and exclusive dispute settlement procedure desired by the parties and shall supersede all other dispute settlement procedures set forth in O.R.C. 4117. If the parties are unable to reach an agreement after the utilization of mediation, the Union may invoke the option to strike as set forth under O.R.C. 4117.14.

## 1.5 Ratification

When an agreement on the entire package is reached through negotiations, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted to the Union for ratification and adoption and all the committee members shall recommend and urge approval. Upon approval by the Union, the agreement shall be submitted to the Board for ratification and adoption and the Board negotiators shall recommend and urge approval. When adopted by the Board and the Union, the agreement shall become part of the official Board minutes and binding on both parties. Any agreement reached shall apply to all members of the bargaining unit.

## 1.6 Publication

Upon ratification by both parties, the completed document will be signed by the duly authorized officers of the Union and the Board. The agreement will then be published by the Board and distributed to the classified employees.

## **ARTICLE 2 – RECOGNITION**

The Board of Education of the Parma City School District, hereinafter referred to as the “Board,” and the Ohio Association of Public School Employees, Locals #122, #160, #404, #695, and #756,

hereinafter referred to as the “Union,” agree as follows:

## 2.1 Bargaining Agent

The Board recognizes the Union as the sole and exclusive bargaining agent for all employees as defined in Article 2.3 of this agreement.

## 2.2 Election Challenge

For negotiation of the ensuing agreement, the Board agrees to bargain with the Union as the sole and exclusive bargaining agent for all employees as defined in Article 2.3 of this agreement concerning wages and terms and conditions of employment unless recognition is withdrawn, or a new bargaining agent is selected in a manner prescribed by Chapter 4117, Ohio Revised Code.

## 2.3 The Bargaining Unit

2.3.1 The bargaining unit shall consist of all regular full-time and regular part-time classified employees, hereinafter referred to as employees, employed by the Board whose classifications are on the negotiated salary schedules. As new job categories are established, they will become part of the bargaining unit unless they are excluded under paragraph 2.3.2. The following further sets forth positions which will be part of the bargaining unit:

- a. A position which is funded through a grant or soft money (soft money is not defined as money received through DPIA funds) and the grant or soft money is discontinued but the Board continues to fund such position through the Board’s general fund or through DPIA monies.
- b. A position whereas the Board agrees as part of a grant that such position will continue to exist even if the grant monies are discontinued at some future date.
- c. Positions traditionally funded out of the Board’s general fund.

2.3.2 Excluded from the bargaining unit are substitute employees, seasonal and casual employees, tuition funded employees (i.e., day care, etc.), parent mentors, Family Involvement Coordinators, employees in the evening programs (after-school), employees whose positions are funded through grant monies (not DPIA funds) and are not part of the bargaining unit under the conditions set forth in the Article 2.3.1 (a), (b) and (c), supervisors, management and confidential employees as defined in ORC Section 4117.01, who are not on the negotiated salary schedules and will be excluded under the terms and conditions of this agreement. For purposes of this agreement,

confidential employees shall include only the following classifications:

- a. Administrative Secretary to the Treasurer/CFO (1)
- b. Administrative Secretary to the Director of Service Operations (1)
- c. Administrative Secretary to the Superintendent (1)
- d. Administrative Secretary to the Deputy Superintendent (1)
- e. Administrative Secretary to the Director of Human Resources (2)
- f. EMIS Coordinator (1)

## 2.4 Governance

All classified staff personnel shall be governed by Board of Education policies and the negotiated agreement between the Board and OAPSE Locals #122, #160, #404, #695, and #756 which shall be consistent with all the State of Ohio statutes and regulations of the State Board of Education.

- 2.4.1 A current copy of the Board of Education Policy & Procedure Handbook pertaining to the classified staff shall be given to the President of each local, and all updates shall be submitted in writing to each President. This Handbook shall be passed on to the subsequent local presidents.

## **ARTICLE 3 – RIGHTS AND RESPONSIBILITIES**

### 3.1 Board Rights and Responsibilities

The Board retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the constitutions of the State of Ohio and of the United States, including but not limited to management and control of the school system, properties, equipment and all necessary technology modifications, facilities, and activities of employees to hire all employees and subject to law determine qualifications and conditions of employment, or their dismissal, demotion, promotion, and transfer. (Transfers shall not be made in an arbitrary or capricious manner.) The exercise of these powers, rights and authority, duties and responsibilities by the Board and the adoption of policies, regulations and rules as it may deem necessary shall be limited only by the specific and expressed terms of this Agreement, the Constitution and laws of Ohio, and the Constitution and laws of the United States, Ohio Revised Code, and the State of Ohio Civil Service Laws as long as such Civil Service Laws do not conflict with the terms of this Agreement.

- 3.1.1 In addition, the Union agrees that all of the functions, rights, powers, responsibilities and authority of the board in regard to the operation of its work and business and the direction of its workforce, which the board has not specifically abridged, deleted, granted or modified by the express and specific writing provisions of this agreement

are and shall remain exclusively those of the board.

3.1.2 The Union shall meet with district representatives to discuss current internal and outside hiring practices. By mutual agreement, the parties shall enter into a memorandum of understanding which will provide language that describes the current internal and external hiring practices. The memorandum of understanding shall then be ratified by the parties. Once ratified the language shall be used and will be inserted into the successor agreement.

### 3.2 Non-Discrimination

The Board and the Union agree that no employee shall be discriminated against because of his/her political opinions or affiliations, or because of race, national origin, religion or marital status, and to the extent prohibited by law, no person shall be discriminated against because of age, sex, or physical handicap. Nor shall any employee be discriminated against, intimidated or coerced because of participation in Union activity.

### 3.3 Union Use of School Facilities and Equipment

The Union, or any committee thereof, may use school facilities and equipment, with the permission of the Business Office, when such facilities or equipment shall be used for Union business only. The Board at its discretion may charge the Union a reasonable fee for such use. Supplies necessary for the use of the equipment shall be furnished by the Union. The Union may use the buildings as long as such requests are not in conflict with Board policy concerning building use.

### 3.4 Union Wall Space in Buildings

Building principals shall designate an area or space in each building for the general use of Union communication. Such wall space shall, when possible, be located in areas accessible to and normally frequented by employees.

### 3.5 Union Mailbox

A general mailbox will be provided for cleaners, custodial, office, and cafeteria staff in each building. A mailbox will also be provided at the bus garage for transportation employees and at the maintenance shop for maintenance employees.

### 3.6 Union Use of School Mail and Mailboxes

The Union or any committee thereof, is authorized reasonable use of school mails, district e-mails and mailboxes. Misuse of this privilege may result in withdrawal of the use of school mail, district e-mails and mailboxes if the Administration first documents misuse of this privilege and then allows the Union the opportunity to correct such misuse. The Union recognizes that the district e-mail and its contents are subject to the Ohio Public Record Law and, as such, there is no assurance of

confidentiality or non-disclosure of any Union communications through the districts e-mail.

### 3.7 Union Business on School Property

3.7.1 Duly authorized representatives of the Union and its respective affiliates including the Field Representative assigned by the Ohio Association of Public School Employees shall be permitted to transact official Union business on school property at reasonable times provided that this shall not interfere with or interrupt normal school operations, and provided that any Union business to be transacted with classified staff members during duty hours shall be with the prior approval of the building administrator or the non-bargaining unit supervisor.

3.7.2 Grievance hearings shall be scheduled to the extent practical during the grievant's normal workday without loss of pay. Necessary witnesses also shall be permitted to appear at arbitration hearings without loss of pay if the hearing is scheduled during their workday.

### 3.8 Union Delegates to Annual Conference

3.8.1 The Board agrees to permit two (2) authorized delegates from each local of the Union a maximum of three (3) days per delegate to attend the OAPSE Conference with no loss in pay or benefits. A maximum of two (2) bargaining unit members who are members and elected State, District or Departmental Officers (President, Vice-President, Treasurer, Secretary), shall each be granted three (3) days to attend the OAPSE Annual Conference with no loss in pay or benefits.

3.8.2 Each local president or State Officer will notify the Personnel Office of the name of the delegates thirty (30) days prior to the conference. Should a Local desire to send an additional delegate, this will be authorized without pay.

### 3.9 Seniority Roster

The Union shall be provided with a complete seniority roster of all bargaining unit employees by no later than October 15 and April 1 of each year. The seniority roster shall include date of hire and most recent date of entry into current classification.

### 3.10 List of New Hires

The Personnel Department shall provide a list of names of all new hires consisting of those employees hired during the preceding month. The list shall be sent to the presidents and treasurers of each local.

### 3.11 Return to Work Notification

Classified staff will receive notification of their return-to-work date before June 30 of the current

school year.

## **ARTICLE 4 - DUES DEDUCTION**

### **4.1 Procedure**

The Board agrees to deduct from the pay of an employee, when notified by the Union, dues for the Ohio Association of Public School Employees (OAPSE) and for Locals #122, #160, #404, #695, and #756.

### **4.2 Enrollment for Dues Deduction**

Dues deduction shall be made upon the submission of the employees' voluntarily signed statements of membership application/dues check-off authorization submitted to the Employer's Treasurer by the Union and shall remain in place unless revoked by the employee in the manner provided in the OAPSE/AFSCME membership application/dues check-off authorization. The Union shall provide the Board's Treasurer with a copy of the OAPSE/AFSCME membership application/dues check-off authorization signed by each employee. The District's obligation to make dues deductions for an employee shall terminate upon notification by the State OAPSE Treasurer department. The employee further agrees that local/state dues deduction may not be revoked in any other manner except as provided on the OAPSE/AFSCME Local 4 membership application/dues check-off authorization signed by the employee. The local president and local treasurer will be notified when the dues deduction authorization is revoked by the employee.

### **4.3 Union Membership**

4.3.1 Union membership dues shall be deducted in equal installments beginning with the second pay in October and ending in June for non-fifty-two (52) week employees. Union membership dues shall be deducted in equal installments beginning with the second pay in October and ending with the first pay in August for fifty-two (52) week employees. However, no employee shall have his/her Union dues deducted from the pay immediately following the winter recess period. Therefore, the pay date immediately following the winter recess period will be excluded when calculating the number of pay periods used to determine the amount of dues to be deducted each pay date for that school year.

4.3.2 The monies so deducted shall be forwarded to the appropriate treasurer, i.e., State Union dues shall be forwarded to the State OAPSE Treasurer and local dues shall be forwarded to appropriate local treasurers. The pertinent local chapter treasurer will be informed when a new employee has successfully completed his/her probationary period and when an employee has been recalled from Reduction In Force.

### **4.4 Unauthorized Dues Deductions**

The Board agrees not to honor any dues deduction authorizations executed by an employee in

favor of any other labor organization.

#### 4.5 Indemnification

The Union agrees to indemnify and hold the Board harmless against any and all claims that may arise out of or are in any way related to the deduction of dues pursuant to this Article and the Ohio Revised Code.

#### 4.6 P.E.O.P.L.E. Deductions

The Board shall deduct from employee wages voluntary employee donations to P.E.O.P.L.E. (Public Employees Organization to Promote Legislative Education) for those employees who have voluntarily signed an authorization permitting such deductions. The minimum amount of a deduction is one (\$1.00) dollar per pay period . Deductions for twelve (12) month employees, if possible, shall commence in the first pay period subsequent to July 1<sup>st</sup> each year and continue until the authorization is revoked in writing. Deductions for other than twelve (12) month employees shall commence in the first pay period subsequent to September 1st each year and continue during each month worked until the authorization is revoked in writing. Revocations may be made at any time and deductions must be in increments of one (\$1.00) dollar. The Board agrees to remit any deduction made pursuant to this provision to the P.E.O.P.L.E. Committee within ten (10) working days together with an itemized statement showing the names of each employee from whose pay such deductions have been made and the amount deducted.

### **ARTICLE 5 – GRIEVANCE PROCEDURE**

#### 5.1 Communication

Whenever problems arise, good morale is maintained, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. It is recommended that a staff member and her/his principal or other immediate supervisor meet to resolve complaints and disagreements through free and informal interaction. However, since all matters cannot be resolved satisfactorily in this manner, a formal process must be provided as an alternative. Thus, the following grievance procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes.

#### 5.2 Definitions

- 5.2.1 A “grievance” is an alleged violation of this agreement with respect to interpretation or application of its provisions or application of work rules, or discipline or discharge of an employee without just cause. Any employee in disagreement with the action taken by the Board may file a grievance in accordance with the grievance procedure contained in this Agreement over all matters except grievances over verbal and written warnings/reprimands may proceed only through Level Three of the grievance procedure, provided, however that if the Board later attempts to refer to said verbal or written warnings/reprimands in any subsequent discipline the employee may challenge the merits of such verbal and/or written

warnings/reprimands at that time. The employee may put a written response to verbal and/or written warnings/reprimands into the employee's personnel file.

5.2.2 A "grievant" is the employee or employees who file a grievance.

5.2.3 "Days" are defined as regularly scheduled work days.

5.2.4 A "representative" may be a member of the Union designated by the appropriate local President and/or a Field Representative.

### 5.3 General Conditions and Rights of Grievant

5.3.1 A grievant shall not stop, suspend, or otherwise negatively alter or diminish work because of an alleged grievance.

5.3.2 The grievant may appear on his/her own behalf, shall be accompanied by the Union President or designee and or may be accompanied at any step of the procedure by a fellow employee appointed by the appropriate local President. Beginning with Level One of the procedure the grievant may also be represented by the OAPSE Field Representative. If the grievant chooses to appear on his/her own behalf without a Union representative, the appropriate local President has the right to appoint a representative from their local to be present at each step of the procedure, not to represent the grievant, but to present the Union's position regarding the grievance.

5.3.3 The time limits indicated at each level are considered maximum. However, they may be extended by mutual agreement of the parties of interest in writing.

5.3.4 Any grievance not processed by the grievant through any of the successive levels within the specified time limits and in the absence of the agreed-upon time extension in writing described in 5.3.3 above, shall be considered waived and the alleged grievance no longer exists. If the Administration fails to process a grievance within the specified time limits and in the absence of an agreed-upon time extension, the grievance will automatically move to the next level in the procedure.

5.3.5 The Union or its officers or any employee of the district will not be placed in jeopardy or be the subject of reprisal or discrimination for having followed or participated in the grievance procedure.

5.3.6 Any grievance must be filed on approved forms agreed to between the Board and the Union and shall be available from the Union and from the Personnel Office.

5.3.7 If the administration and grievant agree to a resolution of a grievance, such resolution shall be put in writing and signed by the Union, the grievant and the employer.

5.3.8 The following applies only to Transportation: Resolution of a grievance because of rotating seniority errors (e.g. especially when absenteeism exceeds assigned spares) include making up the time for the aggrieved employee as soon as possible or at a mutually agreed upon date. Personnel will not be paid for not working but will be

assigned work to make up the grievance.

- 5.3.9 OAPSE shall be advised of all grievances and the final decision and disposition of same.

#### 5.4 Grievance Steps

- 5.4.1 Informal Steps – A grievant must discuss his/her concern with his/her immediate supervisor in order to attempt to resolve the concern informally, prior to proceeding to Level One (Formal Step) of the grievance procedure. If the grievant chooses to have a representative present at this step, such representative will be a fellow employee appointed by the appropriate local President.
- 5.4.2 Level One – If the concern is not resolved at the Informal Level or if the grievance is filed directly at level one, the employee(s) claiming a grievance, shall within ten (10) days of the time of the alleged grievance or knowledge of the occurrence, file the grievance on the appropriate form with his/her immediate supervisor. Within ten (10) days of receipt of the grievance, the immediate supervisor shall schedule and hold the grievance hearing. A grievance number will be issued for each grievance filed at this step once the Union has taken a copy of the grievance to the Supervisor of Classified Employees or his/her designee. The Supervisor of Classified Employees shall be deemed the immediate supervisor for those grievances filed by Local #160 that are class action grievances which affect Local #160 employees in more than one (1) building in the school district. The immediate supervisor shall provide a written disposition within five (5) days after the conclusion of the hearing. All grievances arising from discipline by suspension or discharge shall be presented on the approved forms to administration at Level Three by the aggrieved employee within five (5) days of the disciplinary action.
- 5.4.3 Level Two – If the grievance is not resolved to the employee's satisfaction at Level One, the grievance may be submitted by the employee in writing within five (5) days of the receipt of the Level One disposition to the Personnel Office. The Personnel Office will forward the grievance to the appropriate administrator within two (2) days. The appropriate administrator will within three (3) days of receiving the grievance, schedule a hearing date. Such hearing date shall be scheduled and held within ten (10) days of receipt of the grievance by the appropriate administrator. At the hearing, the grievance will be reviewed by the appropriate administrator, the employee and the employee's immediate supervisor. A written disposition will be rendered within five (5) days after the conclusion of the hearing.
- 5.4.4 Level Three – If the grievant is not satisfied with the written disposition offered at Level Two, he/she may appeal the decision to the Superintendent of Schools or his/her designee. The appeal shall be in writing and be made within five (5) days of receipt of the Level Two written disposition. Within five (5) days, the Superintendent of Schools or his/her designee will arrange a mutually satisfactory date and time for a hearing. The grievant may be accompanied by a representative and the Union shall have a right to have a Union representative present even if the grievant insists on presenting his/her

own case. The Superintendent or his/her designee shall render a written disposition to the grievant within five (5) days after the conclusion of the hearing.

5.4.5 Level Four – If the Union is not satisfied with the written disposition offered at Level Three, the Union may appeal the grievance to an impartial arbitrator in accordance with the rules of the American Arbitration Association. The appeal shall be in writing and submitted within ten (10) days of the Level Three written disposition. A copy of such written appeal shall be served upon the Superintendent or his/her designee the same day the appeal is sent to the American Arbitration Association.

5.4.6 The above grievance levels shall be heard during the regular Board of Education hours 8:00 a.m. – 4:30 p.m.

5.4.7 If the Union and administration agree to meet in order to attempt to resolve a grievance prior to arbitration, such meeting shall take place between appropriate representatives of each party.

## 5.5 Power of the Arbitrator

5.5.1 It shall be the function of the arbitrator to render an opinion regarding an alleged violation, misinterpretation or misapplication of the specific provisions of this Agreement, to render an opinion regarding the reasonableness or application of work rules, or to determine if there is just cause for the suspension or discharge of an employee. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions 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.

5.5.2 In the event that a case is appealed to an arbitrator on which he/she determines he/she has no power to rule, it shall be referred back to the Association, with notification to the administration without opinion or recommendation on its merits of the case.

5.5.3 The findings and opinion of the arbitrator shall be final and binding upon the grievant, the Union, the administration, and the Board.

5.5.4 The fees and expenses of the arbitrator and the American Arbitration Association shall be borne by the losing party. For purpose of this provision, the Arbitrator shall state who is the "losing party."

5.5.5 In cases where arbitrability of an issue is questioned, the matter of arbitrability shall be ruled upon by the arbitrator prior to the hearing on the merits of the case.

## **ARTICLE 6 – CONDITIONS OF EMPLOYMENT**

### 6.1 Administration and Organization

The Business Office and the Personnel Office are the focal points for administration and organization of all classified employees.

## 6.2 New Employee Probation

All new employees of the Parma City Schools, excluding bus drivers, shall serve a probationary period for the first seventy-five (75) actually worked days of their employment. The seventy-five (75) actually worked day's probationary period for bus drivers will begin after completion of their pre-employment training and licensing by the State Highway Patrol. If the employee is discharged prior to the end of the probationary period, such employee shall have no right to challenge such discharge through any provision of this Agreement nor under any provision of the law or statutes. After completion of the probationary period, employees may be disciplined, suspended, or terminated only for just cause.

## 6.3 Probation

A probationary period for a current employee who changes classification through the bid procedure (a bid is defined as the process of applying for a position through a job posting), excluding demotional bids within the same classification series, shall be referred to as "trial period."

- 6.3.1 During the trial period, which shall be forty-five (45) actually worked days, the employee's immediate supervisor will prepare progress reports. Such employee shall be provided a written progress report after twenty (20) actually worked days.
- 6.3.2 The employee must sign a copy of this report before it goes to the Personnel Office. The signature does not necessarily mean the employee agrees with the report, but merely the employee has read and discussed it with the supervisor. No comments can be added to the progress report after the employee has signed it.
- 6.3.3 The employee or the evaluator's immediate supervisor will have the option to have a second evaluation performed in the same manner as was the initial evaluation. If a second evaluation is performed, the initial evaluator's immediate supervisor and the employee shall sign it in each other's presence.
- 6.3.4 If during the trial period, the employee's work performance has been determined to be unsatisfactory, the employee will be given written notice advising him/her that his/her work performance has been unsatisfactory. If the employee is given an unsatisfactory progress report after twenty (20) actually worked days, that employee will thereafter be evaluated within ten (10) actually worked days and given another progress report.
- 6.3.5 If an employee in a trial period fails to meet the requirements for the position, is laid-off, or he/she chooses to return to his/her previous position up to the last day his/her previous position is posted, he/she will be returned to their previous position held prior to the promotion (same total hours, same job classification

and wage schedule placement) if such position still exists.

- 6.3.6 The employee being displaced by such trial period employee will be returned to his/her previous position. Such displacement shall occur (domino effect) until all employees that are displaced due to the return of the trial period employee are returned to their previous positions, without regard to seniority.
- 6.3.7 If during this procedure a previously held job has been eliminated, the employee affected will retain all rights afforded to him/her under Article 6.7. If a new employee (probationary employee) is displaced due to the trial period employee returning to his/her previous position, such new employee will be laid off.
- 6.3.8 Bargaining unit employees will not perform progress reports (evaluations). However, evaluation information can be gathered from other employees deemed appropriate by the immediate supervisor.
- 6.3.9 This trial period takes effect upon ratification of this agreement. Anyone already in a trial period will fall under the new time lines and it is understood that the actual days already worked will count towards their trial period.
- 6.3.10 Performance Evaluation – In addition to the trial period reports, all employees will have their performance formally evaluated at least once each year. Such formal evaluation shall not occur prior to February 1 of each school year.
  - a. If an employee's performance is determined to be unsatisfactory at any time during the year, the employee should be made aware of the area(s) of deficiencies at the approximate time they occur. These deficiencies, if any, may be part of the formal evaluation. The evaluator must meet with and review the evaluation with the employee.
  - b. In the event an employee reports to more than one immediate supervisor, the employee may request a separate evaluation be done by each immediate supervisor, but no more than two (2).
  - c. The employee or the evaluator's supervisor will have the option to have a second evaluation done in the same manner as the initial evaluation. The administration may also require a separate second evaluation.
  - d. The administration shall always have the right to determine the supervisor who performs the evaluation. However, evaluations will not be performed by bargaining unit employees, although evaluation information can be gathered from others deemed appropriate by the immediate supervisor.
  - e. No comments can be added to the performance evaluation after the employee has signed the evaluation. The evaluation will be signed by the evaluator and the employee in each other's presence. If the employee does not agree with the evaluation, that employee may attach comments to the evaluation prior to signing the evaluation.

- f. An employee whose overall rating is “improvement needed” or “unsatisfactory” shall be evaluated again within sixty (60) actual worked days. In case of a short year employee, the evaluation follow-up will be completed within sixty (60) actually worked days after the beginning of the next school year. An employee who does not attain a satisfactory rating on the follow-up evaluation shall be evaluated again within sixty (60) actual worked days. If the second follow-up evaluation indicates “unsatisfactory” or “improvement needed” the employee may be subject to disciplinary action.
- g. An employee’s attendance record will be noted on the employee’s written evaluation by stating the number of days absent. The attendance data from payroll reports showing the number of absences, dates, etc. will be used when considering promotions or transfers. If absence was due to serious illness or injury and is supported by a physician’s letter, then such absence will be noted on the evaluation form and marked “Extenuating Circumstances.”
- h. In the event an employee’s performance deteriorates to the extent that disciplinary action is warranted, no further performance evaluations will be required.

#### 6.4 New Hire Orientation

The parties will schedule an orientation of up to thirty (30) minutes for each newly hired employee. These orientation sessions will be scheduled to take place on a mutually agreed date at least once per semester or prior to the end of the newly hired employee’s probationary period. The orientation sessions may occur in conjunction with a labor-management meeting.

#### 6.5 Lateral Transfers

- 6.5.1 A lateral is defined as movement of a permanently appointed employee from one position to another in the same classification.
- 6.5.2 When a position opening has been posted, an employee desiring a lateral transfer to that position shall notify Human Resources in writing sending a copy of notification to the appropriate OAPSE Local President.
- 6.5.3 The decision to transfer or not to transfer an employee to an open position shall be determined by the administration. However, if the lateral transfer involves a position which is an increase of two (2) weeks or more per year, a ratio, an increase of one or more hours per day, or where the employee has been displaced as a result of a reduction in force, the position may be given to the senior employee based on the employees written evaluations and attendance record.
- 6.5.4 An employee may not request a lateral transfer more than once every school year (unless the transfer involves a position which is an increase of two (2) weeks or

more per year, a ratio, an increase in the employee's current level of benefits, or an increase of one or more hours per day, of where the employee has been displaced as a result of a reduction in force).

- 6.5.5 Lateral and demotional transfer will be given priority consideration, by seniority, over promotional transfers.
- 6.5.6 Temporary Transfers - Prior to the administration making a temporary transfer of an employee for more than five (5) working days, the Administration and local president shall meet with the affected employee(s) to advise the affected employee(s) of the transfer.
- 6.5.7 Demotional Transfers - In the event a demotional transfer is requested by an employee to a position outside their class series, the employee must qualify through the Civil Service testing procedure and be placed on the eligibility list in order to receive the transfer.

## 6.6 Position Openings

- 6.6.1 All bargaining unit position openings shall be posted within 10 working days from the time the opening occurs in a designated area in each building within the school system for a period of seven (7) working days unless there are extenuating circumstances that prevent the position from being posted. The applicable Local President will be given written notification and rational of the "extenuating circumstances."
- 6.6.2 Position openings will be filled as soon as possible, but within thirty (30) work days after the posting period. The applicable Local President will be notified in writing of any reasons for delays.
- 6.6.3 All position openings shall be posted prior to any temporary or permanent transfers. Management initiated transfer within a job classification based on the Board's operational needs and demands do not constitute position openings requiring position postings. Position openings must only be posted as a result of a vacancy that occurs due to retirement, termination, death, resignation, demotion, lateral transfer, promotion, or the creation of a new position or a current position that is increased by more than one hour per day or an increase of more than two (2) weeks per year unless the position includes forty-six (46) weeks or more.
- 6.6.4 Any employee qualified for the position shall have the opportunity to apply in writing to Human Resources for the position and shall be given consideration for the position before any outside applicants are considered. The position shall be awarded to the qualified senior employee applicant who meets the posted qualifications as determined by the administration. An employee applicant's qualifications shall be based on the job description.
- 6.6.5 In rare circumstances, the Board may include additional qualifications on which

Civil Service is unable to test. Such additional qualifications shall not be made in an arbitrary or capricious manner. If Civil Service has not or is unable to test these additional qualifications, then the Board retains the discretion to determine whether a particular applicant meets the qualifications.

- 6.6.6 A trial period employee shall have the right to bid on a vacant position, which is in his/her same classification and is an increase in hours. However, such bidding right shall be no guarantee that such trial period employee will receive appointment to that vacant position. In addition, said trial period employee must still complete any time remaining for their trial period.
- 6.6.7 When a position is awarded the appropriate local president will be notified in writing.
- 6.6.8 No employee shall be prevented from receiving a position opening due to failure of a supervisor to release the employee from previously held position. Any employee candidate not receiving the position may request a conference with Human Resources and will be given a written explanation of why he/she was not selected upon request.
- 6.6.9 A copy of all active lists from Civil Service Commission shall be provided at the time the lists are posted by the Commissioner. A copy of said lists shall be forwarded to all Union Presidents.
- 6.6.10 In the event there is no Civil Service list or test, whichever applies, the above language shall apply until such time as the Board requests a test or list.
- 6.6.11 The Board agrees to request that the Civil Service Commission place present employees, who pass a civil service test, on a preferred list for the test(s) which they pass.
- 6.6.12 Non-bargaining unit job openings shall be posted at a designated area in each building and a copy of such posting shall be sent to each local president. Employees on "Preferred or Promotional Lists" have two occasions where they can indicate not being interested in interviewing or refusing an offer of employment to a different classification prior to being removed from the list.

#### 6.7 Job Posting During Summer Break

Job openings as defined in Article 6.5 that occur between the last day of school in June and August 30 shall be posted at on the district's website with an EMAIL copy being sent to all local Presidents. These openings shall be posted for a period of ten (10) work days.

#### 6.8 Notification of Changes in Job Descriptions/Duties Not Specifically Included In The Job Description And The Creation Of New Job Positions Within the Bargaining Unit (Replaced Old Reclassification Of Job)

The applicable local Union President shall be given written notification prior to any

changes/additions to a position (not specifically included in the current job description) or when a new Bargaining Unit position is created. The Union reserves all rights under O.R.C. 4117 and to demand bargaining on the effects of changes in wages, hours, and terms and conditions of employment.

## 6.9 Reduction in Force

The following procedures will govern the reduction of classified staff made necessary through decreases in student enrollment, changes in regular and complementary instruction, abolishment of positions, or shortages of funds. Such procedures shall be in compliance with State and Federal laws relating to employment decisions and equal employment opportunity.

### 6.9.1 Seniority shall be defined as follows:

- a. District-wide seniority shall be defined as the length of continuous employment in active pay status (\*) by an employee in the bargaining unit as computed from the most recent date of hire.  
  
\*Active pay status is defined as that time an employee is actually performing service in a bargaining unit position for pay or is on a Board approved paid leave from a bargaining unit position.
- b. For the purposes of determining seniority as of July 1, 2014, the parties agree that on June 30, 2014, each employee shall be placed on a seniority list applying Section 6.9.1.a. and using the method set forth in 6.9.1.c. This list shall account for and list specific years and days of service to the District. The parties will review such list and any inaccuracies will be corrected in a prompt fashion. For employees hired prior to July 1, 2014, this list shall then serve as the baseline for seniority purposes on a go-forward basis, as set forth in Section 6.9.1.d.
- c. Employees in a classification which have regularly scheduled work hours of less than fifteen (15) hours per week shall have district wide seniority credited at the rate of one (1) year seniority for each two (2) years of service in the applicable positions. Said prorated credit shall commence January 1, 1982. Previous accumulated seniority shall not be affected. Seniority shall be defined as set forth in section 6.9.1.a. This section shall be null and void effective July 1, 2014 and shall not be used in any fashion to calculate seniority on or after that date.
- d. Following the process identified in Section 6.9.1.b., and effective as of July 1, 2014, all employees shall earn seniority consistent with Section 6.9.1.a. and as further explained in this section. Employees who are in active pay status (as defined in Section 6.9.1.a.) for one-hundred and twenty (120) days per contract year (July 1 to June 30), shall earn one year of seniority. Employees who do not reach 120 days in a contract year shall not earn one year of seniority.

- e. For employees hired prior to July 1, 2014, this year of service shall be added to the prior seniority accumulation of years and days reflected on the seniority list based on the June 30, 2014 accounting. For example, if an employee had 5 years and 55 days as of the June 30, 2014 accounting, and was in active pay status for 120 days in the 2014-15 contract year, the employee would then possess 6 years and 55 days of seniority.
- f. Employees hired on or after July 1, 2014, shall be ranked on the seniority list by hire date. Only years of service will be measured for the purposes of determining seniority. Therefore, if a newly-hired employee was in active pay status for 120 days in the 2014-15 school year, the employee would possess one year of service. If two or more employees have the same years of service, the hire date shall break the tie. If a tie still exists, the application date shall break the tie. If a tie still exists, then the tiebreaker shall be the application time stamp.
- g. Effective as of July 1, 2014, any days in active pay status beyond the 120-day threshold for earning a “year” of service shall not be counted for the purposes of earning seniority. Therefore, once an employee reaches 120 days in active pay status, regardless of how many additional days (beyond 120) an employee is in active pay status during that contract year, the employee will earn one year of service.
- h. Bargaining unit employees scheduled to work less than the necessary 120 days shall have their seniority calculated on a percentage of days that they must be in paid status. Bargaining unit employees scheduled to work less than 120 days shall have the accumulation of one year of seniority based on the percentage of days’ worked divided by the number of days that a nine-month employee is scheduled to work.

**Example:** In 2015, nine-month employees were scheduled to work 186 days based on the school calendar. For a bargaining unit employee scheduled to work 115 days, the method to calculate the number of work days for 1 year of seniority shall be the percentage of the necessary days to accumulate seniority (120 days) divided by the scheduled work days of a nine-month employee, and that percentage is then used to determine the number of work days for 1 year of seniority as follows: 120 days divided by 186 days equals 64%; then 64% of 115 days equals 74 days. The employee who is scheduled to work less than 120 days must work 64% of their 115 scheduled days, which is 74 days, to obtain 1 year of seniority.

#### 6.9.2 Layoff Divisions and Classification Series

The following divisions, classification series, and classification rankings within such classification series are established for administering reductions, layoffs, bumping and recall.

Classification Series requires expertise and knowledge for the series that restricts progression

(promotion) to that series. Regression or bumping is limited to the series or to a position, within the division listed on the right of the classification series or position within a series.

- a. Division: Employees required to have State permits or certification as may be required by current state statutes - Unclassified with Civil Service - Division No. 0100

0100	<u>Class Series</u> A31 Elem. & Kdg. Class. Asst.	A-1 Elem. Noon Mon.
0101	<u>Class Series</u> Special Education Assistant	*General Monitor/Female/Male Monitor
0102	<u>Class Series</u> Certified Occupational Therapist Asst.	Special Ed. Asst. *Gen. Mon/Female/Male Mon.
0103	<u>Class Series</u> AB1 Bus Monitor	A-1 Elem. Noon Mon.
0104	<u>Class Series</u> A-1 Elementary Noon Monitor	
0105	<u>Class Series</u> Secondary Class. Asst.	*General Monitor/Female/Male Monitor
0106	<u>Class Series</u> MA3/MA2 Media Assistant (unclassified employees) (Reference Article 16.5.1)	General Monitor Female/Male Monitor
0107	<u>Class Series</u> Home Liaison A-1 Elem. Noon Mon.	
0108	<u>Class Series</u> Clinic Assistant In School Detention Monitor Female/Male Monitor/General Mon.	A-1 Elem. Noon Mon.

1. Female and male restroom/locker room/Gen. Mon. positions shall be equal in class series for purposes of bumping rights and seniority. However, the positions shall be differentiated based on gender.

2. Female/Male Monitor positions shall be gender specific only when they consist of bona fide occupational qualifications.
3. The Board shall have the right to retain no more than one (1) Male/Female monitor position at each secondary school building. Any remaining Male/Female Monitor positions will be combined with the General Monitor positions at the building level and will be reassigned to a general monitor position.

0110	<u>Class Series</u> VEA Voc. Evaluation Assistant	*Gen. mon./Female/Male Monitor
0111	<u>Class Series</u> SE1 Brailist Visually Impaired Ass't.	
0112	<u>Class Series</u> School to Work Facilitator	
0113	<u>Class Series</u> ESL Assistant	
0115	<u>Class Series</u> VLB Child Care Asst.	*Gen. Mon./Female/Male Monitor
0116	<u>Class Series</u> VLC Culinary Arts	*Gen. Mon./Female/Male Monitor
0119	<u>Class Series</u> Physical Therapist Assistant	Special Ed. Asst.
0120	<u>Class Series</u> VSM Vocational Student Monitor	*Gen. Mon./Female/Male Monitor
0123	<u>Class Series</u> Hospitality/Facility Care Service Asst.	*Gen. Mon./Female/Male Monitor

b. Division: Secretarial/Clerical and Administrative Support - Classified with Civil Service - Division No. 0200

0200	<u>Class Series</u> S-5 Secretary S-4 Secretary S-3 Secretary	GC4 Clerk GC3 Clerk GC2 Clerk GC1 Clerk
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0201     Class Series  
GC5 Clerk  
GC4 Clerk  
GC3 Clerk  
GC2 Clerk  
GC1 Clerk

0202     Class Series  
AC5 Accounting Clerk  
AC4 Accounting Clerk  
AC2 Accounting Clerk

0203     Class Series  
MA3/MA2 Media Assistant     GC1 Clerk

c. Division: Data Processing - Classified with Civil Service - Division No. 0300

0301     Class Series  
C04 Help Desk Coordinator  
C03 Computer Operator 3  
C02 Computer Operator 2  
C01 Computer Operator 1

0302     Class Series  
DE3 Data Entry Operator 3  
DE2 Data Entry Operator 2  
DE1 Data Entry Operator I

d. Division: Transportation - Classified with Civil Service - Division No. 0400

0400     Class Series  
D-2 Bus Driver  
D-1 Mobile Unit Driver

0401     Class Series  
MC3 Mechanic Working Foreman  
MC3 Mechanic Skilled  
MC2 Mechanic Helper II  
MC1 Mechanic Helper I

e. Division: Engineers and Technicians - Classified with Civil Service - Division No. 0500



position.)

M-2 Maintenance

M-1 Laborer

0702     Class Series  
          CWF Cleaner Working Foreman  
          C-P Cleaners

h. Division: Printer - Classified with Civil Service - Division No. 0900

0900     Class Series  
          Clerk/Composer

### 6.9.3 Reduction Procedures

- a. The number of people affected by a reduction will be kept to a minimum by not employing replacements, insofar as practical, of employees who resign, retire, or otherwise vacate a position.
- b. Upon approval by the Board of Education of the reduction in force, transfer requests shall be suspended until Administration completes reduction procedures. An exception to this is all newly created positions must be posted for lateral bid first. Whenever layoffs become necessary, part-time, seasonal, provisional, and probationary employees within an affected classification will be laid off first in that order. "Probationary employees" are defined under this paragraph only, not the other section of Article 6.9.3, to mean those employees new to the district, not those employees who are on a trial period due to a promotion.
- c. Bumping shall be exercised on the basis of district wide seniority. The following chart will be used.
- d. An employee has the option to accept the cut in hours and/or benefits. (placed on RIF list for the loss of hours, only if there is not a position available in the same classification with the same hours, or accept layoff. If an employee accepts layoff 6.9.3g applies)
- e. An employee has the option to accept a position with less hours and/or benefits. (placed on RIF list for the loss of hours, only if there is not a position available in the same classification with the same hours, or accept layoff. If an employee accepts layoff, 6.9.3g applies).

REDUCTION in FORCE

<p style="text-align: center;"><b>1<sup>st</sup> Step</b></p> <p>Choice of open positions with the same number of hours; or more or fewer hours, at the employee's option in the same Classification by seniority. Exception to this is noted in 6.7.3 (newly created positions must be posted for laterals first.)</p>	<p>→</p>	<p style="text-align: center;"><b>2<sup>nd</sup> Step</b></p> <p>Bump the least senior in the same Classification with the same annual hours.</p>
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(If Step 1 is not available, proceed to Step 2)

<p style="text-align: center;"><b>3<sup>rd</sup> Step</b></p> <p>Bump the least senior with less annual hours to retain current level of benefits in the same Classification</p>	<p>→</p>	<p style="text-align: center;"><b>4<sup>th</sup> Step</b></p> <p>Bump the least senior with more annual hours to retain current level of benefits in the same Classification</p>
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(If SECOND STEP is not available, PROCEED to THIRD STEP) (If THIRD STEP is not available PROCEED to FOURTH STEP) (If the FOURTH STEP is not available, proceed to FINAL STEP)

**Final Step**

Bump the least senior down through the Classification Series or to a position listed on the right of the series to retain salary and level of benefits closes to what they currently have. First to the position with the same or less hours, if none available, then to a position with more hours. If there is no less senior employee, then placed on RIF List.

You can only bump up in hours to retain level of benefits  
Level of benefits includes Health/Life and Vacation Time

- f. The last employee on the seniority list in a classification will go on the layoff list. If an affected employee in an eliminated position or one who has been bumped does not in turn choose to bump the least senior employee in his/her

classification, that employee will automatically be placed on the layoff/recall list.

- g. An employee on layoff may bid on job vacancies for which the employee is eligible. If the employee meets the qualifications and desires that vacant position, the employee on layoff shall be hired before any person outside the system.
- h. If an extended vacancy (one of at least two weeks) occurs while a bus driver is on lay off, the employer will recall a bus driver instead of using an on call.
- i. In refilling vacancies caused by layoffs, employees within the same classification shall be recalled in the reverse order of layoff. However, prior to recall, the vacant position shall be posted so as to permit employees to apply for the vacancy as a lateral transfer. If no employee applies for a lateral transfer, the most senior employee on the recall list, if any, in that job classification, will be offered the position regardless of the number of weeks per year or hours per day. If a non-RIFed employee applies for and is awarded the lateral transfer, the position he/she vacated will be first posted for lateral transfer. If no Lateral transfer occurs, the position then shall be offered to the most senior employee, if any, in that job classification who is on the recall list. (No more than two (2) total lateral job postings may occur.) If there is no such employee on the recall list, the vacancy will be filled as set forth below in Section 6.7.3.j.
- j. Recall Rights Within the Classification Series.

Position openings will be posted for bid as lateral transfers for employees in the same classification before recalling any employee off of a RIF list (See Section 6.7.3.i). In the event that the vacant position is not filled by an employee within the classification by recall (as set forth above in Section 6.7.3.i.) or by lateral transfer, an employee who is on a RIF recall list within the same classification series may be recalled, by seniority, to a lesser position in the classification series from which the employee was RIFed. The open position cannot constitute a promotion from the position from which the employee was reduced.

In order to determine whether employees on a recall list may be eligible for recall under this section, a representative of Human Resources will consult with the applicable Union President. The parties will jointly identify eligible employees and determine the specific method by which eligible employees will be informed of their rights to be recalled under this section.

Recall rights shall not be affected by an employee declining the offered position under this Section 6.7.3.j.

- k. A RIFed employee bumping into, being recalled to or applying for and accepting a position in a lower paying classification will automatically place the

employee on his/her present step in the new classification. An employee who returns to a lower classification that he/she previously held, shall return to the highest experience step attained in that prior/lower classification or his/her current step whichever is higher.

However, if the employee ever returns to the higher classification he/she previously held, he/she will be placed on the step of the salary schedule he/she was on at the time prior to accepting a position in a lower paying classification.

- l. An employee shall maintain his/her recall rights for a period of three (3) years from the date of layoff.
- m. If such employee was in a trial or probationary period at the time of his/her layoff and is recalled to the same classification within a year, such employee must complete the remainder of the trial or probationary period. Trial or probationary employees returning to a different classification or returning after a year must begin a new trial/probationary period.
- n. While on layoff, the employee shall keep the Board informed as to current mailing address and telephone number.
- o. An employee may be removed from the recall list if he/she:
  1. Waives his/her recall rights in writing.
  2. Resigns.
  3. Fails to accept recall to a position in the Classification from which he/she had been laid off within seven (7) calendar days after notification, or
  4. Fails to accept recall or report to work within ten (10) working days after sending of the notice of recall by certified mail unless verbal notification of sickness or injury has been provided to the Employer within the ten (10) working days. Such verbal notification will be followed by written documentation from a physician within thirty (30) calendar days.
- p. An employee on layoff, shall be permitted to continue his/her insurance benefits, at Board expense, for the remainder of that month that his/her layoff takes effect, plus one more month.
- q. The Board shall notify the applicable Union President and affected employee/employees as soon as possible but not later than fourteen (14) calendar days in writing in advance of the effective date of a RIF.

#### 6.10 Classification Seniority – Non-bargaining Unit

Any employee who leaves the bargaining unit but maintains unbroken employment with the

Parma City Schools shall continue to accumulate his/her last classification seniority up to a maximum of ninety (90) work days should said employee return to that classification in the bargaining unit.

## 6.11 Disciplinary Procedures

- 6.11.1 The Union and Board hereby agree that these disciplinary procedures will be the exclusive and sole procedure to be utilized in the discipline of any employee and shall prevail over any Civil Service Laws regarding disciplinary action. The Union and Board further agree that any dispute regarding the use of or interpretation of these disciplinary procedures will be subject to appeal only through the internal Grievance Procedure (Article 5) contained within this negotiated agreement. Therefore, neither the local Civil Service Commission nor the State Personnel Board of Review will have any jurisdiction to hear any appeals relating to any actions taken under this article.
- 6.11.2 Employees who have completed their probationary period will not be disciplined under the following procedures without just cause and will be afforded their due process rights.
- 6.11.3 Any employee disciplined under this article will have the right to have a written rebuttal attached to any disciplinary documents placed in his/her personnel file. Further, an employee shall be required to sign any written warning/reprimand, but his/her signature shall only indicate that he/she has been given the written warning/reprimand and shall not be interpreted as the employee agreeing with such warning/reprimand.
- 6.11.4 Offenses that are of a minor nature shall progress through the following procedures (first, second, third offense).
- a. For a first offense, an employee may be issued an "oral" warning. A written record documenting that an oral warning has been issued may be placed in the employee's personnel file.
  - b. For a second offense, an employee will be issued a written warning/reprimand which will be placed in his/her personnel file.
  - c. For a third offense, an employee may be suspended, without pay, for up to five (5) working days or may be recommended for termination by the administration.
  - d. Offenses of a more serious nature (e.g. theft, substance abuse, abuse of students, refusal of a direct order, absence without leave, disruption of district operations, operating a district vehicle without a valid license, etc.) or if an employee poses a danger to himself/herself, other persons or Board property, such actions may result in discipline, up to and including termination, without regard to previous reprimands or disciplines. In such instances, the Business

Manager, Superintendent or their designee may suspend the employee with pay pending an administrative hearing.

- e. Disciplinary hearings will be conducted under the following procedures:
  - 1. The disciplinary hearing will be conducted by the Business Manager, or the Superintendent or their designee.
  - 2. The employee will be given a written notice, with a copy to the applicable Union President, setting forth the time and place of the hearing and sufficient reasons for the hearing. Such hearing shall be scheduled as soon as possible, with the employee being given at least forty-eight (48) hours' notice of the hearing. Within seventy-two (72) hours after the conclusion of the hearing, the employee will receive a written notice of the administration's decision, with a copy provided to the applicable Union President.
  - 3. The employee shall have the right to have a Union representative, appointed by the applicable local President, present at the hearing.
- f. In determining whether to discipline and what is the appropriate discipline, the Board will not consider any previous written discipline or referral to previous discipline in the employee's records that date past four (4) years of paid service time from the date of the event for which the current discipline is being considered. Exceptions to this four (4) year limitation include past instances of harassment, stalking, conduct involving drug or alcohol abuse, violence, improper touching of students, use of weapons, or any matter for which the bargaining unit member has signed a last chance agreement.

## 6.12 Personnel Files

- 6.12.1 Prior to placing any material concerning an employee's performance in the personnel file kept at the Administration Building, a copy shall be forwarded to that employee.
- 6.12.2 Employees shall have the opportunity to reply to material in his/her personnel file by attaching a written statement to the file copy.
- 6.12.3 Upon written request to Human Resources, all material in the employee's file pursuant to Section 1347.08 and 1347.09 of the Ohio Revised Code shall be duplicated and presented to said employee within twenty-four (24) hours of the request being received by the Personnel Office.
- 6.12.4 If the employee requests immediate duplicates, there will be a charge of twenty-five (\$.25) cents per page for duplicate copies. The copies shall be ready for the employee at the conclusion of his/her workday.
- 6.12.5 If a member of the public requests information from an employee's personnel file,

the employee will be notified that the request has been made.

### 6.13 Computer Access

Members of the bargaining unit shall be provided reasonable access to school computers in order to access District communications.

## **ARTICLE 7 – PAY PROCEDURES**

### 7.1 Payday

All employees will be paid every other Friday.

7.1.1 The pay for employees in the bargaining unit shall be provided under the following conditions:

- a. All employees shall be paid by electronic transfer directly into the PSE Credit Union and/or any financial institution that is a member of the ACH (Automatic Clearing House) and can accept wire transfer. Direct deposit will be initiated upon notification to the Treasurer through submission of a direct deposit form and one (1) voided check (if direct deposit is to a checking account) or a statement from a financial institution showing the proper coding, routing, transfer and account numbers if the direct deposit is into an account other than a checking account. Any change in the financial institution during the year shall not be implemented until the first pay date following a fourteen (14) calendar day period of the request for change. The Treasurer will make such direct deposit on the same day that payroll checks would have been issued to members of the bargaining unit and will follow the guidelines and procedures of the Federal Reserve and ACH in order to comply with Article 7.1.
- b. Any exception to the employee's regular pay resulting in a pay deduction shall be made in the paycheck for the pay period in which the exception (absence) occurs. Any exception to the employee's regular pay resulting in an addition, for the second week of the pay period, will be paid to the employee two (2) weeks after the end of the pay period in which the exception occurs. Employee's regular pay and exceptions resulting to an addition, for the first week of the pay, will continue in accordance with present practice.
- c. Incremental pay and longevity increments will be paid to all employees on July 1 each year once they meet the eligibility requirements. The employee must have one hundred twenty (120) days in active pay status prior to July 1 of each year to be eligible for the increment or the longevity increment.

### 7.2 Salary Schedule

The salary schedules for all employees covered by this contract will be made a part of this

contract and will be called Appendix A.

7.3 Longevity

Payment of longevity increments, where applicable, will be computed from an employee's anniversary date of employment. Employees shall receive their longevity increments on July 1 of each year once they meet the eligibility requirements. The employee must have one hundred twenty (120) days in active pay status prior to July 1 of each year to be eligible for the longevity increment.

7.4 Probation Rate

Each new employee will be moved to Step I on the salary schedule upon successful completion of the probationary period.

7.5 Schedule Placement

7.5.1 Employees shall be paid the appropriate rate of pay according to the classification series and step on the appropriate salary schedule. Salary schedule steps are calculated to mean years of uninterrupted service to the school district in the classification series.

7.5.2 Step Increments within Classifications: For purposes of eligibility for salary schedule step advancement to a classified position, a year of service shall be defined as:

- a. For all employees, 120 days or more on active pay status since the employee's last step increment date: If the employee does not have the required days (120) in active pay status, then the increment will not be granted until the next year's increment date. Employees shall receive their increment on July 1 each year. The employee must have one hundred twenty (120) days in active pay status prior to July 1 of each year to be eligible for the increment.

7.6 Appropriate Rate of Pay

7.6.1 Salaried employees and hourly rate employees except school bus drivers, mobile unit drivers, and bus monitors shall have the option to have their regular pay prorated over twenty- six (26) pays. Any employee choosing this option shall notify the Treasurer in writing, no later than August 1 of any year to be effective that following school year. Once the employee has selected this twenty-six (26) pay option, such selection shall remain in effect unless the employee notifies the Treasurer, in writing, prior to August 1 of any year that he/she wishes to revoke this option.

7.6.2 An employee who substitutes for any other employee in the district shall be paid the higher rate of pay regardless of the classification he/she substitutes for.

7.6.3 For the purpose of this provision it is understood that no section of this article shall

pertain to 6.7, 6.9.1, 6.9.2, or 6.9.3.

- a. Employees shall receive the appropriate rate of pay for the classification in which they are working. A regular employee, who substitutes in a position other than his/her regular position, shall be paid the rate for the position at the appropriate step/level effective immediately and will continue at that rate for the duration of the time the employee substitutes in the position. For example, if an employee substitutes in a higher paying position, s/he shall be paid at the higher rate at his/her step level.
- b. When an employee is on temporary assignment, that employee shall receive the appropriate rate of pay for that assignment effective the first day of the temporary assignment.
- c. When an employee moves to a higher classification within a series, that employee shall remain on the same step level as previously held.

(This elimination of this “exception” shall apply to the current affected employee(s) in the Cafeteria classification. Movement for the employee would be to the appropriate step on the salary schedule had this exception not existed.)

For purposes of this provision only (salary schedule placement), the following positions will be combined into one series:

C-8 Senior High Custodian  
C-6 Middle School Custodian  
C-5 Elementary Custodian  
C-4 Assistant Custodian

M-7 Maintenance Working Foreman (MWF)  
M-7 Skilled Maintenance  
Byers Field Attendant  
M-2 Maintenance  
M-1 Laborer

- d. Therefore, with the exceptions as noted, salary schedule placement shall be calculated as established in 7.6.4.

7.6.4 When an employee changes series within a division, placement on the salary schedule shall be calculated by finding the equal or next higher hourly rate on the new classification salary schedule.

7.6.5 When an employee changes division on the salary schedule shall be calculated by finding the equal or next higher hourly rate on the new classification salary schedule.

7.6.6 Bargaining unit employees who are selected and agree to serve as chaperones/supervisors of students attending a school-sanctioned overnight trip, shall receive a supplemental stipend of \$75 (\$40 if 10 students or less) for each night of the trip in consideration for services rendered. The selection of employees for trips shall not be grievable.

7.7 Credit Union/Check Deposit

All employees are eligible to join the PSE Credit Union. The Credit Union Office is located at 5255 Regency Drive. For further details, contact their office. Employees shall have the right to have credit union deductions made into an account at the PSE Credit Union, and/or may elect to have their entire pay deposited into the PSE Credit Union.

7.8 Tax-Sheltering of Employee SERS Contribution

7.8.1 The salaries of all classified employees shall be reduced by an amount equivalent to their SERS contributions as provided by law.

7.8.2 The Board of Education shall forward such contributions to the SERS, although these contributions will be designated as employee contributions for SERS purposes. It is understood that they are being forwarded by the Board in lieu of contributions otherwise taxable by the employee.

7.8.3 It is further agreed that in the event such Board-paid contributions are determined to be taxable to the employee by IRS or other taxing authority, or determined to be illegal by any board, agency, or court of competent jurisdiction, the Board of Education shall discontinue forwarding such contributions and adjust the salaries by the amount of such contributions.

7.9 Use of Personal Automobile

7.9.1 A classified staff member using a personal automobile for travel between buildings as part of his/her regular assignment shall be compensated at the IRS mileage rate applicable on January 1st of each school year.

7.9.1 The mileage approval form must be completed, and prior approval obtained (except emergencies) from Human Resources or the Principal.

7.9.3 Employees will not be required to transport Board owned equipment in their personal vehicle. Employees can be required to transport Board owned equipment in school approved vehicles. If Board owned tools are lost or stolen from an employee's personal vehicle, the Board will replace such tools.

7.10 District Reimbursement

7.10.1 Any employee who is found to be overpaid within two (2) years from the date of

overpayment, reimbursement shall be handled in the following manner:

- 7.10.2 If the amount for reimbursement is less than fifty dollars (\$50.00), the monies will be reimbursed to the district in one lump sum on the following pay period after consultation with the effected employee. If the amount of the reimbursement is fifty dollars (\$50.00) or more, a payment schedule will be established by the District Treasurer after consultation with the affected employee, which could include a Union Representative.

## **ARTICLE 8 – HOURS OF WORK AND PREMIUM PAY**

### **8.1 Work Schedule**

The regular work week shall consist of five (5) consecutive work days.

- 8.1.1 In the event the Board necessitates a change of schedule, such change shall be effective only after ten (10) working days' notice to the employee and the Union.
- 8.1.2 Overtime opportunities shall be offered on a rotating basis to employees within a classification who are qualified to do the work.
- 8.1.3 Hours will not be deliberately withheld from a scheduled forty (40) hour week to avoid overtime.
- 8.1.4 Call In Time - Any employee called in to work for non-scheduled/emergency work shall receive a minimum of three (3) hours pay.
- 8.1.5 For purposes of determining overtime, holidays, sick days with medical verification, vacation days and calamity days shall be considered as hours worked.

### **8.2 Lunch Time**

All regular full-time employees shall be entitled to not less than one-half (1/2) hour uninterrupted lunch period. Cleaners who work less than eight (8) hours per day will work their assigned time without a lunch break.

- 8.2.1 In the event an employee is prevented from taking an uninterrupted lunch period, the employee will receive pay for the portion of the lunch period in which he/she was required to work.

### **8.3 Break**

All employees who work at least 6.5 consecutive hours are entitled to a fifteen (15) minute break in the A.M. and P.M. Short-hour employees working less than 6.5 consecutive hours, but at least four (4) hours, will be entitled to one such break.

#### 8.4 Premium Rates of Pay

Employees working according to the below-listed situations will be entitled to pay at the rate of time-and-one-half (1-1/2).

- 8.4.1 All hours over forty (40) hours in a week (as per Article 8.1.5).
- 8.4.2 All hours worked between Midnight and the beginning of the employee's regular shift, but not later than 7:30 a.m. during which time an employee is required to plow snow and for related services.
- 8.4.3 All employees whose work week begins on Monday and are required to work Saturday or Sunday will be paid at the rate of time-and-one-half (1-1/2), whether they have actually worked forty (40) hours or not.
- 8.4.4 Employees cannot receive overtime pay on top of overtime pay or on top of premium pay (pyramiding). If an employee is on overtime, he/she shall receive only the overtime pay (time and one half) and under no circumstances shall any employee receive double time (except on holidays as set forth in Article 10.4) or triple time pay.
- 8.4.5 Compensatory Time – Employees that are offered compensatory time may opt to accept it or not. All compensatory time will be at the applicable rate of pay (straight time or time and one half for overtime).
- 8.4.6 Compensatory time shall be granted, whenever possible, during the pay period in which the extra time was worked, however no later than the succeeding pay period. If the compensatory time is not taken within two (2) pay periods said employee(s) will receive the pay in their next paycheck.
- 8.4.7 Employees will not be required to take work home to do on their own time without compensation. However, compensation will not be paid for hours worked outside of the employee's assigned work schedule unless the work was required and approved by the employee's immediate supervisor in advance.

#### 8.5 Working Two Positions

Employees shall have the ability to work two positions within the school district. The combination of the two positions cannot exceed 40 hours within a five-day work week (Monday-Friday) The employee's contract with the most contracted time shall be the driver for benefits levels and shall be the only exclusion under the CBA. An employee working two positions shall complete an Affordable Care Act statement annually waiving any right to family coverage under Article 21 but may voluntarily participate in the Board's insurance plan for family coverage at their own expense.

### **ARTICLE 9 – ABSENCES AND LEAVES**

## 9.1 Sick Leave

Each employee shall be entitled to sick leave accumulated at the rate of fifteen (15) days per year of service, computed to one and one quarter (1-1/4) days per month and prorated to his/her scheduled work day. All sick leave will be paid at the rate of loss incurred while absent.

Hours of accumulated sick leave shall be reported on the employee's pay stub. An employee may claim a minimum of one (1) hour of sick leave usage.

## 9.2 Acceptable Reasons for Use of Sick Leave

Acceptable reasons for the use of sick leave are:

### 9.2.1 Personal illness

Exposure to contagious disease  
Pregnancy Disability  
Personal injury  
Illness or injury in the immediate family

For the purposes listed above, immediate family shall be interpreted to include father, mother, husband, wife, child, or any member of the family or household who lives in the same house and is dependent upon the employee as per requirements under the rules and regulations of the Internal Revenue Service. A doctor's verification is required for absences pertaining the grandparents and/or in-laws.

### 9.2.2 Death in the immediate family

For the purpose listed above, immediate family shall be interpreted to include father, mother, grandfather, grandmother, brother, sister, husband, wife, child, grandchild, in-laws (mother, father, sister, brother, son, daughter) or any member of the family or household who lives in the same house and is dependent upon the employee as per requirements under the rules and regulations of the Internal Revenue Service. Bereavement time shall be limited not to exceed 10 work days.

## 9.3 Documentation of Sick leave

9.3.1 An employee absent for more than three (3) consecutive work days must supply a physician's note to be eligible for paid sick leave, unless waived by the Employer.

9.3.2 If an employee fails to submit adequate proof of illness, injury or death of an immediate family member upon request, or in the event that upon such proof as is submitted or upon the report of medical examination, the Board, at its reasonable discretion, finds there is not satisfactory evidence of illness,

injury or death sufficient to justify the employee's absence, such, leave may, at the Board's discretion, be considered an unauthorized leave and shall be without pay.

- 9.3.3 Any abuse of patterned use of sick leave shall be just and sufficient cause for disciplinary action, up to and including termination.
- 9.3.4 The Board may require an employee who has been absent for more than ten (10) consecutive work days, due to personal illness or injury, prior to and as a condition of his/her return to duty, to be examined by a physician designated and paid by the Board, to establish that he/she is not disabled from the performance of his/her duties and that his/her return to duty will not jeopardize the health and safety of other employees or children.
- 9.3.5 Medical appointments should be scheduled during non-working time if possible. Sick leave may be used for a doctor's appointment if notice is given to management at least one (1) day prior to the appointment. In an emergency situation, a doctor appointment can be made the same day and verification of the appointment will be required.

#### 9.4 Accumulation of Sick Leave

The maximum number of sick leave days accumulated shall be unlimited.

#### 9.5 Transfer of Sick Leave

An employee who has prior employment with an Ohio public agency, providing that such employment has been within ten (10) years from the time of employment with the Parma City School District, may transfer his/her unused sick leave. To receive such credit, the new employee shall present to the Treasurer a certificate from the public agency in Ohio for which he/she was most recently employed. Such certificates shall indicate the amount of unused sick leave accrued by the employee and not paid as severance pay at the time of separation of employment from the agency per Revised Code Sections 3319.141 and 124.39.

#### 9.6 Sick Leave Bank

- 9.6.1 Parma City Schools will establish a Sick Leave Bank to provide for paid sick leave for qualifying absences that exceed the amount of sick leave accumulated by an employee.
- 9.6.2 The Sick Leave Bank shall be funded by voluntary donations and subject to the guidelines below:
- 9.6.3 In the event an employee requires leave due to a life-threatening illness or injury, and the employee has exhausted his/her sick leave, the Union and

administration will meet to discuss possible alternatives, including the donation of sick leave days by other bargaining unit members. Each situation will be discussed and addressed on a case-by-case basis.

a. General Guidelines

1. The Sick Leave Bank (“Bank”) may only be utilized for cases of (a) catastrophic or life-threatening illness or disability or (b) serious, severe and/or debilitating injury or illness, as determined by the Sick Leave Bank Committee (“Committee”), affecting the employee. Annual limits upon each type of leave are set forth below in Section c. The Bank will not extend to any other individual, regardless of relationship to the employee.
2. The Committee is comprised of two (2) Association Presidents – the applicable Association President and designee appointed by the applicable President - and the District’s Human Resource Director or his/her designee. One of the Association appointees shall serve as the Committee Chairperson. Association committee members shall be permitted leave time without loss of compensation for their duties.
3. Tentative approval will be by majority vote of the Committee; however, the Superintendent or his/her designee will issue a final approval. If the Superintendent or designee rejects the Committee’s approval, written reasons shall be provided to the Committee.
4. An employee may use the Bank only if he/she has been an employee for at least one (1) full contract year (at least 120 days of service) and has donated upon the solicitation seeking donated sick days prior to the request to draw days from the Bank.
5. A recipient must have exhausted all of his/her paid leave (sick, vacation or any other paid time off) prior to his/her receiving any donation from the Bank.
6. A recipient of donated days must apply for SERS disability retirement, as appropriate. If an employee withdraws his/her application, the employee will notify the District within two (2) work days of the withdrawal or will forfeit all sick leave bank benefits. Once the member becomes eligible for SERS disability, the member is no longer eligible to apply for, receive or use Bank days.

b. Donations

1. An employee may donate an annual total of five (5) sick days. Days must be donated in full-day increments only, and may be donated in any increment less than or equal to five (5) days. At any time in which one or

more sick days are donated, that employee must have a sick leave balance of at least fifteen (15) days, after subtracting the donated day(s). The Human Resource Department will solicit and receive donations in October each year.

2. An employee's donation shall be converted to hours based upon the length of that employee's workday at the time of donation. For example, if a two-hour position donates a "day" to the Bank, it shall be converted to two hours of time for the Bank for subsequent use.
3. A request to donate must be made in writing, signed by the donor and delivered to the Committee.
4. In the event that the balance of the Bank reaches thirty (30) days or less (which shall be defined as the equivalent of 240 hours of Bank time), the Committee may solicit donations for additional days.
5. The donation of sick day(s) is irrevocable. Any days not used by the recipient shall revert back to the Bank and will not be returned to the donor(s).
6. The donation of sick day(s) to the Bank is to be determined in the sole discretion of the donor. No employee has the right to expect a sick day donation, and donors shall not be subject to undue pressure to donate. Solicitation of donations is permitted by the Committee, but not by the intended recipient.

c. Receipt of Donated Days

1. An employee may file a request for donations with the Committee by submitting a letter from his/her physician describing the condition or prognosis or a copy of his/her application for disability leave. Such information shall be kept confidential and shall be maintained in the Human Resources office.
2. As set forth in Section a above, the Committee will determine whether the requesting employee may utilize the Bank. An employee seeking days will be required to acknowledge that the Committee may receive confidential medical information about the employee and must waive any legal claim of a privacy violation related to the Committee's access.
3. If the Superintendent approves the request, the donated days shall be provided in terms of hours to the employee based upon the recipient's workday at the time of the approval. Therefore, if an employee is contracted to work for two hours, they will receive two hours' worth of paid time off at their regular hourly rate for that "day." Accordingly, two hours will be subtracted from the Bank.

4. The Committee Chairperson will forward an approved request to the Payroll Department for processing. In situations of catastrophic, life-threatening or disability situations, an employee may receive an annual total of no more than seventy-five (75) donated sick days, which shall be allocated to the employee (and subtracted from the Bank) on an as-needed basis in hours based on the regular hours of the employee's workday. In the situations of serious, severe or debilitating illness or injury, an employee may receive an annual total of no more than thirty (30) donated sick days, which shall be allocated to the employee (and subtracted from the Bank) on an as-needed basis in hours based on the regular hours of the employee's workday.
5. While donated days will be issued to the recipient on an as-needed basis, at retirement or any other separation from service, any donated sick day(s) remaining in a recipient's accumulated sick day total shall be subtracted from the recipient's sick leave balance. Likewise, donated sick day(s) cannot be converted for payment at any time.
6. The sick day donation process is a discretionary service. All decisions made under this section shall be final and binding and will not be grievable. Likewise, no decision shall set a precedent for future decisions.

## 9.7 Long-Term Leave of Absence

### 9.7.1 Parental Leave

- a. A parental leave of absence without pay may be granted by the school district for up to one (1) year for child care or adoption of a child. Upon approval by the Board, the leave may be extended to not more than one (1) additional year.
- b. Individuals on long-term leave may continue all group insurance coverage available through the Board of Education by reimbursing the Board for premium costs until termination of leave. Failure of the individuals to forward premium payments to the Board at the stipulated times will terminate this option.
- c. The Board will return the individual to a comparable assignment (same total hours, same job classification, appropriate wage schedule placement) to that held before going on long-term leave, unless the employee otherwise would have been laid off or reassigned even if he/she had not gone on leave. Any person returning from leave shall not be entitled to advancement on the salary schedule for the period of absence, unless they have actually worked sufficient days to qualify under Section 7.5. Sick leave shall not accrue during time on unpaid leave unless otherwise required by law.

### 9.7.2 Other Leave

- a. A long-term leave of absence without pay may be granted by the school district for up to one (1) year for family obligations.
- b. Individuals on long-term leave may continue all group insurance coverage available through the Board of Education by reimbursing the Board for premium costs until termination of leave. Failure of the individuals to forward premium payments to the Board at the stipulated times will terminate this option.
- c. The Board will return the individual to a comparable assignment (same total hours, same job classification, appropriate wage schedule placement) to that held before going on long-term leave, unless the employee otherwise would have been laid off or reassigned even if he/she had not gone on leave. Any person returning from leave shall not be entitled to advancement on the salary schedule for the period of absence, unless they have actually worked sufficient days to qualify under Section 7.5. Sick leave shall not accrue during time on unpaid leave unless otherwise required by law.

### 9.8 Personal Leave

- 9.8.1 Up to three (3) days of paid personal leave each year (July 1 through June 30) will be granted each employee in accordance with the provisions as set forth in O.R.C. 3319.142. For new employees only, those employees beginning service in Parma between July 1 and October 31 will be granted up to three (3) days of personal leave. Those new employees beginning service November 1 through January 31 will be granted up to two (2) days of personal leave and those employees beginning service February 1 or later of any school year will receive no personal leave days.
- 9.8.2 The following employee options are available for unused personal leave and must be selected by May 1 of each year:
  - a. Transfer unused personal leave days to the employee's accumulated sick leave days at the end of each school year. Option "A" will be automatically implemented if the employee does not select options "B" below:
  - b. Be compensated at the following rate for unused personal leave at the end of each school year: a full day at the employee's average daily rate of pay per accrued day up to three (3) days.
- 9.8.3 Abuse of personal leave shall constitute just cause for disciplinary action.
- 9.8.4 Probationary employees shall not be entitled to accumulate nor use personal leave during their probationary period. The exception to this provision shall be those

employees who accept a promotion who shall continue to be entitled to personal leave as set forth in this article.

- 9.8.5 The maximum number of employees that will be allowed to use personal leave on any given day can be restricted by the employee's immediate supervisor when necessary due to valid operational considerations.
- 9.8.6 Personal leave shall be granted to transact necessary personal business or attend to affairs of a personal nature which are not covered by sick leave policy. Personal leave is not to be used to extend holidays or recesses, for childcare or to seek or engage in gainful employment.. Subject to the restrictions in Section 9.7, supervisors may approve the use of personal leave during a school-year recess for employees who regularly work during these times.
- 9.8.7 Requests for personal leave during the first or last five (5) school days of the students' scheduled school year must specify the reason for such leave.
- 9.8.8 A personal leave day is the same as the employee's normally scheduled workday. With the exception of bus drivers/bus monitors, a minimum of one-half day can be requested prorated according to the normal workday. Bus drivers/bus monitors can request personal leave in hour increments; however, no such request for leave can interrupt or split the bus driver's/bus monitor's run.
- 9.8.9 Requests for a single personal leave day need not specify the reason and shall be submitted to the supervisor at least three (3) days prior to leave.
- 9.8.10 Requests for two (2) or three (3) consecutive days of personal leave must specify the reason and shall be submitted at least three (3) days prior to leave.
- 9.8.11 Where an emergency exists, a request may be submitted with less than the above mentioned time schedule if the specific reason for leave is stipulated.

#### 9.9 Jury Duty/Court Appearance Leave

In all cases where employees are summoned to appear before the court or a grand jury and in cases in which they are neither the petitioner nor the defendant, they shall be paid their regular rate of pay for the days required.

#### 9.10 Assault Leave

- 9.10.2 An employee will be eligible for assault leave when it is clearly established that such absence has directly resulted from a physical assault occurring during the course of Board employment on school grounds, during school hours, or at school sponsored functions at which attendance is required. Full pay status under Assault Leave can be granted up to a maximum of thirty (30) days.
- 9.10.3 Before assault leave compensation will be provided, an assault report with the

appropriate law enforcement agency must be filed within seventy-two (72) hours of the alleged assault. This period may be extended if the extent of the employee's injuries preclude filing a timely report. However, if the assault occurs, which is caused by a student whose behavior is a manifestation of his/her disability, the employee may not be required to file such a report as determined by the administration.

9.10.4 Such eligibility shall be determined by the Superintendent or designee and will be based on a signed statement on the appropriate form which shall include, but not be limited to, the following:

- a. Nature of the injury.
- b. Date and time of occurrence.
- c. Identification of the individual or individuals causing the assault, if known.
- d. Facts and circumstances surrounding the assault.
- e. A certificate from a licensed physician describing the nature of the injury sustained causing absence. However, the Board has the explicit right to require the employee to see a Board appointed physician, at the Board expense, to obtain a second opinion regarding the severity of the injury and the necessary leave time.
- f. A statement indicating a willingness to participate and cooperate with the Board of Education if the Board decides to pursue legal action against the assaulter(s).

9.10.5 Such payment under Assault Leaves to be in lieu of any per diem income from Workers' Compensation. Following such leave, the employee shall be returned to duty provided he/she is physically fit to assume normal responsibilities, has not resigned, or become eligible for disability retirement. Such determination shall be made by the Superintendent or designee, based on the opinion of the employee's licensed physician. Falsification of the signed statement to determine eligibility for assault leave benefits or the physician's certificate is grounds for suspension or termination of employment.

9.10.6 The Board will support and cooperate with any employee who uses reasonable force in restraining a student who is causing or threatening to cause harm to another person.

#### 9.11 Military Leave

Employees shall be entitled to military leave consistent with federal and state law. Requests for military leave shall be submitted to the Director of Human Resources.

### **ARTICLE 10 – PAID HOLIDAYS**

10.1 Holidays for 11 and 12 Month Employees

Eleven (11) and twelve (12) month employees:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day (only 12 month employees)
- Christmas Day
- New Year's Eve Day (only 12 month employees)

10.2 Holidays for 9 and 10 Month Employees

Nine (9) and ten (10) month employees:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Christmas Day

10.2.1 Nine (9) and ten (10) month employees shall receive holiday pay for Independence Day when he/she works the day before and the day after such holiday.

10.3 Eligibility for Holiday Pay

In order to qualify for holiday pay, an employee must accrue earnings on the last regularly scheduled workday

10.4 Compensation for Work Performed on Holiday

All work performed on a holiday will be compensated at time and one-half in addition to the employee's regular rate of pay.

**ARTICLE 11 – VACATIONS**

11.1 Eligibility

11.1.1 All regular forty-six (46) and fifty-two (52) week employees plus salaried secretaries, salaried clerks, and salaried cafeteria managers will be entitled to paid vacation. The vacation year shall begin on July 1 and end on June 30.

11.1.2 When a bargaining unit member moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule shall be determined by the following formula: (# Years in part-time position) times (number of weeks assigned divided by 52 weeks) = equivalent number of years in twelve month or 52 week position. Example: 13 years as a 42 week employee moving to a 52 week position = 13 X .8076 (42 divided by 52) = 10.5 years credit for the twelve month (52 weeks) position. Therefore, based on this formula and applied in section 11.2 the member would be entitled to 20 days of vacation.

11.2 Earned Vacation Days (Per Year)

<u>Weeks Worked</u>	<u>After Completion of:</u>					
	<u>1</u>	<u>5</u>	<u>7</u>	<u>10</u>	<u>12</u>	<u>15</u>
	<u>YR.</u>	<u>YR.</u>	<u>YR.</u>	<u>YR.</u>	<u>YR.</u>	<u>YR.</u>
46-Wk. Employees	0	4.5	6	9	11	13.5
52-Wk. Employees	10	15	17	20	22	25

11.3 Exclusions to Vacation Schedule

Salaried secretaries and salaried clerks in the 38-42 week category hired prior to February 18, 1992 and Cafeteria Managers Hired as Cafeteria Managers prior to January 1, 1991, will continue to be eligible for vacation as outlined in Article 11.4. Salaried secretaries and salaried clerks in the 38-42 category hired after February 18, 1992 and Cafeteria Managers hired after January 1, 1991, will not be eligible for the vacation schedule as set forth in Article 11.4.

11.4 Earned Vacation Days (Per Year)

<u>Weeks Worked</u>	<u>After Completion of:</u>			
	<u>1</u>	<u>5</u>	<u>10</u>	<u>15</u>
	<u>YR.</u>	<u>YR.</u>	<u>YR.</u>	<u>YR.</u>
38-Wk. Employees	0	4	8	12
40-Wk. Employees	0	4	8	12
41-Wk. Employees	0	4	8	12
42-Wk. Employees	0	4	8	12

## 11.5 Prorated Vacation Upon Separation from Employment

Upon separation from employment an employee is entitled to the prorated share of vacation earned in that year (if the employee has completed at least one [1] year of service) as provided in Section 3319.084 of the Ohio Revised Code.

## 11.6 Requests for Vacation Days

Requests for vacation days must be submitted at least five (5) days in advance and must be approved in advance by the employee's immediate supervisor. In emergency circumstances, employees may request vacation days with less than five (5) days' notice. Vacation time must be taken in no less than two (2) hour segments.

# ARTICLE 12 – IN-SERVICE/PAID TRAINING

## 12.1 In-Service

12.1.1 All in-service courses, as determined by the Administration and/or State law as mandatory, shall be held during the employees' normal working hours or may be held on regularly scheduled in-service days. All Media Assistants shall be given in-service training on audio / computer equipment regarding its use and maintenance. The administration may require employees to attend training on at least one of the scheduled in-service days. The administration shall provide no less than five (5) working day notice for all training. Employees attending in-service courses with prior written approval by the building principal, or Superintendent's designee if applicable, at a time other than their normal work hours shall be paid at their regular, straight time rate of pay for attendance at such courses providing they successfully complete the course.

12.1.2 All expenses incurred for in-service courses such as instructors' fees or books shall be paid by the Board.

12.1.3 The Wednesday before Thanksgiving shall be addressed in the following manner:

- a. All 52-week salaried employees, except those required to work evening parent teacher conferences shall be scheduled to work. For all non 52-week hourly employees the Wednesday before Thanksgiving shall be addressed in the following manner:
  1. Cleaners will be offered work in a building, not necessarily their own, for the same number of hours they normally work each day (not necessarily their normal work schedule) or take unpaid time off and shall not lose holiday pay.
  2. Cafeteria will be offered work in a cafeteria, not necessarily their own for the same number of hours they normally work each day (not necessarily

their normal work schedule) or take unpaid time off and shall not lose holiday pay.

b. Transportation:

1. Employees who have a parochial route shall work and will receive their AM-PM guaranteed time or attend the in-service training with prior approval from immediate supervisor. (The supervisor's decision to approve or not approve shall not be grievable). All other transportation employees shall be assigned to attend the in-service training and/or work unless the employee opts to take unpaid time off and shall not lose holiday pay. If the in-service training results in less time than that guaranteed to the driver on his/her normal work day, such driver shall have the option of making-up the lost time by performing work as assigned by the transportation supervisor.
2. If the in-service training results in more hours than the parochial guaranteed time, the driver running the parochial routes shall have the option to work the difference in time performing work as assigned by the transportation supervisor in order to make-up the lost time.

c. Local #160

1. All 52-week salaried employees and all non 52-week salaried employees who are not assigned to buildings when parent teacher conferences are scheduled represented by Local 160 shall be assigned to work, may take a personal day or may opt to take unpaid time off. If the employee takes unpaid time off, such unpaid time off shall not affect the employee's holiday pay. If the employee opts to take unpaid time off, he/she shall so inform the administration no later than November 15th of each year.
2. All 52-week High School Secretaries, non 52-week salaried employees assigned to buildings where evening parent teacher conferences are scheduled, plus hourly clerks and media assistants shall be assigned to work the two evening Parent- Teacher conferences in lieu of working the Wednesday before Thanksgiving or may opt to take unpaid time off or take ½ personal leave day per conference with prior approval from the building principal. (The principal's decision to approve or not approve shall not be grievable.) If the employee takes unpaid time off, such unpaid time off shall not affect the employee's holiday pay.
3. Hourly employees represented by Local 160, with the exception of those mentioned above are not scheduled to work the day before Thanksgiving, which will not affect their holiday pay.
4. If any other employee is required by a building principal to attend parent/teacher conferences, such employee will not be required to work the

Wednesday before Thanksgiving unless the employee states that a personal obligation prohibits him/her from attending the parent/teacher conferences. If the employee does not attend the parent/teacher conferences due to a personal obligation, said employee will be docked an amount of time equal to their regular schedule for one day and must then adhere to the provisions of section 1 and 2 above. Any employee who does not attend the parent/teacher conferences or in-service training will not be paid for such time.

## 12.2 Staff Development

12.2.1 To be eligible, an individual must work a minimum of twenty (20) hours per week. To qualify, such participation must be done outside of working hours. To receive reimbursement, prior approval must be secured from the Director of Human Resources for seminars, workshops, continuing education courses, or college accredited courses which are job related. Said employee shall submit, in writing, a letter to the Director of Human Resources with a copy to his/her immediate supervisor requesting approval for the course of study for which he/she wishes to receive compensation. A maximum payment to any one (1) individual will not exceed one hundred (\$100.00) dollars during any one fiscal year beginning July 1 and ending June 30 to cover tuition, registration fees, or cost of books and supplies. A record of such participation will become part of the employee's personnel file.

12.2.2 A nominal fee of one (\$1.00) dollar will be charged to classified employees who wish to enroll in adult evening classes. The evening classes shall be limited to no more than two (2) classified employees per class session. Such enrollment shall be based on first come, first served.

## 12.3 Professional Day

12.3.1 All employees with four (4) or more years of experience in the system will be entitled to one (1) floating professional day each year. The total number of such professional days which may be approved in any year shall not exceed ten (10%) percent of the total professional days for all employees in any one (1) year.

12.3.2 The employee shall submit the Employee's Request To Be Absent form to his/her immediate supervisor/department head for approval prior to the day required.

12.3.3 In order to receive payment, the employee shall submit verification of attendance at the professional meeting.

## 12.4 Paid Training

12.4.1 Any training required or completed on the behalf of Parma City Schools shall be paid at the employees' regular rate of pay for all hours necessary to complete the training or the district will allocate time during paid professional development days for employees to complete necessary training.

12.4.2 There will be a total of two paid professional development days per school year. Scheduling of the professional development days shall be in conjunction with the process of approving the school calendar.

**ARTICLE 13 – RETIREMENT/SEVERANCE PAY**

13.1 Provisions

Employees who retire from active service in the Parma City Schools may elect to be paid in cash for sick leave accumulated and unused at the time of retirement on the following basis:

13.1.1 The following will be used to determine payment for sick leave accumulated and unused at the time of retirement.

13.1.2 Upon written application to the Treasurer, those employees with accumulated and unused sick leave at the time of retirement will be paid a sum equal to the value of the percentage set forth below.

0-100 days at 30%	=	+ 30 days maximum
101-146 days at 50%	=	+ 22.5 days maximum
147-197 days at 75%	=	+ 37.5 days maximum
198-242 days at 100%	=	+ 44.0 days maximum
TOTAL	=	134 days maximum

13.1.3 Such payment shall be based on the employee’s daily rate of pay at the time of retirement. Payment of sick leave on this basis shall be considered to eliminate all sick leave credit accrued to the employee. Such payment shall be made only once to any employee.

13.1.4 Any employee who severs employment with the district other than retirement and has at least fourteen (14) years of service at no less than three (3) hours per day may elect to receive a lump cash payment as outlined in 13.1.1. Payment of sick leave on this basis shall be considered to eliminate all sick leave credit accrued to the employee. Such payment shall be made only once to any employee.

13.1.5 The beneficiary of any employee who dies prior to retirement shall be eligible to receive the benefits as outlined in 13.1.1.

13.1.6 Any employee who severs employment in the district shall be notified in writing by the Treasurer of the eligibility for and the right to receive the commuted sick leave benefits.

**ARTICLE 14 – CAFETERIA PROVISIONS**

14.1 Unauthorized Use of Cafeteria Equipment

No cafeteria kitchen or kitchen equipment within the Parma City Schools will be utilized without an authorized cafeteria employee or administrative supervisory employee present.

14.2 Cafeteria Uniforms

Each cafeteria employee shall receive two (2) uniforms yearly which shall include at the employee's option any combination of either two pairs of pants, two shirts and/or smock and shall be required to wear the standardized uniform while on duty. Hairnets will be worn at all times, unless specifically excepted.

14.3 Premium Pay

Cafeteria employees will be paid at the rate of time-and-one-half (1-1/2) their regular rate of pay for working morning and evening banquets/dinners or special functions held in the Parma City Schools' Cafeterias and any other special events outside normal working hours.

14.4 Lunch

The Board will provide a Type A lunch for all cafeteria employees wishing to take advantage of it. Employees can purchase ala carte items at adult prices.

14.5 Compensation for OSNA Certification

Cafeteria personnel who have acquired and maintain Ohio School Nutrition Association Certification will be given a two (2) percent wage adjustment.

14.6 Extra Time

If extra time is needed for preparing elementary products, end of the month inventory, or paperwork, extra time will be granted with the approval of the District Cafeteria Supervisor. Exception to the approval process shall be allowable for necessary ordering duties.

14.7 Substitute Assignment

Regular employees shall not be subject to substitute assignment for absent employees in a different building except by agreement of the employee.

14.8 Substitutes for Employee Absences

In the event a cafeteria employee is absent, a substitute will be employed to fill in as soon as possible, but the position shall not be non-attended for more than two (2) days.

14.9 Substitute List

The cafeteria department will make every attempt to maintain a list of not less than

ten(10) substitute employees.

14.10 Compensation for Off-Site Laundry Services

If required by the district, Elementary managers shall receive additional compensation in the form of a monthly stipend of \$65.00 for doing district laundry at home.

14.11 Assignment During Final Examination Week(s)

During the student final examination week(s) at each high school, the administration shall have the express right to restrict the number of employees assigned to work that specific week. If such restriction occurs, it shall be implemented on a seniority basis. However, any employee not assigned to work during the final examination week(s) at the high school(s) shall be offered the opportunity by seniority to substitute for an absent elementary or Jr. High employee during this time period prior to offering such elementary or Jr. High position to a non-bargaining unit substitute.

14.12 Special Function Assignments

14.12.1 When cafeteria employees are needed for special functions, such positions will be posted in the kitchens at each building. Employees who are interested in working at these special functions shall so notify their immediate supervisor.

14.12.2 The immediate supervisor shall then offer the position(s) to the most senior employee(s) on a rotating basis at that building where the special function occurs and then to those interested employees district wide based upon seniority and on a rotating basis.

14.13 Substitute Assignments in the Elementary Kitchens

14.13.1 Regular secondary cafeteria employees who have been trained to substitute at the elementary level, shall be offered a substitution position in the elementary kitchens prior to offering such employment to a non-bargaining unit substitute. Opportunities to substitute under this paragraph shall be done on a seniority rotation basis. The trained elementary substitute shall remain in that position until such time as the regular employee returns.

14.13.2 In the event that there is a trained elementary substitute working in that school, they will be offered the opportunity to fill the position. If there are no trained elementary substitutes available in the District, the position will then be offered to the other cafeteria employees (by seniority) in that school.

14.14 Training by Attendant Manager

A cafeteria employee (Attendant Manager) who provides training for elementary managers shall receive additional compensation in the form of a daily stipend of \$25.00 for up to five (5) days for providing such training.

14.15 Assignment on Early Release Days

On those days that elementary students are released early due to record keeping or for completion of grades by the teachers, field days or any other days that cafeteria services are not provided, the elementary cafeteria employee(s) who are not assigned to work at the elementary school will be offered any available substitution assignment at the middle school or high school on a seniority and rotation basis prior to offering such employment to a non-bargaining unit substitute.

14.16 Change in Assignment

Prior to the end of the school year, the District Cafeteria Supervisor will make every attempt to notify each cafeteria employee of any change in his/her following school year assignments.

14.17 Reclassification of CF4 Position at PVES

The current CF4 position at Pleasant Valley Elementary School shall be reclassified as a CF-5 and shall be paid accordingly to the CF5 rate of pay.

14.18 Availability of Position in the Food Service Department

When a position due to absence within the Food Service department becomes available, this position shall be offered to Food Service employees, by seniority in each building where the opening is to occur. If the position(s) are not filled under this paragraph, the position shall be offered to other employees in the Food Service department within the district.

**ARTICLE 15 – TRANSPORTATION PROVISIONS**

15.1 School Bus Driver Classification

Only classified school bus drivers will be allowed to operate any school bus or van owned or leased by the Parma City School District, and used for the purpose of transporting students. Any school district employee with a CDL and state certification or van certification can be utilized to drive school vehicles. Properly licensed monitors will be given the first opportunity to drive. Exceptions to the monitor preference will be made if one or more of the following conditions exist:

15.1.1 Extra trips utilizing a van which include an overnight stay as part of the trip.

15.1.2 Extra trips utilizing a van and which involve transportation of seven (7) or less students to any one (1) activity.

15.1.3 If management determines that a driver/monitor cannot fulfill the duties as bid or assigned, management maintains the right to remove and reassign that

driver/monitor.

## 15.2 Driver Requirements – Accident Reporting

All bus drivers shall report any and all traffic citations while driving a Board owned or Board leased vehicle to the Transportation Director within twenty-four (24) hours of receipt of such citation and shall report any traffic conviction in any other vehicle within twenty-four (24) hours of such conviction.

## 15.3 Employment Guarantee – School Bus Driver

15.3.1 Drivers with an employment date on or before February 1, 1999 will be guaranteed five and one-half (5½) hours of work for a.m. and p.m. routes once they have completed eight (8) years of service in the Parma City School District Transportation Department. The district shall maintain no less than 15% of all contracted routes at five and one-half (5½) hours for a.m. and p.m. route guarantees for Parma City School District Transportation Department. All remaining routes shall be guaranteed/contracted at four and one-half (4½) hours for a.m. and p.m. route guarantees for the Parma City School District Transportation Department.

15.3.2 The transportation supervisor/designee shall be obligated to maximize routes. At no time shall a route(s) be created or split to avoid an increase in contracted hours or to avoid an increase in benefits levels.

15.3.3 Effective with the August 2001 bid, the Parma City School District will maintain no less than ten (10) bid spare positions, with five (5) having a five and one-half (5½) hour guarantee. However, if there is a reduction in the transportation program, which would cause drivers to be laid off, then the number of bid spare positions shall be reduced to no less than six (6).

15.3.4 A driver's a.m. and p.m. guarantee in conjunction with a mid-day route bid and any extra work assignments cannot exceed 40 hours in a five-day period (Monday-Friday).

15.3.5 Drivers will be permitted fifteen (15) minutes to pre-trip their assigned vehicles with the appropriate amount of time being added to reach their first pickup.

15.3.6 Schedules for Mid-Day, Mid-Day spares, and midday shuttle routes will be guaranteed one and one-half (1½) hours of pay.

15.3.7 All kindergartens, Midday shuttle, and midday field trips are time over and above the a.m. and p.m. guarantee.

15.3.8 Bus monitors will be guaranteed the same a.m., p.m. and midday hours as the drivers they work with.

15.3.9. Bus monitors who elect to drive a van will be paid at the starting school bus

driver's hourly rate for all hours worked driving a van.

15.4 Bidding Procedure – School Bus Driver/Monitor

- 15.4.1 Classification seniority will apply only to the Transportation Department forbidding/bumping procedures and will be defined as the length of employment by an employee in a particular classification as computed from the employee's most recent date of entry into such classification. In the case of a reduction in force, Article 6.7 (RIF) will apply.
- 15.4.2 Drivers/Monitors must comply with all applicable federal and state regulations.
- 15.4.3 Any driver/monitor on an unpaid leave shall not continue to accrue transportation classification seniority for bidding purposes only unless such employee meets the seniority requirements set forth in Appendix B (120 days or more in active pay status = 1 year of seniority, etc.)
- 15.4.4 Any bus driver/monitor who does not pass the annual physical exam by August 1 of each year will not be allowed to bid in the August bid process. Such drivers/monitors who then pass their physical and return to work will be a spare driver with a guarantee as outlined in 15.3 and will be eligible to bid for routes, by seniority, as they become available.
- 15.4.5 The date of the bid and the general employee meeting will be established and posted two (2) weeks prior to the end of the preceding school year and will take into consideration both public and nonpublic start date calendars. On the day of the bid, drivers/monitors will be paid a guarantee of two (2) hours at the driver/monitor hourly rate.
- 15.4.6 No routes will be posted that do not begin within the first month of the school year.
- 15.4.7 On the day of the bid, employees shall report for the bid process fifteen (15) minutes prior to their scheduled bid time. Employees who are on the following approved absences under Jury Duty, Bereavement Leave, Personal Leave, a qualified FMLA leave or a bus driver/monitor assignment shall have the ability to "proxy" bid. The employee must notify the transportation supervisor and the current Union President and/or Designee that he/she is electing to "proxy" bid and provide in writing the necessary information that will allow for the bid procedure to proceed in a timely fashion.
- 15.4.8 All routes for public, nonpublic, special education, Mid-Day, shuttles, and all known transportation requirements will be posted for review five (5) working days prior to the announced bid dates.
- 15.4.9 All routes will indicate a starting time, starting point, pickup and drop-off points, student names, and total route hours and the need for a monitor if applicable. All

routes are subject to revision at any time and additional routes will be added as necessary.

15.4.10 Immediately after the bid procedure for four and one-half (4 ½) hour drivers, bus monitors shall, by classification seniority, pick the route and/or Mid-Day of their choice from a list of routes made available by the Transportation Director. If changes in assignment become necessary after the bid, the Transportation Director will meet with the monitors before the change is implemented.

#### 15.5 Assignment of the A.M., P.M. and Mid-Day Bid Spares

15.5.1 On a daily basis, routes will be assigned to spares by seniority with the most senior spare receiving the route with the most time. Extra work assignments will not be part of the am., Mid-Day or pm. for assignment purposes.

15.5.2 If the regular driver/monitor returns to work, the spare will not be assigned a route that has already been assigned to another spare.

15.5.3 If a route becomes vacant due to a known long-term absence of three (3) or more working days, the route shall be offered to unassigned spares/monitors by seniority. (If no one accepts the vacant route due to a known long term-absence, the route shall be assigned according to section "E" below.)

15.5.4 After three (3) consecutive working days the bid spare driver/monitor will assume the absent driver/monitor route and times. This route will be offered to unassigned spare drivers and monitors by seniority. If the bid spare driver or monitor accepts the offered assignment, he/she shall remain until the regular driver/monitor returns to work.

15.5.5 If no spare driver/monitor chooses to accept the route it will be mandated to the least senior spare driver/monitor available. This mandated assignment shall remain only until the regular driver/monitor returns to work or on the day a junior spare driver/monitor becomes available, the mandated driver/monitor shall be offered by the supervisor/designee the opportunity to bump out of his/her mandated route.

15.5.6 The spare driver/monitor will continue to report at their Bid Spare time in the am. and pm. if not assigned a route as outlined above.

#### 15.6 Mid-Day Route Spares

15.6.1 Mid-Day Route spares will be assigned routes by 8:00 a.m. from all known absences. Routes will be assigned with the most senior Mid-Day Route spare receiving the route with the most time. Absences reported after 8:00 a.m. will be assigned to the remaining Mid-Day Route spares in order of seniority.

15.6.2 All Mid-Day Route spares will receive a guarantee of one and one-half (1 ½) hours and work scheduled times that are assigned.

15.6.3 If additional Mid-Day Route drivers are needed they will be taken from the midday trip list by continuing rotation. Upon refusal of Mid-Day Route Spare assignment management maintains the right to mandate the least senior from the Midday trip seniority list. Monitors will be given the first option to fill a monitor position by continuing rotation.

#### 15.7 Ongoing Bid

15.7.1 After the August bid, any vacant route or route that increases the bid guarantee by more than (30) minutes shall be posted for three (3) work days. Any newly created route shall be posted for bid no later than ten (10) days after it has gone into effect. A partial route shall be posted for bid no later than thirty (30) days after it has gone into effect. These routes shall be awarded to the most senior driver/monitor who bids. If a route is subsequently vacated the route shall also be posted no more than two (2) additional times, with the remaining A.M. and P.M. routes being mandated to the least senior spare.

15.7.2 A driver/monitor who bids and receives a newly created or vacated route or who relinquishes a Mid-Day routes or shuttle route will not be eligible to re-bid for the remainder of the school semester.

15.7.3 When a monitor position becomes available, it will be offered to the monitors for bid by classification seniority.

15.7.4 Any remaining Mid-Day routes will be offered to the most senior driver/monitor (in declining order), without a guaranteed Mid-Day Route assignment.

15.7.5 All unaccepted Mid-Day routes will be mandated to the least senior driver/monitor.

#### 15.8 Non-Routine Definition

A non-routine trip is defined as the transportation of students for purposes other than regularly scheduled routes to and from school that requires the use of a school bus or vehicle owned or leased by the Parma City School District.

#### 15.9 Non-Routine Notification

The Transportation Director or designee will notify all drivers/monitors at least two (2) days in advance of approved trips. If notification of less than two (2) days' notice is given the appropriate list rotation will be followed with no charge for refusal.

#### 15.10 Non-Routine Assignment

15.10.1 All field trip requests will be date and time stamped as they arrive at the bus garage.

- 15.10.2 Non-routine trips will be assigned on a rotating basis from the appropriate trip list, by seniority, with the trip having the earliest date and time stamp being given to the first person in rotation.
- 15.10.3 Trips with the same date and time stamp will be assigned by the earliest trip origination date.
- 15.10.4 Midday trip drivers will be removed from the list if they refuse a trip. Midday trip drivers/monitors can request a maximum of two (2) bye request to be absent per semester.
- 15.10.5 The only exception to the above are the late trips, which are called after the normal day's assignments are called. The late trips going the same day will be assigned as soon as possible.
- 15.10.6 All Field Trip drivers will be removed from the list for the remainder of the current semester and the next following semester if they refuse six (6) byes per year or four (4) immediate byes per semester.
- 15.10.7 Immediate byes are to be used for emergencies only. Unjustified use of an immediate bye can be cause for immediate removal from the list.
- 15.10.8 Drivers/Monitors on the trip list may submit up to six (6) "pre-determined" byes which allows for the driver/monitors to inform the transportation office of their desire to by-pass the assignment of trips and any field trip before those trips are assigned.
- 15.10.9 Additionally, drivers/monitors on the trip list except Mid-Day and Athletics shall have the ability on the day of assignment of trips submit up to four (4) "immediate byes" informing the transportation office of their decision to "by-pass" that day's assignment of trips.
- 15.10.10 The above method of using "pre-determined" or "immediate" byes of assignment of trips shall come with no penalty to the driver/monitor exercising this right.
- 15.10.11 Drivers and monitors (monitors where applicable) may request a bye which is a request to be absent for any field trip before those trips are assigned, A maximum of six (6) "pre-determined" bye requests per year and four (4) bye requests to absent are permitted, per list, per semester.

## 15.11 Non-Routine Cancellation

- 15.11.1 In the event a long, weekend or holiday trip is cancelled after the driver/monitor reports for the trip, the driver/monitor is guaranteed a minimum of two (2) hours of show-up time and the next unassigned trip. If the trip is cancelled after the driver has left the pickup site for the trip destination, he/she will be guaranteed the minimum hours listed for the appropriate trip list and is not eligible for the next

unassigned trip.

15.11.2 If a short trip is cancelled, the driver/monitor shall receive a one (1) hour cancellation guarantee. If the driver/monitor taking such trip has clocked out and is required to clock back in for such trip. In such instance the driver/monitor will be eligible for the next unassigned trip if such short-trip is contiguous to the driver's/monitor's a.m., p.m. or Mid-Day route. the driver/monitor shall not receive any cancellation pay.

#### 15.12 Non-Routine Charging

15.12.1 Any time a driver/monitor accepts a trip, he/she will be charged on the appropriate trip list.

15.12.2 When a driver/monitor's name comes up on more than one list on a given day and the driving times are concurrent, the driver/monitor will not be charged for the trip refused. If the driver/monitor refuses both assignments, the driver/monitor will be charged for both.

15.12.3 If a driver/monitor cannot take a trip after accepting it, he/she will be charged for that trip and the trip will go to the next driver/monitor in rotation.

15.12.4 If a driver/monitor is absent on the day that he/she would be notified of a trip assignment, he/she will be charged for the trip and marked with an absence.

#### 15.13 Non-Routine Field Trip Lists

The Transportation Director will post and maintain by seniority six (6) extra trip lists, Midday, Long, Short, Weekend/Holiday Odd, and Athletic. All newly hired drivers who have passed their probationary period will be added to these lists unless they inform management of their desire not to be added.

##### 15.13.1 Midday Trip List:

- a. Midday trips are those trips that occur between the a.m. and p.m. routes, and run between 9:15 a.m. and 2:00 p.m.
- b. Midday field trip option will be available for sign-up at the August bid and from December 1st, through December 10th. All drivers who sign-up in December will be eligible for trips as of the first report day in January. In order to be eligible to sign-up for the Midday trip list, the driver must be available between the hours of 9:15 a.m. and 2:00 p.m.

##### 15.13.2 Long Trip List:

Long trips are guaranteed four (4) hours and are those weekday trips with a reporting time of 4:00 p.m. or after and all trips that occur on days that Parma

Schools are not in session.

15.13.3 Short Trip List:

Short trips are guaranteed two (2) hours and are weekday trips that occur between 9:30 a.m. and 2:00 p.m. and are generally over or back trips that leave the school district boundaries.

15.13.4 Holiday/Weekend Trip List:

- a. Weekend trips have a four (4) hour guarantee and are to be paid at one and one-half (1½) times the hourly rate. (ex. Drivers regular rate is ten (\$10.00) dollars per hour – 1½ times means driver receives total pay of fifteen (\$15.00) dollars per hour for weekend trip.)
- b. Holiday trips have a four (4) hour guarantee and are to be paid at the premium rate of pay in accordance with Article 10.4.

15.13.5 Athletic Trip List:

- a. Athletic trips are those trips with a report time prior to 4:00 p.m. in which students are being transported to an event at a time that conflicts with the regular p.m. routes. The athletic trip list option shall receive at least their p.m. guarantee.
- b. Athletic field trip option will be available for sign-up twice per school year, August and from December 1 through December 10th. All drivers who signed up in December will be eligible for trips as of the first report day in January.
- c. The first five (5) names that receive an assignment will receive athletic driver coverage for their p.m. trips. Out-of-district trips will receive first priority and then in-district trips will be assigned to a maximum of five (5) trips.
- d. These five (5) drivers will take athletic trips in place of their p.m. run. Their p.m. guarantee will become a part of the trip hours with p.m. reporting time appropriately adjusted to coincide with trip time.
- e. The Board will agree that athletic trips will be scheduled (not more than five (5) per day when the bus driver's regular route can be covered by an available spare driver.
- f. Any additional athletic trip(s) for the day may be assigned as over and back (Drop Only) assignment(s) and shall not be considered an athletic trip.

15.13.6 Odd Time A.M Trip List:

- a. Odd time trips are those trips with a report time before 9:00 a.m. and will receive at least their a.m. guarantee.
- b. The determination of whether or not such trips will be approved will be at the sole discretion of the Director of Transportation.

15.13.7 Over and Back Assignments:

- a. All over and back assignments are those assignments within the boundaries of the school district which will be assigned at the discretion of the Director of Transportation or his/her designee, from all drivers whose a.m. and or p.m. or Mid-Day route begins or ends close to the assignment. These assignments will be made part of a.m. Mid-Day route or p.m. guarantee and are not refusable.

15.13.8 Overnight Trip List:

- a. Driver/Monitors shall be paid for all hours (A.M. to P.M.) that are associated with and/or for the group participating in the overnight trip. The driver/monitor shall receive no less than eight (8) hours of rest plus one-half (1/2) hour of pre-trip time which adheres to ODOT regulations. All lodging and meals of the driver(s) or monitor(s) shall be covered by the district. These payments shall be determined between the district and driver/monitor prior to the commencement of the overnight trip.
- b. The transportation department shall maintain an overnight trip list that shall be on a continuous rotation and shall continue to rotate through the list with no roll back on July 1<sup>st</sup>.
- c. Drivers/Monitors offered an overnight trip may elect to refuse the offered trip without penalty.

15.13.9 Extra Work Assignments:

- a. Extra work assignments that continue on a regular basis will be posted for bid prior to the beginning of each semester or as scheduling changes occur. Drivers who bid on these assignments must meet the posted criteria and will be committed to the assignment for the time frame indicated on the bid. A driver cannot bid on these assignments if the time conflicts with other bids held by that driver or if the accumulation of the extra work assignment hours exceeds 40 hours in a five-day period (Monday-Friday).
- b. There are no guaranteed hours of work for these assignments except that the five (5) most senior bidders (driver or monitor) shall upon their bid be granted guaranteed hours for all hours bid under this section and shall receive all benefits afforded based on the accumulation of extra work assignments hours.

Hours of work assigned, or guaranteed hours assigned shall begin to be paid upon bid award.

- c. If a senior driver and/or senior monitor whose extra work assignment has been removed or the assignment has ended shall be able to exercise their right to bump a less senior driver/monitor extra work assignment hours.
- d. Bumping shall be for an extra work assignment that is closest to the removed assignment. At no time shall there be less than five (5) drivers and/or monitors who have guaranteed hours under this section.
- e. Extra work assignments that occur on an occasional basis will be assigned by seniority to drivers who are available at the bus garage at the time the assignment is made.
- f. After initial bid, if a hospitality route becomes available, the route must be reposted, and assigned to the highest seniority driver/monitor, if they are eligible.

15.13.10 License Renewal, Aide Permits and Random Drug Testing:

- a. Parma City Schools will pay the cost of a class B with school bus passenger endorsement renewal license every four (4) years for those employees required to maintain their CDL and will pay the fee for the renewal of aide permits for all actively employed monitors.
- b. Any employee required by Federal Law to participate in the random drug testing program will be paid for the time required to complete the testing. The Board and Union hereby agree to abide by all the requirements of the Omnibus Transportation Employee Testing Act of 1991, other federal and state laws, including the rules published by the U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA).
- c. Drivers will be paid the current training hourly driver training rate to a maximum of twenty-one (21) hours for recertification. The Board will provide a recertification-training program for drivers once per year at no charge.

15.13.11 Jackets:

Once an employee completes probationary period, the employee shall be provided with a jacket of their choice (spring or winter); and thereafter all drivers, bus monitors and mechanics shall receive a jacket (spring or winter) on the scheduled even year. This practice shall commence in the fall of 2020 for all employees.

15.13.12 Lunch:

The lunch period will be paid when a driver is on a field trip or has back to back runs, which do not allow one-half (1/2)-hour non-driving time.

15.13.13 Non-Public and/or Special Education Days:

- a. When non-public or special education schools outside the Parma City School District request transportation for a day that Parma Public Schools are not in session the following procedure will be followed:
- b. The bid driver/monitor must run their bid route or Mid-Day route to receive their bid guarantee.
- c. Spare driving positions for these days will be taken from the appropriate rotating seniority lists (bid spare list and Mid-Day spare list.) Drivers assigned from these lists will receive their spare bid guarantee.
- d. Additional Mid-Day drivers/monitors, if needed for these days, will be assigned by seniority from all drivers working on these days.
- e. Bid shuttle drivers for PHCA & ICWA shall run the routes for these schools on days when Parma Schools are not in session. Due to the collection and transfer nature of these runs, special runs will be created for these days to accommodate these students.

15.13.14 Summer Openings:

- a. Parma City Schools will hire only Parma classified school bus drivers for the purpose of getting buses ready for state inspection. If all positions are not filled, the work will be offered to school bus monitors with a CDL. All positions available during the summer shall be categorized and posted. Selection shall be based on the following criteria:
  - i. Transportation Seniority
  - ii. Absence and tardy record
- b. A point system will be used and criteria outlined and posted. Deduction of points will not be applied to an employee on Jury Duty, Bereavement Leave, Personal Leave and a qualified FMLA leave. Employees shall receive one (1) point for each quarter of perfect attendance and safe driving and no preventable accidents. FMLA absences shall disqualify the employee for the perfect attendance provided for each quarter.
- c. The employee shall be assigned to not more than one category. Inadequate performance shall result in termination of the summer assignment and another name will be chosen from the summer eligibility list. All current contracted drivers/monitors hired within the school year prior to the summer selection shall be eligible.
- c. Hours and length of summer employment will be determined by management.

- d. Summer driving assignments, other than Field Trips, will be assigned by rotation and are not refusable by summer workers. Any driver refusing summer driving assignments will not be eligible to work the following summer.

15.13.15 Summer Trip List:

- a. Summer trip lists start the first day of summer break following the last mandatory report day for the drivers. This trip list will terminate as of mandatory opening meeting day.
- b. There will be two rotating trip lists – one for weekdays and one for weekend/holidays.
- c. The summer trip list will include drivers with a summer assignment. But monitors with a CDL who work a summer assignment will be given the opportunity to drive as long as such monitor has driven a bus within the prior three (3) month period.

15.13.16 ROAD-E-O

- a. Employees electing to participate will be responsible for cost of registration to attend the Regional Road-E-O.
- b. Employees electing to participate in the Road-E-O shall have access to district buses to practice, but shall not be paid time for this practice time.
- c. For employees who advance to the State or National Road-E-O, the District shall reimburse any employee for all associated fees and cost.
- d. Drivers participating in the following event shall be provided the following stipend to be paid upon completion of each event:

i. Regionals	\$50.00
ii. State	\$75.00
iii. National	\$100.00

15.13.17 Pay Rate for Substitutions

- a. A regular Bus Driver/Monitor employee who substitutes in a position other than his/her regular position, shall be paid the rate for the position at the appropriate step/level effective immediately and will continue at the rate for the duration of the time the employee substitutes in the position. For example, if an employee substitutes in a higher paying position, s/he will be paid at the higher rate for the substitute position at his/her step/level. If an employee substitutes in a lower paying position, s/he will be paid at the

lower rate for the substitute position at his/her step/level.

- b. Example: Bus driver/Monitor substitutes as a classroom monitor, Bus Driver/Monitor is at Step 5, he/she receives step 5 pay rate from the classroom monitor salary schedule. Any hours worked by a School Bus Driver outside of the School Bus Driver classification will not be considered when calculating eligibility for family coverage under Article 21.
- c. A School Bus Driver/Monitor shall complete an Affordable Care Act statement annually waiving any right to family coverage under this Section and described in Article 21 but may voluntarily participate in the Board's insurance plan for family coverage at their own expense and shall not work more than 40 hours during any work week.

#### 15.14 Driver/Monitors Physicals

Drivers/Monitors will be paid up to one (1) hour for time spent obtaining his/her physical examination.

### **ARTICLE 16 – SECRETARIES/CLERKS/ASSISTANTS/MONITORS PROVISIONS**

#### 16.1 Substitutes

The Board and/or respective schools shall maintain a substitute list for secretaries, clerks, assistants, and monitors. In the event a secretary or clerk is absent, a substitute will be employed to fill the position as soon as possible, but the position shall not be non-attended for more than three (3) days.

#### 16.2 General Working Conditions

Clerks and assistants shall not be required to dispense medications. Secretaries and/or monitors assigned to the Clinic shall dispense medications in accordance with Board policy.

#### 16.3 Monitor Assigned to the Clinic

16.3.1 The Board shall provide a Monitor assigned to the clinic to be on duty at each high school clinic when the nurse is not present in the building.

16.3.2 The Board shall provide classes in First Aid and CPR for Monitors assigned to the clinic.

#### 16.4 Educational Assistant Work-Day

16.4.1 The work day for regular educational assistants shall be a minimum of four (4) hours per day, except in special circumstances mutually agreed upon by the union and management.

16.4.2 Employees whose assignments are based on student enrollment (Classroom Assistants) shall have a reasonable expectation of returning the following school year. All benefits and entitlements shall remain with said employee(s) at least to the students' start date of the following school year and then until such time proper notification is given under the contract guidelines in the Reduction in Force article.

16.4.3 No later than the last day of the school year, the Board shall notify those Educational Assistants who are to be re-employed the following school year of their tentative assignment.

16.4.4 In the event that class size necessitates a reduction in assistant positions or hours, the most senior displaced educational assistant will have first selection for any open positions(s) or will have the option to bump the least senior educational assistant with the same or like hours.

16.4.5 If a person in the above process ends up with a position involving less hours than currently assigned, that person will have first choice before an educational assistant position is posted.

16.4.6 Educational assistants who are requested to substitute for a noon aide or secretary during their regular work day shall be paid at the rate of pay for their regular educational assistant's pay.

## 16.5 Media

16.5.1 Senior high school media assistants shall work ten (10) or more days than the school schedule, apportioned immediately before or after the school schedule, as determined by the Director of Information Services and/or the appropriate building principal.

16.5.2 All Media Assistants shall be given in-service training on AVA equipment regarding its use and maintenance. This in-service training shall be done on in-service or early release days as needed.

16.5.3 Media - If a Media Assistant hired into the Media classification before July 16, 1996 (Civil Service Tested) leaves the position of Media Assistant, takes another position outside of the Media Assistant classification and applies for an open Media Assistant position at a later point and is offered the position, they will return to the 0203 Class Series in regards to salary and benefits.

16.5.4 The parties established by seniority "temporary home building assignments" during the period of reductions in Media Assistant staff. The parties understand that due to previous staff reductions the need to travel from one building assignment to another may be necessary. The district shall include any travel time to and from building assignments as time worked and shall reimburse the employee for mileage.

16.5.5 The district recognizes that due to reductions the Media Assistants' job expectations and job priorities have been temporarily altered as a result of the reduction in force. The district shall forward new job priorities and altered job expectations agreed upon by the parties to building administration and Media Assistants employees. Any additional duties and/or changes to the altered job priorities and altered job expectations shall be agreed upon with the Union. Future open positions will be posted with building assignment/location and are subject to lateral transfers first pursuant to Article 6.5 and if no laterals the job posting language shall be applied.

16.6 Secondary Student Monitors

16.6.1 Female monitor positions and Male monitor positions will be provided with same gender substitutes whenever such same gender substitutes are available. In the event same gender substitutes are not available, the Board will make every effort to cover that absent monitor's assignment with an employee of the same gender through temporary reassignments.

16.7 Paraprofessionals

All paraprofessionals on Salary Schedules IV or E must either pass the written test or meet the educational requirements of the "No Child Left Behind Act." All newly hired and transferred employees must meet the above requirements at the time of hire or transfer. The Board will pay the cost of the test for those employees taking and passing the test. Such payment shall include all employees passing the test prior to the execution date of this Agreement. Any paraprofessional covered by this requirement who does not satisfy this requirement by the amended date shall not be employed as a paraprofessional by the Board.

16.8 Child-Specific Education Assistants

16.8.1 Definition. A Child-Specific special education assistant ("CSEA") is defined as a special education assistant employee who has been assigned to provide services and assistance to a specific student.

16.8.2 Hour of Work/Assignment. A CSEA shall work the hours required to serve the best interests of the assigned child; however all hours work will be concurrent (no split shifts).

16.8.3 Bidding/Transfer/Substituting. All current special education assistants who work 1:1 with a student ("CSEA") will be permitted to bid and obtain another position as outlined in Article 6.

16.8.4 Effective with the first day of the 2015-2016 school year, regardless of the date of assignment to the CSEA position, employees who remain in the assigned position through the end of the school year shall receive an additional ten percent (10%)

stipend based upon their regularly contracted hours, pro-rated if necessary, payable at the close of the school year. The stipend shall be considered compensation and all applicable retirement contributions shall be made. Any employee who substitutes for a CSEA employee who is absent; or because a 1:1 vacancy exist; or a CSEA has not been assigned; or for any other reason that requires an employee to work in a CSEA position, that employee shall be compensated an additional \$10.00 per hour or fraction thereof.

16.8.5 Reduction in Force. Due to the unique nature of these positions, CSEAs shall not be subject to being bumped out of their assigned positions during the school year of their assignment. If a reduction in force occurs to be effective at the end of the school year, CSEAs may be displaced in accordance with the RIF procedures otherwise set forth in Article 6.

16.8.6 Student Departures. In the event that the student to whom the CSEA is assigned withdraws, no longer requires the services of a CSEA or otherwise no longer attends the district, or requires less hours than the CSEA is assigned, the CSEA will continue to be employed by the District without loss of pay or benefits (hold harmless) for the remainder of the school year. During this time, the CSEA will be required to substitute for absent employees. If there is no absent employee on that day, the administration will assign responsibilities to the employee during his/her regularly scheduled hours. If a Special Education Assistant or CSEA position vacancy arises during that school year, the position will be posted for lateral transfers first. If there is not a lateral request, the position will be offered to the most senior displaced CSEA employee. If a lateral employee applies for and is awarded the lateral transfer, the position he/she vacated will be offered to the most senior unassigned CSEA provided the position does not exceed the annual hours of the position from which they were displaced. If a vacancy does not occur by the end of the school year, the employee will be reduced in force.

16.8.7 Special Education Assistants and CSEAs will remain as one classification. Current Special Education Assistants may bid on open CSEA position as a lateral transfer.

16.8.8 Open CSEA positions will be posted in accordance with Article 6.

#### 16.9 Special Education Aides' Premium Pay

16.9.1 Effective on the date of ratification, SPED Aides working without an assistant or teacher when one is normally assigned or substituting as a 1-on-1 aide shall be compensated an additional \$10.00 per hour or fraction thereof.

16.9.2 Effective on the date of ratification, General Monitors working without an assistant, teacher or additional monitor(s) when one is normally assigned shall be compensated an additional \$10.00 per hour or fraction thereof.

16.9.3 Special Education Aides shall be a minimum of no less than 4-hour positions.

16.10 Special Education Liaison

The parties agree to create a recognized SPED Liaison position filled by Union appointment that would be released from work to attend meetings called by the Union or attend management meetings pertaining to special education who would discuss issues pertaining to SPED assistants seeking meaningful resolutions to issues presented.

16.11 Clinic General Monitors Reclassification

Effective on the date of ratification, Clinic General Monitors at VFHS/NHS/PHS shall be reclassified as “Clinic Assistant” and placed on the same salary schedule as the Alternate School Security (Class Code F (A-6)).

16.12 Attendance Positions Reclassification

Effective on the date of ratification, the six (6) HS GC-3 “attendance positions” shall be reclassified to GC-4 at 42 weeks.

16.13 Home Liaisons

Flex time shall be used in order for Home Liaisons to provide services/support to the student and family as needed. This will include home visits. Programs outside of normal work duties shall be voluntary. Employees who participate in a program outside of the normal work duties shall be paid for this time.

**ARTICLE 17 – RENEWAL OF LICENSES/CERTIFICATES**

17.1 Renewal of Certificates for Assistants and Monitors

The Board agrees to pay the fee for the actual cost of renewing employees certificates or licenses required in order to retain their positions.

17.2 Renewal of Boiler Operator’s Licenses

For those employees required to have a boiler operator’s license, the Board shall pay for the renewal.

**ARTICLE 18 – CUSTODIAL/MAINTENANCE PROVISIONS**

18.1 Custodial / Maintenance Assignments

18.1.1 All High School, Middle School and Elementary School buildings within the Parma City Schools will be attended by a custodian during all school and open hours for which a building permit has been issued and during such time that an outside contractor is working in the building if such custodial attendance is with prior approval of the building principal or Custodial Supervisor.

- 18.1.2 The Central Office building will be attended by a custodian during regular school hours and open hours for which a building permit has been issued if such building permit states that more than ten (10) adults will be in attendance.
- 18.1.3 At the elementary buildings where building permits have been issued for Extended Day Care, the building custodian will be allowed to report to work in the morning one half (1/2) hour prior to the time designated on the building permit and shall depart when the last day care worker leaves unless there are extenuating circumstances that would require him/her to remain at the building longer.
- 18.1.4 Elementary custodians may be required by the building principal to work three (3) special events each school year and shall be paid a minimum of three (3) hours pay. The custodians shall be paid for actual hours worked at these special events. Special events are defined as Open House, Teacher/Parent Conferences, Concerts, etc. The elementary building principal will provide the custodian with fourteen (14) calendar days advance notice for each event.
- 18.1.5 If a custodian is absent at a High School or Middle School, the time shall be covered in the following manner:
- a. The time shall be offered to that building's custodial/maintenance staff.
  - b. If the custodial/maintenance staff in that building does not accept the overtime, it shall then be offered to all other custodians first.
  - c. If no custodian accepts the overtime, it shall then be offered to the maintenance department by seniority.
- 18.1.6 Elementary Schools

When an elementary custodian is absent, the following procedure will be followed:

- a. The Byers Field Attendant (BFA) will be assigned to substitute during off-season. The Maintenance Supervisor or Maintenance Working Foreman will make such assignment.
- b. If the BFA is not assigned, laborers (M-1) or maintenance (M-2) will be offered the substitute assignment. However, any M-1 or M-2 not assigned to the Maintenance Department (P.V. location) will be excluded.
- c. If no laborer (M-1) or maintenance (M-2) accepts such substitute assignment, then the Maintenance Supervisor or Maintenance Working Foreman has the express right to assign anyone from the maintenance department to that substitute position from the mandatory assignment rotation list.

- d. If the position is offered to cleaners, they may not substitute for more than two (2) consecutive workdays at a time. During the period a cleaner substitutes for an elementary custodian, he/she shall be paid at the beginning custodial probationary hourly rate. If the position of laborer (M-1) is ever abolished then cleaners will not be offered custodian substitute positions.
- e. When bargaining unit employees are not available to substitute for absent employees, non-bargaining unit substitute employees may be used to fill short-term or long-term absences. If any positions are abolished, substitute non-bargaining unit employees will not be offered custodian substitute positions.

18.1.7 An overtime rotation list shall be posted in the maintenance department. Overtime shall be rotated by seniority. All overtime shall be chargeable. (Example: Sick leave, refusal, vacation, etc.)

18.1.8 When the maintenance department is not available for snowplowing mechanics will be contracted first, then custodians, before any substitute employee is called. When the maintenance department is not available for grass cutting, custodians will be contacted first, then mechanics, before any substitute employee is called.

18.1.9 After the completion of the probationary period, custodians and MT2 – Media/Computer Technicians 2 will be issued either a heavyweight jacket or a Carhartt style jacket with a hood or a lightweight jean type jacket every three (3) years. Maintenance personnel and laborers will be issued either a heavyweight winter jacket, a Carhartt style winter jacket with a hood, a heavyweight Carhartt style winter bib overall, or a lightweight jean type jacket every three (3) years.

## 18.2 Uniform Allotment

18.2.1 All custodians, maintenance employees, and mechanics shall be provided uniforms.

18.2.2 After the completion of the probationary period, the Board will provide three (3) uniforms for all newly employed building custodians and building maintenance personnel. Thereafter, three (3) uniforms and two (2) t-shirts will be provided each year. Non-building maintenance personnel will also be provided two (2) t-shirts each year. Employees shall wear these uniforms/t-shirts while on duty.

18.2.3 Mechanics and non-building maintenance personnel will be provided a uniform service which will provide five (5) clean uniforms per week. Such employees shall wear these uniforms while on duty.

### 18.3 Provisions for Mechanics

- 18.3.1 Broken or worn out tools will be replaced. The Board will purchase additional tools up to the value of five hundred dollars (\$500) per year for each mechanic.
- 18.3.2 Two (2) mechanics will be on duty whenever more than three (3) maintenance vehicles are operating plowing snow. These three (3) maintenance vehicles will include the salt truck but shall not include the three (3) high school vehicles. However, if such time is in addition to their regular assigned hours, such time shall be paid in accordance with Article 8.4.
- 18.3.3 A mechanic who passes six (6) categories of the Automotive Service Excellence (ASE) certification test will receive three hundred (\$300.00) dollars additional pay added to his/her base salary. The six (6) categories shall be as follows:
- a. Brakes
  - b. Suspension and steering
  - c. Electrical/Electronic system
  - d. Diesel engines
  - e. Body Systems - Special Equipment
  - f. Drive Train

### 18.3.4 Minimum Call-In Time

- a. Any employee called in to work at a time that does not abut the regular work day schedule shall receive a minimum of three (3) hours of pay at the appropriate rate of pay under this agreement.
- b. A premium rate of time-and-one-half (1-1/2) shall be paid to mechanics who are called in to work. However, such premium rate shall not compound in any circumstance to provide for double or triple pay.

## **ARTICLE 19 – CLEANERS PROVISIONS**

### 19.1 Provisions for Cleaners

- 19.1.1 Work Schedule - The work schedule for cleaning personnel shall be established by their Custodial Supervisor which shall include the employees' work times and location of their assignments. If a section becomes available, employees in that building shall have an opportunity by seniority to move to that available section. Once sections have been established and prior to any changes to that section, the affected employee shall meet with the supervisor and Union President to discuss the need for the changes.
- 19.1.2 The Board shall maintain a parking policy which permits cleaning employees during working hours to move their cars in closer proximity to the building.

- 19.1.3 The Board will provide suitable temperatures for working.
- 19.1.4 The Board shall supply all tools and equipment reasonably necessary for performance of employment duties.
- 19.1.5 Whenever it becomes necessary to fill a vacancy or cover for an absent cleaner, cleaners in the building where the position needs to be covered will be offered the extra time/overtime on a seniority rotation basis. If cleaners from the building don't accept the offer of extra time/overtime in their building, cleaners from other buildings in the district will be offered the extra time/overtime under the following procedures:
- a. All cleaners will have the opportunity to select three (3) buildings in the district, in addition to their own building, where he/she would be willing to fill in for an absent cleaner or vacancy.
  - b. Once cleaners have placed their name on these lists, the lists will be given to the Head Custodian at each High School, Middle School and Elementary School where at least one (1) cleaner selected as a place to work. The Head Custodian will then offer the cleaners on his/her list the extra time/overtime by seniority.
  - c. If the cleaners on such lists do not accept the offer to work, or cannot be contacted, the Head Custodian at the High School, Middle School and Elementary School will then make every effort to find a substitute for the vacancy or absent cleaner.
  - d. If a substitute Cleaner cannot be found, the Custodian will call the Cleaners from that building on a rotating basis to work an optional two (2) hours prior to or after their regular shift. (Example: Four (4) Cleaners working two (2) hours each to cover an eight (8) hour section.)
  - e. If the Custodian cannot find enough volunteers to work, the remainder of the section will be divided and assigned out on a rotating seniority basis from the Alternate Cleaners Schedule to be completed in the Cleaners own allotted time schedule.
- 19.1.6 All Cleaners will have the opportunity to work through the Christmas and Easter recess. Cleaners will receive their regular rate of pay. Such work will be on a voluntary basis and will not be included in the Cleaners regular work schedule. Cleaners will voluntarily sign-up for this work time and the work will be assigned on an as needed basis by the Custodial Manager. Cleaners will be assigned to their regularly assigned buildings first, if there is work assigned by the Custodial Manager, then to other buildings.
- 19.1.7 All Cleaners will be provided three (3) shirts or smocks annually. Such employees shall wear these shirts/smocks while on duty. These shirts/smocks

will have the Parma City School logo on them.

- 19.1.8 Summer Work - Whenever there is a need for additional summer work as determined by the Custodial Manager, cleaners that work this extended period will be scheduled in the same building they normally work in to complete any necessary cleaning prior to being scheduled in another building.
- 19.1.9 Cleaners shall be placed into the same classification series as custodians, with the following criteria:
- a. Movement of Cleaners into Custodial Series is for bidding purposes only.
  - b. This change shall not affect overtime provisions for the custodial classification series.
  - c. This movement shall not afford any other employee to bump into the Cleaner classification and/or RIF Cleaners under the reduction in force language.

## ARTICLE 20 – SCHOOL CALENDAR

The school calendar will not be a matter of negotiation with either the PEA or the Union. However, when the school calendar is discussed, the Union shall be given the opportunity to have a representative from each local (#122, #160, #404, #695, #756) present to provide input prior to a final administrative decision and recommendation to the Board.

## ARTICLE 21 – INSURANCE

### 21.1 Gold Plan

Eligible employees will be provided either single or family medical coverage in accordance with the provisions set forth in this Article 21. Employees covered under this plan will receive medical benefits, which are comparable to the Super Med Plus PPO plan and shall include the following deductibles and copays (“Gold Plan”).

<u>Deductible</u>	<u>In Network</u>	<u>Out of Network</u>
Single	\$100.00	\$200.00
Family	\$200.00	\$400.00
<u>Office Visit Copay</u>	\$15.00	\$15.00
<u>Emergency Room Copay</u>	\$50.00	\$50.00 (unless admitted)
<u>Coinsurance</u>	100% UCR	70% UCR
<u>Coinsurance Maximum (per year)</u>		
Single	N/A	\$2,400.00
Family	N/A	\$4,800.00

Each successive deductible year will be the calendar year.

21.2 Silver and Bronze Plans

21.2.1 In addition to the insurance plan provided above, eligible employees will be provided two additional options for medical coverage.

21.2.2 Eligible employees may choose, but are not required to select from the following additional named options:

- a. SuperMed Plus PPO 500 plan (“Silver Plan”); or
- b. Minimum Value plan (“Bronze Plan”).

21.2.3 The specific plan design of each plan is attached hereto as Appendix E.

21.2.4 Employee contributions for each plan are set forth in Section 21.6.

21.3 Employees Working Less Than 4 Hours Per Day

Those employees hired after 1/11/88 for less than four (4) hours per day will not receive paid insurance benefits but may voluntarily participate in the Board’s insurance plans at their own expense. All employees who were hired before 1/11/88 shall retain current hospitalization coverage as provided in this contract.

21.4 Employees Working 20 Hours But Less than 30 Hours Per Week

21.4.1 Those employees hired on or after February 18, 1992, and who work twenty (20) or more hours per week but less than thirty (30) hours per week will be eligible for single coverage benefits and may voluntarily participate in the Board’s insurance plan for family coverage at their own expense. Employees in this category hired prior to February 18, 1992 will be exempt from this provision and will be eligible for benefits as outlined in this agreement.

21.4.2 Effective on and after January 1, 1996, any employee who is eligible for single coverage (twenty (20) hours or more per week, but less than thirty (30) hours per week), or family coverage (thirty (30) hours or more per week) may elect to enroll in the additional medical plan of his/her choice as set forth in 21.2.

21.5 Eligibility for Single, Family and Couples

Notwithstanding any other provision of this article, effective February 1, 2005, couples who are both employed by the Board and both eligible for coverage under this Article are limited either to two (2) single coverages or one (1) family coverage.

## 21.6 Insurance Plan Design Contributions

- 21.6.1 Each eligible employee enrolled in the Gold Plan provided in this agreement in section 21.1 above (or subsequent replacement with same or similar coverage) shall pay, through pre-tax payroll deduction ten (10%) percent of the total monthly premium for single coverage or for family coverage.
- 21.6.2 Each eligible employee enrolled in the Silver Plan (or subsequent replacement with same or similar coverage) shall pay, through pre-tax payroll deduction five (5%) percent of the total monthly premium for single coverage or for family coverage.
- 21.6.3 Each eligible employee enrolled in the Bronze Plan (or subsequent replacement with same or similar coverage) shall pay, through pre-tax payroll deduction two (2%) percent of the total monthly premium for single coverage or for family coverage.
- 21.6.4 The monthly premium cost from year to year will be based on the actual health coverage increase from the prior year limited to a twenty (20%) percent increase in any specific year.
- 21.6.5 If any employee groups (PEA, Administrators, Supervisors, Directors or Confidential employees) contributes a smaller percentage than the OAPSE bargaining unit for the equivalent plan (or subsequent replacement with same or similar coverage), the total monthly contribution shall be adjusted to reflect the decrease immediately.

## 21.7 Insurance Committee

The parties agree that OAPSE shall participate on the established insurance Committee. Each local shall be represented either by the Union President or designee and shall be involved in recommendations that will have an impact on the bargaining unit's health insurance plan design. OAPSE and the board shall have the authority to explore insurance plan design alternatives for their respective bargaining units. Any recommendations must be ratified by the OAPSE bargaining unit.

## 21.8 Opt-Out

Employees eligible for Board paid family coverage may 'opt out' of the medical, dental and vision care coverage set forth in Article 21. Such employees notifying of their intent to opt out during the window period (October) shall receive a one thousand (\$1,000.00) dollar annual stipend. Once such employee opts out, the opt out election and annual stipend will continue unless the employee notifies the Board during the same window of an election to be covered or a COBRA qualifying event occurs resulting in an election of coverage. Should such a qualifying event result in coverage, the stipend for that year will be reduced pro rata.

21.9 Parma Community General Hospital

The insurance plan will include the medical services of Parma Community General Hospital and the related physician's group under the same terms and conditions as was contained in the Super Med Plus Program. In addition, the plan will not include a gatekeeper.

21.10 Carrier Changes

In the event there is a change in insurance carriers, the Union will be given at least a forty-five (45) day notice of such change and the level of benefits will be equivalent to what is contained under the provisions of the current insurance coverage contained in this agreement or of the respective additional plan options in effect July 1, 2014.

21.11 Insurance for New Hires

Health and life insurance programs for newly hired eligible classified employees will be paid for by the Parma Board of Education on the first day of the first month following completion of their probationary time period.

21.12 Summer Premium Payments

The Board of Education will continue premium payments in accordance with other sections of this agreement even though the employee may not be working during the summer.

21.13 Dental Insurance

All eligible employees will be provided dental insurance with the following coverage:

- a. Class I – Preventative and Diagnostic \$100% UCR
- b. Class II – Basic Restorative 80% UCR
- c. Class III – Major Restorative 60% UCR
- d. Class IV – Orthodontia 60% UCR (Lifetime Maximum \$750.00 per person)
- e. \$25.00 deductible (maximum family \$75.00 deductible).
- f. Calendar year maximum \$2,500.00 per person.
- g. The Board shall provide this coverage on a twelve (12) month basis.

21.14 Coverage for Employees 65 or Older

Any employee working until age sixty-five (65) and over, covered by Medicare and Medicaid, shall be entitled to full coverage paid by the Board.

21.15 Continuing Coverage

Any employee hired prior to July 1, 2001 whose personal illness extends beyond the period of compensation, under the sick leave policy, shall continue to be covered under the Board insurance program for the remainder of the current month plus three additional months.

Such benefits are subject to review and/or extension by the Board.

21.16 COBRA

Any employee hired on or after July 1, 2001, whose personal illness extends beyond the period compensated under the sick leave policy, shall continue to be covered under the Board insurance program for sixty (60) calendar days. After this period, the employee may elect to continue coverage at his/her own expense in accordance with the provisions of COBRA.

21.17 Working Spouse Exclusion

21.17.1 If an employee's spouse is eligible to participate, as a current employee or retiree in group health insurance and/or prescription drug insurance sponsored by his/her employer, or any public retirement plan, the spouse must enroll for single coverage with such employer (or public retirement plan) sponsored group insurance coverage(s).

21.17.2 This provision does not exclude spouse from vision and dental benefits and is available to all eligible employees regardless if they elect Single or Family coverage.

21.17.3 This provision does not exclude eligible dependents of the employee.

21.17.4 This requirement does not apply to any spouse who:

- a. Is not employed and not eligible for non-Medicare retiree group health insurance; or
- b. Works less than 30 hours per week and is required to pay 50% or more of the single premium to participate in his/her employer's group health insurance coverage and/or prescription drug insurance; or
- c. Is non-working and eligible for Medicare; or
- d. Is working for an employer with less than 50 employees (includes full-time plus full-time equivalents) and is Medicare eligible; or
- e. Is self-employed and the sole proprietor of the business.

21.17.5 Any spouse whose coverage is terminated by a qualifying event shall be eligible to enroll immediately on the participating spouse's health benefit plan at Parma City School District.

21.17.6 It is the employee's responsibility to advise the Parma City School District Health Benefit Plan (the "Plan") immediately (and not later than 30 days after any change in eligibility) if the employee's spouse becomes eligible to participate in

group health insurance and/or prescription drug insurance sponsored by his/her employer or public retirement plan.

21.17.7 Upon becoming eligible, the employee's spouse must enroll in any group health insurance and/or prescription drug insurance sponsored by his/her employer, or public retirement plan unless he/she is exempt from this requirement in accordance with the exemptions stated in this Section.

21.17.8 Every employee whose spouse participates in Parma City School District's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Plan, upon request, a written certification verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer, or any public retirement plan. If any employee fails to complete and submit the certification form by the required date, such employee's spouse will be removed immediately from all group health insurance and/or prescription drug insurance coverage sponsored by Parma City School District. Additional documentation may be required.

21.17.9 If an employee submits false information, or fails to timely advise the Plan of a change in their spouse's eligibility for employer sponsored group health insurance and/or prescription drug insurance, and such false information or such failure by the employee results in the Plan providing benefits to which their spouse is not entitled, the employee will be personally liable to the Plan for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the Plan.

21.17.10 Any amount to be reimbursed by the employee may be deducted from the benefits to which the employee would otherwise be entitled. In addition, their spouse will be terminated immediately from group health insurance and/or prescription drug insurance coverage under the Plan. Any employee who submits false information may be subject to disciplinary action, up to and including termination of employment.

#### 21.18 Flexible Spending Account

The Board, in cooperation with the Union, shall maintain a Cafeteria 125 plan to allow employees to set aside pre-tax dollars for payments permitted by the IRS provided no cost is incurred by the Board.

#### 21.19 Life Insurance

All employees who work four (4) hours per day or more, but less than six (6) hours per day, will be provided a term life insurance policy with a face value of twenty thousand (\$20,000.00) dollars with AD&D. All employees who work six (6) hours or more per day will be provided a term life insurance policy with a face value of thirty thousand (\$30,000.00) dollars with AD&D. Employees shall be permitted to purchase additional term life insurance in ten thousand (\$10,000.00) dollar increments at the group rate for their age bracket, through payroll deduction, up to the face value of their Board paid

coverage. This provision is available to employees contingent upon the insurance company permitting such additional purchase.

#### 21.20 Major Medical Maximum Coverage

All employees who work four (4) hours or more will be provided Major Medical maximum coverage for each employee and their dependents.

#### 21.21 Optical Insurance

All employees who work four (4) or more hours per day will be provided, at his/her option, single or family Optical Insurance coverage. Such coverage shall include, but not be limited to, an examination every 24 months, lenses every 24 months, frames every 24 months, the UCR rate for necessary contact lenses, and a seventy (\$70.00) dollar reimbursement for cosmetic contact lenses. The plan shall have no deductible on any service (same as PEA coverage).

#### 21.22 Prescription Drug Coverage

The Board's insurance program contained in section 21.1 (Super Med Plus PPO Plan) will include the following elements:

21.22.1 For OAPSE members enrolled in the Gold Plan, prescription drug insurance shall pay the following: \$5/\$15/\$30 retail; \$10/\$30/\$60 Mail Order. The prescription drug benefit program will require that all maintenance drug prescriptions be filled through a mail service program, except in an emergency. The Board or its agents shall provide all necessary mail service information and forms. No employee shall pay more than one hundred twenty (\$120.00) dollars in any benefit plan year towards the deductible copayment for maintenance drugs.

21.22.2 The prescription drug benefit programs for the Silver and Bronze Plan are set forth on the plan design document attached as Appendix E.

#### 21.23 Miscellaneous Coverage

The mental/nervous/substance abuse and Outpatient coverage shall be provided in accordance with the provisions of the Super Med Select plan.

#### 21.24 Changes

Open enrollment - changes (additions or deletions) pertaining to the type of coverage (single or family) related to the current health benefits (medical, major medical, drugs, vision, life and dental) shall be processed during the months of October and February.

21.25 Additional Term Life Insurance

Any employee who is eligible for single or family hospitalization/major medical insurance coverage, and chooses not to enroll in such plan, shall be entitled to an additional term life insurance policy in the face value he/she is entitled to receive under section 20.19. The employee must select this option during the month of August of each year. However, such eligible employee may immediately enroll under the hospitalization/major medical plan if his/her spouse loses coverage. Upon enrollment in the hospitalization/major medical plan, the employee will forfeit the additional term life insurance coverage.

21.26 Denial of Medical Benefits

The Board agrees not to reduce hours or split positions in the attempt to deny medical benefits.

21.27 Smart90 Plan

Bargaining unit members will only use the Smart90 Plan through Walgreens for purposes of filling maintenance prescriptions in-store or by mail order through Express Scripts.

**ARTICLE 22 – SUBCONTRACTING**

22.1 The Board agrees not to subcontract work which can reasonably be done by the bargaining unit. In determining reasonableness, the Board shall consider: economy, efficiency, or effectiveness of operations.

22.2 The administration will notify the Union of any intention to subcontract any work requiring Board action.

**ARTICLE 23 – SAFETY**

23.1 Public Employment Risk Reduction Act

The Parma Board of Education and the Union hereby agree to abide by the provisions of H.B. 308 (Public Employment Risk Reduction Act) and all other state or federal laws and Board policy which relate to safety issues.

23.2 Safety

Safety issues shall be a proper subject matter for labor-management meetings and shall be subject to the grievance procedure up through Level Three.

23.3 Pertinent Student Information

Consistent with the IDEIA, the employer shall provide pertinent information related to

student needs and potential safety concerns to applicable employees.

## **ARTICLE 24 – PHYSICAL INCAPACITY**

In the event an employee with five (5) or more years' service cannot perform the essential duties of their position due to medical reasons, the employee shall be given first consideration for employment in open positions for which he/she is qualified before hiring any person employed outside the Parma City School District.

## **ARTICLE 25 – EMPLOYEE PROTECTION**

### **25.1 Serious Verbal Threats and Assaults**

All cases of serious verbal threat or physical assault from students or employees against any employee shall be reported immediately to the appropriate administrator. Every case of serious verbal threat or physical assault shall be referred through the Student Services Department to the Office of the Superintendent on the appropriate form.

### **25.2 Workers' Compensation Law**

25.2.1 Any employee who receives any injury in the course of, and arising out of, employment is protected by the provision of the Ohio Workers' Compensation Law. The Board shall make reasonable effort to inform the staff of the availability of these compensation benefits and the procedures for application. If the Board so determines, transitional duty (light duty, modified work) will be provided to an employee who is unable to perform all the essential functions of his/her job due to job related injury or illness. If the Board provides such a position, the duties of the position will be determined by the Board within the parameters of the employee's capability in accordance with medical documentation he/she is required to provide.

25.2.2 The employee shall be required to work in this position on a temporary basis for a length of time determined by the Board (maximum of up to ninety (90) work days), unless the employee is capable of returning to his/her regular position earlier. While performing the transitional duty, the employee will be paid his/her regular hourly rate of pay for each hour worked. The Board will make every effort to provide a transitional position with hours that are comparable to the hours that the employee works in their regular position.

25.2.3 If the individual has medical restrictions on the number of hours they are permitted to work, supported by a physician's note, then the Board will abide by such medical restrictions.

25.2.4 The provisions under this article shall not cause any employee to be replaced nor shall any employee's work schedule be changed due to the assignment of a transitional duty employee. If a regular employee in the same position classification as the transitional duty employee, is absent from work, the

transitional duty employee may substitute for that absent employee and a non-bargaining unit substitute will not be called. Further, the provisions set forth in this article will not abrogate any bargaining unit employee's rights or benefits provided for under the other articles of the Negotiated Agreement.

25.2.5 An employee who is currently performing transitional or other work-related duty may use up to three (3) hours of paid school business leave to attend a hearing or court date relating to his/her workers' compensation benefits if this hearing or court date is the immediate result of an appeal filed by the Board.

25.2.6 An employee who suffers a job-related injury must report the injury and its circumstances to his/her supervisor within twenty-four (24) hours following the occurrence of the injury unless infeasible because of the serious nature of the injury. The failure of an employee to comply shall be the proper subject of disciplinary action.

## **ARTICLE 26 – CHEMICAL DEPENDENCY**

26.1 Employees who are diagnosed by a licensed physician as being dependent upon chemicals (including drugs or abuse of alcohol) shall receive the same consideration and opportunity for treatment that other employees with illnesses receive. Employees with the illness of chemical dependency shall qualify for the benefits under the present hospitalization program available through the group insurance plan.

26.2 For the purpose of this provision, chemical dependency shall be defined as an illness in which an employee's consumption of mood-altering chemicals interferes with his/her job performance and adversely affects his/her health.

26.3 A chemically dependent employee shall not have his/her job security or promotional opportunities affected by the diagnosis itself or by the employee's request for treatment except as outlined by law (example - school bus drivers while in treatment).

26.4 Employees are encouraged to voluntarily seek assistance; however, if the chemical dependency interferes with his/her job performance or adversely affects health, a referral for diagnosis by a licensed physician may be requested by the Superintendent/Designee, following reasonable efforts for a prompt consultation with the OAPSE representative.

26.5 If an employee refuses to accept diagnosis and treatment, within four (4) weeks following confirmation of the diagnosis, or fails to respond to such treatment, and the results of such refusal or failure is such that his/her job performance continues to be affected, then that employee's illness will be handled in the same manner that a similar refusal or treatment failure would be handled for any other illness.

26.6 However, in such instances, an employee whose chemical dependency interferes with his/her job performance may, in appropriate circumstances, be subject to a suspension without pay. Prior to the imposition of any such suspension, a hearing before the

Superintendent or his/her designee will be afforded the employee. The employee may be accompanied to such hearing by a representative of his/her choice.

26.7 The implementation of this article shall not require or result in any special regulations, privileges, or exemptions from the usual evaluative practice applicable to job performance. The confidential nature of any medical information of employees with chemical dependency shall be preserved, guarded and sealed at the completion of treatment.

26.8 No employee shall unlawfully possess, use or distribute illicit drugs or alcohol on school premises or at any place where school activities are held. Disciplinary sanctions will be imposed on employees who violate this provision. Sanctions may include referral to and completion of an appropriate rehabilitation program, employment termination, and referral for prosecution. Information about drug and alcohol counseling and rehabilitation and reentry programs available to employees of the Parma Schools may be obtained through the Superintendent/Designee.

#### **ARTICLE 27 – LABOR/MANAGEMENT**

In the interest of working together to pursue the common good of the District and its employees, the Board and the Union agree to labor/management meetings for the good of the general order. Meetings will be held monthly to hear and respond to both the Board and employees' concerns. Minutes of these meetings will be taken and distributed.

#### **ARTICLE 28 – USE OF VOLUNTEERS**

The parties recognize that the use of volunteer workers in the schools is essential to good community relations. Volunteers shall not (a) be used to replace bargaining unit employees; (b) reduce the number of employees covered by this Agreement; or (c) cause an employee to have a reduction in regular work hours. The Board will notify Local 122 prior to the use of volunteers.

#### **ARTICLE 29 – ALCOHOL AND DRUG TESTING**

29.1 The Board and the Union hereby agree to abide by all the requirements of The Omnibus Transportation Employee Testing Act of 1991, other federal and state laws, including the rules published by the U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA).

29.2 The Board and the Union hereby agree to abide by all the requirements of The Bureau of Workers Compensation Drug Free Workplace Program.

#### **ARTICLE 30 – SMOKE FREE ENVIRONMENT**

The Parma School District Board of Education and all of the employees in the bargaining unit shall comply with all federal and state laws, board policy and municipal ordinances, which require that there shall be no smoking or use of tobacco products in any of the facilities in the school district. Any violation of this provision may cause the violator to be subject to a monetary fine and/or disciplinary action.

## **ARTICLE 31 – CALAMITY DAYS**

- 31.1 In the event the district is required under state law or in accordance with the Ohio Department of education to make-up days due to calamity, such days shall be made-up on the day(s) so designated by the Superintendent and employees shall work without additional pay.
- 31.2 On a day which has been declared a calamity day, an employee who has given prior notice requesting paid leave shall not have the approved leave day(s) deducted.

## **ARTICLE 32 – FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY**

### **32.1 Eligibility**

- 32.1.1 An eligible employee may take up to twelve (12) work weeks of unpaid leave (“FMLA Leave”) in any school year (July 1 to June 30) for one or more of the following circumstances:
- a. the birth of an employee’s child and to care for the child;
  - b. the placement of a child with an employee for adoption or foster care;
  - c. to care for the spouse, child, or parent of an employee when that family member has a serious health condition;
  - d. the employee’s inability to perform the functions of the positions because of the employee’s own serious health condition.
- 32.1.2 To be eligible for FMLA Leave, employees must:
- a. have been working for the Board for at least 12 months before the leave request (these do not need to be consecutive months); and
  - b. have worked at least 1,250 hours during the last twelve (12) months.
- 32.1.3 In cases in which the Board employs both the husband and the wife, the total amount of FMLA Leave for the couple for the birth or placement of a child is limited to a total of twelve (12) weeks.
- 32.1.4 This policy does not limit or enlarge entitlement to paid or unpaid leave for which an employee is otherwise eligible under the negotiated agreement. However, if an employee is entitled to and takes paid sick leave for any circumstances set forth in this Article, the leave will be treated as and counted against FMLA Leave available under this Article.

### **32.2 Notice**

- 32.2.1 The employee shall provide the Business Manager with no less than thirty (30)

days prior written notice to take leave for the birth or placement of a child when the employee's need for leave is foreseeable. If the employee's need for leave is not foreseeable, written notice must be provided as far in advance as possible. Entitlement to leave for the birth or placement of a child expires twelve (12) months after the date of birth or placement.

32.2.2 Whenever the leave is necessitated by the serious health condition of the employee or her/his family member and is foreseeable based upon planned medical treatment, the employee shall provide the Business Manager with no less than thirty (30) days prior written certification (FMLA Form 1 or 2) issued by a health care provider to support her/his request for leave. If an employee requires intermittent leave as set forth below, the employee shall provide the Business Manager with no less than thirty (30) days prior written certification (FMLA Form 3). If there is insufficient time to provide such notice because of the need for treatment, the employee shall provide notice as early as possible.

### 32.3 Intermittent Leave and Reduced-Work Schedule

32.3.1 When medically necessary, an employee may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse, child, or parent who has a serious health condition, or if the employee has a serious health condition. The employee shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

32.3.2 If any other employee requests intermittent leave or a reduced work schedule to care for the serious health condition of a family member or for the employee's own serious health condition, and the need for leave is foreseeable based on planned medical treatment, the Board may, in its discretion, temporarily transfer the employee to an available alternate position with equivalent pay and benefits if:

- a. The employee is qualified for the position, and
- b. The position better accommodates recurring periods of leave.

### 32.4 Medical Option

The Board retains the right, at its own expense, to require the employee to obtain the opinion of a second health care provider designated or approved by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the employee to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for an FMLA Leave.

### 32.5 Benefits

The Board shall maintain coverage under the group health plan for the duration of the FMLA Leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium must be made by the first day of each month. The employee shall not accrue seniority, sick, vacation or personal leaves, or any other employment benefits during the leave period.

### 32.6 Return to Work

32.6.1 When an employee is medically able to return to work after a serious health condition, she/he shall provide the Board with a statement from her/his health care provider (FMLA Form 4) that the employee is able to resume the job functions for her/his position.

32.6.2 At the end of an FMLA Leave, the Board shall restore an employee to the same or an equivalent position.

32.6.3 Should an employee not return to work at the end of the FMLA Leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the leave or for circumstances beyond the employee's control, the employee shall reimburse the Board for the health insurance premiums paid by the Board during the FMLA Leave period. An employee shall be required to support her/his claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification (FMLA Form 1) from the employee's health care provider shall be provided in a timely manner, and no later than thirty (30) days after the claimed inability to return.

### 32.7 Construction

Any ambiguities in this Article shall be construed to provide the basic coverage required by the Family and Medical Leave Act. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act.

## **ARTICLE 33 – WAGE RATES**

### 33.1 2019-2020 Contract Year

Retroactive to July 1, 2019, employees shall receive a two percent (2%) increase in the base salary/wage rate set forth in the compensation scales applicable during the 2018-2019 contract year. See Appendix A.

33.2 2020-2021 Contract Year

Effective July 1, 2020 employees shall receive a two percent (2%) increase in the base salary/wage rate set forth in the compensation scales applicable during the 2019-2020 contract year. See Appendix A.

33.3 2021-2022 Contract Year

Effective July 1, 2021 employees shall receive a two percent (2%) increase in the base salary/wage rate set forth in the compensation scales applicable during the 2020-2021 contract year. See Appendix A.

33.4 Steps

All eligible employees shall be awarded steps in accordance with contract language.

33.5 Longevity

Eligible employees shall receive the applicable longevity payment set forth in Article 34 – Longevity Schedule.

33.6 Salary Schedules

Salary schedules reflecting the increases in wages pursuant to paragraphs 33.1, 33.2 and 33.3 shall be attached hereto as Appendix A.

33.7 Commitment Stipend

33.7.1 Employees as of February 1, 2020 shall be paid a one-time commitment stipend in an amount equal to 1% of his/her wages earned from the district during calendar year 2019 as reported on his/her 2019 W-2 wage statement. This payment shall be made during February 2020.

33.7.2 Employees as of February 1, 2021 shall be paid a one-time commitment stipend in an amount equal to 1% of his/her wages earned from the district during calendar year 2020 as reported on his/her 2019 W-2 wage statement. This payment shall be made during February 2021.

33.7.3 Employees as of February 1, 2022 shall be paid a one-time commitment stipend in an amount equal to 1% of his/her wages earned from the district during calendar year 2021 as reported on his/her 2021 W-2 wage statement. This payment shall be made during February 2022.

33.7.4 Employees who are separated from employment with the district due to a reduction in force prior to February 1, 2020, February 1, 2021 or February 1, 2022 shall receive the commitment stipend described in Section 33.7, 33.8 or 33.9 corresponding to the calendar year that the reduction in force took effect, and this

payment shall be prorated to the employee's amount of active service during that calendar year prior to the reduction in force.

33.7.5 Employees who retire from the district under SERS rules prior to February 1, 2020 shall receive the commitment stipend described in Section 33.7 which shall be prorated to the employee's amount of active service during calendar year 2019 prior to retirement.

#### **ARTICLE 34 – LONGEVITY SCHEDULE**

The Longevity Schedule for all wage schedules set forth in this agreement shall be as follows:

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

#### **ARTICLE 35 – ADDITIONAL WAGE FACTORS**

35.1 Third shift custodians, maintenance and laborers will be paid an additional ten (\$.10) cents per hour.

35.2 Media Assistants will be paid at the same hourly rate as other assistants (i.e. classroom, special ed., kindergarten and elementary).

35.3 Records room clerks shall be reclassified from GC3 to GC4, effective February 1, 2006.

35.4 Maintenance Working Foreman shall be reclassified from Class Code C to Class Code O.

#### **ARTICLE 36 - LEGACY DOCUMENT**

This document reflects excerpts from the collective bargaining agreement between the Employer," and Union" in effect on July 31, 2019 some parts of which are no longer applicable. The parties have agreed to maintain this Legacy Document in the event there is a change in federal or state law that will allow for this language to be placed back into the contract and be implemented.

"4.6 Fair Share Service Fee will become effective with the payroll deduction in April, 1989.

4.6.1 At the conclusion of the probationary period or the effective date of this agreement, whichever is later, employees in the unit who are not members of the Union shall pay to the Union a fair share fee as a condition of employment with the Employer. Such fair share fee shall not exceed dues paid by members of the Union who are in the bargaining unit, and shall

reflect the same graduated schedule according to wages earned. The Union shall notify the Employer of the fair share fee amounts in the same manner as notification of amounts and changes in the amounts of dues deductions. Fair share fees shall be deducted from the payroll checks of the employees in the same manner as regular membership dues are deducted and forwarded by the Employer to the Union, both State and Locals, in the same manner except that written authorization for deduction of fair share fees is not required.

- 4.6.2 The fair share service fee assessment shall be applicable to all employees whose position contemplates a regular schedule of fifteen (15) hours or more per week.
- 4.6.3 The Board shall continue the present practice concerning dues, and the Board of Education shall provide twice per year (the second pay in October and February) a list of all members of the bargaining unit and the fair share fees and dues deduction; a list of new bargaining unit members; a list of bargaining unit members returning from leaves of absence; a list of bargaining unit members granted leaves of absence; and a list of employees who terminate employment.
- 4.6.4 The Union agrees that it will indemnify and hold the Employer harmless from any claims, actions, and demands by any employees arising from the deduction of fair share fees made by the Employers pursuant to this Article and to defend the Employer in any such claims, actions and demands through competent attorneys selected by the Union and with the agreement of the Treasurer/CFO. Further, the Union agrees to abide by standards enumerated by SERB or other authority, with regard to the fair share fee procedure.
- 4.6.5 Any person making fair share fee payments shall have the right to object to the expenditure of a portion of such payments for activities of a primarily partisan, political nature. Such objections shall be perfected, if at all, by the objector individually notifying the OAPSE Executive Director of the objection in writing by registered or certified mail. A rebate policy shall be sent to each employee who is subject to the fair share service fee assessment.

Any member of the bargaining unit who objects to the payment of the fair share service fee by reason of membership in the adherence to the tenants or teachings of a bona fide religion or religious body which has historically held conscientious objections to joining or financially supporting an employee organization and which is exempt from taxation under provisions of the Internal Revenue code Section 501(C)(3) may submit proper proof of religious conviction to the State Employment Relations Board to seek a declaration from the Board that the member not be required to financially support the Local in accordance with the provisions of Section 4117.09(C).

It is recognized that SERB shall, if it finds that the employee is not to be

required to pay a service fee, require payment of an equal amount to a non-religious charitable fund pursuant to the requirements of Section 4117.09(C).

A challenge to the proposed rebate or a challenge to a failure to rebate shall be filed with the State Employment Relations Board pursuant to Ohio Revised Code Section 4117.09(C)."

**ARTICLE 37 – DURATION OF AGREEMENT**


37.1 The provisions of this agreement are effective as of July 1, 2019, except as otherwise herein provided, and shall continue in and remain in force and effect as binding on the parties until June 30, 2022.

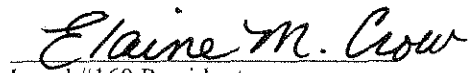
37.2 Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in force and effect for the duration of the agreement.

37.3 This agreement represents the complete understanding and agreement of the parties, who fully acknowledge that they have had the full opportunity to negotiate on any and all matters which are properly subject to collective bargaining. Therefore, during the term of this agreement, neither the Board nor OAPSE shall be obligated to bargain collectively on any additions to or subtractions from or modifications to this agreement or on matters not included in this agreement, unless otherwise provided herein.

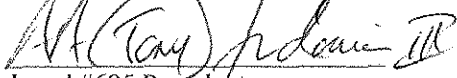
Date 11-23-2020

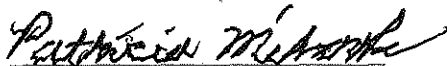
**Ohio Association of Public School Employees**

  
Local #122 President

  
Local #160 President


  
Local #404 President

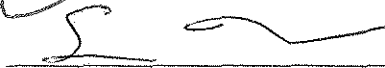
  
Local #695 President

  
Local #756 President

  
OAPSE Field Representative

**Parma City School District Board of Education**

  
Board President

  
Treasurer/CFO

## **APPENDIX A: SALARY SCHEDULES**

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: I – Hourly Monitors

Job Code(s) Schedule I	Number of Weeks	Class Code(s)	Base Wage 19- 20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.020	1.020	1.040	1.040	1.060	1.060	1.060	1.080
A-1	38 wks	C	\$10.16	\$10.36	\$10.36	\$10.57	\$10.57	\$10.77	\$10.77	\$10.77	\$10.97
A-2, A-3,A-4	38 wks.	D	\$11.42	\$11.65	\$11.65	\$11.88	\$11.88	\$12.11	\$12.11	\$12.11	\$12.33
A-5	38 wks.	E	\$11.84	\$12.08	\$12.08	\$12.31	\$12.31	\$12.55	\$12.55	\$12.55	\$12.79
A-6	38 wks.	F	\$13.08	\$13.34	\$13.34	\$13.60	\$13.60	\$13.86	\$13.86	\$13.86	\$14.13
Job Code(s) Schedule I	Number of Weeks	Class Code(s)	Base Wage 20- 21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.020	1.020	1.040	1.040	1.060	1.060	1.060	1.080
A-1	38 wks	C	\$10.36	\$10.57	\$10.57	\$10.77	\$10.77	\$10.98	\$10.98	\$10.98	\$11.19
A-2, A-3,A-4	38 wks.	D	\$11.65	\$11.88	\$11.88	\$12.12	\$12.12	\$12.35	\$12.35	\$12.35	\$12.58
A-5	38 wks.	E	\$12.07	\$12.31	\$12.31	\$12.55	\$12.55	\$12.79	\$12.79	\$12.79	\$13.04
A-6	38 wks.	F	\$13.34	\$13.61	\$13.61	\$13.87	\$13.87	\$14.14	\$14.14	\$14.14	\$14.41
Job Code(s) Schedule I	Number of Weeks	Class Code(s)	Base Wage 21- 22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.020	1.020	1.040	1.040	1.060	1.060	1.060	1.080
A-1	38 wks	C	\$10.57	\$10.78	\$10.78	\$10.99	\$10.99	\$11.20	\$11.20	\$11.20	\$11.42
A-2, A-3,A-4	38 wks.	D	\$11.88	\$12.12	\$12.12	\$12.36	\$12.36	\$12.59	\$12.59	\$12.59	\$12.83
A-5	38 wks.	E	\$12.31	\$12.56	\$12.56	\$12.80	\$12.80	\$13.05	\$13.05	\$13.05	\$13.29
A-6	38 wks.	F	\$13.60	\$13.87	\$13.87	\$14.14	\$14.14	\$14.42	\$14.42	\$14.42	\$14.69

JOB/CLASS CODE TITLES

CLASS CODE C: A-1 Elementary Noon Monitor  
VSM Vocational Student Monitor  
CLASS CODE D: A-2 General Monitor  
A-3 Male Monitor  
A-4 Female Student Monitor  
CLASS CODE E: A-5 In-School Detention Monitor  
CLASS CODE F: A-6 Clinic Assistant

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: II – Cafeteria

Job Code(s) Schedule II	Number of Weeks	Class Code(s)	Base Wage 19-20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
CF1	38 Wks.	A	\$10.19	\$10.50	\$10.80	\$11.11	\$11.41	\$11.82	\$12.23	\$12.64			
CF2	38 Wks.	B	\$10.60	\$10.92	\$11.24	\$11.55	\$11.87	\$12.30	\$12.72	\$13.14			
CF4	38 Wks.	C	\$11.83	\$12.18	\$12.54	\$12.89	\$13.25	\$13.72	\$14.20	\$14.67			
CF4	38 Wks.	D	\$12.06	\$12.42	\$12.78	\$13.15	\$13.51	\$13.99	\$14.47	\$14.95			
CF5 Code E 6.5	38 Wks.	E	\$18,943	\$19,511	\$20,080	\$20,648	\$21,216	\$21,974	\$22,732	\$23,489	\$24,247	\$25,005	\$25,762
CF6 Code F 7.0	38 Wks.	F	\$23,285	\$23,984	\$24,682	\$25,381	\$26,079	\$27,011	\$27,942	\$28,873	\$29,805	\$30,736	\$31,668
CF5 Code G 7.0	38 Wks.	G	\$20,401	\$21,013	\$21,625	\$22,237	\$22,849	\$23,665	\$24,481	\$25,297	\$26,113	\$26,929	\$27,745
CF6 Code H 7.5	38 Wks.	H	\$24,948	\$25,696	\$26,445	\$27,193	\$27,942	\$28,940	\$29,938	\$30,936	\$31,933	\$32,931	\$34,947
CF5 7.5 hrs.	38 wks.	I	\$21,857	\$22,513	\$23,168	\$23,824	\$24,480	\$25,354	\$26,228	\$27,103	\$27,977	\$28,851	\$29,726
CF2 Code K +2	38 Wks.	K	\$10.81	\$11.13	\$11.46	\$11.78	\$12.11	\$12.54	\$12.97	\$13.40			
CF1 Code L +2	38 Wks.	L	\$10.39	\$10.70	\$11.01	\$11.33	\$11.64	\$12.05	\$12.47	\$12.88			
CF3	38 Wks.	M	\$11.61	\$11.96	\$12.31	\$12.65	\$13.00	\$13.47	\$13.93	\$14.40			
CF3 Code N +2	38 Wks.	N	\$11.84	\$12.20	\$12.55	\$12.91	\$13.26	\$13.73	\$14.21	\$14.68			
CF5 8.0 hr.	38 wks	O	\$23,314	\$24,013	\$24,713	\$25,412	\$26,112	\$27,044	\$27,977	\$28,909	\$29,842	\$30,774	\$31,707
CF6 8.0 hrs	38 wks.	P	\$26,611	\$27,409	\$28,208	\$29,006	\$29,804	\$30,869	\$31,933	\$32,998	\$34,062	\$35,127	\$36,191
CF3 +1%	38 wks	Q	\$11.84	\$12.20	\$12.55	\$12.91	\$13.26	\$13.74	\$14.21	\$14.68			
CF5 +2% 8 hrs	38 Wks.	X	\$24,016	\$24,737	\$25,457	\$26,178	\$26,898	\$27,859	\$28,819	\$29,780	\$30,741	\$31,701	\$32,662
CF6 +2% 8.0 hrs	38 Wks	W	\$27,143	\$27,958	\$28,772	\$29,586	\$30,400	\$31,486	\$32,572	\$33,658	\$34,743	\$35,829	\$36,915
CF5 +2% 6.5 hrs.	38 Wks.	Y	\$19,322	\$19,902	\$20,481	\$21,061	\$21,641	\$22,414	\$23,186	\$23,959	\$24,732	\$25,505	\$26,278
CF6 +2%	38 Wks.	Z	\$23,751	\$24,464	\$25,176	\$25,889	\$26,601	\$27,551	\$28,501	\$29,451	\$30,401	\$31,351	\$32,301
CF5 +2% 7.5 hrs.	38 Wks.	J	\$22,294	\$22,963	\$23,632	\$24,300	\$24,969	\$25,861	\$26,753	\$27,645	\$28,536	\$29,428	\$30,320

Job Code(s) Schedule II	Number of Weeks	Class Code(s)	Base Wage 20-21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
CF1	38 Wks.	A	\$10.39	\$10.70	\$11.01	\$11.33	\$11.64	\$12.05	\$12.47	\$12.88			
CF2	38 Wks.	B	\$10.81	\$11.13	\$11.46	\$11.78	\$12.11	\$12.54	\$12.97	\$13.40			
CF4	38 Wks.	C	\$12.06	\$12.42	\$12.78	\$13.15	\$13.51	\$13.99	\$14.47	\$14.95			
CF4	38 Wks.	D	\$12.30	\$12.67	\$13.04	\$13.41	\$13.78	\$14.27	\$14.76	\$15.25			
CF5 Code E 6.5	38 Wks.	E	\$19,322	\$19,902	\$20,481	\$21,061	\$21,641	\$22,414	\$23,186	\$23,959	\$24,732	\$25,505	\$26,278
CF6 Code F 7.0	38 Wks.	F	\$23,750	\$24,463	\$25,175	\$25,888	\$26,600	\$27,550	\$28,500	\$29,450	\$30,400	\$31,350	\$32,300
CF5 Code G 7.0	38 Wks.	G	\$20,809	\$21,433	\$22,058	\$22,682	\$23,306	\$24,138	\$24,971	\$25,803	\$26,636	\$27,468	\$28,300
CF6 Code H 7.5	38 Wks.	H	\$25,447	\$26,210	\$26,974	\$27,737	\$28,501	\$29,519	\$30,536	\$31,554	\$32,572	\$33,590	\$35,646
CF5 7.5 hrs.	38 wks.	I	\$22,294	\$22,963	\$23,632	\$24,300	\$24,969	\$25,861	\$26,753	\$27,645	\$28,536	\$29,428	\$30,320
CF2 Code K +2	38 Wks.	K	\$11.02	\$11.35	\$11.68	\$12.01	\$12.34	\$12.78	\$13.22	\$13.66			
CF1 Code L +2	38 Wks.	L	\$10.60	\$10.92	\$11.24	\$11.55	\$11.87	\$12.30	\$12.72	\$13.14			
CF3	38 Wks.	M	\$11.84	\$12.20	\$12.55	\$12.91	\$13.26	\$13.73	\$14.21	\$14.68			
CF3 Code N +2	38 Wks.	N	\$12.08	\$12.44	\$12.80	\$13.17	\$13.53	\$14.01	\$14.50	\$14.98			
CF5 8.0 hr.	38 wks.	O	\$23,781	\$24,494	\$25,208	\$25,921	\$26,635	\$27,586	\$28,537	\$29,488	\$30,440	\$31,391	\$32,342
CF6 8.0 hrs	38 wks.	P	\$27,143	\$27,957	\$28,772	\$29,586	\$30,400	\$31,486	\$32,572	\$33,657	\$34,743	\$35,829	\$36,914
CF3 +1%	38 wks.	Q	\$12.08	\$12.44	\$12.80	\$13.17	\$13.53	\$14.01	\$14.49	\$14.98			
CF5 +2% 8 hrs	38 Wks.	X	\$24,496	\$25,231	\$25,966	\$26,701	\$27,436	\$28,416	\$29,396	\$30,376	\$31,355	\$32,335	\$33,315
CF6 +2% 8.0 hrs	38 Wks.	W	\$27,686	\$28,517	\$29,347	\$30,178	\$31,008	\$32,116	\$33,223	\$34,331	\$35,438	\$36,546	\$37,653
CF5 +2% 6.5 hrs.	38 Wks.	Y	\$19,709	\$20,300	\$20,892	\$21,483	\$22,074	\$22,862	\$23,651	\$24,439	\$25,228	\$26,016	\$26,804
CF6 +2%	38 Wks.	Z	\$24,226	\$24,953	\$25,680	\$26,406	\$27,133	\$28,102	\$29,071	\$30,040	\$31,009	\$31,978	\$32,947
CF5 +2% 7.5 hrs.	38 Wks.	J	\$22,740	\$23,422	\$24,104	\$24,787	\$25,469	\$26,378	\$27,288	\$28,198	\$29,107	\$30,017	\$30,926

Job Code(s) Schedule II	Number of Weeks	Class Code(s)	Base Wage 21-22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
CF1	38 Wks.	A	\$10.60	\$10.92	\$11.24	\$11.55	\$11.87	\$12.30	\$12.72	\$13.14			
CF2	38 Wks.	B	\$11.02	\$11.35	\$11.68	\$12.01	\$12.34	\$12.78	\$13.22	\$13.66			
CF4	38 Wks.	C	\$12.30	\$12.67	\$13.04	\$13.41	\$13.78	\$14.27	\$14.76	\$15.25			
CF4	38 Wks.	D	\$12.55	\$12.93	\$13.30	\$13.68	\$14.06	\$14.56	\$15.06	\$15.56			
CF5 Code E 6.5	38 Wks.	E	\$19,709	\$20,300	\$20,892	\$21,483	\$22,074	\$22,862	\$23,651	\$24,439	\$25,228	\$26,016	\$26,804
CF6 Code F 7.0	38 Wks.	F	\$24,225	\$24,952	\$25,679	\$26,405	\$27,132	\$28,101	\$29,070	\$30,039	\$31,008	\$31,977	\$32,946
CF5 Code G 7.0	38 Wks.	G	\$21,225	\$21,862	\$22,499	\$23,135	\$23,772	\$24,621	\$25,470	\$26,319	\$27,168	\$28,017	\$28,866
CF6 Code H 7.5	38 Wks.	H	\$25,956	\$26,735	\$27,513	\$28,292	\$29,071	\$30,109	\$31,147	\$32,185	\$33,224	\$34,262	\$36,359
CF5 7.5 hrs.	38 wks.	I	\$22,740	\$23,422	\$24,104	\$24,787	\$25,469	\$26,378	\$27,288	\$28,198	\$29,107	\$30,017	\$30,926
CF2 Code K +2	38 Wks.	K	\$11.24	\$11.58	\$11.91	\$12.25	\$12.59	\$13.04	\$13.49	\$13.94			
CF1 Code L +2	38 Wks.	L	\$10.81	\$11.13	\$11.46	\$11.78	\$12.11	\$12.54	\$12.97	\$13.40			
CF3	38 Wks.	M	\$12.08	\$12.44	\$12.80	\$13.17	\$13.53	\$14.01	\$14.50	\$14.98			
CF3 Code N +2	38 Wks.	N	\$12.32	\$12.69	\$13.06	\$13.43	\$13.80	\$14.29	\$14.78	\$15.28			
CF5 8.0 hr.	38 wks	O	\$24,256	\$24,984	\$25,711	\$26,439	\$27,167	\$28,137	\$29,107	\$30,077	\$31,048	\$32,018	\$32,988
CF6 8.0 hrs	38 wks.	P	\$27,686	\$28,517	\$29,347	\$30,178	\$31,008	\$32,116	\$33,223	\$34,331	\$35,438	\$36,546	\$37,653
CF3 +1%	38 wks	Q	\$12.32	\$12.69	\$13.06	\$13.43	\$13.80	\$14.29	\$14.78	\$15.28			
CF5 +2% 8 hrs	38 Wks.	X	\$24,986	\$25,736	\$26,485	\$27,235	\$27,985	\$28,984	\$29,984	\$30,983	\$31,982	\$32,982	\$33,981
CF6 +2% 8.0 hrs	38 Wks	W	\$28,240	\$29,087	\$29,934	\$30,781	\$31,629	\$32,758	\$33,888	\$35,017	\$36,147	\$37,277	\$38,406
CF5 +2% 6.5 hrs.	38 Wks.	Y	\$20,103	\$20,706	\$21,309	\$21,912	\$22,515	\$23,319	\$24,124	\$24,928	\$25,732	\$26,536	\$27,340
CF6 +2%	38 Wks.	Z	\$24,710	\$25,451	\$26,193	\$26,934	\$27,675	\$28,664	\$29,652	\$30,640	\$31,629	\$32,617	\$33,606
CF5 +2% 7.5 hrs.	38 Wks.	J	\$23,195	\$23,891	\$24,587	\$25,283	\$25,978	\$26,906	\$27,834	\$28,762	\$29,690	\$30,617	\$31,545

Notes:

- Managers work 185 days – school year plus 1 day (Middle School @ 6.5 hrs. = 1,248 hrs. – Middle School @ 7 hrs. = 1,344 hrs. High School @ 7 hrs.= 1,334 hrs. High School @ 7.5 hrs. = 1,440 hrs. – 192 Total Days Paid)
- Salaries include 7 paid holidays.
- One and one-half times the hourly rate is paid for evening dinners and banquets.
- Two percent (2%) wage adjustment for Ohio School Food Services Association Certificate – Class Codes Z, Y, D, N, K, I, G & H.
- Additional holiday – one – day after Thanksgiving.
- First Cook at Day Care receives 1% ratio.

JOB/CLASS CODE TITLES

CLASS CODE A:	CF1	Miscellaneous
CLASS CODE B:	CF2	Second Cook, Baker, Salad Maker, Cashier, Vendor
CLASS CODE C:	CF4	Elementary Manager
CLASS CODE D:	CF4	Elementary Manager + 2%
CLASS CODE E:	CF5	Middle School Manager – 6.5 hours per day
CLASS CODE F:	CF6	Senior High Manager – 7 hours per day
CLASS CODE G:	CF5	Middle School Manager – 7 hours per day
CLASS CODE H:	CF6	Senior High Manager – 7.5 hours per day
CLASS CODE K:	CF2	Second Cook, Baker, Salad Maker, Cashier, Vendor + 2%
CLASS CODE L:	CF1	Miscellaneous + 2%
CLASS CODE M:	CF3	First Cook
CLASS CODE N:	CF3	First Cook + 2%
CLASS CODE Y:	CF5	Middle School Manager + 2% - 6.5 hours per day
CLASS CODE Z:	CF6	Senior High Manager + 2%

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: III – Custodians, Mechanics, Maint, Laborers,  
Storeroom keeper, ITV Engineers, Media/Computer Technicians

Job Code(s) Schedule III	Number of Weeks	Class Code(s)	Base Wage 19- 20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
M1	52 wks.	A	\$28,750	\$29,613	\$30,475	\$31,338	\$32,200	\$33,350	\$34,500	\$35,650	\$36,800	\$37,950	\$39,100
C-6	52 wks.	B	\$36,035	\$37,116	\$38,197	\$39,278	\$40,359	\$41,801	\$43,242	\$44,683	\$46,125	\$47,566	\$49,008
BFA, M-7	52 wks.	C	\$38,399	\$39,551	\$40,703	\$41,855	\$43,007	\$44,543	\$46,079	\$47,615	\$49,151	\$50,687	\$52,223
MT1	52 wks.	E	\$38,098	\$39,241	\$40,384	\$41,527	\$42,670	\$44,194	\$45,718	\$47,242	\$48,765	\$50,289	\$51,813
M-2	52 wks.	F	\$31,516	\$32,461	\$33,407	\$34,352	\$35,298	\$36,559	\$37,819	\$39,080	\$40,340	\$41,601	\$42,862
M-3	52 wks.	G	\$32,897	\$33,884	\$34,871	\$35,858	\$36,845	\$38,161	\$39,476	\$40,792	\$42,108	\$43,424	\$44,740
C-4	52 wks.	H	\$34,164	\$35,189	\$36,214	\$37,239	\$38,264	\$39,630	\$40,997	\$42,363	\$43,730	\$45,096	\$46,463
C-5	52 wks.	I	\$35,068	\$36,120	\$37,172	\$38,224	\$39,276	\$40,679	\$42,082	\$43,484	\$44,887	\$46,290	\$47,692
MC1,SK1	52 wks.	J	\$32,409	\$33,381	\$34,354	\$35,326	\$36,298	\$37,594	\$38,891	\$40,187	\$41,484	\$42,780	\$44,076
MC3	52 wks.	K	\$38,399	\$39,551	\$40,703	\$41,855	\$43,007	\$44,543	\$46,079	\$47,615	\$49,151	\$50,687	\$52,223
C-8	52 wks.	M	\$39,187	\$40,363	\$41,538	\$42,714	\$43,889	\$45,457	\$47,024	\$48,592	\$50,159	\$51,727	\$53,294
MT2	52 wks.	O	\$41,900	\$43,157	\$44,414	\$45,671	\$46,928	\$48,604	\$50,280	\$51,956	\$53,632	\$55,308	\$56,984
MC2	52 wks.	Q	\$33,442	\$34,445	\$35,449	\$36,452	\$37,455	\$38,793	\$40,130	\$41,468	\$42,806	\$44,143	\$45,481
PDC, PPC	52 wks.	R	\$28,131	\$28,975	\$29,819	\$30,663	\$31,507	\$32,632	\$33,757	\$34,882	\$36,008	\$37,133	\$38,258
PCC Code	52 wks.	S	\$10.84	\$11.17	\$11.49	\$11.82	\$12.14	\$12.57	\$13.01	\$13.44	\$13.88	\$14.31	\$14.74
PCC Code	52 wks.	S	\$22,578	\$23,255	\$23,933	\$24,610	\$25,287	\$26,190	\$27,094	\$27,997	\$28,900	\$29,803	\$30,706

Job Code(s) Schedule III	Number of Weeks	Class Code(s)	Base Wage 20- 21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
M1	52 wks.	A	\$29,325	\$30,205	\$31,085	\$31,964	\$32,844	\$34,017	\$35,190	\$36,363	\$37,536	\$38,709	\$39,882
C-6	52 wks.	B	\$36,755	\$37,858	\$38,960	\$40,063	\$41,166	\$42,636	\$44,106	\$45,576	\$47,046	\$48,517	\$49,987
BFA, M-7	52 wks.	C	\$39,167	\$40,342	\$41,517	\$42,692	\$43,867	\$45,434	\$47,000	\$48,567	\$50,134	\$51,700	\$53,267
MT1	52 wks.	E	\$38,860	\$40,026	\$41,192	\$42,357	\$43,523	\$45,078	\$46,632	\$48,186	\$49,741	\$51,295	\$52,850
M-2	52 wks.	F	\$32,146	\$33,110	\$34,075	\$35,039	\$36,004	\$37,289	\$38,575	\$39,861	\$41,147	\$42,433	\$43,719
M-3	52 wks.	G	\$33,555	\$34,562	\$35,568	\$36,575	\$37,582	\$38,924	\$40,266	\$41,608	\$42,950	\$44,293	\$45,635
C-4	52 wks.	H	\$34,847	\$35,892	\$36,938	\$37,983	\$39,029	\$40,423	\$41,816	\$43,210	\$44,604	\$45,998	\$47,392
C-5	52 wks.	I	\$35,770	\$36,843	\$37,916	\$38,989	\$40,062	\$41,493	\$42,924	\$44,355	\$45,786	\$47,216	\$48,647
MC1,SK1	52 wks.	J	\$33,057	\$34,049	\$35,040	\$36,032	\$37,024	\$38,346	\$39,668	\$40,991	\$42,313	\$43,635	\$44,958
MC3	52 wks.	K	\$39,167	\$40,342	\$41,517	\$42,692	\$43,867	\$45,434	\$47,000	\$48,567	\$50,134	\$51,700	\$53,267
C-8	52 wks.	M	\$39,970	\$41,169	\$42,368	\$43,567	\$44,766	\$46,365	\$47,964	\$49,563	\$51,162	\$52,760	\$54,359
MT2	52 wks.	O	\$42,738	\$44,020	\$45,302	\$46,584	\$47,867	\$49,576	\$51,286	\$52,995	\$54,705	\$56,414	\$58,124
MC2	52 wks.	Q	\$34,110	\$35,133	\$36,157	\$37,180	\$38,203	\$39,568	\$40,932	\$42,296	\$43,661	\$45,025	\$46,390
PDC, PPC	52 wks.	R	\$28,694	\$29,555	\$30,416	\$31,276	\$32,137	\$33,285	\$34,433	\$35,581	\$36,728	\$37,876	\$39,024
PCC Code	52 wks.	S	\$11.04	\$11.37	\$11.70	\$12.03	\$12.36	\$12.81	\$13.25	\$13.69	\$14.13	\$14.57	\$15.01
PCC Code	52 wks.	S	\$23,029	\$23,720	\$24,411	\$25,102	\$25,792	\$26,714	\$27,635	\$28,556	\$29,477	\$30,398	\$31,319

Job Code(s) Schedule III	Number of Weeks	Class Code(s)	Base Wage 21- 22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
M1	52 wks.	A	\$29,911	\$30,808	\$31,706	\$32,603	\$33,500	\$34,697	\$35,893	\$37,090	\$38,286	\$39,483	\$40,679
C-6	52 wks.	B	\$37,491	\$38,616	\$39,740	\$40,865	\$41,990	\$43,490	\$44,989	\$46,489	\$47,988	\$49,488	\$50,988
BFA, M-7	52 wks.	C	\$39,950	\$41,149	\$42,347	\$43,546	\$44,744	\$46,342	\$47,940	\$49,538	\$51,136	\$52,734	\$54,332
MT1	52 wks.	E	\$39,638	\$40,827	\$42,016	\$43,205	\$44,395	\$45,980	\$47,566	\$49,151	\$50,737	\$52,322	\$53,908
M-2	52 wks.	F	\$32,789	\$33,773	\$34,756	\$35,740	\$36,724	\$38,035	\$39,347	\$40,658	\$41,970	\$43,281	\$44,593
M-3	52 wks.	G	\$34,226	\$35,253	\$36,280	\$37,306	\$38,333	\$39,702	\$41,071	\$42,440	\$43,809	\$45,178	\$46,547
C-4	52 wks.	H	\$35,544	\$36,610	\$37,677	\$38,743	\$39,809	\$41,231	\$42,653	\$44,075	\$45,496	\$46,918	\$48,340
C-5	52 wks.	I	\$36,485	\$37,580	\$38,674	\$39,769	\$40,863	\$42,323	\$43,782	\$45,241	\$46,701	\$48,160	\$49,620
MC1,SK1	52 wks.	J	\$33,719	\$34,731	\$35,742	\$36,754	\$37,765	\$39,114	\$40,463	\$41,812	\$43,160	\$44,509	\$45,858
MC3	52 wks.	K	\$39,950	\$41,149	\$42,347	\$43,546	\$44,744	\$46,342	\$47,940	\$49,538	\$51,136	\$52,734	\$54,332
C-8	52 wks.	M	\$40,770	\$41,993	\$43,216	\$44,439	\$45,662	\$47,293	\$48,924	\$50,555	\$52,186	\$53,816	\$55,447
MT2	52 wks.	O	\$43,593	\$44,901	\$46,209	\$47,516	\$48,824	\$50,568	\$52,312	\$54,055	\$55,799	\$57,543	\$59,286
MC2	52 wks.	Q	\$34,793	\$35,837	\$36,881	\$37,924	\$38,968	\$40,360	\$41,752	\$43,143	\$44,535	\$45,927	\$47,318
PDC, PPC	52 wks.	R	\$29,268	\$30,146	\$31,024	\$31,902	\$32,780	\$33,951	\$35,122	\$36,292	\$37,463	\$38,634	\$39,804
PCC Code	52 wks.	S	\$11.24	\$11.58	\$11.91	\$12.25	\$12.59	\$13.04	\$13.49	\$13.94	\$14.39	\$14.84	\$15.29
PCC Code	52 wks.	S	\$23,490	\$24,195	\$24,899	\$25,604	\$26,309	\$27,248	\$28,188	\$29,128	\$30,067	\$31,007	\$31,946

JOB/CLASS CODE TITLES:

CLASS CODE A:	M-1	Laborer
CLASS CODE B:	C-6	Middle School Custodian
CLASS CODE C:	M-7	Maintenance M-7
	BFA	Byers Field Attendant
CLASS CODE E:	MT1	Media/Computer Technician
CLASS CODE F:	M-2	Maintenance M-2
CLASS CODE G:	M-3	Maintenance M-3
CLASS CODE H:	C-4	Assistant Custodian
CLASS CODE I:	C-5	Elementary Custodian
CLASS CODE J:	MC1	Mechanic Helper I
	SK1	Storeroom Keeper
CLASS CODE K:	MC3	Mechanic – Skilled
CLASS CODE M:	C-8	High School Head Custodian
CLASS CODE O:	I-2	ITV Engineer
	MT2	Media/Computer Technician
	*MWF	Maintenance Working Foreman
CLASS CODE Q:	MC2	Mechanic Helper II
CLASS CODE R:	PPC	Pressman/Copy Center Specialist
CLASS CODE R:	PPD	Docutech/Copy Center Specialist
CLASS CODE S:	PCC	Copy Center Operator/Mail Delivery

WORK SCHEDULE:

52 Weeks (8 hours per day) = 2,080 hours annually Includes

8 holidays and all vacation days

Salary is based on 260 days per year.

Additional Paid Holiday – one – Day after Thanksgiving

\*Maintenance Working Foreman (MFW) will be paid a 17.5% ratio

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: IV – Media/Class. Ass't, Voc. Eval. Ass't,  
Prof Center Ass't, Lab Ass't Instr, Film Lib Ass't & Brailist

Job Code(s) Schedule IV	Number of Weeks	Class Code(s)	Base Wage 19-20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
MA3 7.5 hrs. 38	38 wks.	A	19,708	20,299	20,890	21,482	22,073	22,861	23,650	24,438	25,226	26,015	26,803
MA3 7.5 hrs 40	40 wks.	B	20,741	21,363	21,985	22,608	23,230	24,060	24,889	25,719	26,548	27,378	28,208
VEA Code	38 wks.	C	14.78	15.22	15.66	16.11	16.55	17.14	17.73	18.32	18.91	19.50	20.10
MA2 7.0	38 wks.	D	18,395	18,947	19,499	20,051	20,602	21,338	22,074	22,810	23,546	24,281	25,017
A31 6.5 hrs. 38	38 wks.	E	17,081	17,593	18,106	18,618	19,131	19,814	20,497	21,180	21,864	22,547	23,230
A31 7.0 hrs. 38	38 wks.	F	18,395	18,947	19,499	20,051	20,602	21,338	22,074	22,810	23,546	24,281	25,017
VLB, VLC, VLE 8.0	38 wks.	G	21,024	21,655	22,285	22,916	23,547	24,388	25,229	26,070	26,911	27,752	28,593
MA2, MA3	38 wks.	H	13.76	14.17	14.58	15.00	15.41	15.96	16.51	17.06	17.61	18.16	18.71
A31	38 wks.	I	13.76	14.17	14.58	15.00	15.41	15.96	16.51	17.06	17.61	18.16	18.71
SPE 6.5	38 wks.	J	17,237	17,754	18,271	18,788	19,305	19,995	20,684	21,374	22,063	22,753	23,442
VLB, VLC, VLE 7.5	38 wks.	K	19,708	20,299	20,890	21,482	22,073	22,861	23,650	24,438	25,226	26,015	26,803
SPE 7.5	38 wks.	M	19,889	20,486	21,082	21,679	22,276	23,071	23,867	24,662	25,457	26,253	27,049
SPE hourly	38 wks.	N	13.88	14.30	14.71	15.13	15.55	16.10	16.66	17.21	17.77	18.32	18.88
SPE 7.0	38 wks.	O	18,563	19,120	19,677	20,234	20,791	21,533	22,276	23,018	23,761	24,503	25,246
SPE Code	38 wks.	P	18,035	18,576	19,117	19,658	20,199	20,921	21,642	22,363	23,085	23,806	24,528
MA2	38 wks.	Q	19,708	20,299	20,890	21,482	22,073	22,861	23,650	24,438	25,226	26,015	26,803

Job Code(s) Schedule IV	Number of Weeks	Class Code(s)	Base Wage	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			20-21 Step 0	1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320
MA3 7.5 hrs. 38	38 wks.	A	20,103	20,706	21,309	21,912	22,515	23,319	24,124	24,928	25,732	26,536	27,340
MA3 7.5 hrs 40	40 wks.	B	21,156	21,791	22,425	23,060	23,695	24,541	25,387	26,233	27,080	27,926	28,772
VEA Code	38 wks.	C	15.08	15.53	15.98	16.43	16.89	17.49	18.09	18.69	19.30	19.90	20.50
MA2 7.0	38 wks.	D	18,763	19,326	19,889	20,452	21,015	21,765	22,516	23,266	24,017	24,767	25,518
A31 6.5 hrs. 38	38 wks.	E	17,423	17,946	18,468	18,991	19,514	20,211	20,908	21,605	22,301	22,998	23,695
A31 7.0 hrs. 38	38 wks.	F	18,763	19,326	19,889	20,452	21,015	21,765	22,516	23,266	24,017	24,767	25,518
VLB, VLC, VLE 8.0	38 wks.	G	21,444	22,087	22,731	23,374	24,017	24,875	25,733	26,591	27,448	28,306	29,164
MA2, MA3	38 wks.	H	14.04	14.46	14.88	15.30	15.72	16.28	16.85	17.41	17.97	18.53	19.09
A31	38 wks.	I	14.04	14.46	14.88	15.30	15.72	16.28	16.85	17.41	17.97	18.53	19.09
SPE 6.5	38 wks.	J	17,582	18,109	18,637	19,164	19,692	20,395	21,098	21,802	22,505	23,208	23,912
VLB, VLC, VLE 7.5	38 wks.	K	20,103	20,706	21,309	21,912	22,515	23,319	24,124	24,928	25,732	26,536	27,340
SPE 7.5	38 wks.	M	20,286	20,895	21,503	22,112	22,720	23,532	24,343	25,155	25,966	26,778	27,589
SPE hourly	38 wks.	N	14.16	14.59	15.01	15.44	15.86	16.43	16.99	17.56	18.13	18.69	19.26
SPE 7.0	38 wks.	O	18,935	19,503	20,071	20,639	21,207	21,965	22,722	23,479	24,237	24,994	25,752
SPE Code	38 wks.	P	18,396	18,948	19,500	20,052	20,604	21,339	22,075	22,811	23,547	24,283	25,019
MA2	38 wks.	Q	20,102	20,705	21,308	21,911	22,514	23,318	24,122	24,926	25,731	26,535	27,339

Job Code(s) Schedule IV	Number of Weeks	Class Code(s)	Base Wage	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			21-22 Step 0	1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320
MA3 7.5 hrs. 38	38 wks.	A	20,505	21,120	21,735	22,350	22,966	23,786	24,606	25,426	26,246	27,067	27,887
MA3 7.5 hrs 40	40 wks.	B	21,579	22,226	22,874	23,521	24,168	25,032	25,895	26,758	27,621	28,484	29,347
VEA Code	38 wks.	C	15.38	15.84	16.30	16.76	17.22	17.84	18.45	19.07	19.68	20.30	20.91
MA2 7.0	38 wks.	D	19,138	19,712	20,286	20,860	21,435	22,200	22,966	23,731	24,497	25,262	26,028
A31 6.5 hrs. 38	38 wks.	E	17,771	18,304	18,837	19,370	19,904	20,614	21,325	22,036	22,747	23,458	24,169
A31 7.0 hrs. 38	38 wks.	F	19,138	19,712	20,286	20,860	21,435	22,200	22,966	23,731	24,497	25,262	26,028
VLB, VLC, VLE B.0	38 wks.	G	21,873	22,529	23,185	23,842	24,498	25,373	26,248	27,123	27,997	28,872	29,747
MA2, MA3	38 wks.	H	14.32	14.75	15.18	15.61	16.04	16.61	17.18	17.76	18.33	18.90	19.47
A31	38 wks.	I	14.32	14.75	15.18	15.61	16.04	16.61	17.18	17.76	18.33	18.90	19.47
SPE 6.5	38 wks.	J	17,933	18,471	19,009	19,547	20,085	20,802	21,520	22,237	22,954	23,672	24,389
VLB, VLC, VLE 7.5	38 wks.	K	20,505	21,120	21,735	22,350	22,966	23,786	24,606	25,426	26,246	27,067	27,887
SPE 7.5	38 wks.	M	20,692	21,313	21,934	22,554	23,175	24,003	24,830	25,658	26,486	27,313	28,141
SPE hourly	38 wks.	N	14.44	14.87	15.31	15.74	16.17	16.75	17.33	17.91	18.49	19.06	19.64
SPE 7.0	38 wks.	O	19,313	19,892	20,472	21,051	21,631	22,403	23,176	23,948	24,721	25,493	26,266
SPE Code	38 wks.	P	18,764	19,327	19,890	20,453	21,016	21,766	22,517	23,267	24,018	24,768	25,519
MA2	38 wks.	Q	20,504	21,119	21,734	22,349	22,964	23,785	24,605	25,425	26,245	27,065	27,885

POSITION – HOURS/DAYS/WEEKS

CLASS CODE A:	MA3	Middle School Media Asst.	7.5 Hrs./5 Days/38 Weeks
CLASS CODE B:	MA3	Sr. High Media Asst.	7.5 Hrs./5 Days/40 Weeks
CLASS CODE C:	VEA	Vocational Evaluation Asst.	Hourly Rate
CLASS CODE D:	MA2	Elementary Media Asst.	7.0 Hrs./5 Days/38 Weeks
CLASS CODE E:	A31	Elementary Classroom Asst.	6.5 Hrs./5 Days/38 Weeks
CLASS CODE F:	A31	Elementary Classroom Asst.	7.0 Hrs./5 Days/38 Weeks
CLASS CODE G:	VLB/VLC/VLE	Voc. Lab. Asst.	8.0 Hrs./5 Days/38 Weeks
CLASS CODE H:	MA2/MA3	Media Assistant	Hourly Rate
CLASS CODE I:	A31/VLB/VLC/VLE	Classroom Asst./Voc. Lab. Asst.	Hourly Rate
CLASS CODE J:	SPE	Special Education Asst.	6.5 Hrs./5 Days/38 Weeks
CLASS CODE K:	VLB/VLC/VLE	Voc. Lab. Asst.	7.5 Hrs./5 Days/38 Weeks
CLASS CODE M:	SPE	Special Education Asst.	7.5 Hrs./5 Days/38 Weeks
CLASS CODE N:	SPE	Special Education Asst.	Hourly Rate
CLASS CODE O:	SPE	Special Education Asst.	7.0 Hrs./5 Days/38 Weeks
CLASS CODE P:	SPE	Special Education Asst.-Arlington	6.5 Hrs. Mon., Fri. 7.0 Hrs. Tues., Wed., Thurs.

Number of Weeks	Days in School Year	Hours Per Day	Plus Paid Holidays	Total Paid Days	Total Paid Hours	
38 Wks.	184	6.5	7	191	1,241.5	Code P:
38 Wks.	184	7.0	7	191	1,337.0	
38 Wks.	184	7.5	7	191	1,432.5	1,299 hours
40 Wks.	184	7.5	7	201	1,507.5	
38 Wks.	184	8.0	7	191	1,528.0	

Additional Paid Holiday – one – Day after Thanksgiving

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: V – Accounts Clerks

Job Code(s) Schedule V	Number of Weeks	Class Code(s)	Base Wage 19-20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
AC2	25 wks	B	\$13.86	\$14.28	\$14.69	\$15.11	\$15.52	\$16.08	\$16.63	\$17.19	\$17.74	\$18.30	\$18.85
AC2	40 wks.	B	\$13.86	\$14.28	\$14.69	\$15.11	\$15.52	\$16.08	\$16.63	\$17.19	\$17.74	\$18.30	\$18.85
AC2	40 wks Salary	B	\$20,890	\$21,517	\$22,143	\$22,770	\$23,397	\$24,232	\$25,068	\$25,904	\$26,739	\$27,575	\$28,410
AC2	42 wks.	B	\$21,929	\$22,587	\$23,245	\$23,903	\$24,560	\$25,438	\$26,315	\$27,192	\$28,069	\$28,946	\$29,823
AC2	46 wks.	B	\$24,112	\$24,835	\$25,559	\$26,282	\$27,005	\$27,970	\$28,934	\$29,899	\$30,863	\$31,828	\$32,792
AC2	52 wks.	B	\$27,022	\$27,833	\$28,643	\$29,454	\$30,265	\$31,346	\$32,426	\$33,507	\$34,588	\$35,669	\$36,750
AC4	25 wks	D	\$14.95	\$15.40	\$15.85	\$16.30	\$16.74	\$17.34	\$17.94	\$18.54	\$19.14	\$19.73	\$20.33
AC4	40 wks. Hourly	D	\$14.95	\$15.40	\$15.85	\$16.30	\$16.74	\$17.34	\$17.94	\$18.54	\$19.14	\$19.73	\$20.33
AC4	40 wks. Salary	D	\$22,540	\$23,216	\$23,892	\$24,569	\$25,245	\$26,146	\$27,048	\$27,950	\$28,851	\$29,753	\$30,654
AC4	41 wks.	D	\$23,101	\$23,794	\$24,487	\$25,180	\$25,873	\$26,797	\$27,721	\$28,645	\$29,569	\$30,493	\$31,417
AC4	42 wks.	D	\$23,661	\$24,371	\$25,081	\$25,790	\$26,500	\$27,447	\$28,393	\$29,340	\$30,286	\$31,233	\$32,179
AC4	46 wks.	D	\$26,016	\$26,796	\$27,577	\$28,357	\$29,138	\$30,179	\$31,219	\$32,260	\$33,300	\$34,341	\$35,382
AC4	52 wks. Hourly	D	\$14.95	\$15.40	\$15.85	\$16.30	\$16.74	\$17.34	\$17.94	\$18.54	\$19.14	\$19.73	\$20.33
AC4	52 wks. Salary	D	\$29,156	\$30,031	\$30,905	\$31,780	\$32,655	\$33,821	\$34,987	\$36,153	\$37,320	\$38,486	\$39,652
AC5	25 wks. Hourly	E	\$15.59	\$16.06	\$16.53	\$16.99	\$17.46	\$18.08	\$18.71	\$19.33	\$19.96	\$20.58	\$21.20
AC5	41 wks.	E	\$24,079	\$24,801	\$25,524	\$26,246	\$26,968	\$27,932	\$28,895	\$29,858	\$30,821	\$31,784	\$32,747
AC5	42 wks.	E	\$24,663	\$25,403	\$26,143	\$26,883	\$27,623	\$28,609	\$29,596	\$30,582	\$31,569	\$32,555	\$33,542
AC5	46 wks.	E	\$27,118	\$27,932	\$28,745	\$29,559	\$30,372	\$31,457	\$32,542	\$33,626	\$34,711	\$35,796	\$36,880
AC5	52 wks.	E	\$30,391	\$31,303	\$32,214	\$33,126	\$34,038	\$35,254	\$36,469	\$37,685	\$38,900	\$40,116	\$41,332
AC4	52 wks. 8.0 hrs.	F	\$31,100	\$32,033	\$32,966	\$33,899	\$34,832	\$36,076	\$37,320	\$38,564	\$39,808	\$41,052	\$42,296
AC5	52 wks. 8.0 hrs.	G	\$32,417	\$33,390	\$34,362	\$35,335	\$36,307	\$37,604	\$38,900	\$40,197	\$41,494	\$42,790	\$44,087

Job Code(s) Schedule V	Number of Weeks	Class Code(s)	Base Wage 20-21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
AC2	25 wks	B	\$14.13	\$14.55	\$14.98	\$15.40	\$15.83	\$16.39	\$16.96	\$17.52	\$18.09	\$18.65	\$19.22
AC2	40 wks.	B	\$14.13	\$14.55	\$14.98	\$15.40	\$15.83	\$16.39	\$16.96	\$17.52	\$18.09	\$18.65	\$19.22
AC2	40 wks Salary	B	\$21,308	\$21,947	\$22,586	\$23,226	\$23,865	\$24,717	\$25,570	\$26,422	\$27,274	\$28,127	\$28,979
AC2	42 wks.	B	\$22,368	\$23,039	\$23,710	\$24,381	\$25,052	\$25,947	\$26,842	\$27,736	\$28,631	\$29,526	\$30,420
AC2	46 wks.	B	\$24,594	\$25,332	\$26,070	\$26,807	\$27,545	\$28,529	\$29,513	\$30,497	\$31,480	\$32,464	\$33,448
AC2	52 wks.	B	\$27,562	\$28,389	\$29,216	\$30,043	\$30,869	\$31,972	\$33,074	\$34,177	\$35,279	\$36,382	\$37,484
AC4	25 wks	D	\$15.25	\$15.71	\$16.17	\$16.62	\$17.08	\$17.69	\$18.30	\$18.91	\$19.52	\$20.13	\$20.74
AC4	40 wks. Hourly	D	\$15.25	\$15.71	\$16.17	\$16.62	\$17.08	\$17.69	\$18.30	\$18.91	\$19.52	\$20.13	\$20.74
AC4	40 wks. Salary	D	\$22,991	\$23,681	\$24,370	\$25,060	\$25,750	\$26,670	\$27,589	\$28,509	\$29,428	\$30,348	\$31,268
AC4	41 wks.	D	\$23,563	\$24,270	\$24,977	\$25,684	\$26,391	\$27,333	\$28,276	\$29,218	\$30,161	\$31,103	\$32,046
AC4	42 wks.	D	\$24,134	\$24,858	\$25,582	\$26,306	\$27,030	\$27,995	\$28,961	\$29,926	\$30,892	\$31,857	\$32,822
AC4	46 wks.	D	\$26,536	\$27,332	\$28,128	\$28,924	\$29,720	\$30,782	\$31,843	\$32,905	\$33,966	\$35,028	\$36,089
AC4	52 wks. Hourly	D	\$15.25	\$15.71	\$16.17	\$16.62	\$17.08	\$17.69	\$18.30	\$18.91	\$19.52	\$20.13	\$20.74
AC4	52 wks. Salary	D	\$29,739	\$30,631	\$31,523	\$32,416	\$33,308	\$34,497	\$35,687	\$36,876	\$38,066	\$39,255	\$40,445
AC5	25 wks. Hourly	E	\$15.90	\$16.38	\$16.85	\$17.33	\$17.81	\$18.44	\$19.08	\$19.72	\$20.35	\$20.99	\$21.62
AC5	41 wks.	E	\$24,560	\$25,297	\$26,034	\$26,770	\$27,507	\$28,490	\$29,472	\$30,454	\$31,437	\$32,419	\$33,402
AC5	42 wks.	E	\$25,156	\$25,911	\$26,665	\$27,420	\$28,175	\$29,181	\$30,187	\$31,193	\$32,200	\$33,206	\$34,212
AC5	46 wks.	E	\$27,660	\$28,490	\$29,320	\$30,149	\$30,979	\$32,086	\$33,192	\$34,298	\$35,405	\$36,511	\$37,618
AC5	52 wks.	E	\$30,999	\$31,929	\$32,859	\$33,789	\$34,719	\$35,959	\$37,199	\$38,439	\$39,679	\$40,919	\$42,159
AC4	52 wks. 8.0 hrs.	F	\$31,722	\$32,674	\$33,625	\$34,577	\$35,529	\$36,798	\$38,066	\$39,335	\$40,604	\$41,873	\$43,142
AC5	52 wks. 8.0 hrs.	G	\$33,066	\$34,058	\$35,050	\$36,042	\$37,034	\$38,357	\$39,679	\$41,002	\$42,324	\$43,647	\$44,970

Job Code(s) Schedule V	Number of Weeks	Class Code(s)	Base Wage 21-22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
AC2	25 wks	B	\$14.42	\$14.85	\$15.29	\$15.72	\$16.15	\$16.73	\$17.30	\$17.88	\$18.46	\$19.03	\$19.61
AC2	40 wks.	B	\$14.42	\$14.85	\$15.29	\$15.72	\$16.15	\$16.73	\$17.30	\$17.88	\$18.46	\$19.03	\$19.61
AC2	40 wks Salary	B	\$21,734	\$22,386	\$23,038	\$23,690	\$24,342	\$25,211	\$26,081	\$26,950	\$27,820	\$28,689	\$29,558
AC2	42 wks.	B	\$22,815	\$23,499	\$24,184	\$24,868	\$25,553	\$26,465	\$27,378	\$28,291	\$29,203	\$30,116	\$31,028
AC2	46 wks.	B	\$25,086	\$25,839	\$26,591	\$27,344	\$28,096	\$29,100	\$30,103	\$31,107	\$32,110	\$33,114	\$34,117
AC2	52 wks.	B	\$28,113	\$28,956	\$29,800	\$30,643	\$31,487	\$32,611	\$33,736	\$34,860	\$35,985	\$37,109	\$38,234
AC4	25 wks	D	\$15.56	\$16.03	\$16.49	\$16.96	\$17.43	\$18.05	\$18.67	\$19.29	\$19.92	\$20.54	\$21.16
AC4	40 wks. Hourly	D	\$15.56	\$16.03	\$16.49	\$16.96	\$17.43	\$18.05	\$18.67	\$19.29	\$19.92	\$20.54	\$21.16
AC4	40 wks. Salary	D	\$23,450	\$24,154	\$24,857	\$25,561	\$26,264	\$27,202	\$28,140	\$29,078	\$30,016	\$30,954	\$31,892
AC4	41 wks.	D	\$24,035	\$24,756	\$25,477	\$26,198	\$26,919	\$27,881	\$28,842	\$29,803	\$30,765	\$31,726	\$32,688
AC4	42 wks.	D	\$24,617	\$25,356	\$26,094	\$26,833	\$27,571	\$28,556	\$29,540	\$30,525	\$31,510	\$32,494	\$33,479
AC4	46 wks.	D	\$27,067	\$27,879	\$28,691	\$29,503	\$30,315	\$31,398	\$32,480	\$33,563	\$34,646	\$35,728	\$36,811
AC4	52 wks. Hourly	D	\$15.56	\$16.03	\$16.49	\$16.96	\$17.43	\$18.05	\$18.67	\$19.29	\$19.92	\$20.54	\$21.16
AC4	52 wks. Salary	D	\$30,334	\$31,244	\$32,154	\$33,064	\$33,974	\$35,187	\$36,401	\$37,614	\$38,828	\$40,041	\$41,254
AC5	25 wks. Hourly	E	\$16.22	\$16.71	\$17.19	\$17.68	\$18.17	\$18.82	\$19.46	\$20.11	\$20.76	\$21.41	\$22.06
AC5	41 wks.	E	\$25,052	\$25,804	\$26,555	\$27,307	\$28,058	\$29,060	\$30,062	\$31,064	\$32,067	\$33,069	\$34,071
AC5	42 wks.	E	\$25,659	\$26,429	\$27,199	\$27,968	\$28,738	\$29,764	\$30,791	\$31,817	\$32,844	\$33,870	\$34,896
AC5	46 wks.	E	\$28,213	\$29,059	\$29,906	\$30,752	\$31,599	\$32,727	\$33,856	\$34,984	\$36,113	\$37,241	\$38,370
AC5	52 wks.	E	\$31,619	\$32,568	\$33,516	\$34,465	\$35,413	\$36,678	\$37,943	\$39,208	\$40,472	\$41,737	\$43,002
AC4	52 wks. 8.0 hrs.	F	\$32,356	\$33,327	\$34,297	\$35,268	\$36,239	\$37,533	\$38,827	\$40,121	\$41,416	\$42,710	\$44,004
AC5	52 wks. 8.0 hrs.	G	\$33,727	\$34,739	\$35,751	\$36,762	\$37,774	\$39,123	\$40,472	\$41,821	\$43,171	\$44,520	\$45,869

WORK SCHEDULE – Based on 7.5 hour work day

Number of Weeks	Days in School Year	Plus Extended Days	Plus Paid Holidays	Total Paid Days	Total Paid Hours
40 Wks.	184	10	7	201	1,507.5
41 Wks.	184	15	7	206	1,545.0
42 Wks.	184	20	7	211	1,582.5
46 Wks.	184	40	8	232	1,740.0
52 Wks.	184	all	8	260	1,950.0

Additional Paid Holiday – one – Day after

Thanksgiving WORK SCHEDULE –

Number of Weeks	Days in School Year	Plus Extended Days	Plus Paid Holidays	Total Paid Days	Total Paid Hours
Based on 8.0 hour work day					
52 Wks.	184	all	8	260	2,080.0

Additional Paid Holiday – one – Day after Thanksgiving

Note:

25 Weeks = Hourly rate for part-time and non-salaried employees.

AC5 Class Code G(8.0 hrs/day) – 7% Ratio May be Paid.

AC4 Class Code F(8.0 hrs/day)

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: VI – Bus Drivers

Job Code(s) Schedule VI	Number of Weeks	Class Code(s)	Base Wage 19- 20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.040	1.070	1.110	1.140	1.180	1.220	1.260	1.300
D-2	38	C	\$16.19	\$16.84	\$17.32	\$17.97	\$18.46	\$19.10	\$19.75	\$20.40	\$21.05
B-4	25	D	\$14.18								
B-2		G	\$12.03								
Job Code(s) Schedule VI	Number of Weeks	Class Code(s)	Base Wage 20- 21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.040	1.070	1.110	1.140	1.180	1.220	1.260	1.300
D-2	38	C	\$16.51	\$17.17	\$17.67	\$18.33	\$18.82	\$19.48	\$20.14	\$20.80	\$21.46
B-4	25	D	\$14.46								
B-2		G	\$12.27								
Job Code(s) Schedule VI	Number of Weeks	Class Code(s)	Base Wage 21- 22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.040	1.070	1.110	1.140	1.180	1.220	1.260	1.300
D-2	38	C	\$16.84	\$17.51	\$18.02	\$18.69	\$19.20	\$19.87	\$20.54	\$21.22	\$21.89
B-4	25	D	\$14.75								
B-2		G	\$12.52								

JOB/CLASS CODE TITLES

CLASS CODE C: D-2 Bus Driver  
CLASS CODE D: B-4 Bus Driver – Summer Rate  
CLASS CODE G: B-2 Driver in Training

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: VI A – Cleaners/Mobile Unit Drivers

Job Code(s) Schedule VI A	Number of Weeks	Class Code(s)	Base Wage 19- 20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.040	1.070	1.110	1.140	1.180	1.220	1.260	1.270
C-P	38	A	\$10.64	\$11.07	\$11.39	\$11.81	\$12.13	\$12.56	\$12.98	\$13.41	\$13.51
CWF	52	A	\$10.64	\$11.07	\$11.39	\$11.81	\$12.13	\$12.56	\$12.98	\$13.41	\$13.51
CP3	38	B	\$10.89	\$11.32	\$11.65	\$12.09	\$12.41	\$12.85	\$13.28	\$13.72	\$13.83
D-1	38	L	\$12.55	\$13.05	\$13.42	\$13.93	\$14.30	\$14.80	\$15.31	\$15.81	\$15.93
Job Code(s) Schedule VI A	Number of Weeks	Class Code(s)	Base Wage 20- 21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.040	1.070	1.110	1.140	1.180	1.220	1.260	1.270
C-P	38	A	\$10.85	\$11.29	\$11.61	\$12.05	\$12.37	\$12.81	\$13.24	\$13.68	\$13.78
CWF	52	A	\$10.85	\$11.29	\$11.61	\$12.05	\$12.37	\$12.81	\$13.24	\$13.68	\$13.78
CP3	38	B	\$11.11	\$11.55	\$11.88	\$12.33	\$12.66	\$13.10	\$13.55	\$13.99	\$14.10
D-1	38	L	\$12.80	\$13.31	\$13.69	\$14.20	\$14.59	\$15.10	\$15.61	\$16.12	\$16.25
Job Code(s) Schedule VI A	Number of Weeks	Class Code(s)	Base Wage 21- 22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1.000	1.040	1.070	1.110	1.140	1.180	1.220	1.260	1.270
C-P	38	A	\$11.07	\$11.51	\$11.85	\$12.29	\$12.62	\$13.06	\$13.51	\$13.95	\$14.06
CWF	52	A	\$11.07	\$11.51	\$11.85	\$12.29	\$12.62	\$13.06	\$13.51	\$13.95	\$14.06
CP3	38	B	\$11.33	\$11.78	\$12.12	\$12.57	\$12.91	\$13.37	\$13.82	\$14.27	\$14.39
D-1	38	L	\$13.05	\$13.58	\$13.97	\$14.49	\$14.88	\$15.40	\$15.92	\$16.45	\$16.58

JOB/CLASS CODE TITLES

CLASS CODE A: C-P Cleaning Personnel  
                  \*CWF Cleaner Working Foreman

CLASS CODE B: CP3 Cleaning Personnel – 3<sup>rd</sup> Shift

CLASS CODE L: D-1 Mobile Unit Driver

\*Cleaner Working Foreman (CWF) will be paid 15% ratio

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: VI B – School Bus Monitor

Job Code(s) Schedule VI B	Number of Weeks	Class Code(s)	Base Wage 19-20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
			1.000	1.020	1.030	1.040	1.050	1.060	1.070	1.080	1.090	1.100
AB1	38	E	11.42	11.65	11.76	11.88	11.99	12.11	12.22	12.33	12.45	12.56
Job Code(s) Schedule VI B	Number of Weeks	Class Code(s)	Base Wage 20-21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
			1.000	1.020	1.030	1.040	1.050	1.060	1.070	1.080	1.090	1.100
AB1	38	E	11.65	11.88	12.00	12.11	12.23	12.35	12.46	12.58	12.70	12.81
Job Code(s) Schedule VI B	Number of Weeks	Class Code(s)	Base Wage 21-22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
			1.000	1.020	1.030	1.040	1.050	1.060	1.070	1.080	1.090	1.100
AB1	38	E	11.88	12.12	12.24	12.36	12.48	12.59	12.71	12.83	12.95	13.07

JOB/CLASS CODE TITLES

CLASS CODE E: AB1 School Bus Monitor

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: VIII – Data Processing

Job Code(s) Schedule VIII	Number of Weeks	Class Code(s)	Base Wage 19- 20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
DE 3	25	D	\$ 15.33	\$ 15.79	\$ 16.25	\$ 16.71	\$ 17.17	\$ 17.78	\$ 18.40	\$ 19.01	\$ 19.62	\$ 20.23	\$ 20.85
DE 3 Salary	52	D	\$29,892	\$30,789	\$31,686	\$32,582	\$33,479	\$34,675	\$35,871	\$37,066	\$38,262	\$39,458	\$40,653
CO 4	25	E	\$ 20.14	\$ 20.75	\$ 21.35	\$ 21.96	\$ 22.56	\$ 23.37	\$ 24.17	\$ 24.98	\$ 25.79	\$ 26.59	\$ 27.40
CO 4 Salary	52	E	\$41,900	\$43,157	\$44,414	\$45,671	\$46,928	\$48,604	\$50,280	\$51,956	\$53,632	\$55,308	\$56,984
DE 2	25	F	\$ 14.76	\$ 15.21	\$ 15.65	\$ 16.09	\$ 16.53	\$ 17.12	\$ 17.71	\$ 18.31	\$ 18.90	\$ 19.49	\$ 20.08
DE 2 Salary	52	F	\$28,785	\$29,648	\$30,512	\$31,376	\$32,239	\$33,390	\$34,542	\$35,693	\$36,845	\$37,996	\$39,147
MAR	52	G	\$ 13.33	\$ 13.73	\$ 14.13	\$ 14.53	\$ 14.93	\$ 15.46					
Job Code(s) Schedule VIII	Number of Weeks	Class Code(s)	Base Wage 20- 21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
DE 3	25	D	\$ 15.64	\$ 16.10	\$ 16.57	\$ 17.04	\$ 17.51	\$ 18.14	\$ 18.76	\$ 19.39	\$ 20.01	\$ 20.64	\$ 21.26
DE 3 Salary	52	D	\$30,490	\$31,405	\$32,319	\$33,234	\$34,149	\$35,368	\$36,588	\$37,808	\$39,027	\$40,247	\$41,466
CO 4	25	E	\$ 20.55	\$ 21.16	\$ 21.78	\$ 22.40	\$ 23.01	\$ 23.84	\$ 24.66	\$ 25.48	\$ 26.30	\$ 27.12	\$ 27.94
CO 4 Salary	52	E	\$42,738	\$44,020	\$45,302	\$46,584	\$47,866	\$49,576	\$51,285	\$52,995	\$54,704	\$56,414	\$58,123
DE 2	25	F	\$ 15.06	\$ 15.51	\$ 15.96	\$ 16.41	\$ 16.86	\$ 17.47	\$ 18.07	\$ 18.67	\$ 19.27	\$ 19.88	\$ 20.48
DE 2 Salary	52	F	\$29,361	\$30,241	\$31,122	\$32,003	\$32,884	\$34,058	\$35,233	\$36,407	\$37,582	\$38,756	\$39,930
MAR	52	G	\$ 13.60	\$ 14.00	\$ 14.41	\$ 14.82	\$ 15.23	\$ 15.77					
Job Code(s) Schedule VIII	Number of Weeks	Class Code(s)	Base Wage 21- 22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
DE 3	25	D	\$ 15.95	\$ 16.43	\$ 16.91	\$ 17.38	\$ 17.86	\$ 18.50	\$ 19.14	\$ 19.78	\$ 20.41	\$ 21.05	\$ 21.69
DE 3 Salary	52	D	\$31,100	\$32,033	\$32,966	\$33,899	\$34,832	\$36,076	\$37,320	\$38,564	\$39,808	\$41,052	\$42,296
CO 4	25	E	\$ 20.96	\$ 21.59	\$ 22.22	\$ 22.84	\$ 23.47	\$ 24.31	\$ 25.15	\$ 25.99	\$ 26.83	\$ 27.67	\$ 28.50
CO 4 Salary	52	E	\$43,593	\$44,900	\$46,208	\$47,516	\$48,824	\$50,567	\$52,311	\$54,055	\$55,799	\$57,542	\$59,286
DE 2	25	F	\$ 15.36	\$ 15.82	\$ 16.28	\$ 16.74	\$ 17.20	\$ 17.82	\$ 18.43	\$ 19.04	\$ 19.66	\$ 20.27	\$ 20.89
DE 2 Salary	52	F	\$29,948	\$30,846	\$31,745	\$32,643	\$33,542	\$34,739	\$35,937	\$37,135	\$38,333	\$39,531	\$40,729
MAR	52	G	\$ 13.87	\$ 14.28	\$ 14.70	\$ 15.12	\$ 15.53	\$ 16.09					

JOB/CLASS CODE TITLES

CLASS CODE D: DE3 Data Entry Operator III

CLASS CODE E: CO4 Help Desk Coordinator

CLASS CODE F: DE2 Data Entry Operator II

WORK SCHEDULE:

	Number of Weeks	Hours Per Day	Plus Paid Holidays	Total Paid Days	Total Paid Hours
Class Code E	52	8.0	8	260	2,080.0
Class Code F	52	7.5	8	260	1,950.0

Additional Paid Holiday -- one -- Day after Thanksgiving

25 Weeks = Hourly rate for part-time and non-salaried employees.

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: C – P.T. Asst./C.O.T.A./Brailist/School to Career Facilitator

P.T. Asst./ C.O.T.A./ Brailist/ School to Career Facilitator Schedule C	Number of Weeks	Class Code(s)	Base Wage 19- 20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
			1.000	1.000	1.040	1.080	1.120	1.170
SCF	38	F	\$18.76	\$18.76	\$19.51	\$20.26	\$21.01	\$21.95
BCA, CTA, PTA	38	O	\$20.81	\$20.81	\$21.64	\$22.47	\$23.30	\$24.34
P.T. Asst./ C.O.T.A./ Brailist/ School to Career Facilitator Schedule C	Number of Weeks	Class Code(s)	Base Wage 20- 21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
			1.000	1.000	1.040	1.080	1.120	1.170
SCF	38	F	\$19.14	\$19.14	\$19.90	\$20.67	\$21.43	\$22.39
BCA, CTA, PTA	38	O	\$21.22	\$21.22	\$22.07	\$22.92	\$23.77	\$24.83
P.T. Asst./ C.O.T.A./ Brailist/ School to Career Facilitator Schedule C	Number of Weeks	Class Code(s)	Base Wage 21- 22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
			1.000	1.000	1.040	1.080	1.120	1.170
SCF	38	F	\$19.52	\$19.52	\$20.30	\$21.08	\$21.86	\$22.84
BCA, CTA, PTA	38	O	\$21.65	\$21.65	\$22.51	\$23.38	\$24.24	\$25.33

Note: EACH STEP AFTER PROBATION IS 4% INCREASE ON THE PREVIOUS

STEP JOB/CLASS TITLES

CLASS CODE F: SCF School to Career Facilitator

CLASS CODE O: BCA Brailist  
CTA Certified Occupational Therapist  
Assistant (C.O.T.A.) PTA Physical  
Therapist Assistant

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary  
Schedule

Schedule: D – Home Liaison Assistants

Class Code(s)	Base Wage 19-20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
	1.000	1.000	1.030	1.060	1.090	1.120
H	\$34,724	\$34,724	\$35,765	\$36,807	\$37,849	\$38,891

Class Code(s)	Base Wage 20-21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
	1.000	1.000	1.030	1.060	1.090	1.120
H	\$35,418	\$35,418	\$36,481	\$37,543	\$38,606	\$39,668

Class Code(s)	Base Wage 21-22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
	1.000	1.000	1.030	1.060	1.090	1.120
H	\$36,127	\$36,127	\$37,210	\$38,295	\$39,378	\$40,462

JOB/CLASS CODE TITLE

CLASS CODE H: HLA Home Liaison Assistant

WORK SCHEDULE -- Based on 7.5 hour work day

Number of Weeks	Days in School Year	Plus Extended Days	Plus Paid Holidays	Total Paid Days	Total Paid Hours
38	184	2	7	193	1447.5

Additional Paid Holiday -- one -- Day after Thanksgiving

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: G – Clerks and Clerk Composer

Job Code(s) Schedule G	Number of Weeks	Class Code(s)	Base Wage 19-20Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1,000	1,030	1,060	1,090	1,120	1,160	1,200	1,240	1,280	1,320	1,360
CC1, GC1	25	A	\$13.25	\$13.65	\$14.05	\$14.44	\$14.84	\$15.37	\$15.90	\$16.43	\$16.96	\$17.49	\$18.02
GC1	38	A	\$13.25	\$13.65	\$14.05	\$14.44	\$14.84	\$15.37	\$15.90	\$16.43	\$16.96	\$17.49	\$18.02
GC1	40	A	\$13.25	\$13.65	\$14.05	\$14.44	\$14.84	\$15.37	\$15.90	\$16.43	\$16.96	\$17.49	\$18.02
GC1 Salary	40	A	\$19,978	\$20,577	\$21,177	\$21,776	\$22,375	\$23,174	\$23,974	\$24,773	\$25,572	\$26,371	\$27,170
GC1	41	A	\$13.25	\$13.65	\$14.05	\$14.44	\$14.84	\$15.37	\$15.90	\$16.43	\$16.96	\$17.49	\$18.02
GC1	42	A	\$20,973	\$21,602	\$22,231	\$22,861	\$23,490	\$24,329	\$25,168	\$26,007	\$26,845	\$27,684	\$28,523
GC1 Hourly	46	A	\$13.25	\$13.65	\$14.05	\$14.44	\$14.84	\$15.37	\$15.90	\$16.43	\$16.96	\$17.49	\$18.02
GC1	46	A	\$23,060	\$23,752	\$24,444	\$25,135	\$25,827	\$26,750	\$27,672	\$28,594	\$29,517	\$30,440	\$31,362
GC1, CC1	52	A	\$27,566	\$28,393	\$29,220	\$30,047	\$30,874	\$31,977	\$33,079	\$34,182	\$35,284	\$36,388	\$37,490
GC2	25	B	\$13.86	\$14.28	\$14.69	\$15.11	\$15.52	\$16.08	\$16.63	\$17.19	\$17.74	\$18.29	\$18.85
GC2	38	B	\$13.86	\$14.28	\$14.69	\$15.11	\$15.52	\$16.08	\$16.63	\$17.19	\$17.74	\$18.29	\$18.85
GC2	40	B	\$13.86	\$14.28	\$14.69	\$15.11	\$15.52	\$16.08	\$16.63	\$17.19	\$17.74	\$18.29	\$18.85
GC2 Salary	40	B	\$20,890	\$21,517	\$22,143	\$22,770	\$23,397	\$24,232	\$25,068	\$25,904	\$26,739	\$27,575	\$28,410
GC2	42	B	\$21,929	\$22,587	\$23,245	\$23,903	\$24,560	\$25,438	\$26,315	\$27,192	\$28,069	\$28,947	\$29,823
GC2	46	B	\$24,112	\$24,835	\$25,559	\$26,282	\$27,005	\$27,970	\$28,934	\$29,899	\$30,863	\$31,828	\$32,792
GC2	52	B	\$27,022	\$27,833	\$28,643	\$29,454	\$30,265	\$31,346	\$32,426	\$33,507	\$34,588	\$35,668	\$36,750
GC3	25	C	\$14.41	\$14.84	\$15.27	\$15.71	\$16.14	\$16.72	\$17.29	\$17.87	\$18.44	\$19.02	\$19.60
GC3	38	C	\$14.41	\$14.84	\$15.27	\$15.71	\$16.14	\$16.72	\$17.29	\$17.87	\$18.44	\$19.02	\$19.60
GC3	40	C	\$14.41	\$14.84	\$15.27	\$15.71	\$16.14	\$16.72	\$17.29	\$17.87	\$18.44	\$19.02	\$19.60
GC3	40	C	\$21,720	\$22,372	\$23,023	\$23,675	\$24,326	\$25,195	\$26,064	\$26,933	\$27,802	\$28,671	\$29,539
GC3	42	C	\$22,801	\$23,485	\$24,169	\$24,853	\$25,537	\$26,449	\$27,361	\$28,273	\$29,185	\$30,097	\$31,009
GC3	44	C	\$23,881	\$24,597	\$25,314	\$26,030	\$26,747	\$27,702	\$28,657	\$29,612	\$30,568	\$31,523	\$32,478
GC3	46	C	\$25,071	\$25,823	\$26,575	\$27,327	\$28,080	\$29,082	\$30,085	\$31,088	\$32,091	\$33,093	\$34,097
GC3	52	C	\$28,096	\$28,939	\$29,782	\$30,625	\$31,468	\$32,591	\$33,715	\$34,839	\$35,963	\$37,086	\$38,211
GC4	25	D	\$14.95	\$15.40	\$15.85	\$16.30	\$16.74	\$17.34	\$17.94	\$18.54	\$19.14	\$19.74	\$20.33
GC4	40	D	\$22,540	\$23,216	\$23,892	\$24,569	\$25,245	\$26,146	\$27,048	\$27,950	\$28,851	\$29,752	\$30,654
GC4	42	D	\$23,661	\$24,371	\$25,081	\$25,790	\$26,500	\$27,447	\$28,393	\$29,340	\$30,286	\$31,232	\$32,179
GC4	46	D	\$26,016	\$26,796	\$27,577	\$28,357	\$29,138	\$30,179	\$31,219	\$32,260	\$33,300	\$34,341	\$35,382
GC4	52	D	\$29,156	\$30,031	\$30,905	\$31,780	\$32,655	\$33,821	\$34,987	\$36,153	\$37,320	\$38,486	\$39,652
GC5	25	E	\$15.59	\$16.06	\$16.53	\$16.99	\$17.46	\$18.08	\$18.71	\$19.33	\$19.96	\$20.57	\$21.20
GC5	41	E	\$24,079	\$24,801	\$25,524	\$26,246	\$26,968	\$27,932	\$28,895	\$29,858	\$30,821	\$31,784	\$32,747
GC5	43	E	\$25,248	\$26,005	\$26,763	\$27,520	\$28,278	\$29,288	\$30,298	\$31,308	\$32,317	\$33,328	\$34,337
GC5	46	E	\$27,118	\$27,932	\$28,745	\$29,559	\$30,372	\$31,457	\$32,542	\$33,626	\$34,711	\$35,795	\$36,880
GC5	52	E	\$30,391	\$31,303	\$32,214	\$33,126	\$34,038	\$35,254	\$36,469	\$37,685	\$38,900	\$40,116	\$41,332
GC4	25	F	\$15.13	\$15.58	\$16.04	\$16.49	\$16.95	\$17.55	\$18.16	\$18.76	\$19.37	\$19.97	\$20.58
GC4	40	F	\$15.13	\$15.58	\$16.04	\$16.49	\$16.95	\$17.55	\$18.16	\$18.76	\$19.37	\$19.97	\$20.58
GC4	40	F	\$22,810	\$23,494	\$24,179	\$24,863	\$25,547	\$26,460	\$27,372	\$28,284	\$29,197	\$30,109	\$31,022
GC5	46	G	\$28,926	\$29,794	\$30,662	\$31,529	\$32,397	\$33,554	\$34,711	\$35,868	\$37,025	\$38,182	\$39,339
GC5 8.0 hrs.	52	G	\$32,417	\$33,390	\$34,362	\$35,335	\$36,307	\$37,604	\$38,900	\$40,197	\$41,494	\$42,791	\$44,087
GC2 8.0 hrs.	52	H	\$28,823	\$29,688	\$30,552	\$31,417	\$32,282	\$33,435	\$34,588	\$35,741	\$36,893	\$38,047	\$39,199

Job Code(s) Schedule G	Number of Weeks	Class Code(s)	Base Wage 20-21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
CC1, GC1	25	A	\$13.52	\$13.93	\$14.33	\$14.74	\$15.14	\$15.68	\$16.22	\$16.76	\$17.31	\$17.85	\$18.39
GC1	38	A	\$13.52	\$13.93	\$14.33	\$14.74	\$15.14	\$15.68	\$16.22	\$16.76	\$17.31	\$17.84	\$18.39
GC1	40	A	\$13.52	\$13.93	\$14.33	\$14.74	\$15.14	\$15.68	\$16.22	\$16.76	\$17.31	\$17.84	\$18.39
GC1 Salary	40	A	\$20,378	\$20,989	\$21,601	\$22,212	\$22,823	\$23,638	\$24,454	\$25,269	\$26,084	\$26,899	\$27,714
GC1	41	A	\$13.52	\$13.93	\$14.33	\$14.74	\$15.14	\$15.68	\$16.22	\$16.76	\$17.31	\$17.84	\$18.39
GC1	42	A	\$21,392	\$22,034	\$22,676	\$23,317	\$23,959	\$24,815	\$25,670	\$26,526	\$27,382	\$28,238	\$29,093
GC1 Hourly	46	A	\$13.52	\$13.93	\$14.33	\$14.74	\$15.14	\$15.68	\$16.22	\$16.76	\$17.31	\$17.84	\$18.39
GC1	46	A	\$23,522	\$24,228	\$24,933	\$25,639	\$26,345	\$27,286	\$28,226	\$29,167	\$30,108	\$31,048	\$31,990
GC1, CC1	52	A	\$28,118	\$28,962	\$29,805	\$30,649	\$31,492	\$32,617	\$33,742	\$34,866	\$35,991	\$37,115	\$38,240
GC2	25	B	\$14.13	\$14.55	\$14.98	\$15.40	\$15.83	\$16.39	\$16.96	\$17.52	\$18.09	\$18.66	\$19.22
GC2	38	B	\$14.13	\$14.55	\$14.98	\$15.40	\$15.83	\$16.39	\$16.96	\$17.52	\$18.09	\$18.66	\$19.22
GC2	40	B	\$14.13	\$14.55	\$14.98	\$15.40	\$15.83	\$16.39	\$16.96	\$17.52	\$18.09	\$18.66	\$19.22
GC2 Salary	40	B	\$21,308	\$21,947	\$22,586	\$23,226	\$23,865	\$24,717	\$25,570	\$26,422	\$27,274	\$28,127	\$28,979
GC2	42	B	\$22,368	\$23,039	\$23,710	\$24,381	\$25,052	\$25,947	\$26,842	\$27,736	\$28,631	\$29,525	\$30,420
GC2	46	B	\$24,594	\$25,332	\$26,070	\$26,807	\$27,545	\$28,529	\$29,513	\$30,497	\$31,480	\$32,464	\$33,448
GC2	52	B	\$27,562	\$28,389	\$29,216	\$30,043	\$30,869	\$31,972	\$33,074	\$34,177	\$35,279	\$36,382	\$37,484
GC3	25	C	\$14.70	\$15.14	\$15.58	\$16.02	\$16.46	\$17.05	\$17.64	\$18.23	\$18.82	\$19.40	\$19.99
GC3	38	C	\$14.70	\$15.14	\$15.58	\$16.02	\$16.46	\$17.05	\$17.64	\$18.23	\$18.82	\$19.40	\$19.99
GC3	40	C	\$14.70	\$15.14	\$15.58	\$16.02	\$16.46	\$17.05	\$17.64	\$18.23	\$18.82	\$19.40	\$19.99
GC3	40	C	\$22,155	\$22,820	\$23,484	\$24,149	\$24,814	\$25,700	\$26,586	\$27,472	\$28,358	\$29,244	\$30,131
GC3	42	C	\$23,257	\$23,955	\$24,652	\$25,350	\$26,048	\$26,978	\$27,908	\$28,839	\$29,769	\$30,699	\$31,630
GC3	44	C	\$24,359	\$25,090	\$25,821	\$26,551	\$27,282	\$28,256	\$29,231	\$30,205	\$31,180	\$32,154	\$33,128
GC3	46	C	\$25,572	\$26,339	\$27,106	\$27,873	\$28,641	\$29,664	\$30,686	\$31,709	\$32,732	\$33,755	\$34,778
GC3	52	C	\$28,658	\$29,518	\$30,377	\$31,237	\$32,097	\$33,243	\$34,390	\$35,536	\$36,682	\$37,828	\$38,975
GC4	25	D	\$15.25	\$15.71	\$16.17	\$16.62	\$17.08	\$17.69	\$18.30	\$18.91	\$19.52	\$20.13	\$20.74
GC4	40	D	\$22,991	\$23,681	\$24,370	\$25,060	\$25,750	\$26,670	\$27,589	\$28,509	\$29,428	\$30,347	\$31,268
GC4	42	D	\$24,134	\$24,858	\$25,582	\$26,306	\$27,030	\$27,995	\$28,961	\$29,926	\$30,892	\$31,857	\$32,822
GC4	46	D	\$26,536	\$27,332	\$28,128	\$28,924	\$29,720	\$30,782	\$31,843	\$32,905	\$33,966	\$35,028	\$36,089
GC4	52	D	\$29,739	\$30,631	\$31,523	\$32,416	\$33,308	\$34,497	\$35,687	\$36,876	\$38,066	\$39,256	\$40,445
GC5	25	E	\$15.90	\$16.38	\$16.85	\$17.33	\$17.81	\$18.44	\$19.08	\$19.72	\$20.35	\$20.98	\$21.62
GC5	41	E	\$24,560	\$25,297	\$26,034	\$26,770	\$27,507	\$28,490	\$29,472	\$30,454	\$31,437	\$32,420	\$33,402
GC5	43	E	\$25,753	\$26,526	\$27,298	\$28,071	\$28,843	\$29,873	\$30,904	\$31,934	\$32,964	\$33,994	\$35,024
GC5	46	E	\$27,660	\$28,490	\$29,320	\$30,149	\$30,979	\$32,086	\$33,192	\$34,298	\$35,405	\$36,511	\$37,618
GC5	52	E	\$30,999	\$31,929	\$32,859	\$33,789	\$34,719	\$35,959	\$37,199	\$38,439	\$39,679	\$40,919	\$42,159
GC4	25	F	\$15.43	\$15.89	\$16.36	\$16.82	\$17.28	\$17.90	\$18.52	\$19.13	\$19.75	\$20.37	\$20.98
GC4	40	F	\$15.43	\$15.89	\$16.36	\$16.82	\$17.28	\$17.90	\$18.52	\$19.13	\$19.75	\$20.37	\$20.98
GC4	40	F	\$23,266	\$23,964	\$24,662	\$25,360	\$26,058	\$26,989	\$27,919	\$28,850	\$29,780	\$30,711	\$31,642
GC5	46	G	\$29,505	\$30,390	\$31,275	\$32,160	\$33,046	\$34,226	\$35,406	\$36,586	\$37,766	\$38,946	\$40,127
GC5 8.0 hrs.	52	G	\$33,066	\$34,058	\$35,050	\$36,042	\$37,034	\$38,357	\$39,679	\$41,002	\$42,324	\$43,647	\$44,970
GC2 8.0 hrs.	52	H	\$29,400	\$30,282	\$31,164	\$32,046	\$32,928	\$34,104	\$35,280	\$36,456	\$37,632	\$38,808	\$39,984

Job Code(s) Schedule G	Number of Weeks	Class Code(s)	Base Wage 21-22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
CC1, GC1	25	A	\$13.79	\$14.20	\$14.62	\$15.03	\$15.44	\$16.00	\$16.55	\$17.10	\$17.65	\$18.20	\$18.75
GC1	38	A	\$13.79	\$14.20	\$14.62	\$15.03	\$15.44	\$16.00	\$16.55	\$17.10	\$17.65	\$18.20	\$18.75
GC1	40	A	\$13.79	\$14.20	\$14.62	\$15.03	\$15.44	\$16.00	\$16.55	\$17.10	\$17.65	\$18.20	\$18.75
GC1 Salary	40	A	\$20,786	\$21,410	\$22,033	\$22,657	\$23,280	\$24,112	\$24,943	\$25,775	\$26,606	\$27,437	\$28,269
GC1	41	A	\$13.79	\$14.20	\$14.62	\$15.03	\$15.44	\$16.00	\$16.55	\$17.10	\$17.65	\$18.20	\$18.75
GC1	42	A	\$21,820	\$22,475	\$23,129	\$23,784	\$24,438	\$25,311	\$26,184	\$27,057	\$27,930	\$28,803	\$29,675
GC1 Hourly	46	A	\$13.79	\$14.20	\$14.62	\$15.03	\$15.44	\$16.00	\$16.55	\$17.10	\$17.65	\$18.20	\$18.75
GC1	46	A	\$23,992	\$24,712	\$25,432	\$26,151	\$26,871	\$27,831	\$28,790	\$29,750	\$30,710	\$31,669	\$32,629
GC1, CC1	52	A	\$28,680	\$29,540	\$30,401	\$31,261	\$32,122	\$33,269	\$34,416	\$35,563	\$36,710	\$37,858	\$39,005
GC2	25	B	\$14.42	\$14.85	\$15.29	\$15.72	\$16.15	\$16.73	\$17.30	\$17.88	\$18.46	\$19.03	\$19.61
GC2	38	B	\$14.42	\$14.85	\$15.29	\$15.72	\$16.15	\$16.73	\$17.30	\$17.88	\$18.46	\$19.03	\$19.61
GC2	40	B	\$14.42	\$14.85	\$15.29	\$15.72	\$16.15	\$16.73	\$17.30	\$17.88	\$18.46	\$19.03	\$19.61
GC2 Salary	40	B	\$21,734	\$22,386	\$23,038	\$23,690	\$24,342	\$25,211	\$26,081	\$26,950	\$27,820	\$28,689	\$29,558
GC2	42	B	\$22,815	\$23,499	\$24,184	\$24,868	\$25,553	\$26,465	\$27,378	\$28,291	\$29,203	\$30,116	\$31,028
GC2	46	B	\$25,086	\$25,839	\$26,591	\$27,344	\$28,096	\$29,100	\$30,103	\$31,107	\$32,110	\$33,114	\$34,117
GC2	52	B	\$28,113	\$28,956	\$29,800	\$30,643	\$31,487	\$32,611	\$33,736	\$34,860	\$35,985	\$37,109	\$38,234
GC3	25	C	\$14.99	\$15.44	\$15.89	\$16.34	\$16.79	\$17.39	\$17.99	\$18.59	\$19.19	\$19.79	\$20.39
GC3	38	C	\$14.99	\$15.44	\$15.89	\$16.34	\$16.79	\$17.39	\$17.99	\$18.59	\$19.19	\$19.79	\$20.39
GC3	40	C	\$14.99	\$15.44	\$15.89	\$16.34	\$16.79	\$17.39	\$17.99	\$18.59	\$19.19	\$19.79	\$20.39
GC3	40	C	\$22,598	\$23,276	\$23,954	\$24,632	\$25,310	\$26,214	\$27,118	\$28,022	\$28,925	\$29,829	\$30,733
GC3	42	C	\$23,722	\$24,434	\$25,145	\$25,857	\$26,569	\$27,518	\$28,466	\$29,415	\$30,364	\$31,313	\$32,262
GC3	44	C	\$24,846	\$25,591	\$26,337	\$27,082	\$27,828	\$28,821	\$29,815	\$30,809	\$31,803	\$32,797	\$33,791
GC3	46	C	\$26,084	\$26,867	\$27,649	\$28,432	\$29,214	\$30,257	\$31,301	\$32,344	\$33,388	\$34,430	\$35,474
GC3	52	C	\$29,231	\$30,108	\$30,985	\$31,862	\$32,739	\$33,908	\$35,077	\$36,246	\$37,416	\$38,585	\$39,754
GC4	25	D	\$15.56	\$16.03	\$16.49	\$16.96	\$17.43	\$18.05	\$18.67	\$19.29	\$19.92	\$20.53	\$21.16
GC4	40	D	\$23,450	\$24,154	\$24,857	\$25,561	\$26,264	\$27,202	\$28,140	\$29,078	\$30,016	\$30,954	\$31,892
GC4	42	D	\$24,617	\$25,356	\$26,094	\$26,833	\$27,571	\$28,556	\$29,540	\$30,525	\$31,510	\$32,494	\$33,479
GC4	46	D	\$27,067	\$27,879	\$28,691	\$29,503	\$30,315	\$31,398	\$32,480	\$33,563	\$34,646	\$35,728	\$36,811
GC4	52	D	\$30,334	\$31,244	\$32,154	\$33,064	\$33,974	\$35,187	\$36,401	\$37,614	\$38,828	\$40,041	\$41,254
GC5	25	E	\$16.22	\$16.71	\$17.19	\$17.68	\$18.17	\$18.82	\$19.46	\$20.11	\$20.76	\$21.40	\$22.06
GC5	41	E	\$25,052	\$25,804	\$26,555	\$27,307	\$28,058	\$29,060	\$30,062	\$31,064	\$32,067	\$33,068	\$34,071
GC5	43	E	\$26,268	\$27,056	\$27,844	\$28,632	\$29,420	\$30,471	\$31,522	\$32,572	\$33,623	\$34,674	\$35,724
GC5	46	E	\$28,213	\$29,059	\$29,906	\$30,752	\$31,599	\$32,727	\$33,856	\$34,984	\$36,113	\$37,242	\$38,370
GC5	52	E	\$31,619	\$32,568	\$33,516	\$34,465	\$35,413	\$36,678	\$37,943	\$39,208	\$40,472	\$41,737	\$43,002
GC4	25	F	\$15.74	\$16.21	\$16.68	\$17.16	\$17.63	\$18.26	\$18.89	\$19.52	\$20.15	\$20.78	\$21.41
GC4	40	F	\$15.74	\$16.21	\$16.68	\$17.16	\$17.63	\$18.26	\$18.89	\$19.52	\$20.15	\$20.78	\$21.41
GC4	40	F	\$23,731	\$24,443	\$25,155	\$25,867	\$26,579	\$27,528	\$28,477	\$29,426	\$30,376	\$31,325	\$32,274
GC5	46	G	\$30,095	\$30,998	\$31,901	\$32,804	\$33,706	\$34,910	\$36,114	\$37,318	\$38,522	\$39,725	\$40,929
GC5 8.0 hrs.	52	G	\$33,727	\$34,739	\$35,751	\$36,762	\$37,774	\$39,123	\$40,472	\$41,821	\$43,171	\$44,520	\$45,869
GC2 8.0 hrs.	52	H	\$29,988	\$30,888	\$31,787	\$32,687	\$33,587	\$34,786	\$35,986	\$37,185	\$38,385	\$39,584	\$40,784

WORK SCHEDULE – Based on 7.5 hour work day.

Number of Weeks	Days in School Year	Plus Extended Days	Plus Paid Holidays	Total Paid Days	Total Paid Hours
40 Wks.	184	10	7	201	1,507.5
41 Wks.	184	15	7	206	1,545.0
42 Wks.	184	20	7	211	1,582.5
44 Wks.	184	30	7	221	1,657.5
46 Wks.	184	40	8	232	1,740.0
52 Wks.	184	All	8	260	1,950.0

Additional Paid Holiday – one – Day after Thanksgiving

GC5 Class Code E – 7% Ratio May be Paid

CC1 Class Code A & GC5 Class Code G – Work Schedule based on 8.0 hour work day 25 Weeks = Hourly rate for part-time and non-salaried employees.

LONGEVITY  
SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

Parma City School District  
Parma Classified Personnel – Salary Schedule

Schedule: S – Secretaries

Job Code(s) Schedule S	Number of Weeks	Class Code(s)	Base Wage 19- 20 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
S4	25	B	\$15.31	\$15.77	\$16.23	\$16.69	\$17.15	\$17.76	\$18.37	\$18.98	\$19.60	\$20.21	\$20.82
S4	40	B	\$23,078	\$23,770	\$24,463	\$25,155	\$25,847	\$26,770	\$27,694	\$28,617	\$29,540	\$30,463	\$31,386
S3	25	C	\$14.59	\$15.03	\$15.47	\$15.90	\$16.34	\$16.92	\$17.51	\$18.09	\$18.68	\$19.26	\$19.84
S3	40	C	\$21,990	\$22,650	\$23,309	\$23,969	\$24,629	\$25,508	\$26,388	\$27,268	\$28,147	\$29,027	\$29,906
S3	42	C	\$23,083	\$23,775	\$24,468	\$25,160	\$25,853	\$26,776	\$27,700	\$28,623	\$29,546	\$30,470	\$31,393
S3	46	C	\$25,381	\$26,142	\$26,904	\$27,665	\$28,427	\$29,442	\$30,457	\$31,472	\$32,488	\$33,503	\$34,518
S4	25	D	\$15.13	\$15.58	\$16.04	\$16.49	\$16.95	\$17.55	\$18.16	\$18.76	\$19.37	\$19.97	\$20.58
S4	40	D	\$22,810	\$23,494	\$24,179	\$24,863	\$25,547	\$26,460	\$27,372	\$28,284	\$29,197	\$30,109	\$31,022
S4	42	D	\$23,943	\$24,661	\$25,380	\$26,098	\$26,816	\$27,774	\$28,732	\$29,689	\$30,647	\$31,605	\$32,562
S4	52	D	\$29,505	\$30,390	\$31,275	\$32,160	\$33,046	\$34,226	\$35,406	\$36,586	\$37,766	\$38,947	\$40,127
S5	25	E	\$15.59	\$16.06	\$16.53	\$16.99	\$17.46	\$18.08	\$18.71	\$19.33	\$19.96	\$20.58	\$21.20
S5	40	E	\$23,495	\$24,200	\$24,905	\$25,610	\$26,314	\$27,254	\$28,194	\$29,134	\$30,074	\$31,013	\$31,953
S5	42	E	\$24,781	\$25,524	\$26,268	\$27,011	\$27,755	\$28,746	\$29,737	\$30,728	\$31,720	\$32,711	\$33,702
S5	43	E	\$25,248	\$26,005	\$26,763	\$27,520	\$28,278	\$29,288	\$30,298	\$31,308	\$32,317	\$33,327	\$34,337
S5	46	E	\$27,118	\$27,932	\$28,745	\$29,559	\$30,372	\$31,457	\$32,542	\$33,626	\$34,711	\$35,796	\$36,880
S5	52	E	\$30,391	\$31,303	\$32,214	\$33,126	\$34,038	\$35,254	\$36,469	\$37,685	\$38,900	\$40,116	\$41,332
S5	25	F	\$15.93	\$16.41	\$16.89	\$17.36	\$17.84	\$18.48	\$19.12	\$19.75	\$20.39	\$21.03	\$21.66
S5	52	F	\$31,063	\$31,995	\$32,927	\$33,859	\$34,791	\$36,033	\$37,276	\$38,518	\$39,761	\$41,003	\$42,246
S5	52	G	\$32,417	\$33,390	\$34,362	\$35,335	\$36,307	\$37,604	\$38,900	\$40,197	\$41,494	\$42,790	\$44,087
S5 8.0 hrs.	42	H	\$26,433	\$27,226	\$28,019	\$28,812	\$29,605	\$30,662	\$31,720	\$32,777	\$33,834	\$34,892	\$35,949
S5 8.0 hrs.	44	H	\$27,555	\$28,382	\$29,208	\$30,035	\$30,862	\$31,964	\$33,066	\$34,168	\$35,270	\$36,373	\$37,475
S5 8.0 hrs.	46	H	\$28,926	\$29,794	\$30,662	\$31,529	\$32,397	\$33,554	\$34,711	\$35,868	\$37,025	\$38,182	\$39,339
S4	44	I	\$25,079	\$25,831	\$26,584	\$27,336	\$28,088	\$29,092	\$30,095	\$31,098	\$32,101	\$33,104	\$34,107
S4 8.0 hrs.	52	J	\$31,471	\$32,415	\$33,359	\$34,303	\$35,248	\$36,506	\$37,765	\$39,024	\$40,283	\$41,542	\$42,801

Job Code(s) Schedule S	Number of Weeks	Class Code(s)	Base Wage 20- 21 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
S4	25	B	\$15.62	\$16.09	\$16.56	\$17.03	\$17.49	\$18.12	\$18.74	\$19.37	\$19.99	\$20.62	\$21.24
S4	40	B	\$23,540	\$24,246	\$24,952	\$25,659	\$26,365	\$27,306	\$28,248	\$29,190	\$30,131	\$31,073	\$32,014
S3	25	C	\$14.88	\$15.33	\$15.77	\$16.22	\$16.67	\$17.26	\$17.86	\$18.45	\$19.05	\$19.64	\$20.24
S3	40	C	\$22,430	\$23,103	\$23,776	\$24,449	\$25,122	\$26,019	\$26,916	\$27,813	\$28,710	\$29,608	\$30,505
S3	42	C	\$23,545	\$24,251	\$24,958	\$25,664	\$26,370	\$27,312	\$28,254	\$29,196	\$30,138	\$31,079	\$32,021
S3	46	C	\$25,889	\$26,666	\$27,442	\$28,219	\$28,996	\$30,031	\$31,067	\$32,102	\$33,138	\$34,173	\$35,209
S4	25	D	\$15.43	\$15.89	\$16.36	\$16.82	\$17.28	\$17.90	\$18.52	\$19.13	\$19.75	\$20.37	\$20.98
S4	40	D	\$23,266	\$23,964	\$24,662	\$25,360	\$26,058	\$26,989	\$27,919	\$28,850	\$29,780	\$30,711	\$31,642
S4	42	D	\$24,422	\$25,155	\$25,887	\$26,620	\$27,353	\$28,330	\$29,306	\$30,283	\$31,260	\$32,237	\$33,214
S4	52	D	\$30,095	\$30,998	\$31,901	\$32,804	\$33,706	\$34,910	\$36,114	\$37,318	\$38,522	\$39,725	\$40,929
S5	25	E	\$15.90	\$16.38	\$16.85	\$17.33	\$17.81	\$18.44	\$19.08	\$19.72	\$20.35	\$20.99	\$21.62
S5	40	E	\$23,965	\$24,684	\$25,403	\$26,122	\$26,841	\$27,799	\$28,758	\$29,717	\$30,675	\$31,634	\$32,592
S5	42	E	\$25,276	\$26,034	\$26,793	\$27,551	\$28,309	\$29,320	\$30,331	\$31,342	\$32,353	\$33,364	\$34,375
S5	43	E	\$25,753	\$26,526	\$27,298	\$28,071	\$28,843	\$29,873	\$30,904	\$31,934	\$32,964	\$33,994	\$35,024
S5	46	E	\$27,660	\$28,490	\$29,320	\$30,149	\$30,979	\$32,086	\$33,192	\$34,298	\$35,405	\$36,511	\$37,618
S5	52	E	\$30,999	\$31,929	\$32,859	\$33,789	\$34,719	\$35,959	\$37,199	\$38,439	\$39,679	\$40,919	\$42,159
S5	25	F	\$16.25	\$16.74	\$17.23	\$17.71	\$18.20	\$18.85	\$19.50	\$20.15	\$20.80	\$21.45	\$22.10
S5	52	F	\$31,684	\$32,635	\$33,585	\$34,536	\$35,486	\$36,753	\$38,021	\$39,288	\$40,556	\$41,823	\$43,090
S5	52	G	\$33,065	\$34,057	\$35,049	\$36,041	\$37,033	\$38,355	\$39,678	\$41,001	\$42,323	\$43,646	\$44,968
S5 8.0 hrs.	42	H	\$26,961	\$27,770	\$28,579	\$29,387	\$30,196	\$31,275	\$32,353	\$33,432	\$34,510	\$35,589	\$36,667
S5 8.0 hrs.	44	H	\$28,106	\$28,949	\$29,792	\$30,636	\$31,479	\$32,603	\$33,727	\$34,851	\$35,976	\$37,100	\$38,224
S5 8.0 hrs.	46	H	\$29,504	\$30,389	\$31,274	\$32,159	\$33,044	\$34,225	\$35,405	\$36,585	\$37,765	\$38,945	\$40,125
S4	44	I	\$25,580	\$26,347	\$27,115	\$27,882	\$28,650	\$29,673	\$30,696	\$31,719	\$32,742	\$33,766	\$34,789
S4 8.0 hrs.	52	J	\$32,101	\$33,064	\$34,027	\$34,990	\$35,953	\$37,237	\$38,521	\$39,805	\$41,089	\$42,373	\$43,657

Job Code(s) Schedule S	Number of Weeks	Class Code(s)	Base Wage 21- 22 Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
			1.000	1.030	1.060	1.090	1.120	1.160	1.200	1.240	1.280	1.320	1.360
S4	25	B	\$15.93	\$16.41	\$16.89	\$17.36	\$17.84	\$18.48	\$19.12	\$19.75	\$20.39	\$21.03	\$21.66
S4	40	B	\$24,011	\$24,731	\$25,452	\$26,172	\$26,892	\$27,853	\$28,813	\$29,774	\$30,734	\$31,695	\$32,655
S3	25	C	\$15.18	\$15.64	\$16.09	\$16.55	\$17.00	\$17.61	\$18.22	\$18.82	\$19.43	\$20.04	\$20.64
S3	40	C	\$22,879	\$23,565	\$24,252	\$24,938	\$25,624	\$26,540	\$27,455	\$28,370	\$29,285	\$30,200	\$31,115
S3	42	C	\$24,016	\$24,736	\$25,457	\$26,177	\$26,898	\$27,859	\$28,819	\$29,780	\$30,740	\$31,701	\$32,662
S3	46	C	\$26,407	\$27,199	\$27,991	\$28,784	\$29,576	\$30,632	\$31,688	\$32,745	\$33,801	\$34,857	\$35,914
S4	25	D	\$15.74	\$16.21	\$16.68	\$17.16	\$17.63	\$18.26	\$18.89	\$19.52	\$20.15	\$20.78	\$21.41
S4	40	D	\$23,731	\$24,443	\$25,155	\$25,867	\$26,579	\$27,528	\$28,477	\$29,426	\$30,376	\$31,325	\$32,274
S4	42	D	\$24,911	\$25,658	\$26,406	\$27,153	\$27,900	\$28,897	\$29,893	\$30,890	\$31,886	\$32,883	\$33,879
S4	52	D	\$30,697	\$31,618	\$32,539	\$33,460	\$34,381	\$35,609	\$36,836	\$38,064	\$39,292	\$40,520	\$41,748
S5	25	E	\$16.22	\$16.71	\$17.19	\$17.68	\$18.17	\$18.82	\$19.46	\$20.11	\$20.76	\$21.41	\$22.06
S5	40	E	\$24,444	\$25,177	\$25,911	\$26,644	\$27,377	\$28,355	\$29,333	\$30,311	\$31,288	\$32,266	\$33,244
S5	42	E	\$25,782	\$26,555	\$27,329	\$28,102	\$28,876	\$29,907	\$30,938	\$31,970	\$33,001	\$34,032	\$35,064
S5	43	E	\$26,268	\$27,056	\$27,844	\$28,632	\$29,420	\$30,471	\$31,522	\$32,572	\$33,623	\$34,674	\$35,724
S5	46	E	\$28,213	\$29,059	\$29,906	\$30,752	\$31,599	\$32,727	\$33,856	\$34,984	\$36,113	\$37,241	\$38,370
S5	52	E	\$31,619	\$32,568	\$33,516	\$34,465	\$35,413	\$36,678	\$37,943	\$39,208	\$40,472	\$41,737	\$43,002
S5	25	F	\$16.57	\$17.07	\$17.56	\$18.06	\$18.56	\$19.22	\$19.88	\$20.55	\$21.21	\$21.87	\$22.54
S5	52	F	\$32,318	\$33,288	\$34,257	\$35,227	\$36,196	\$37,489	\$38,782	\$40,074	\$41,367	\$42,660	\$43,952
S5	52	G	\$33,726	\$34,738	\$35,750	\$36,761	\$37,773	\$39,122	\$40,471	\$41,820	\$43,169	\$44,518	\$45,867
S5 8.0 hrs.	42	H	\$27,501	\$28,326	\$29,151	\$29,976	\$30,801	\$31,901	\$33,001	\$34,101	\$35,201	\$36,301	\$37,401
S5 8.0 hrs.	44	H	\$28,668	\$29,528	\$30,388	\$31,248	\$32,108	\$33,255	\$34,402	\$35,548	\$36,695	\$37,842	\$38,988
S5 8.0 hrs.	46	H	\$30,094	\$30,997	\$31,900	\$32,802	\$33,705	\$34,909	\$36,113	\$37,317	\$38,520	\$39,724	\$40,928
S4	44	I	\$26,092	\$26,875	\$27,658	\$28,440	\$29,223	\$30,267	\$31,310	\$32,354	\$33,398	\$34,441	\$35,485
S4 8.0 hrs.	52	J	\$32,743	\$33,725	\$34,708	\$35,690	\$36,672	\$37,982	\$39,292	\$40,601	\$41,911	\$43,221	\$44,530

WORK SCHEDULE – Based on 7.5 hour work day.

Number of Weeks	Days in School Year	Plus Extended Days	Plus Paid Holidays	Total Paid Days	Total Paid Hours
40	184	10	7	201	1,507.5
42	184	20	7	211	1,582.5
42	184	21	7	212	1,590.0
43	184	25	7	216	1,620.0
44	184	30	7	221	1,642.5
46	184	40	8	232	1,740.0
52	184	ALL	8	260	1,950.0

Additional Paid Holiday – one – Day after

Thanksgiving S5 Class Code E – 7% Ratio

May be Paid.

Class Code B – Secretary to Part-Time  
 Administrator Class Code F – High School  
 Secretary (S5)

NEOEA Day is not a work day for Secretarial/Clerical staff.

Notes:

25 Weeks = Hourly rate for part-time and non-salaried employees

LONGEVITY SCHEDULE

At 12 years		3.0% on the top step
At 15 years	an additional	1.5% on the top step
At 17 years	an additional	1.5% on the top step
At 20 years	an additional	1.5% on the top step
At 23 years	an additional	1.5% on the top step
At 25 years	an additional	1.5% on the top step
At 28 years	an additional	1.5% on the top step

## APPENDIX B: SENIORITY

### Seniority

Employee seniority shall be calculated by using the following formula:

<u>120 Days or More in</u> Active Pay Status	=	1 Year of Seniority
<u>60 to 119 Days in</u> Active Pay Status	=	½ Year of Seniority Plus Actual Days Worked over <u>60</u>
<u>0 to 59 Days in</u> Active Pay Status	=	Actual Days Worked (0 Years)

### Employees who Work Less than 3 Hours per Day

184 Days (Full School Year)	=	½ Year of Seniority Plus <u>32 Days</u>
--------------------------------	---	--

Upon ratification of this contract, employees in a classification which have regularly scheduled work hours of less than fifteen (15) HOURS PER WEEK shall have district wide seniority credited at the rate of one (1) year seniority for each two (2) years of service in the applicable positions.

APPENDIX C: GRIEVANCE FORMS

PARMA CITY SCHOOL DISTRICT

GRIEVANCE FORM  
Classified Staff

Grievance # \_\_\_\_\_ (issued at  
Local # \_\_\_\_\_ Level Two)

- Level One
- Level Two
- Level Three

Name of Grievant: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Position, Assignment: \_\_\_\_\_

Home Address: \_\_\_\_\_ Tele. No.: \_\_\_\_\_

A. Date of Action Causing Grievance Claim: \_\_\_\_\_

B. 1. Statement of Grievance and Specific Article(s) Allegedly Violated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Relief Sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We hereby appeal this grievance to Level Two: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
Level Three: \_\_\_\_\_ Date Filed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant Date

\_\_\_\_\_  
Signature of Local President Date

(Form must be signed by both Grievant and Local President in order to be processed )

Received by: Level One: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: Level Two: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: Level Three: \_\_\_\_\_ Date: \_\_\_\_\_

Date/ Time

PARMA CITY SCHOOL DISTRICT

GRIEVANCE DISPOSITION FORM

Classified Staff

Name of Grievant: \_\_\_\_\_

Grievance # \_\_\_\_\_

Date filed at this level: \_\_\_\_\_

Local #: \_\_\_\_\_

- Level One Disposition
- Level Two Disposition
- Level Three Disposition

I, the undersigned, do hereby render the following decision regarding this grievance

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor/ Administrator's Signature      Date \_\_\_\_\_

Copies of this Disposition shall be sent to the grievant, the relevant Chapter President.

This Disposition Form must be attached to the Grievance Form when filed at the next Level of the procedure.

## **APPENDIX D: FMLA FORMS**

**Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act**

**U.S. Department of Labor  
Wage and Hour Division**



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.  
RETURN TO THE PATIENT.

OMB Control Number: 1235-0003  
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at [www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

**SECTION I - EMPLOYER**

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you may not request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: \_\_\_\_\_  
*First Middle Last*

(2) Employer name: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)  
*(List date certification requested)*

(3) The medical certification must be returned by \_\_\_\_\_ (mm/dd/yyyy)  
*(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)*

(4) Employee's job title: \_\_\_\_\_ Job description ( is /  is not) attached.  
Employee's regular work schedule: \_\_\_\_\_  
Statement of the employee's essential job functions: \_\_\_\_\_

*(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)*

**SECTION II - HEALTH CARE PROVIDER**

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

**Employee Name:** \_\_\_\_\_

Health Care Provider's name: *(Print)* \_\_\_\_\_

Health Care Provider's business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**PART A: Medical Information**

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: \_\_\_\_\_ *(mm/dd/yyyy)*

(2) Provide your **best estimate** of how long the condition lasted or will last: \_\_\_\_\_

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

**Inpatient Care:** The patient ( has been /  is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): \_\_\_\_\_

**Incapacity plus Treatment:** *(e.g. outpatient surgery, strep throat)*  
Due to the condition, the patient ( has been /  is expected to be) incapacitated for *more than three* consecutive, full calendar days from \_\_\_\_\_ *(mm/dd/yyyy)* to \_\_\_\_\_ *(mm/dd/yyyy)*.

The patient ( was /  will be) seen on the following date(s): \_\_\_\_\_

The condition ( has /  has not) also resulted in a course of continuing treatment under the supervision of a health care provider *(e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)*

**Pregnancy:** The condition is pregnancy. List the expected delivery date: \_\_\_\_\_ *(mm/dd/yyyy)*.

**Chronic Conditions:** *(e.g. asthma, migraine headaches)* Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

**Permanent or Long Term Conditions:** *(e.g. Alzheimer's, terminal stages of cancer)* Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

**Conditions requiring Multiple Treatments:** *(e.g. chemotherapy treatments, restorative surgery)* Due to the condition, it is medically necessary for the patient to receive multiple treatments.

**None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

**Employee Name:** \_\_\_\_\_

- (4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) \_\_\_\_\_

**PART B: Amount of Leave Needed**

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

- (5) Due to the condition, the patient ( had /  will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): \_\_\_\_\_

- (6) Due to the condition, the patient ( was /  will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) \_\_\_\_\_

Provide your **best estimate** of the beginning date \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week) \_\_\_\_\_

- (7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From \_\_\_\_\_ (mm/dd/yyyy) to \_\_\_\_\_ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

- (8) Due to the condition, the patient ( was /  will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the period of incapacity.

- (9) Due to the condition, it ( was /  is /  will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur \_\_\_\_\_ times per ( day /  week /  month) and are likely to last approximately \_\_\_\_\_ ( hours /  days) per episode.

Employee Name: \_\_\_\_\_

**PART C: Essential Job Functions**

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee ( was not able /  is not able /  will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-115)
<b>Inpatient Care</b>
<ul style="list-style-type: none"><li>An overnight stay in a hospital, hospice, or residential medical care facility.</li><li>Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.</li></ul>
<b>Continuing Treatment by a Health Care Provider (any one or more of the following)</b>
<b>Incapacity Plus Treatment:</b> A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: <ul style="list-style-type: none"><li>Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,</li><li>At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.</li></ul>
<b>Pregnancy:</b> Any period of incapacity due to pregnancy or for prenatal care.
<b>Chronic Conditions:</b> Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
<b>Permanent or Long-term Conditions:</b> A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
<b>Conditions Requiring Multiple Treatments:</b> Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.**

**Certification of Health Care Provider for  
Family Member's Serious Health Condition  
under the Family and Medical Leave Act**

**U.S. Department of Labor  
Wage Hour Division**



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.  
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003  
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at [www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

**SECTION I - EMPLOYER**

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: \_\_\_\_\_  
*First Middle Last*

(2) Employer name: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)  
*(List date certification requested)*

(3) The medical certification must be returned by \_\_\_\_\_ (mm/dd/yyyy)  
*(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)*

**SECTION II - EMPLOYEE**

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: \_\_\_\_\_

- (2) Select the relationship of the family member to you. The family member is your:
- Spouse                       Parent                       Child, under age 18
  - Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: \_\_\_\_\_

(3) Briefly describe the care you will provide to your family member: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs       Transportation  
 Physical Care       Psychological Comfort       Other: \_\_\_\_\_

(4) Give your **best estimate** of the amount of leave needed to provide the care described: \_\_\_\_\_  
\_\_\_\_\_

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From \_\_\_\_\_ *(mm/dd/yyyy)* to \_\_\_\_\_ *(mm/dd/yyyy)*, I am able to work  
\_\_\_\_\_ *(hours per day)* \_\_\_\_\_ *(days per week)*.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ *(mm/dd/yyyy)*

### SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care or continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: *(Print)* \_\_\_\_\_

Health Care Provider's business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

#### PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: \_\_\_\_\_

(2) State the approximate date the condition started or will start: \_\_\_\_\_ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition lasted or will last: \_\_\_\_\_

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient *(e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort)*.  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name: \_\_\_\_\_

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

**Inpatient Care:** The patient ( has been /  is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): \_\_\_\_\_

**Incapacity plus Treatment:** (e.g. outpatient surgery, strep throat)  
Due to the condition, the patient ( has been /  is expected to be) incapacitated for *more than three* consecutive, full calendar days from \_\_\_\_\_ (mm/dd/yyyy) to \_\_\_\_\_ (mm/dd/yyyy).

The patient ( was /  will be) seen on the following date(s): \_\_\_\_\_

The condition ( has /  has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

**Pregnancy:** The condition is pregnancy. List the expected delivery date: \_\_\_\_\_ (mm/dd/yyyy).

**Chronic Conditions:** (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

**Permanent or Long Term Conditions:** (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

**Conditions requiring Multiple Treatments:** (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

**None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) \_\_\_\_\_

**PART B: Amount of Leave Needed**

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient ( had /  will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): \_\_\_\_\_

(8) Due to the condition, the patient ( was /  will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) \_\_\_\_\_

Provide your **best estimate** of the beginning date \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery \_\_\_\_\_ (e.g. 3 days/week)

Employee Name: \_\_\_\_\_

- (9) Due to the condition, the patient ( was /  will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date: \_\_\_\_\_ (mm/dd/yyyy) and end date \_\_\_\_\_ (mm/dd/yyyy) for the period of incapacity.

- (10) Due to the condition it, ( was /  is /  will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur \_\_\_\_\_ times per ( day /  week /  month) and are likely to last approximately \_\_\_\_\_ ( hours /  days) per episode.

Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-115)
<b>Inpatient Care</b> <ul style="list-style-type: none"><li>An overnight stay in a hospital, hospice, or residential medical care facility.</li><li>Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.</li></ul>
<b>Continuing Treatment by a Health Care Provider (any one or more of the following)</b>
<b>Incapacity Plus Treatment:</b> A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: <ul style="list-style-type: none"><li>Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,</li><li>At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.</li></ul>
<b>Pregnancy:</b> Any period of incapacity due to pregnancy or for prenatal care.
<b>Chronic Conditions:</b> Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
<b>Permanent or Long-term Conditions:</b> A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
<b>Conditions Requiring Multiple Treatments:</b> Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

#### PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.


**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.**

## APPENDIX E: INSURANCE

### Gold Plan

**Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services**  
**Pama city School District - Plan 3**

Coverage Period: 01/01/2020 - 12/31/2020  
 Coverage for: Single or Family | Plan Type: PPO

 The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. **NOTE: Information about the cost of this plan (called the premium) will be provided separately.**

**This is only a summary.** For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as **covered amount, balance billing, coinsurance, copayment, deductible, provider,** or other **unfamiliar terms** see the Glossary. You can view the Glossary at [MedMutual.com/SBC](http://MedMutual.com/SBC) or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters
<b>What is the overall deductible?</b>	<b>\$100</b> Single, <b>\$200</b> Family Network <b>\$200</b> Single, <b>\$400</b> Family Non-Network	Generally, you must pay all of the costs from providers up to the <b>deductible</b> amount before this <b>plan</b> begins to pay. If you have other family members on the <b>plan</b> , each family member must meet their own individual <b>deductible</b> until the total amount of <b>deductible</b> expenses paid by all family members meets the overall family <b>deductible</b> .
<b>Are there services covered before you meet your deductible?</b>	<b>Yes. Costs in preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.</b>	This <b>plan</b> covers some items and services even if you haven't yet met the <b>deductible</b> amount. But a <b>copayment</b> or <b>coinsurance</b> may apply. For example, this <b>plan</b> covers certain <b>preventive services</b> without <b>cost-sharing</b> and before you meet your <b>deductible</b> . See a list of covered <b>preventive services</b> at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
<b>Are there other deductibles for specific services?</b>	No	You don't have to meet <b>deductibles</b> for specific services.
<b>What is the out-of-pocket limit for this plan?</b>	<b>Coinsurance Limit:</b> <b>\$0</b> Single, <b>\$0</b> Family Network; <b>\$2,400</b> Single, <b>\$4,800</b> Family Non-Network <b>Out-of-pocket Limit:</b> <b>\$6,600</b> Single, <b>\$13,200</b> Family Network; <b>Unlimited</b> Single, <b>Unlimited</b> Family Non-Network	The <b>out-of-pocket limit</b> is the most you could pay in a year for covered services. If you have other family members in this <b>plan</b> , they have to meet their own <b>out-of-pocket limits</b> until the overall family <b>out-of-pocket limit</b> has been met.
<b>What is not included in the out-of-pocket limit?</b>	<b>Premiums</b> , balance-billed charges and health care this <b>plan</b> doesn't cover.	Even though you pay these expenses, they don't count toward the <b>out-of-pocket limit</b> .
<b>Will you pay less if you use a network provider?</b>	Yes. See <a href="http://MedMutual.com/SBC">MedMutual.com/SBC</a> or call 800-540-2583 for a list of participating providers.	This <b>plan</b> uses a <b>provider network</b> . You will pay less if you use a <b>provider</b> in the <b>plan's network</b> . You will pay the most if you use an <b>out-of-network provider</b> , and you might receive a bill from a <b>provider</b> for the difference between the <b>provider's</b> charge and what your <b>plan</b> pays ( <b>balance billing</b> ). Be aware your <b>network provider</b> might use an <b>out-of-network provider</b> for some services (such as lab work). Check with your <b>provider</b> before you get services.

Do you need a referral to see a specialist?	No	You can see the <u>specialist</u> you choose without a <u>referral</u> .
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All coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies. Services with copayments are covered before you meet your deductible, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
<b>If you visit a health care provider's office or clinic</b>	Primary care visit to treat an injury or illness	\$15 copay/visit	\$15 copay/visit, <u>deductible</u> , 30% <u>coinsurance</u>	None
	Specialist visit	\$15 copay/visit	\$15 copay/visit, <u>deductible</u> , 30% <u>coinsurance</u>	None
	Preventive care / screening / immunization	No charge	30% <u>coinsurance</u>	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
<b>If you have a test</b>	Diagnostic test (x-ray)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	Diagnostic test (blood work)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	Imaging (CT/PET scans, MRIs)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
<b>If you need drugs to treat your illness or condition</b>	Prescription Drug Coverage	Not Covered by Medical Carrier	Not Covered	Excluded Service
<b>If you have outpatient surgery</b>	Facility fee (e.g., ambulatory surgery center)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	Physician/surgeon fees (Outpatient)	No charge at Physician; no charge for all other places after <u>deductible</u>	\$15 copay then <u>deductible</u> , then 30% <u>coinsurance</u> ; Physician, 30% <u>coinsurance</u> after <u>deductible</u> all other places	None
<b>If you need immediate medical attention</b>	Emergency room care		\$50 copay/visit	None
	Emergency medical transportation		No charge after <u>deductible</u>	None
	Urgent care		\$15 copay/visit	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
<b>If you have a hospital stay</b>	Facility fee (e.g., hospital room)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	Physician/ surgeon fee (inpatient)	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
<b>If you need mental health, behavioral health, or substance abuse services</b>	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None
<b>If you are pregnant</b>	Office visits	No charge	30% <u>coinsurance</u>	<u>Cost sharing</u> does not apply to certain <u>preventive services</u> . Depending on the type of services, <u>copay</u> , <u>coinsurance</u> or <u>deductible</u> may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	No charge after <u>deductible</u>	30% <u>coinsurance</u>	
	Childbirth/delivery facility services	No charge after <u>deductible</u>	30% <u>coinsurance</u>	

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
<b>If you need help recovering or have other special health needs</b>	<u>Home health care</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Rehabilitation services</u> (Physical Therapy)	\$15 copay/visit at Physician, no charge at Facility after <u>deductible</u>	\$15 copay/visit, <u>deductible</u> , 30% <u>coinsurance</u> at Physician, 30% <u>coinsurance</u> at Facility	(40 visits per benefit period)
	<u>Habilitation services</u> (Occupational Therapy)	\$15 copay/visit at Physician, no charge at Facility after <u>deductible</u>	\$15 copay/visit, <u>deductible</u> , 30% <u>coinsurance</u> at Physician, 30% <u>coinsurance</u> at Facility	(40 visits per benefit period)
	<u>Habilitation services</u> (Speech Therapy)	\$15 copay/visit at Physician, no charge at Facility after <u>deductible</u>	\$15 copay/visit, <u>deductible</u> , 30% <u>coinsurance</u> at Physician, 30% <u>coinsurance</u> at Facility	(20 visits per benefit period)
	<u>Skilled nursing care</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	(180 days per benefit period)
	<u>Durable medical equipment</u>	No charge after <u>deductible</u>	30% <u>coinsurance</u>	None
	<u>Hospice services</u>	No charge after <u>deductible</u>		None
<b>If your child needs dental or eye care</b>	Children's eye exam	No charge	30% <u>coinsurance</u>	None
	Children's glasses		Not Covered	Excluded Service
	Children's dental check-up		Not Covered	Excluded Service

**Excluded Services & Other Covered Services:**

<b>Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)</b>		
<ul style="list-style-type: none"><li>• Acupuncture</li><li>• Children's dental check-up</li><li>• Children's glasses</li><li>• Cosmetic Surgery</li></ul>	<ul style="list-style-type: none"><li>• Dental Care (Adult)</li><li>• Hearing Aids</li><li>• Infertility Treatment</li><li>• Long-Term Care</li></ul>	<ul style="list-style-type: none"><li>• Non-emergency care when traveling outside the U.S.</li><li>• Routine Foot Care</li><li>• Weight Loss Programs</li></ul>

<b>Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)</b>		
<ul style="list-style-type: none"><li>• Bariatric Surgery</li><li>• Chiropractic Care</li></ul>	<ul style="list-style-type: none"><li>• Private-Duty Nursing</li></ul>	<ul style="list-style-type: none"><li>• Routine Eye Care (Adult)</li></ul>

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or [cchio.cms.gov](http://cchio.cms.gov). Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [HealthCare.gov](http://HealthCare.gov) or call 800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

**Does this plan provide Minimum Essential Coverage? Yes.**  
If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

**Does this plan meet Minimum Value Standards? Yes.**  
If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

-----To see examples of how this plan might cover costs for sample medical situations, see the next section-----  
The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

**About these Coverage Examples:**



**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is having a baby <i>(months of prenatal care and a hospital stay)</i>	Managing Joe's type 2 Diabetes <i>(one primary care visit and one of a self-monitored treatment)</i>	Mia's Simple Fracture <i>(emergency room care and follow-up care)</i>
--	---	--

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>■ The plan's overall deductible \$100</li> <li>■ Specialist copay \$15</li> <li>■ Hospital (facility) coinsurance 0%</li> <li>■ Other coinsurance 0%</li> </ul> | <ul style="list-style-type: none"> <li>■ The plan's overall deductible \$100</li> <li>■ Specialist copay \$15</li> <li>■ Hospital (facility) coinsurance 0%</li> <li>■ Other coinsurance 0%</li> </ul> | <ul style="list-style-type: none"> <li>■ The plan's overall deductible \$100</li> <li>■ Specialist copay \$15</li> <li>■ Hospital (facility) coinsurance 0%</li> <li>■ Other coinsurance 0%</li> </ul> |
|--|--|--|

**This EXAMPLE event includes services like:**  
 Specialist office visits (*prenatal care*)  
 Childbirth/Delivery Professional Services  
 Childbirth/Delivery Facility Services  
 Diagnostic tests (*ultrasounds and blood work*)  
 Specialist visit (*anesthesia*)

**Total Example Cost \$12,900**

**In this example, Peg would pay:**

<i>Cost Sharing</i>	
Deductibles	\$100
Copayments	\$0
Coinsurance	\$0

*What isn't covered*

Limits or exclusions	\$100
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**The total Peg would pay is \$200**

**This EXAMPLE event includes services like:**  
 Primary care physician office visits (*including disease education*)  
 Diagnostic tests (*blood work*)  
 Prescription drugs  
 Durable medical equipment (*glucose meter*)

**Total Example Cost \$7,400**

**In this example, Joe would pay:**

<i>Cost Sharing</i>	
Deductibles	\$100
Copayments	\$90
Coinsurance	\$0

*What isn't covered*

Limits or exclusions	\$6,000
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**The total Joe would pay is \$6,190**

**This EXAMPLE event includes services like:**  
 Emergency room care (*including medical supplies*)  
 Diagnostic test (*x-ray*)  
 Durable medical equipment (*crutches*)  
 Rehabilitation services (*physical therapy*)

**Total Example Cost \$1,900**

**In this example, Mia would pay:**

<i>Cost Sharing</i>	
Deductibles	\$100
Copayments	\$100
Coinsurance	\$0

*What isn't covered*

Limits or exclusions	\$0
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**The total Mia would pay is \$200**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-540-2583.

The plan would be responsible for the other costs of these EXAMPLE covered services.

**QUESTIONS ABOUT YOUR BENEFITS OR OTHER INQUIRIES ABOUT YOUR HEALTH INSURANCE SHOULD BE DIRECTED TO MEDICAL MUTUAL'S CUSTOMER CARE DEPARTMENT AT 1-800-382-5729.**

**Nondiscrimination Notice**

Medical Mutual of Ohio complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex in its operation of health programs and activities. Medical Mutual does not exclude people or treat them differently because of race, color, national origin, age, disability or sex in its operation of health programs and activities.

- Medical Mutual provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters, and written information in other formats (large print, audio, accessible electronic formats, etc.).
- Medical Mutual provides free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

**If you need these services or if you believe Medical Mutual failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, with respect to your health care benefits or services, you can submit a written complaint to the person listed below. Please include as much detail as possible in your written complaint to allow us to effectively research and respond.**

**Civil Rights Coordinator**

Medical Mutual of Ohio  
2060 East Ninth Street  
Cleveland, OH 44115-1355  
MZ: 01-10-1900

**Email:** [CivilRightsCoordinator@MedMutual.com](mailto:CivilRightsCoordinator@MedMutual.com)

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights.


- Electronically through the Office for Civil Rights Complaint Portal available at:  
[ocrportal.hhs.gov/ocr/portal/lobby.jsf](http://ocrportal.hhs.gov/ocr/portal/lobby.jsf)
- By mail at:  
U.S. Department of Health and Human Services  
200 Independence Avenue, SW Room 509F  
HHH Building  
Washington, DC 20201-0004
- By phone at:  
(800) 368-1019 (TDD: (800) 537-7697)
- Complaint forms are available at:  
[hhs.gov/ocr/office/file/index.html](http://hhs.gov/ocr/office/file/index.html)

Products marketed by Medical Mutual may be underwritten by one of its subsidiaries, such as Medical Health Insurance Corporation of Ohio or Consumers Life Insurance Company.

## Silver Plan

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services  
Parma City School District : Plan 8

Coverage Period: 07/01/2019- 06/30/2020  
Coverage for: Single or Family | Plan Type: PPO

 The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at [MedMutual.com/SBC](http://MedMutual.com/SBC) or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
<b>What is the overall deductible?</b>	\$500/single, \$1,000/family Network \$1,000/single, \$2,000/family Non-Network	Generally, you must pay all of the costs from providers up to the <u>deductible</u> amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> .
<b>Are there services covered before you meet your deductible?</b>	Yes. Certain <u>preventive care</u> and all services with <u>copayments</u> are covered and paid by the plan before you meet your <u>deductible</u> .	This plan covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this plan covers certain <u>preventive services</u> without <u>cost-sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
<b>Are there other deductibles for specific services?</b>	No	You don't have to meet <u>deductibles</u> for specific services.
<b>What is the out-of-pocket limit for this plan?</b>	<b>Coinsurance Limit:</b> \$1,000/single, \$2,000/family Network \$2,000/single, \$4,000/family Non-Network <b>Out-of-pocket Limit:</b> \$6,600/single, \$13,200/family Network \$10,000/single, \$20,000/family Non-Network	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
<b>What is not included in the out-of-pocket limit?</b>	<b>Premiums</b> , balance-billed charges and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
	Certain specially pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.

<b>Will you pay less if you use a network provider?</b>	Yes, See <a href="http://MedMutual.com/SBC">MedMutual.com/SBC</a> or call 800-540-2583 for a list of participating providers.	This plan uses a <b>provider network</b> . You will pay less if you use a <b>provider</b> in the <b>plan's network</b> . You will pay the most if you use an <b>out-of-network provider</b> , and you might receive a bill from a <b>provider</b> for the difference between the <b>provider's</b> charge and what your <b>plan</b> pays ( <b>balance billing</b> ). Be aware your <b>network provider</b> might use an <b>out-of-network provider</b> for some services (such as lab work). Check with your <b>provider</b> before you get services.
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Do you need a <u>referral</u> to see a <u>specialist</u> ?	No	You can see the <u>specialist</u> you choose without a <u>referral</u> .
--	----	--

All coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies. Services with copayments are covered before you meet your deductible, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$20 copay/visit	40% coinsurance	None
	Specialist visit	\$20 copay/visit	40% coinsurance	None
	Preventive care/ screening/ immunization	No charge	40% coinsurance	You may have to pay for services that aren't <u>preventive</u> . Ask your <u>provider</u> if the services you need are <u>preventive</u> . Then check what your <u>plan</u> will pay for.
If you have a test	Diagnostic test (X-ray)	20% coinsurance	40% coinsurance	None
	Diagnostic test (blood work)	20% coinsurance	40% coinsurance	None
If you need drugs to treat your illness or condition	Generic copay – retail /Rx	\$5	Does Not Apply	For more detailed information, contact Express-scripts at 855-201-7166 or online at <a href="http://express-scripts.com">express-scripts.com</a>
	Generic copay – mail order /Rx	\$10	Does Not Apply	
	Preferred copay – retail /Rx	\$15	Does Not Apply	
	Preferred copay – mail order /Rx	\$30	Does Not Apply	
	Non Preferred copay – retail /Rx	\$30	Does Not Apply	
	Non Preferred copay – mail order	\$60	Does Not Apply	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	20% coinsurance	40% coinsurance	None
	Physician/surgeon fees (Outpatient)	20% coinsurance	40% coinsurance	None
If you need immediate medical attention	Emergency room care		\$150 copay/visit	None
	Emergency medical transportation		20% coinsurance	None
	Urgent care	\$50 copay/visit	40% coinsurance	None

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If you have a hospital stay	Facility fee (e.g., hospital room)	20% coinsurance	40% coinsurance	None
	Physician/ surgeon fee (inpatient)	20% coinsurance	40% coinsurance	None

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BEN1820506214368-00002

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None
If you are pregnant	Office visits	No charge	40% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery professional services	20% coinsurance	40% coinsurance	
If you need help recovering or have other special health needs	Childbirth/delivery facility services	20% coinsurance	40% coinsurance	None
	Home health care	20% coinsurance	40% coinsurance	None
	Rehabilitation services (Physical Therapy)	\$20 copay/visit at Physician; 20% coinsurance at Facility after deductible	40% coinsurance	(40 visits per benefit period)
	Habilitation services (Occupational Therapy)	\$20 copay/visit at Physician; 20% coinsurance at Facility after deductible	40% coinsurance	(40 visits per benefit period)
	Habilitation services (Speech Therapy)	\$20 copay/visit at Physician; 20% coinsurance at Facility after deductible	40% coinsurance	(20 visits per benefit period)
	Skilled nursing care	20% coinsurance	40% coinsurance	(180 days per benefit period)
	Durable medical equipment	20% coinsurance	40% coinsurance	(includes Wigs, which are limited to 1 per benefit period, when hair loss is due to treatment for cancer)
	Hospice services	20% coinsurance		None

Government Financial Report	Statement Type/Agency Name	Agency Code/Title	Reporting Period/Date	Reporting Frequency
		Reporting Period	Reporting Period	Reporting Period
		(Month/Year)	(Month/Year)	(Month/Year)
1. Year ended/ended/ended/ended/ended	2. Agency Name	3. Agency Code	4. Reporting Period	5. Reporting Frequency
6. Agency Name	7. Agency Code	8. Reporting Period	9. Reporting Period	10. Reporting Frequency
11. Agency Name	12. Agency Code	13. Reporting Period	14. Reporting Period	15. Reporting Frequency

**Excluded Services & Other Covered Services:**

**Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)**

- Acupuncture
- Children's dental check-up
- Children's glasses
- Cosmetic Surgery
- Dental Care (Adult)
- Hearing Aids
- Infertility Treatment
- Long-Term Care
- Non-emergency care when traveling outside the U.S.
- Routine Foot Care
- Weight Loss Programs

**Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)**

- Bariatric Surgery
- Chiropractic Care
- Private-Duty Nursing
- Routine Eye Care (Adult)

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 677-267-2323 x61565 or [cchio.cms.gov](http://cchio.cms.gov). Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [HealthCare.gov](http://HealthCare.gov) or call 800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

**Does this plan provide Minimum Essential Coverage? Yes.**

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

**Does this plan meet Minimum Value Standards? Yes.**

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

*To see examples of how this plan might cover costs for sample medical situations, see the next section.*

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

**About these Coverage Examples:**

**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is having a baby (9 months of in-network pre-natal care and a hospital delivery)	Managing Joe's type 2 Diabetes (a year of routine in-network care of a well-controlled condition)	Mia's Simple Fracture (in-network emergency room visit and follow up care)																																				
<ul style="list-style-type: none"> <li>The plan's overall deductible \$500</li> <li>Specialist copay \$20</li> <li>Hospital (facility) coinsurance 20%</li> <li>Other coinsurance 20%</li> </ul>	<ul style="list-style-type: none"> <li>The plan's overall deductible \$500</li> <li>Specialist copay \$20</li> <li>Hospital (facility) coinsurance 20%</li> <li>Other coinsurance 20%</li> </ul>	<ul style="list-style-type: none"> <li>The plan's overall deductible \$500</li> <li>Specialist copay \$20</li> <li>Hospital (facility) coinsurance 20%</li> <li>Other coinsurance 20%</li> </ul>																																				
<p>This EXAMPLE event includes services like:                      Specialist office visits (<i>prenatal care</i>)                      Childbirth/Delivery Professional Services                      Childbirth/Delivery Facility Services                      Diagnostic tests (<i>ultrasounds and blood work</i>)                      Specialist visit (<i>anesthesia</i>)</p>	<p>This EXAMPLE event includes services like:                      Primary care physician office visits (<i>including disease education</i>)                      Diagnostic tests (<i>blood work</i>)                      Prescription drugs                      Durable medical equipment (<i>glucose meter</i>)</p>	<p>This EXAMPLE event includes services like:                      Emergency room care (<i>including medical supplies</i>)                      Diagnostic test (<i>x-ray</i>)                      Durable medical equipment (<i>crutches</i>)                      Rehabilitation services (<i>physical therapy</i>)</p>																																				
<b>Total Example Cost</b> \$12,800	<b>Total Example Cost</b> \$7,400	<b>Total Example Cost</b> \$1,900																																				
<p>In this example, Peg would pay:  <i>Cost Sharing</i></p> <table border="1"> <tr><td>Deductibles</td><td>\$500</td></tr> <tr><td>Copayments</td><td>\$0</td></tr> <tr><td>Coinsurance</td><td>\$1,000</td></tr> <tr><td colspan="2"><i>What isn't covered</i></td></tr> <tr><td>Limits or exclusions</td><td>\$100</td></tr> <tr><td><b>The total Peg would pay is</b></td><td><b>\$1,800</b></td></tr> </table>	Deductibles	\$500	Copayments	\$0	Coinsurance	\$1,000	<i>What isn't covered</i>		Limits or exclusions	\$100	<b>The total Peg would pay is</b>	<b>\$1,800</b>	<p>In this example, Joe would pay:  <i>Cost Sharing</i></p> <table border="1"> <tr><td>Deductibles</td><td>\$100</td></tr> <tr><td>Copayments</td><td>\$100</td></tr> <tr><td>Coinsurance</td><td>\$0</td></tr> <tr><td colspan="2"><i>What isn't covered</i></td></tr> <tr><td>Limits or exclusions</td><td>\$6,000</td></tr> <tr><td><b>The total Joe would pay is</b></td><td><b>\$6,200</b></td></tr> </table>	Deductibles	\$100	Copayments	\$100	Coinsurance	\$0	<i>What isn't covered</i>		Limits or exclusions	\$6,000	<b>The total Joe would pay is</b>	<b>\$6,200</b>	<p>In this example, Mia would pay:  <i>Cost Sharing</i></p> <table border="1"> <tr><td>Deductibles</td><td>\$500</td></tr> <tr><td>Copayments</td><td>\$300</td></tr> <tr><td>Coinsurance</td><td>\$80</td></tr> <tr><td colspan="2"><i>What isn't covered</i></td></tr> <tr><td>Limits or exclusions</td><td>\$0</td></tr> <tr><td><b>The total Mia would pay is</b></td><td><b>\$880</b></td></tr> </table>	Deductibles	\$500	Copayments	\$300	Coinsurance	\$80	<i>What isn't covered</i>		Limits or exclusions	\$0	<b>The total Mia would pay is</b>	<b>\$880</b>
Deductibles	\$500																																					
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Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-540-2583.

The plan would be responsible for the other costs of these EXAMPLE covered services.

# Bronze Plan

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services  
Parma City School District: Plan 6

Coverage Period: 07/01/2019- 06/30/2020  
Coverage for: Single or Family | Plan Type: PPO

 The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at [MedMutual.com/SBC](http://MedMutual.com/SBC) or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters
What is the overall deductible?	\$4,000/single, \$8,000/family Network \$8,000/single, \$16,000/family Non-Network	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
Are there other deductibles for specific services?	No	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	Coinsurance Limit: \$2,000/single, \$4,000/family Network \$2,000/single, \$4,000/family Non-Network Out-of-pocket Limit: \$6,600/single, \$13,200/family Network \$18,000/single, \$20,000/family Non-Network	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges and health care this plan doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the out-of-pocket limit. The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.

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Will you pay less if you use a network provider?	Yes. See <a href="http://MedMutual.com/SBC">MedMutual.com/SBC</a> or call 800-540-2583 for a list of participating providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
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Do you need a <b>referral</b> to see a <b>specialist</b> ?	No	You can see the <b>specialist</b> you choose without a <b>referral</b> .
--	----	--

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$50 copay/visit	50% coinsurance	None
	Specialist visit	\$100 copay	50% coinsurance	None
	Preventive care/ screening/ immunization	No charge	50% coinsurance	You may have to pay for services that aren't <b>preventive</b> . Ask your <b>provider</b> if the services you need are <b>preventive</b> . Then check what your <b>plan</b> will pay for.
If you have a test	Diagnostic test (x-ray)	30% coinsurance	50% coinsurance	None
	Diagnostic test (blood work)	30% coinsurance	50% coinsurance	None
If you need drugs to treat your illness or condition	Generic copay – retail /Rx	\$10	Does Not Apply	For more detailed information, contact Express-scripts at 855-201-7166 or online at <a href="http://express-scripts.com">express-scripts.com</a>
	Generic copay – mail order /Rx	\$20	Does Not Apply	
	Preferred copay – retail /Rx	\$50	Does Not Apply	
	Preferred copay – mail order /Rx	\$100	Does Not Apply	
	Non Preferred copay – retail /Rx	\$100	Does Not Apply	
	Non Preferred copay – mail order /Rx	\$200	Does Not Apply	
	Specialty copay – retail /Rx	\$200	Does Not Apply	
	Specialty copay – mail order /Rx	\$400	Does Not Apply	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	30% coinsurance	50% coinsurance	None
	Physician/surgeon fees (Outpatient)	30% coinsurance	50% coinsurance	None
If you need immediate medical attention	Emergency room care		\$300 copay/visit	None
	Emergency medical transportation		30% coinsurance	None
	Urgent care	\$100 copay	50% coinsurance	None

If you have a hospital stay	Facility fee (e.g., hospital room)	30% coinsurance	50% coinsurance	None
	Physician/ surgeon fee (inpatient)	30% coinsurance	50% coinsurance	None

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Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None
If you are pregnant	Office visits	No charge	50% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	30% coinsurance	50% coinsurance	None
If you need help recovering or have other special health needs	Childbirth/delivery facility services	30% coinsurance	50% coinsurance	None
	Home health care	30% coinsurance	50% coinsurance	None
	Rehabilitation services (Physical Therapy)	\$50 copay/visit at Physician; 30% coinsurance at Facility after deductible	50% coinsurance	(40 visits per benefit period)
	Habilitation services (Occupational Therapy)	\$50 copay/visit at Physician; 30% coinsurance at Facility after deductible	50% coinsurance	(40 visits per benefit period)
	Habilitation services (Speech Therapy)	\$50 copay/visit at Physician; 30% coinsurance at Facility after deductible	50% coinsurance	(20 visits per benefit period)
	Skilled nursing care	30% coinsurance	50% coinsurance	(180 days per benefit period)
	Durable medical equipment	30% coinsurance	50% coinsurance	(includes Wigs, which are limited to 1 per benefit period, when hair loss is due to treatment for cancer)
	Hospice services	30% coinsurance		None

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Plan Component	Plan Component	Plan Component	Plan Component	Plan Component
Medical	Dental	Prescription	Behavioral Health	Other
Medical	Dental	Prescription	Behavioral Health	Other
Medical	Dental	Prescription	Behavioral Health	Other

**Excluded Services & Other Covered Services:**

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Foot Care
• Children's glasses	• Infertility Treatment	• Weight Loss Programs
• Cosmetic Surgery	• Long-Term Care	

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Private-Duty Nursing	• Routine Eye Care (Adult)
• Chiropractic Care		

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or [cchio.cms.gov](http://cchio.cms.gov). Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [HealthCare.gov](http://HealthCare.gov) or call 800-318-2596.

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**Does this plan provide Minimum Essential Coverage? Yes.**

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

**Does this plan meet Minimum Value Standards? Yes.**

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

-----To see examples of how this plan might cover costs for sample medical situations, see the next section-----

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

**About these Coverage Examples:**

This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg's Having a Baby		Managing Joe's type 2 Diabetes		Mia's Simple Fracture																																					
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<p>This EXAMPLE event includes services like:</p> <ul style="list-style-type: none"> <li>Specialist office visits (prenatal care)</li> <li>Childbirth/Delivery Professional Services</li> <li>Childbirth/Delivery Facility Services</li> <li>Diagnostic tests (ultrasounds and blood work)</li> <li>Specialist visit (anesthesia)</li> </ul>		<p>This EXAMPLE event includes services like:</p> <ul style="list-style-type: none"> <li>Primary care physician office visits (including disease education)</li> <li>Diagnostic tests (blood work)</li> <li>Prescription drugs</li> <li>Durable medical equipment (glucose meter)</li> </ul>		<p>This EXAMPLE event includes services like:</p> <ul style="list-style-type: none"> <li>Emergency room care (including medical supplies)</li> <li>Diagnostic test (x-ray)</li> <li>Durable medical equipment (crutches)</li> <li>Rehabilitation services (physical therapy)</li> </ul>																																					
<p>Total Example Cost \$12,800</p>		<p>Total Example Cost \$7,400</p>		<p>Total Example Cost \$1,900</p>																																					
<p>In this example, Peg would pay:</p> <p><i>Cost Sharing</i></p> <table border="1"> <tr><td>Deductibles</td><td>\$4,000</td></tr> <tr><td>Copayments</td><td>\$0</td></tr> <tr><td>Coinsurance</td><td>\$2,000</td></tr> <tr><td colspan="2"><i>What isn't covered</i></td></tr> <tr><td>Limits or exclusions</td><td>\$100</td></tr> <tr><td><b>The total Peg would pay is</b></td><td><b>\$6,100</b></td></tr> </table>		Deductibles	\$4,000	Copayments	\$0	Coinsurance	\$2,000	<i>What isn't covered</i>		Limits or exclusions	\$100	<b>The total Peg would pay is</b>	<b>\$6,100</b>	<p>In this example, Joe would pay:</p> <p><i>Cost Sharing</i></p> <table border="1"> <tr><td>Deductibles</td><td>\$100</td></tr> <tr><td>Copayments</td><td>\$400</td></tr> <tr><td>Coinsurance</td><td>\$0</td></tr> <tr><td colspan="2"><i>What isn't covered</i></td></tr> <tr><td>Limits or exclusions</td><td>\$6,000</td></tr> <tr><td><b>The total Joe would pay is</b></td><td><b>\$6,500</b></td></tr> </table>		Deductibles	\$100	Copayments	\$400	Coinsurance	\$0	<i>What isn't covered</i>		Limits or exclusions	\$6,000	<b>The total Joe would pay is</b>	<b>\$6,500</b>	<p>In this example, Mia would pay:</p> <p><i>Cost Sharing</i></p> <table border="1"> <tr><td>Deductibles</td><td>\$300</td></tr> <tr><td>Copayments</td><td>\$700</td></tr> <tr><td>Coinsurance</td><td>\$0</td></tr> <tr><td colspan="2"><i>What isn't covered</i></td></tr> <tr><td>Limits or exclusions</td><td>\$0</td></tr> <tr><td><b>The total Mia would pay is</b></td><td><b>\$1,000</b></td></tr> </table>		Deductibles	\$300	Copayments	\$700	Coinsurance	\$0	<i>What isn't covered</i>		Limits or exclusions	\$0	<b>The total Mia would pay is</b>	<b>\$1,000</b>
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Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact, 800-540-2583.

The plan would be responsible for the other costs of these EXAMPLE covered services.

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