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**MASTER AGREEMENT**

**BETWEEN**

**FORT LORAMIE LOCAL SCHOOLS**

**CLASSIFIED STAFF**

**AND THE**

**FORT LORAMIE BOARD OF EDUCATION**

EFFECTIVE

June 30, 2019

THROUGH

June 29, 2022

## **F O R W A R D**

Classified employees covered by this agreement shall include those school employees who are not required to hold a teaching license, such as bus drivers, secretaries, custodians, and instructional aides.

Included in this publication are a number of Board of Education policies relating to non-instructional staff members.

Periodic bulletins for the staff will supplement the contents of this manual as well as advise you of upcoming events.

Communication is a key to running an efficient operation. We encourage you to bring suggestions and concerns to the attention of the administration so that we may have the opportunity to deal with them.

We are very pleased with, and proud of our support staff at Fort Loramie Local Schools. Your contribution to the educational system is an important one.

TABLE OF CONTENTS

ARRIVAL and DEPARTURE ..... 1

ASSOCIATION DUES DEDUCTION ..... 1

BID PROCEDURE ..... 1

BOARD OF EDUCATION POLICIES ..... 1

CALAMITY DAYS ..... 1

CLOTHING ALLOWANCE..... 1

COMPENSATORY TIME/EXTRA TIME WORKED .....2

COMPLIMENTARY ADMISSIONS ..... 2

CONFIDENTIAL AND ADMINISTRATIVE PERSONNEL .....2

EMPLOYMENT OF PERSONNEL ..... 2

EVALUATION..... 3

EVALUATION PROCESS..... 2-3

EMPLOYEE DISCIPLINE .....3-4

GRIEVANCE PROCEDURE ..... 4

HOLIDAYS..... 4

IN-SERVICE..... 5

INSURANCE - COVERAGE ..... 5-6

    Medical.....5

    Health Savings Account .....5

    Dental .....5

    Optical.....5

    Life .....5-6

INSURANCE - LIABILITY .....6

INSURANCE - CASH PAYMENT IN LIEU OF HEALTH COVERAGE..... 6

INSURANCE DIFFERENTIAL SCHEDULE.....6

JOB DESCRIPTIONS..... 6

JURY DUTY ..... 7

LAY OFF and RECALL ..... 7

LEAVE BENEFITS FOR PARTIAL POSITIONS ..... 7

LONGEVITY..... 7

MEETINGS.....7

MILEAGE.....7

MUTUAL CONCERNS COMMITTEE ..... 7-8

NEGOTIATIONS AGREEMENT ..... 8

OVERTIME .....	8
PERSONAL LEAVE .....	8
PERSONNEL FILES .....	8
PUBLIC RELATIONS.....	9
PURCHASING PROCEDURES.....	9
REDUCTION IN HOURS .....	9
REIMBURSEMENTS.....	9
RESIDENCY INCENTIVE .....	9
SAVING CLAUSE .....	10
SECOND SHIFT .....	10
SENIORITY.....	10
SERS .....	10
SEVERANCE .....	10
SICK LEAVE.....	10-11
STUDENT DISCIPLINE .....	11
TAX SHELTERED ANNUITIES.....	11
TIME SLIPS.....	11
TRANSPORTATION .....	11
TUITION FREE ATTENDANCE.....	12
UNPAID LEAVE.....	12
VACATION.....	12
CONTRACT DURATION.....	13
ADDENDUM A - REGULAR CLASSIFIED SALARY SCHEDULE .....	14
ADDENDUM A1 – REGULAR CLASSIFIED SALARY SCHEDULE.....	15
ADDENDUM A2 - REGULAR CLASSIFIED SALARY SCHEDULE.....	16
ADDENDUM B - INSURANCE DIFFERENTIAL SALARY SCHEDULE....	17
ADDENDUM B1 - INSURANCE DIFFERENTIAL SALARY SCHEDULE..	18
ADDENDUM B2 - INSURANCE DIFFERENTIAL SALARY SCHEDULE..	19

## **Arrival and Departure**

Staff members are to arrive at designated work times and remain on duty throughout their scheduled time. Schedules should be followed unless changes are approved by the building principal or superintendent.

## **Association Dues Deduction**

Upon formal request of the treasurer, association dues will be deducted from paychecks.

## **Bid Procedure**

When a vacancy occurs in a classification or a location assignment, it shall be posted in a conspicuous place for a period of five (5) days. Any employee may request the vacant position in writing. In selecting the replacement employee, the Board shall apply the following formula:

- a) The vacant position shall first be offered to the employees within the classification of the position.
- b) If more than one employee within the same classification requests the position in writing, the employee with the highest seniority date may be awarded the position.
- c) The highest seniority date shall be determined by the employee's last date of hire by the Board.
- d) The administration reserves the right to consider the qualifications of each individual, including background, previous work, and suitability to the particular position.
- e) In the event any employee is not selected through the above process, he/she may request the reason for not being selected in writing within five (5) working days.
- f) The administration reserves the right to select the most qualified person for any position.

## **Board of Education Policies**

Board of Education policy manuals are available in both the Elementary and Jr/Sr High School principals' offices as well as the school libraries and on-line through the district's website.

All employees are expected to know and are responsible for observing the provisions of the policies of the board, administrative regulations, and procedures pertinent to their activities as employees of the board.

The policies of the board and administrative regulations and procedures are written to be consistent with the provisions of law, but not necessarily to incorporate the same. All employees are expected to know, and shall be held responsible for observing, all provisions of law pertinent to their activities as employees of the board of education.

## **Calamity Days**

Employees will be paid their regular rate of pay for the number of calamity days as defined by the Ohio Revised Code. Calamity days will remain at five (5) days.

As secretarial, custodial, and cafeteria personnel are most needed on these days, they are to report to work at their normal times unless notified to the contrary by the Superintendent or his/her designee. The Superintendent or his/her designee will notify other employees he/she deems necessary to prepare for reopening school, protecting school property, and functioning during the calamity situation.

Compensatory time will be provided for employees scheduled to work during the number of calamity days as defined by the Ohio Revised Code. Compensatory days are to be approved in advance with the building principal or superintendent. Early dismissal or an a.m. delay does not constitute the need for compensatory time.

## **Clothing Allowance**

Cafeteria and Custodial personnel who work a minimum of 2 1/2 hours a day will be eligible for a clothing allowance of \$100.00 annually. To be eligible for reimbursement, the clothing item(s) must be approved by the immediate supervisor and a receipt submitted to the Treasurer.

## **Compensatory Time/Extra Time Worked**

When an employee works additional time at their regular job(s) beyond the scheduled work day or week, he/she may request either direct payment or compensatory time. However, when additional time worked causes the employee to exceed 40 hours worked per week in his/her regular job(s), wages at the appropriate overtime rate will be paid and no compensatory time will be granted. Compensatory time will also be provided for employees required to work during calamity days (see Calamity Days).

Extra time worked, whether paid or earning compensatory time must be approved in advance by the building principal or superintendent. Employees should not assume that compensation will be granted for time worked at their own discretion. In the case where frequent small amounts of additional time are needed by the employee, a written proposal may be submitted by the employee for approval by the building principal (where appropriate) and the superintendent. Such proposal must state the underlying reason(s) for the situation and an estimated amount of time per day/week that will be needed.

Extra time worked will be documented by the employee on the designated forms and submitted with the time sheet for the pay period in which it was earned and/or used. Late submission of this form may invalidate the claim.

Use of compensatory time earned must be approved in advance by the building principal or superintendent.

All compensatory time sheets must be returned to the central office at the end of the employee's contract year, no later than June 30 each year. All unused compensatory time will be paid at the employee's normal hourly rate of pay on the next feasible pay day.

## **Complimentary Admissions**

All classified staff will receive complimentary admission to all (home) school activities. This privilege is for the classified staff member and one guest when the classified staff member is in attendance.

## **Confidential and Administrative Personnel**

All confidential and administrative personnel will not be a part of the bargaining unit. (cafeteria manager, fiscal assistant and superintendent's secretary, library/media coordinator).

## **Employment Of Personnel**

An employee, at the date of hire shall be provided:

1. his/her rate of pay
2. his/her hours
3. his/her length of contract

## **Evaluation**

Employees may be evaluated on a yearly basis by the supervisor in charge. All personnel whose contract expires will be evaluated by both the supervisor and Superintendent.

The evaluation will be continuous. It will be based upon observation of the employee in the total school setting and his/her performance in relation to other designated duties. Records will be kept to support the evaluation. For the purpose of communication, a written report following the initial conference at the beginning of the evaluation period, and a final written evaluation will be required.

## **Evaluation Process**

Non-instructional employees with the exception of bus drivers shall be evaluated each year until a continuing status is achieved. Employees on continuing status will be evaluated a minimum of once every three years. However, employees may be evaluated at other times when the building principal or supervisor deems necessary.

PROCEDURE: "Evaluation" as used in this form, refers to the processes involved in rating a non-instructional employee in terms of competence and effectiveness in the position which employed. The building principal will be responsible for conducting evaluations of building personnel such as aides, custodians, and secretaries. The cafeteria manager will evaluate cafeteria personnel with assistance from the building principal. The superintendent will evaluate the head maintenance person, the cafeteria manager, and his secretary. He/she will also evaluate bus drivers as he/she deems necessary. The superintendent may also become involved in the evaluation process of all employees.

GUIDELINES:

1. A copy of the evaluation form with the statement of philosophy, objectives, and definition of terms, shall be provided to each non-instructional employee of the district in the Administrative Manual.
2. Employees on continuing contracts shall be notified prior to November 1 if they are to be evaluated during that school year.
3. If the evaluator sees a need for improvement, he should plan with the employee ways to correct the deficiency.
4. Areas that do not apply to a particular individual's performance are to be marked "not applicable."
5. Qualities or characteristics which are rated unsatisfactory on the evaluation form are to be substantiated by comments.
6. The evaluator should comment on noteworthy achievements.
7. The employee shall receive a duplicate copy of the evaluation report.
8. When possible, employee and evaluator should agree on some definite goals to be attained during the year.
9. Explanations and comments may be attached to the evaluation document by the evaluated employee.

**Employee Discipline**

The Administration may take progressive disciplinary action against any employee for violation of or failure to comply with, any provisions of this contract or any reasonable rules and regulations adopted by the Board of Education. Such disciplinary action shall be imposed as follows:

- Step 1 First offense - Verbal warning to the employee in a conference with the supervisor.
- Step 2 Second offense - The offense shall be reduced to writing by the supervisor and copies given to the employee and Superintendent. The written warning shall be initialed and dated by the employee. The initials shall not indicate agreement with the warning's content, but show only the employee has received a copy of the written warning.
- Step 3 Third offense - A written reprimand may be placed in the employee's personnel file after a conference has been held by the Superintendent with the affected parties.
- Step 4 Fourth offense - After a meeting before the Superintendent, the Administration has the right to suspend an employee with or without pay for disciplinary purposes. The length of the suspension shall be for up to five days maximum.

Upon the initiative of the Superintendent, with good cause shown, Steps 1, 2, and 3 above may be omitted and a employee brought before the Superintendent directly for disciplinary action. Prior to any such suspension, the Administration shall conduct an investigation of the incident or infraction(s) upon which any such suspension will be based. The results of the investigation shall be reduced to writing and given to the employee along with a recommendation for a possible suspension with or without pay.

Upon request of the employee and within five (5) days of the employee's receiving written notification of a possible suspension with or without pay, the employee may request a meeting before the board of education in executive session. The employee and the board shall have the right to representation at the meeting.

The employee shall be notified of his/her right to representation at each step. Disciplinary action is subject to the grievance procedure as set forth in this Agreement.

Nothing herein shall preclude the Board of Education from omitting the foregoing steps and procedures and instituting suspensions or termination proceedings pursuant to the applicable sections of the Ohio Revised Code at any time when, in the sole and exclusive discretion of the Board, it is determined such action is warranted.

### **Grievance Procedure** (Definition)

A grievance is defined as any complaint of an employee, employees or the Association involving the interpretation, application or alleged violation of this Agreement or a violation, application or interpretation of any law, Board policy, rule, regulation or practice.

It is the intent of the parties to equitably resolve grievances at the lowest possible administrative level. It is the intention of the parties to encourage as informal and confidential an atmosphere as is possible in the resolution of grievances.

#### **PROCEDURE:**

Grievances shall be handled in the following manner:

**Step One:** An aggrieved employee may present directly, or through the employee's representative, the grievance to the immediate supervisor. The grievance shall be resubmitted orally. If the grievance is not satisfactorily adjusted informally, the grievance may proceed to Step Two.

**Step Two:** An aggrieved employee may present directly, or through the representative, the grievance to the Superintendent of Schools in writing. If the grievance is not satisfactorily adjusted within five (5) working days after the submission of the grievance, the grievance may be submitted to Step Three.

**Step Three:** An aggrieved employee may present directly, or through the representative, the grievance to the Board of Education in writing. The Board shall hear the grievance at its next scheduled Board meeting after the submission of the grievance. All grievances shall be heard in executive session. The Board shall give its answer in writing to the employee within ten (10) working days after the grievance hearing.

Nothing in this procedure shall prohibit the parties from agreeing to adjusting the time limits herein by mutual consent.

### **Holidays**

There are six paid holidays for all classified employees:

Labor Day  
Thanksgiving  
Christmas  
New Years Day  
Martin Luther King Day  
Memorial Day

There are seven paid holidays for twelve-month employees; the six holidays listed above, plus Independence Day.

In addition, there are two 1/2-day holidays for employees scheduled to work on December 24 and December 31. When these days fall on Saturday or Sunday, the half-day holidays may be taken at a mutually agreed upon time during the school holiday vacation. These dates must be approved in advance by the Superintendent.



**In-service**

All classified personnel will participate in in-service activities during the school year; employees will be involved in planning and prior input to in-service activities.

**Insurance – Coverage**

The following insurance coverage will be provided to classified employees working more than four hours a day, for five (5) or more days per week.

The Board shall provide for a plan of hospitalization and medical expense insurance as well as dental and optical insurance that complies with all requirements of the Affordable Care Act (ACA). Any provision of this Agreement that conflicts with the ACA shall be modified to comply.

The Board shall offer one insurance option. The cost of the hospitalization and medical insurance expenses shall be shared by the Board and covered employee as follows:

Plan Type:

The Board shall offer one insurance option. The cost of the hospitalization and medical insurance expenses shall be shared by the Board and covered employee as follows:

Plan Type:

- 1. PPO/HSA

Year	Employee Contribution for Individual Plan	Employee Contribution for Family Plan
19-20	12%	12%
20-21	12%	12%
21-22	12%	12%

- 2. HSA contributions by the Board of Education shall be \$840 for a single plan and \$1680 for a family plan. The contributions for the HSA plan will be paid quarterly in four (4) installments. The choice of which plan the employee would like to participate in is up to each employee.

**Insurance – Coverage (Continued)**

**Dental** The cost of dental insurance shall be paid by the Board, with coverage at the level in effect as of the effective date of this Agreement.

**Optical** The cost of optical insurance shall be paid by the Board, with coverage at the level in effect as of the effective date of this Agreement.

**Life** The Board shall provide for a plan of term life and AD&D insurance in the face amount of \$35,000. Such coverage shall be provided at no cost to the employee.

Upon retirement, a current member of the group covered by this policy may convert and individually purchase this life insurance policy. This policy may be issued without additional benefits at the standard rate at the current age of the insured. The policy shall

be issued regardless of the age or health of the insured. Applications must be submitted within thirty-one days of the insured separation date of the group policy.

Employees working 4 hours daily are eligible for the following:

Single Plan Health Insurance, costs shared as above.

Dental Insurance

Optical Insurance

\$35,000 Term Life, AD & D Insurance

Employees working 2 to less than 4 hours daily are eligible for one of the following options:

a) \$200 per month toward health insurance coverage or

b) Payment of dental insurance or

c) Cash payment in lieu of either coverage.

The Board shall provide employees the opportunity to allocate money into a Section 125 Plan for healthcare expenses. Such coverage shall be provided at no cost to the employees and follow IRS regulations.

### **Insurance - Liability**

Provided by the Board of Education

### **Insurance - Cash Payment In Lieu Of Health Coverage**

A cash payment in lieu of health insurance coverage will be paid to regular, non-teaching personnel who choose not to participate in the group health plan. These full time employees shall be those personnel who regularly work two (2) hours per day, for five (5) days per week, or more.

The Board will pay up to \$2,400 per year, based on \$200.00 per month. Any employee working less than the full contract year would receive said payment prorated according to the number of months worked. An employee rejoining the group policy would receive payment prorated on the number of months not covered by the group policy.

Such supplemental payment will be made in a lump sum on the last paycheck of August. Such payments do constitute taxable income.

The option to receive payment in lieu of coverage will be offered once annually, before the beginning of the school year. Re-entry in the group will be governed by the regulations of the insurance carrier.

### **Insurance - Differential Salary Schedule**

Employees opting to participate in a medical insurance plan (health, dental, vision) shall be paid according to Regular Salary Schedules as per Addendum A-1, A-2 and A-3. Employees who decline to participate in these Board-sponsored medical insurance plans shall be paid according to Insurance Differential Salary Schedules as per Addendum B-1, B-2 and B3. Employees who decline to participate in the medical insurance program and are paid on the Insurance Differential Schedule receive no medical insurance benefits or cash payment in lieu of medical insurance coverage.

Employees will select the desired schedule at the time of initial employment. Employees can only choose to switch to or from the Insurance Differential Schedule at insurance open enrollment or when experiencing a qualifying event for obtaining insurance coverage.

### **Job Descriptions**

Job descriptions will be reviewed and upgraded periodically.

## **Jury Duty**

When a classified staff member has been selected for jury duty, he/she shall notify the Superintendent. The money received from jury duty will be signed over to the Board Treasurer with no pay deduction and said staff member will receive regular salary. Jury duty shall not be deducted from the classified staff member's personal leave, sick leave or other leaves of absence. While on jury duty, the certificated/licensed staff member's sick leave, severance pay, and all other benefits shall accrue the same as any other regularly employed classified staff member.

## **Lay Off and Recall**

Whenever it becomes necessary to lay off employees, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular classification computed from the latest date of hire. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, the Association and Board shall meet to determine a fair and equitable means of deciding seniority status.

Each employee to be laid off shall be given two (2) weeks advance notice in writing.

Recall from lay-off shall be in order of classification seniority. Any openings which occur in the classification from which employees are laid off shall be offered to the most senior employee on the lay-off list before the next employee on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement name list. Recalled employees must report for work within ten (10) days of notification unless an extension is granted by the Board.

The employee's name shall remain on the recall list for two years. When reinstated from lay-off, such employee shall retain all previous accumulated seniority in addition to accruing seniority during the lay-off. (However, seniority is not to be confused with experience.) The notice of reinstatement shall be made by certified mail.

## **Leave Benefits for Partial Positions**

Leave benefits for employees working a partial position shall be prorated based on the percent of the calendars worked, unless otherwise defined in this contract. This shall apply to sick leave accrual, annual personal leave, and annual vacation leave. A partial position is defined as one in which the employee works fewer days than are specified in the annual contract year.

## **Longevity**

An annual lump sum payment will be granted to employees with 15 or more years of service to the district working under a regular annual contract. This lump sum will be paid on the employees last pay in June, commencing with the last pay of the 15th year. In the contract year being awarded longevity, the lump sum will be determined by multiplying the number of contracted hours worked in a normal workday by the following hourly rates:

15-19 years of experience	-	\$40.00 per hour
20-24 years of experience	-	\$45.00 per hour
25 or more years of experience	-	\$50.00 per hour

## **Meetings**

Various meeting of the non-instructional employee classifications will be held from time to time.

## **Mileage**

An employee who is required, as part of his/her job, to use his/her own vehicle for transportation in order to perform his/her duties shall be reimbursed at the IRS mileage rate for each mile driven. Procedures for implementation shall be established by the administration.

## **Mutual Concerns Committee**

1. The Board, or its designated representative, and the non-instructional staff, or its representative, agrees to meet and discuss matters of mutual concern.

2. Such meetings shall be held upon request. Advance request shall be made at least five (5) days before a proposed meeting date. Meetings will be called by a member of the non-instructional staff or the Superintendent.
3. The committee will consist of one representative for each of the four basic classifications.

### **Negotiations Agreement**

The Board of Education agrees to negotiate with a committee of non-instructional employees made up of one representative from each of the five categories (secretarial, aide, custodial, Cafeteria and bus drivers)

### **Overtime**

Overtime will be paid at the rate of one and one-half (1 1/2) times the regular rate for all hours over forty (40) hours worked or forty (40) hours paid.

Time and one-half will be paid for cafeteria workers for banquets outside the regular school day.

An employee may request compensatory time off in lieu of overtime pay.

The workweek shall begin at 12:01 a.m. on Monday.

### **Personal Leave**

Unrestricted Personal leave will be granted to each employee of the Board at the rate of three (3) days per year. Employees will be allowed to carry over one personal day to the following year, but never exceeding four (4) personal days in one year. Personal leave shall be administered in the following manner:

1. The days listed under this category are designated to cover those situations not covered by sick leave.
2. Unauthorized leave - Full deductions will be made from regular salary payments for all unauthorized leave.
3. Personal leave should not be used to work at another job including self-employment.
4. Personal days that are solely for vacation purposes will be approved on a first come first serve basis within the classification. Leave may be granted to more than one employee on a given day as long as substitutes are available as needed.

Requests for personal leave shall be presented to the Superintendent at least three (3), preferably five (5), days prior to the requested leave day, when possible. All applications for personal leave must be approved as soon as possible by the Superintendent. The administration reserves the right to deny personal leave based on a large number of requests on the same calendar day.

Applications for personal leave shall not be made during the first or last day of school or for "teacher work days." If a break period consists of a day off or contains an additional day off due to a schedule change caused by employees participating in parent-employee conferences, such additional day off shall be considered as part of the break period.

Each regular employee who uses less than his/her entitlement of personal leave time during the school year shall receive a payment equal to their per diem rate up to a maximum of three (3) personal days. Payment shall be prorated for partial days unused.

### **Personnel Files**

The personnel file of each employee shall be maintained in the Superintendent's office. Employees shall be provided copies of information placed in their personnel file. Upon request employees will be given opportunity to view such files. A written response may be attached to the material.

## **Public Relations**

Staff members can be a powerful public relations element in the school district. We have an excellent staff. Morale must be high and remain that way when we have a positive attitude, this reflects on others.

It is crucial that school problems remain at school and not be taken to the community or Board of Education. Problems should be referred to the principal and then the Superintendent. Issues are to be presented to the board only if satisfactory solutions to problems cannot be reached by administration. Let us give a united front to our students and community by working together harmoniously. Many improvements have been made as well as goals achieved.

## **Purchasing Procedures**

- I. All Funds - Board
  - a. Completed requisition to supervisor (where applicable), upon approval-
  - b. To Superintendent, upon approval-
  - c. To Treasurer
    - 1) White copy of P.O. sent to order
    - 2) Yellow copy of P.O. to Supervisor
    - 3) Pink copy of P.O., Treasurer retains
  - d. Upon receipt and checking of material, etc., Supervisor returns yellow copy of P.O. to Treasurer for payment (Itemized bill should accompany P.O. if purchase is picked up)

## **Reduction of Hours**

Employees will be informed of their daily hours of work prior to the start of each school year. An employee's daily hours shall not be reduced during the school year except by mutual agreement between the administration and the employee affected. The administration, however, reserves the right to reduce hours or eliminate positions when circumstances beyond its control dictate such a change.

## **Reimbursements**

The Board shall pay for or reimburse classified employees for 100% of any costs incurred related to state and federal background checks required by the Ohio Revised Code. Such reimbursement shall be made within 30 calendar days of the Board's receipt of evidence that the employee has paid for the background checks.

The Board shall pay for or reimburse classified employees for 100% of the fees for any license/certificate renewal or upgrade required for their position, within 30 calendar days of the Board's receipt of a copy of the renewed or upgraded license/certificate.

If a staff member receives reimbursement for fees associated with license/certificate renewal or upgrade from the Board and then leaves the District, prior to the term of the license/certificate, he/she will reimburse the District a pro-rated amount. The amount (arrived at by dividing the cost of the license by the years of effect) shall be withheld from the staff member's final pay check.

Regular employees shall be reimbursed at their current hourly rate for classroom hours needed for certification, attended outside the regular work day.

## **Residency Incentive**

Employees who live within the Fort Loramie Local School District shall receive an annual residency incentive payment. Employees working the equivalent of 2 up to 4 hours daily will receive a payment of \$150.00. Employees working the equivalent of 4 or more hours daily will receive a payment of \$300.00. This payment does not impact severance pay or SERS contributions. Payment will be prorated for partial year residency and/or service of less than a full contract year, and will be made on the last paycheck in June each year.

### **Saving Clause**

If during the course of this agreement any legal or legislative changes should occur or circumstances of an extremely unusual nature, either side may petition the other for a hearing to review these.

### **Second Shift**

There shall be a .75 cents per hour premium for second shift employees as determined by the Superintendent. There will be no loss of second shift pay premium to custodial staff when they are required to work a day shift following a night shift.

### **Seniority**

Seniority is established on the date of hire on a regular basis by the Board of Education. The administration reserves the right to select the most qualified person for any position. Seniority shall be lost when a bargaining unit member retires or resigns; is non-renewed or terminated; or otherwise leaves the employment of the Board.

### **SERS**

Qualified classified employees will be provided with annuitized SERS deductions.

### **Severance**

The number of days received shall be based upon twenty-five percent (25%) of a maximum of two hundred and fifty-two (252) days (63 days maximum) of unused accumulated sick leave. The total severance shall not exceed 63 days.

In the case where the employee is serving in multiple jobs involving varying rates of compensation at the time of retirement, the pay rate used to calculate the severance benefit will be prorated in accord with the hours and rates in effect during the last contract held by the employee. Employees eligible for severance shall be those who retire from active service or approved leave of absence.

### **Sick Leave**

Sick leave accumulation for non-instructional personnel shall be kept on an hourly basis. For this purpose, a day shall be defined to contain the number of hours worked on a regular daily basis in the current contract year.

Non-instructional personnel will be granted sick leave at the rate equivalent to 1¼ days per month each calendar month of employment. There will be no limit on the number of sick days that may accumulate.

Sick leave may be allowed for employee absences caused by: Personal illness, pregnancy, injury, exposure to contagious disease which would be communicated to others, and for illness, injury, or death in the employee's immediate family.

For the purpose of this sick leave policy, with the exception of death in the immediate family, the "immediate family" shall include husband, wife, dependent children, and any other relative permanently living in the home of the employee.

Death in the immediate family shall be defined as death of father, mother, brother, sister, son, daughter, husband, wife, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, niece, nephew, uncle, aunt, fiancée or any other relative permanently living in the home of the employee. Also included are grandparents, aunts and uncles of bargaining unit spouse.

Employees may expend up to six (6) days of sick leave annually for care and attendance of an injured or ill mother, father, or child living outside the home.

All sick leave forms are to be completed by the staff member on the first day back from absence; failure to do so may result in pay deduction.

### **Student Discipline**

Student discipline problems and acts of destruction and vandalism are to be reported to the building principal.

### **Tax Sheltered Annuities**

Tax sheltered annuity deductions may be authorized pursuant to the Ohio Revised Code. The amount to be deducted may be changed only once during the calendar year in accordance with IRS regulations. Cancellations of deductions may occur at any time. Employees newly hired with an existing plan shall have their existing plan continued, subject to applicable IRS regulations. The Board will sponsor and implement a section 403(B) or equivalent plan. All staff members are eligible to participate in any given contract year. Retiring staff members may tax shelter their severance through participation in this plan to the extent allowed by law.

### **Time Slips**

All classified personnel will complete the District bi-weekly Time Slips. Time slips will indicate days worked, sick or personal days and hours worked daily for each 2-week period. The immediate supervisor will review each time slip before submission to the Central Office.

Failure to complete the required time slip can result in an indefinite delay in payroll procedures. Individual payroll will not be processed without the time slip.

### **Transportation**

**C.D.L.:** Bus drivers who renew their Commercial Drivers' License shall be reimbursed for the cost by which the C.D.L. exceeds the cost of a normal driver's license if they have driven a minimum of 20 hours in the prior twelve-month period. Receipts verifying the expense should be submitted to the central office.

**Field Trip:** When a bus driver misses a regularly assigned route due to driving a co-curricular field trip, the driver shall receive the normal compensation for the regularly assigned route. The time allotted for the regularly assigned route shall be deducted from the total time paid in calculating payment for the co-curricular/field trip.

**In-services:** The Board will provide compensation for mandated in-services at the driver's regular hourly rate. Substitute drivers will be compensated at the substitute rate for attendance at mandated in-services.

**Routing:** Bus routing will be reviewed annually and opportunities for input will be provided to regular route drivers.

**Re-certification:** Bus drivers shall be reimbursed at the current substitute (non-route) rate for classroom hours attended and time needed to complete the required driving test in order to meet state required re-certification.

**Route Sub Driver:** Substitute bus drivers driving a regular or special education route, will be paid at an hourly rate of \$20.

Bus drivers shall be reimbursed at the current substitute (non-route) rate for washing buses when it is approved in advance by the superintendent.

### **Tuition Free Attendance**

The natural children, step-children or adopted children of full time classified staff may be permitted to attend one of the schools in the District without payment of tuition. The payments of any student fees are not included in the exemption from tuition payment.

Children of full time classified staff shall comply with the admission requirements and criteria as established by the Board for tuition students. Transportation of the children to the assigned school shall be the responsibility of the parent. Any custodial care of the children shall not interfere with the performance of the contractual duties of the classified staff member and their responsibilities nor the contractual duties and responsibilities of other employees of the Board.

### **Unpaid Leave**

Unpaid leave may be granted to employees by the superintendent. Employees granted unpaid leave will have their per diem cost of health insurance deducted from their paycheck in addition to all wages for the time missed.

### **Vacation**

Vacation dates should be scheduled in advance through the immediate supervisor and be approved by the Superintendent. Eleven and twelve month employees are entitled to vacation as detailed in Ohio Revised Codes:

After one year	-	10 Days per year
After ten years	-	15 Days per year
After fifteen years	-	17 Days per year
After twenty years	-	20 Days per year

Twelve-month employees should use all accumulated vacation days within 60 days of their contract anniversary date or the days will be paid out at the rate in which they were earned. Less than twelve-month employees should use all vacation days by the end of their work year or the days will be paid out at the rate in which they were earned. Payment when necessary will be made on the next feasible paycheck.

All classified employees will be eligible for additional vacation time equal to 1/5 of their average workweek.




**Contract Duration**

This contract is to be effective from June 30, 2019, through June 29, 2022.

Representatives of the  
Board of Education


  
Tracy Drees, BOE President

  
Janet Kemper, Treasurer

  
Daniel Holland, Superintendent

Representatives of the  
Classified Employees

  
Jody Ruhekamp

  
Kevin Geise

The Fort Loramie Board of education, the Classified Staff, and the Administrative Staff shall dedicate themselves to maintaining channels of open communications throughout the contract period.

## ADDENDUM A

### FORT LORAMIE LOCAL SCHOOL DISTRICT REGULAR CLASSIFIED SALARY SCHEDULES 2019-2020, 2020-2021, 2021-2022

		2019-2020	2020-2021	2021-2022						
Percentage Increase		3.50%	3.25%	2.25%						
Bus Drivers					Special Route (Car) Driver					
Years					Years					
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022	
0	1.000	18.81	19.42	20.05	0	1.000	13.68	14.12	14.44	
1	1.045	19.66	20.29	20.95	1	1.045	14.30	14.76	15.09	
2	1.090	20.50	21.17	21.85	2	1.090	14.91	15.39	15.74	
3	1.135	21.35	22.04	22.76	3	1.135	15.53	16.03	16.39	
4	1.180	22.20	22.92	23.66	4	1.180	16.14	16.66	17.04	
5	1.225	23.04	23.79	24.56	5	1.225	16.76	17.30	17.69	
6	1.270	23.89	24.66	25.46	6	1.270	17.37	17.93	18.34	
7	1.315	24.74	25.54	26.37	7	1.315	17.99	18.57	18.99	
8	1.360	25.58	26.41	27.27	8	1.360	18.60	19.20	19.64	
9	1.405	26.43	27.29	28.17	9	1.405	19.22	19.84	20.29	
10	1.450	27.27	28.16	29.07	10	1.450	19.84	20.47	20.94	
11	1.495	28.12	29.03	29.97	11	1.495	20.45	21.11	21.59	
12	1.510	28.40	29.32	30.28	12	1.510	20.66	21.32	21.80	
13	1.520	28.59	29.52	30.48	13	1.520	20.79	21.46	21.95	
14	1.530	28.78	29.71	30.68	14	1.530	20.93	21.60	22.09	
15	1.540	28.97	29.91	30.88	15	1.540	21.07	21.74	22.24	
Coordinator - Building & Grounds					Custodians					
Years					Years					
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022	
0	1.000	19.01	19.63	20.27	0	1.000	16.23	16.76	17.14	
1	1.045	19.87	20.51	21.18	1	1.045	16.96	17.51	17.91	
2	1.090	20.72	21.40	22.09	2	1.090	17.69	18.27	18.68	
3	1.135	21.58	22.28	23.01	3	1.135	18.42	19.02	19.45	
4	1.180	22.43	23.16	23.92	4	1.180	19.15	19.78	20.23	
5	1.225	23.29	24.05	24.83	5	1.225	19.88	20.53	21.00	
6	1.270	24.14	24.93	25.74	6	1.270	20.61	21.29	21.77	
7	1.315	25.00	25.81	26.66	7	1.315	21.34	22.04	22.54	
8	1.360	25.85	26.70	27.57	8	1.360	22.07	22.79	23.31	
9	1.405	26.71	27.58	28.48	9	1.405	22.80	23.55	24.08	
10	1.450	27.56	28.46	29.39	10	1.450	23.53	24.30	24.85	
11	1.495	28.42	29.35	30.30	11	1.495	24.26	25.06	25.62	
12	1.510	28.71	29.64	30.61	12	1.510	24.51	25.31	25.88	
13	1.520	28.90	29.84	0.00	13	1.520	24.67	25.48	26.05	
14	1.530	29.09	30.03	0.00	14	1.530	24.83	25.64	26.22	
15	1.540	29.28	30.23	31.22	15	1.540	24.99	25.81	26.40	

## ADDENDUM A1

### FORT LORAMIE LOCAL SCHOOL DISTRICT REGULAR CLASSIFIED SALARY SCHEDULES 2019-2020, 2020-2021, 2021-2022

Head Cook					Cashier - HS				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	13.47	13.91	14.36	0	1.000	12.74	13.15	13.45
1	1.045	14.08	14.54	15.01	1	1.045	13.31	13.74	14.06
2	1.090	14.68	15.16	15.65	2	1.090	13.89	14.33	14.66
3	1.135	15.29	15.79	16.30	3	1.135	14.46	14.93	15.27
4	1.180	15.89	16.41	16.94	4	1.180	15.03	15.52	15.87
5	1.225	16.50	17.04	17.59	5	1.225	15.61	16.11	16.48
6	1.270	17.11	17.67	18.24	6	1.270	16.18	16.70	17.08
7	1.315	17.71	18.29	18.88	7	1.315	16.75	17.29	17.69
8	1.360	18.32	18.92	19.53	8	1.360	17.33	17.88	18.29
9	1.405	18.93	19.54	20.18	9	1.405	17.90	18.48	18.90
10	1.450	19.53	20.17	20.82	10	1.450	18.47	19.07	19.50
11	1.495	20.14	20.80	21.47	11	1.495	19.05	19.66	20.11
12	1.510	20.34	21.00	21.68	12	1.510	19.24	19.86	20.31
13	1.520	20.47	21.14	21.83	13	1.520	19.36	19.99	20.44
14	1.530	20.61	21.28	21.97	14	1.530	19.49	20.12	20.58
15	1.540	20.74	21.42	22.11	15	1.540	19.62	20.25	20.71
Cooks					LR/SH Monitor				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	12.01	12.40	12.80	0	1.000	12.74	13.15	13.45
1	1.045	12.55	12.96	13.38	1	1.045	13.31	13.74	14.06
2	1.090	13.09	13.52	13.95	2	1.090	13.89	14.33	14.66
3	1.135	13.63	14.07	14.53	3	1.135	14.46	14.93	15.27
4	1.180	14.17	14.63	15.10	4	1.180	15.03	15.52	15.87
5	1.225	14.71	15.19	15.68	5	1.225	15.61	16.11	16.48
6	1.270	15.25	15.75	16.26	6	1.270	16.18	16.70	17.08
7	1.315	15.79	16.31	16.83	7	1.315	16.75	17.29	17.69
8	1.360	16.33	16.86	17.41	8	1.360	17.33	17.88	18.29
9	1.405	16.87	17.42	17.98	9	1.405	17.90	18.48	18.90
10	1.450	17.41	17.98	18.56	10	1.450	18.47	19.07	19.50
11	1.495	17.95	18.54	19.14	11	1.495	19.05	19.66	20.11
12	1.510	18.14	18.72	19.33	12	1.510	19.24	19.86	20.31
13	1.520	18.26	18.85	19.46	13	1.520	19.36	19.99	20.44
14	1.530	18.38	18.97	19.58	14	1.530	19.49	20.12	20.58
15	1.540	18.50	19.10	19.71	15	1.540	19.62	20.25	20.71

## ADDENDUM A2

### FORT LORAMIE LOCAL SCHOOL DISTRICT REGULAR CLASSIFIED SALARY SCHEDULES 2019-2020, 2020-2021, 2021-2022

Secretary - Principals'					Teachers Aide				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	13.87	14.32	14.79	0	1.000	12.74	13.15	13.45
1	1.045	14.49	14.96	15.46	1	1.045	13.31	13.74	14.06
2	1.090	15.12	15.61	16.12	2	1.090	13.89	14.33	14.66
3	1.135	15.74	16.25	16.79	3	1.135	14.46	14.93	15.27
4	1.180	16.37	16.90	17.45	4	1.180	15.03	15.52	15.87
5	1.225	16.99	17.54	18.12	5	1.225	15.61	16.11	16.48
6	1.270	17.61	18.19	18.78	6	1.270	16.18	16.70	17.08
7	1.315	18.24	18.83	19.45	7	1.315	16.75	17.29	17.69
8	1.360	18.86	19.48	20.11	8	1.360	17.33	17.88	18.29
9	1.405	19.49	20.12	20.78	9	1.405	17.90	18.48	18.90
10	1.450	20.11	20.76	21.45	10	1.450	18.47	19.07	19.50
11	1.495	20.74	21.41	22.11	11	1.495	19.05	19.66	20.11
12	1.510	20.94	21.62	22.33	12	1.510	19.24	19.86	20.31
13	1.520	21.08	21.77	22.48	13	1.520	19.36	19.99	20.44
14	1.530	21.22	21.91	22.63	14	1.530	19.49	20.12	20.58
15	1.540	21.36	22.05	22.78	15	1.540	19.62	20.25	20.71

## ADDENDUM B

### FORT LORAMIE LOCAL SCHOOL DISTRICT INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES 2019-2020, 2020-2021, 2021-2022

		2019-2020	2020-2021	2021-2022					
Percentage Increase		3.50%	3.25%	2.25%					
Bus Drivers					Special Route (Car) Driver				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	20.71	21.38	21.86	0	1.000	15.64	16.15	16.51
1	1.045	21.64	22.34	22.84	1	1.045	16.34	16.88	17.25
2	1.090	22.57	23.30	23.83	2	1.090	17.05	17.60	18.00
3	1.135	23.51	24.27	24.81	3	1.135	17.75	18.33	18.74
4	1.180	24.44	25.23	25.79	4	1.180	18.46	19.06	19.48
5	1.225	25.37	26.19	26.78	5	1.225	19.16	19.78	20.22
6	1.270	26.30	27.15	27.76	6	1.270	19.86	20.51	20.97
7	1.315	27.23	28.11	28.75	7	1.315	20.57	21.24	21.71
8	1.360	28.17	29.08	29.73	8	1.360	21.27	21.96	22.45
9	1.405	29.10	30.04	30.71	9	1.405	21.97	22.69	23.20
10	1.450	30.03	31.00	31.70	10	1.450	22.68	23.42	23.94
11	1.495	30.96	31.96	32.68	11	1.495	23.38	24.14	24.68
12	1.510	31.27	32.28	33.01	12	1.510	23.62	24.39	24.93
13	1.520	31.48	32.50	33.23	13	1.520	23.77	24.55	25.10
14	1.530	31.69	32.71	33.45	14	1.530	23.93	24.71	25.26
15	1.540	31.89	32.93	33.66	15	1.540	24.09	24.87	25.43
Coordinator - Building & Grounds					Custodians				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	20.91	21.59	22.08	0	1.000	18.17	18.76	19.18
1	1.045	21.85	22.56	23.07	1	1.045	18.99	19.60	20.04
2	1.090	22.79	23.53	24.07	2	1.090	19.81	20.45	20.91
3	1.135	23.73	24.50	25.06	3	1.135	20.62	21.29	21.77
4	1.180	24.67	25.48	26.05	4	1.180	21.44	22.14	22.63
5	1.225	25.61	26.45	27.05	5	1.225	22.26	22.98	23.50
6	1.270	26.56	27.42	28.04	6	1.270	23.08	23.83	24.36
7	1.315	27.50	28.39	29.04	7	1.315	23.89	24.67	25.22
8	1.360	28.44	29.36	30.03	8	1.360	24.71	25.51	26.08
9	1.405	29.38	30.33	31.02	9	1.405	25.53	26.36	26.95
10	1.450	30.32	31.31	32.02	10	1.450	26.35	27.20	27.81
11	1.495	31.26	32.28	33.01	11	1.495	27.16	28.05	28.67
12	1.510	31.57	32.60	33.34	12	1.510	27.44	28.33	28.96
13	1.520	31.78	32.82	33.56	13	1.520	27.62	28.52	29.15
14	1.530	31.99	33.03	33.78	14	1.530	27.80	28.70	29.35
15	1.540	32.20	33.25	34.00	15	1.540	27.98	28.89	29.54

## ADDENDUM B-1

### FORT LORAMIE LOCAL SCHOOL DISTRICT INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES 2019-2020, 2020-2021, 2021-2022

Head Cook					Cashier - HS				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	15.39	15.89	16.25	0	1.000	14.70	15.18	15.52
1	1.045	16.08	16.61	16.98	1	1.045	15.36	15.86	16.22
2	1.090	16.78	17.32	17.71	2	1.090	16.02	16.55	16.92
3	1.135	17.47	18.04	18.44	3	1.135	16.68	17.23	17.62
4	1.180	18.16	18.75	19.18	4	1.180	17.35	17.91	18.31
5	1.225	18.85	19.47	19.91	5	1.225	18.01	18.60	19.01
6	1.270	19.55	20.18	20.64	6	1.270	18.67	19.28	19.71
7	1.315	20.24	20.90	21.37	7	1.315	19.33	19.96	20.41
8	1.360	20.93	21.61	22.10	8	1.360	19.99	20.64	21.11
9	1.405	21.62	22.33	22.83	9	1.405	20.65	21.33	21.81
10	1.450	22.32	23.04	23.56	10	1.450	21.32	22.01	22.50
11	1.495	23.01	23.76	24.29	11	1.495	21.98	22.69	23.20
12	1.510	23.24	23.99	24.54	12	1.510	22.20	22.92	23.44
13	1.520	23.39	24.15	24.70	13	1.520	22.34	23.07	23.59
14	1.530	23.55	24.31	24.86	14	1.530	22.49	23.23	23.75
15	1.540	23.70	24.47	25.03	15	1.540	22.64	23.38	23.90
Cooks					LR/SH Monitor				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	13.92	14.37	14.69	0	1.000	14.70	15.18	15.52
1	1.045	14.55	15.02	15.35	1	1.045	15.36	15.86	16.22
2	1.090	15.17	15.66	16.01	2	1.090	16.02	16.55	16.92
3	1.135	15.80	16.31	16.67	3	1.135	16.68	17.23	17.62
4	1.180	16.43	16.96	17.33	4	1.180	17.35	17.91	18.31
5	1.225	17.05	17.60	18.00	5	1.225	18.01	18.60	19.01
6	1.270	17.68	18.25	18.66	6	1.270	18.67	19.28	19.71
7	1.315	18.30	18.90	19.32	7	1.315	19.33	19.96	20.41
8	1.360	18.93	19.54	19.98	8	1.360	19.99	20.64	21.11
9	1.405	19.56	20.19	20.64	9	1.405	20.65	21.33	21.81
10	1.450	20.18	20.84	21.30	10	1.450	21.32	22.01	22.50
11	1.495	20.81	21.48	21.96	11	1.495	21.98	22.69	23.20
12	1.510	21.02	21.70	22.18	12	1.510	22.20	22.92	23.44
13	1.520	21.16	21.84	22.33	13	1.520	22.34	23.07	23.59
14	1.530	21.30	21.99	22.48	14	1.530	22.49	23.23	23.75
15	1.540	21.44	22.13	22.62	15	1.540	22.64	23.38	23.90

## ADDENDUM B-2

### FORT LORAMIE LOCAL SCHOOL DISTRICT INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES 2019-2020, 2020-2021, 2021-2022

Secretary - Principals'					Teachers Aide				
Years					Years				
Exp	Index	2019-2020	2020-2021	2021-2022	Exp	Index	2019-2020	2020-2021	2021-2022
0	1.000	15.77	16.28	16.65	0	1.000	14.70	15.18	15.52
1	1.045	16.48	17.01	17.40	1	1.045	15.36	15.86	16.22
2	1.090	17.19	17.75	18.15	2	1.090	16.02	16.55	16.92
3	1.135	17.90	18.48	18.90	3	1.135	16.68	17.23	17.62
4	1.180	18.61	19.21	19.65	4	1.180	17.35	17.91	18.31
5	1.225	19.32	19.94	20.40	5	1.225	18.01	18.60	19.01
6	1.270	20.03	20.68	21.15	6	1.270	18.67	19.28	19.71
7	1.315	20.74	21.41	21.89	7	1.315	19.33	19.96	20.41
8	1.360	21.45	22.14	22.64	8	1.360	19.99	20.64	21.11
9	1.405	22.16	22.87	23.39	9	1.405	20.65	21.33	21.81
10	1.450	22.87	23.61	24.14	10	1.450	21.32	22.01	22.50
11	1.495	23.58	24.34	24.89	11	1.495	21.98	22.69	23.20
12	1.510	23.81	24.58	25.14	12	1.510	22.20	22.92	23.44
13	1.520	23.97	24.75	25.31	13	1.520	22.34	23.07	23.59
14	1.530	24.13	24.91	25.47	14	1.530	22.49	23.23	23.75
15	1.540	24.29	25.07	25.64	15	1.540	22.64	23.38	23.90