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SETTLEMENT AGREEMENT

BETWEEN

THE GRANDVIEW HEIGHTS  
BOARD OF EDUCATION

AND

THE GRANDVIEW HEIGHTS  
EDUCATIONAL SUPPORT STAFF  
ASSOCIATION

EFFECTIVE

July 1, 2022

through

June 30, 2025

**GRANDVIEW HEIGHTS EDUCATIONAL  
SUPPORT STAFF ASSOCIATION  
NEGOTIATED AGREEMENT**

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## ARTICLE I - *PREAMBLE*

### A. Recognition

The Grandview Heights Board of Education (hereinafter referred to as the "Board") hereby recognizes the Grandview Heights Educational Support Staff Association (hereinafter referred to as the "GHESSA"), an affiliate of the Ohio Education Association and the National Education Association, as the sole and exclusive representative for the purposes of Collective Bargaining as defined in Chapter 4117 of the Ohio Revised Code.

### B. Bargaining Unit

The Bargaining Unit shall consist of all full and part-time non-certified employees including custodial, maintenance, paraprofessionals, groundskeepers, food service, secretaries, accounting clerks, occupational therapy assistants, oral interpreter, and educational technology specialist and service desk technician.

Excluded from the bargaining unit shall be child care/pre-school director, treasurer, secretary to the superintendent, director of food service, assistant to the treasurer, casual subs, childcare personnel/pre-school personnel, data and student services coordinator, EMIS coordinator, and all certificated and R.C. 3319.02 employees.

### C. Employee Rights

All employees of the bargaining unit as described herein are entitled to all rights, benefits, and privileges of this contract unless otherwise specified. This provision does not provide the basis of a grievance for alleged violations of other sections of this Agreement.

## ARTICLE II - COLLECTIVE BARGAINING

### A. Scope of Bargaining/Negotiations Procedures

1. Article I - Recognition constitutes an agreement to attempt to reach mutual understandings and agreement regarding matters of salary, hours, terms, and other conditions of employment and the continuation, modification, or deletion of an existing provision of this Agreement.
2. The Board and the GHESSA agree to negotiate in good faith. Good faith requires the parties to be willing to meet at reasonable times and places and to be willing to react to each other's proposals. If a proposal is unacceptable, the other party is obligated to give its reasons and/or counter proposals. Nothing in this Agreement shall compel either party to agree to a proposal or make a concession.

### B. Procedures

1. The Board and the GHESSA shall each designate a bargaining team of up to six (6) members, including consultants. Each bargaining team shall identify one chief spokesperson. The teams shall have the necessary power and authority to conduct negotiations. All bargaining shall be conducted exclusively between the teams.
2. From March 1 to and including April 1 prior to the expiration date of this agreement, either party may notify the other in writing of a desire to commence bargaining. Unless mutually agreed otherwise, a meeting shall be scheduled within fifteen (15) calendar days.

The window may be waived by consent of both the Board and the GHESSA.

3. Necessary subsequent meetings shall be held at time and places mutually agreed to by the parties. All negotiations are to be completed within forty -five (45) calendar days, unless mutually agreed otherwise.
4. Either team may request a caucus of up to thirty (30) minutes during negotiations.
5. Prior to and during the period of bargaining, each party will provide the other, upon request, all regularly and routinely prepared information concerning issues under consideration.
6. Negotiations between parties shall remain confidential, except the teams may provide updates to their respective constituents.
7. The bargaining teams shall have the authority to indicate non-binding tentative agreement. When tentative agreement has been reached on all items which have not been dropped by mutual consent the items shall be reduced to writing to the GHESSA and then to the Board for approval. Following approval, the agreement shall be binding on both parties.
8. If agreement is not reached within forty-five (45) calendar days of the first collective bargaining meeting in lieu of requesting the State Employment Relations Board (SERB) to intervene as provided in Section 4117.14 (C) (2), the parties agree to submit a joint written request to the Federal Mediation Conciliation Service (FMCS) or a mediator to assist the parties. Upon mutual agreement, the parties may request mediation from an alternate mediation service. Nothing herein shall prevent the parties from mutually agreeing to continue negotiations without mediation assistance. The expense of using the mediator, if any, will be shared equally by the parties.

9. The GHESSA and the Board agree an alternative bargaining procedure may be used.

C. Complete Agreement/Savings Clause

1. The Board and the GHESSA agree that this Agreement constitutes the entire Agreement between them for the period of time indicated.
2. The terms of this Agreement are binding upon both parties and may not be changed by either party without the agreement of the other.
3. Any section of this Agreement found contrary to law shall be deemed invalid except to the extent permitted by law. All other provisions shall continue in full force and effect. If a change in any law renders any section of this Agreement invalid, renegotiations shall occur, provided the Board and the GHESSA agree to renegotiate the section.

D. Continuity of Operations

The GHESSA and the Board recognize the desirability of continuous and uninterrupted operation of the instructional program during the school year. The GHESSA and the Board further recognize the desirability of avoiding disputes which would threaten such operation. Accordingly, the Board agrees to honor the terms of this Agreement, and the GHESSA agrees that it will not, during the period of this Agreement, engage in, assist in any way, a work stoppage, strike, slowdown, or other concerted refusal to perform contracted services.

## ARTICLE III - GRIEVANCE PROCEDURE

During the course of this Agreement, problems may arise concerning the interpretation or application of the provisions of this Agreement. When such problems arise, an attempt should be made to settle them informally by the principal or immediate supervisor and the employee or employees involved. A problem which cannot be resolved informally will be processed as a grievance. All days referred to as "days" within this Article shall be interpreted to mean calendar weekdays, excluding holidays. During all grievance processes, neither the Board of Education/Administration nor the GHESSA will make official or unofficial statements to the media about any unresolved grievance(s).

### Process

- A. A grievant may be a member, a group of bargaining unit members, or GHESSA.
- B. Unless part of a settlement or by direction of an arbitrator's award, no grievance form(s), record, document, or communication arising from a grievance shall be placed in the personnel file of any participant involved in the use of this grievance procedure.

### Procedure

#### Informal Step

- A. Within twenty (20) days of the occurrence of the problem in question, the employee or employees involved shall meet to resolve the issue informally by working directly with the employee's or employees' direct supervisor.

#### Step 1

- B. If, after the five (5) days of the informal meeting, the problem remains unresolved, the employee or employees shall file a written grievance with the employee's or employees' direct supervisor. The direct supervisor shall meet with the aggrieved party within five (5) days of the receipt of the written grievance. Within five (5) days of this meeting, the direct supervisor shall deliver to the aggrieved party a written statement in response to the grievance.

#### Step 2

- C. If the grievance is not satisfactorily resolved at Step 1, the aggrieved party may submit a copy of the written grievance to the Superintendent of Schools not later than five (5) days after receipt of the answer under Step 1. The Superintendent of Schools shall meet with the aggrieved party within five (5) days and shall deliver to the aggrieved party a written statement of position not later than five (5) days after such meeting.

#### Step 3

- D. If the grievance is not satisfactorily resolved at Step 2, it may be appealed according to the following procedures:
  - 1. Grievances regarding an alleged violation, misapplication, or misinterpretation of a specific item of this Agreement may be appealed to binding arbitration by the Association within (five) days of the receipt of the Superintendent's decision.
    - a) An arbitrator shall be selected by the parties within fifteen (15) days of the written appeal by using the voluntary rules of the American Arbitration Association.
    - b) The arbitrator shall be empowered only to base his decision upon some specific Article and

Section of this Agreement and shall have no power to add to, subtract from, or modify this Agreement by implication or otherwise.

- c) The decision of the arbitrator, if rendered within and in accordance with the above stated power, shall be final and binding on the GHESSA, its members, and the Board.
- d) Arbitrator's Decision - There shall be no appeal from an arbitrator's decision if within the scope of his authority as set forth above. It shall be final and binding on the GHESSA, its members, the employee or employees involved, and the Board.
- e) Cost of Arbitration - The fees and expenses of the arbitrator shall be borne equally by both parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
- f) A bargaining unit member of choice may be used by a grievant at all levels of the disciplinary and/or grievance procedures as a representative.
- g) No reprisal shall be made against any party involved in the use of this procedure.
- h) A grievance may be withdrawn at any level without prejudice.
- i) The time limits specified at each step may be extended by written agreement which includes email correspondence.
- j) If a decision on a grievance is not appealed within the time limits specified at any step of this procedure, the grievance shall be considered waived.
- k) Failure at any step of these procedures to conduct a meeting or to communicate a decision of the grievance within the specific time limits automatically entitles the grievant to proceed to the next level unless the time limits have been mutually extended.

## ARTICLE IV - ASSOCIATION RIGHTS

### A. Association Rights

The GHESSA shall have the right to:

1. Use school buildings at all reasonable hours for meetings. Permission of the principal or his/her designee shall be required. Such permission shall not be withheld unreasonably.
2. Use school equipment, including duplicating equipment, calculating machines, computers, word processors, and audio-visual equipment at reasonable times when such equipment is not in use and in compliance with the District Technology Acceptable Use Policy. No equipment shall be removed from school property without approval by the principal. The GHESSA will pay for any damage, loss, or theft of borrowed property.
3. Use inter-school mail facilities. Permission of the principal shall be required. Such permission shall not be withheld unreasonably.
4. Use space on an appropriate bulletin board in each school building. The location of such bulletin boards shall be agreed upon mutually by the GHESSA and the Principal.
5. Store paper and supplies, purchased by the Association, in convenient locations. The GHESSA agrees to reimburse the Board for photocopy costs at the normal rate.
6. The Board agrees to furnish the GHESSA with a current roster of its employed personnel with addresses, one copy of agendas and minutes of all public Board meetings, and to make available such other public information that shall assist the Association in developing intelligent, accurate, informed, and constructive programs.
7. A labor/management meeting may be requested by the Association President or Superintendent when necessary.

### B. Non-Discrimination

The policies and practices of the Board and the Association shall be applied uniformly to all bargaining unit members without regard to race, color, national origin, sex, marital status, disability, religion, ancestry, military status, sexual orientation, gender identity and gender expression, economic status, legally acquired genetic information, or age. No employee shall be discriminated against because of membership or non-membership in the Association nor for participation in Association activities.

### C. Win-Win Committee

The Win-Win Committee exists to facilitate an ongoing collaborative process with the GHESSA and the Board of Education.

1. The committee will address issues or concerns related to practice or procedure, including professional development. The committee will not address discipline issues or grievable issues, circumvent the contract negotiation process, or set policy. Any support staff member or administrator may bring an item of discussion to the Win-Win Committee.
2. Membership of the committee will consist of the GHESSA president, the superintendent of schools, three members of the GHESSA, and three administrators. The GHESSA will be responsible to select support staff members and the superintendent will be responsible to select administrative members. An attempt will be made to represent all groups and buildings.



3. Members of the Win-Win Committee will serve for a two-year period beginning in September. Terms will be staggered to promote continuity of membership on the committee. Regular meetings of the committee will be held once per quarter during the school year on days and times agreed upon by the committee members unless both parties agree a meeting is not needed or necessary. Special meetings may be called by the GHESSA president or the superintendent of schools.
4. A yearly stipend of \$150 will be paid to GHESSA members serving on the committee and \$300 for the GHESSA president.

D. Association Leave

From time to time, it becomes necessary for Association leadership to fulfill their roles during the school day. In such instances, the president or his/her designee may be granted at least one (1) day per year of release time by the Superintendent or designee. Any additional days beyond one (1) day per year must be approved by the Superintendent or designee.

## ARTICLE V - COMPLAINT PROCEDURE

When a complaint is made by the parent of a student or any other member of the public concerning a staff member's conduct, service, character, personality, or other reason, to a Board member, central office administrator, building principal, or other supervisor, without having first met with the staff member, the following procedure shall be followed:

- A. If the complaint is reported to the building principal or supervisor, he/she will determine the validity and/or seriousness of the complaint. The principal or supervisor shall determine if the complaint should be disregarded or brought to the attention of the staff member at that time.
- B. If the complaint is referred to the staff member, he/she will be given the opportunity to discuss the details of the situation with his/her principal or supervisor. Prior to any directive, oral or written, being given to a staff member, the staff member has the right to request and receive the identity/source of the complaint.
- C. If the complaint is not discussed with the staff member, then such complaint shall be disregarded and may not be used in any subsequent conference, evaluation, or other assessment of the staff member involved.
- D. Nothing in this procedure limits or restricts the authority of the administration or Board to investigate professional misconduct and to make determinations or take actions based on the administration's investigation.
- E. The failure to identify a person making a complaint shall not prevent the Board of Education or its representative from reporting instances of alleged bullying or suspected abuse or satisfy any other reporting obligation upon a school district or its representatives by law or regulation.

## ARTICLE VI - *DISCIPLINE*

During the course of this agreement, problems may arise that could lead to disciplinary action. The parties to this agreement believe that most of these problems are best initially resolved informally between the supervisor and the employee.

- A. When necessary, discipline shall be imposed on probationary and non-probationary employees for just cause. Forms of disciplinary action are:
  - 1. Documented warning.
  - 2. Written reprimand.
  - 3. Suspension without pay for a definite period of time.
  - 4. Suspension without pay for an indefinite time period pending a probable removal.
  - 5. Termination.
- B. Grounds for disciplinary action include: violation of written rules and regulations of the Board, incompetency, inefficiency, dishonesty, drunkenness, substance abuse, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, or nonfeasance.
- C. Discipline shall be progressive in nature. If the employee has not been disciplined for three years, the progression shall start over at the lowest appropriate level considering the seriousness of the offense. The seriousness and nature of a violation; the employee's record of discipline, performance, and conduct; and length of service in the district will be among the factors taken into account when the Superintendent/designee determines what form of discipline will be imposed. Nothing herein shall preclude the Board from terminating a limited or continuing contract employee at any time for serious misconduct.
- D. Supervisors should attempt to discipline employees in as much privacy as is reasonable under the circumstances. If it is determined that an employee will receive a written reprimand, the reprimand will be provided by the immediate supervisor or Superintendent.
- E. When the Superintendent or Board seeks imposition of a suspension or termination, notice of such discipline shall be made in writing and served in person or by mail upon the employee not less than forty-eight (48) hours prior to the hearing. The notice shall indicate:
  - 1. The charge(s) against the employee.
  - 2. The proposed penalty.
  - 3. The right to representation by a union steward and/or Association Representative.
- F. Short-term suspensions for a definite period of time (three [3] days or less) shall be effectuated by the Superintendent. These forms of discipline do not require any Board action. At the hearing before the Superintendent, the employee will be given opportunity to give his/her explanation of the violation(s), and the Superintendent will explain the Administration's evidence. After the hearing, the employee will be given the Superintendent's written decision  
  
regarding the discipline, either in person or by certified mail and a copy to the association president.
- G. Issuance of longer-term suspensions (for a definite period of time that is greater than three [3] days or for

an indefinite time period pending probable removal) and terminations shall be effectuated by the Superintendent with later formal Board action. At the hearing before the Superintendent, the employee will be given an opportunity to give his/her explanation of the violation(s), and the Superintendent will explain the Administration's evidence. After the hearing, the employee will be given the Superintendent's written recommendation regarding the discipline, either in person or by certified mail and a copy to the association president. The recommended discipline will be instituted pending final review by the Board.

At the next scheduled Board meeting, the employee will be given the opportunity to appear informally before the Board to explain why the Superintendent's recommendation should not be followed. The Superintendent will explain his/her evidence to the Board. Both the employee and Superintendent may address the Board while in executive session. The Board, by majority vote, will render its decision to accept, reject, or modify the Superintendent's recommended discipline. The Board's written disciplinary decisions will be served upon the employee either in person or by certified mail and a copy to the association president.

- H. Suspensions and terminations are grievable through all three (3) levels of the grievance procedure. A documented warning and a written reprimand may be grieved only through Levels One and Two of the grievance procedure i.e., a documented warning and a written reprimand cannot be grieved to Level Three, Arbitration. A staff member may attach a written rebuttal to any and all forms of disciplinary actions.
- I. To the extent permitted by law, an employee must exhaust the grievance procedure regarding disciplinary actions before pursuing other relief.
- J. An employee may request the presence of an Association Representative at an investigatory interview conducted by the employer if the employee reasonably believes that such interview might result in disciplinary action. This provision does not apply to routine supervisory conferences or informational requests from supervisors. Should the State Employment Relations Board determine in the future that the above-mentioned "Weingarten" right does not apply in Ohio's public sector, this provision is deemed void and shall be dropped from the Agreement.
- K. Upon an employee's request, documented warnings and written reprimands shall be removed from an employee's personnel file after five (5) years, provided no intervening discipline occurs.

## ARTICLE VII - *CHEMICAL DEPENDENCE POLICY*

The Grandview Heights City School District recognizes that chemical abuse (drugs, alcohol) can result in a primary disease which is progressive, chronic, and fatal if left untreated. This illness can affect any group or age.

1. Chemical abuse by staff members may result in problems which interfere with the school's ability to promote an effective and safe learning environment; therefore, the school district shares in the responsibility of intervening with employees who abuse chemicals.
2. District employees who are diagnosed as having an illness resulting from chemical abuse shall receive the same consideration and opportunity for treatment that is extended to employees with other types of illnesses. For purposes of this policy, this illness is defined as one in which an employee's consumption of mood-altering chemicals interferes with job performance or adversely affect health. On the basis of professional diagnosis, employees who have this illness and who receive fringe benefits shall qualify for employee benefits covered in group health and medical insurance policies.
3. If the employee refuses to accept diagnosis and/or treatment or fails to respond to treatment and job performance or health continues to be affected, the supervising administrator(s) will initiate action deemed appropriate. Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practice application to job performance requirements.
4. Supervisors will implement this policy in such a manner that an employee's chemical dependency problem or request for treatment will not affect job security or promotional opportunity.
5. The confidential nature of any records of employees shall be preserved in the same manner as for all other medical records.

## ARTICLE VIII - PAID LEAVES

### A. Assault Leave

1. An employee who must be absent due to disability resulting from an unprovoked or unjustified assault on such employee which occurs in the course of Board employment or in attendance at a school-sponsored function shall be granted Assault Leave providing all of the standards in Section B below are met.

An eligible employee shall be granted up to a maximum of ten (10) days of paid assault leave (days not charged to Sick Leave). At the end of the ten (10) working days, the employee may at his/her option use Sick Leave or receive worker's compensation (if eligible) for the period of the disability.

2. An employee requesting Assault Leave will complete and submit to the Superintendent a form which shall include the following:
  - a) Date and time of occurrence.
  - b) Identification of the individual or individuals causing the assault (if known).
  - c) Facts and circumstances surrounding the assault.
  - d) A certificate from a licensed physician describing the nature of injury sustained causing absence.
  - e) A statement indicating a willingness to participate and cooperate with the Board if the Board decides to pursue legal action against the assaulter(s).
  - f) Signature of the assaulted employee.
3. A disability resulting from assault shall terminate when the employee can return to the assignment held prior to the disability, or the employee becomes eligible and takes disability retirement provided under the provisions of the retirement program.
4. An employee disabled as a result of assault will be returned to the same position held at the time of the incident whenever possible. If the employee desires another position, such selection shall be in accordance with the established transfer procedure.

### B. Association Leave

From time to time, it becomes necessary for association leadership to fulfill their roles during the school day. In such instances, the President or his/her designee may or may not be granted release time by the Superintendent so long as the individual is fulfilling his/her role. The Association agrees to provide the Board with a list of local officers and representatives and the positions held. The Association agrees to keep the list current.

### C. Personal Leave

1. A bargaining unit member who does not use all of the three (3) personal days to which they are entitled in a year (July 1-June 30) may carry over up to two (2) unused days into the succeeding year, with the further understanding that: (A) in no year can a member have more than a total of five (5) accrued days, and (B) in no year can more than three (3) personal days be used consecutively.
2. The submission of a request for leave of a classified staff member through the District's automatic

absence reporting system indicates that they are in compliance with the criteria for personal leave.

3. The following conditions shall apply to the use of personal leave:
  - a) Personal leave may be used in  $\frac{1}{4}$  day increments.
  - b) Personal leave may not be approved for seeking or engaging in gainful employment.
  - c) Personal leave granted the day before or the day following a scheduled holiday or vacation period will be charged at the rate of two days for each day granted. Quarter days will be charged as half days. Half- days will be charged as full days.
  - d) Requests must be made at least five (5) days in advance of the requested leave. A written request must be submitted either in person or electronically to an immediate supervisor or the superintendent. Failure to respond by either the immediate supervisor or designee within three (3) days of the request indicates that the leave is approved and cannot be revoked. In cases of emergency or extenuating circumstances, the situation must be explained in writing.
4. As of June 30 of each school year, personal leave that has not been utilized by a school employee shall be converted as follows:
  - a) Conversion to sick leave of any unused personal leave days beginning July 1 of the upcoming school year.
  - b) A stipend check that equals the number of unused personal leave days times one hundred (100) percent of the bargaining unit member's daily rate.
  - c) Carryover up to two (2) personal leave days.

The school employee must notify the treasurer's office in writing by June 10 of their desire to exercise the conversion option identified in (a) or (c) above; otherwise, the unused personal leave will be paid out consistent with (b) above. Payment will be made to the employee no later than October 15 following the conclusion of the school year.

5. Retiring employees may choose to be compensated for unused personal days in one of two ways:
  - a) A stipend check that equals the number of unused personal leave days times one hundred (100) percent of the bargaining unit members daily rate
  - b) The conversion of the number of unused personal leave days to sick leave. The retiring employee must make this election as part of his/her written notification of intent to retire to the treasurer. Absent any election by the retiring employee, option A will be utilized.

In order to be eligible under this provision, the employee must file for retirement benefits with the School Employees Retirement System. The employee must certify to the Board treasurer the date on which retirement benefits will be started.

#### D. Sick Leave

Each full-time employee of the Board of Education shall accrue sick leave of one and one-fourth (1  $\frac{1}{4}$ ) workdays with pay for each completed calendar month of service unless on approved leave of absence. No employee shall receive credit for more than fifteen (15) days of sick leave in any one year of service and such unused sick leave as earned shall be cumulative.

All employees shall be entitled upon employment to a minimum of five (5) days sick leave credited to the employee at the beginning of the term of service in lieu of accumulated sick leave.

Staff who have accumulated days of sick leave in another district in Ohio or while in service of the state, county, or municipal government in Ohio shall furnish a properly certified record of these days upon employment in this district. This number of unused days of sick leave on such record shall be credited to the employee's accumulated record, provided that such reemployment takes place within ten (10) years of the date of the last termination from public service.

Staff members may "assign" unused sick leave days to any employee who is imminently subject to a loss of compensation because of absence from work due to illness or absences otherwise pertaining to sick leave. The employee requesting the "assigned" days must have fewer than five (5) days in his/her own sick leave accumulation. Written notification of the assignment is encouraged whenever possible in advance of the absence for which the assignment is being made. An employee may receive only as many assigned sick days as immediately needed up to a maximum of twenty (20) days. In extreme circumstances, additional days will be considered by the Superintendent. No salary payment for days of absence under the sick leave provision shall be made to any employee except as provided below:

1. Illness/Injury: For absence of the employee due to personal illness, injury, exposure to contagious disease which could be communicated to other employees or school children, or for illness or injury of an immediate family member of the employee.

Immediate family is defined as: spouse/partner, children, foster children, stepchildren, parents, stepparents, parents-in-law, brothers, sisters, brother-in-law, sister-in-law, grandparents, grandchildren, step-grandchildren, aunts, uncles, and any other immediate relative at the discretion of the superintendent.

- a) Each employee shall complete the necessary information on the District's automatic absence reporting system to justify the use of sick leave.
  - b) When absence exceeds three (3) consecutive days the building principal or immediate supervisor may require a physician's statement justifying the absence and/or providing a clearance for return.
  - c) For each absence beyond the ninth (9<sup>th</sup>) (non-consecutive) absence in any year (July 1- June 30), a physician's statement justifying the absence may be required by the building principal or immediate supervisor.
2. Parental Leave and Adoption: The Board recognizes the inherent responsibilities of the onset of parenthood. It further recognizes that in the statutory provisions of the Ohio Revised Code and the Family and Medical Leave Act of 1993, the following avenues are available to employees regarding maternity leave:
    - a) A Grandview Heights Schools employee may use accumulated sick leave during the period. Up to forty (40) working days of accrued sick leave may be used by the birth parent for this purpose within eight (8) weeks of the birth. Eligible use of accumulated sick leaves begins the day after the birth of the child. The non-birth parent may take up to fifteen (15) working days of accrued sick leave after the birth of a child within fifteen (15) weeks of the birth. The non-birth parent may choose to take time partially or entirely after the birth parent returns to work. The non-birth parent must provide thirty (30) days written notice before taking this leave to the principal or supervisor unless the principal or supervisor agrees otherwise due to emergency circumstances.



In the case of adoption, the adoptive parent may use up to forty (40) working days of accrued sick leave for placement of the adoptive child within eight (8) weeks of the placement.

- b) Up to thirty working days of additional accrued sick leave may be taken if accompanied by a doctor's statement.
3. Death: For absence of the employee due to a death in the employee's immediate family. Immediate family is defined as: spouse/partner, children, foster children, stepchildren, parents, stepparents, parents-in-law, brothers, sisters, brother-in-law, sister-in-law, grandparents, grandchildren, step-grandchildren, aunts, uncles, and any other immediate relative at the discretion of the Superintendent.
- a) Submission of a request indicates that the employee is in compliance with the criteria for leave.
  - b) When absence exceeds three (3) days, the employee will be responsible for discussing the circumstances necessitating the absence with the building principal or immediate supervisor.

## ARTICLE IX - UNPAID LEAVES

- A. Staff may be granted a maximum of three (3) unpaid leave days per year. This Leave is non-accumulative.
- B. The following conditions shall apply to the use of unpaid leave:
  - 1. Except for cases of emergency or extenuating circumstances, written request to the Human Resources Coordinator at least ten (10) school days in advance.
  - 2. The leave will be granted subject to the school district's ability to provide appropriate substitute personnel, if necessary, during the employee's absence.
  - 3. Salary deductions for unpaid leave will be at the employee's daily rate. Deductions will be taken from the paycheck following the leave.

### C. Extended Unpaid Parental Leave

Bargaining unit members may be granted a leave of absence for the birth or adoption of a child without pay for up to one school year in accordance with the following provisions:

- 1. A request is made in writing to the superintendent 60 days prior to the leave start date.
- 2. An acceptable replacement (if needed) is available for the bargaining unit member who is taking leave.
- 3. If granted, such leave shall be without pay and without experiential credit on the salary schedule. The bargaining unit member may remain a member of any and all group insurance plans at the individual's expense after the effective date of the unpaid leave in accordance with federal and state regulations.
- 4. All unpaid leave will be granted in semester increments.

The duration of leave shall be as follows:

- a) If the leave is effective during the first semester, it shall be for the balance of that semester or the balance of the year.
  - b) If the leave is effective during the second semester, it shall be for the balance of the school year, or the balance of the school year plus the next semester. Bargaining unit members, who request the next semester option, must do so in writing by March 1.
  - c) If the leave is effective during the summer recess, it shall be for the following semester or the following school year.
  - d) If a leave begins on or after December 1 in the first semester or on or after May 1 in the second semester, the leave shall be for the balance of that semester and may be for the next two semesters. The bargaining unit member must give notice at the time of the initial leave whether the member is going to take one or two additional semesters.
  - e) For 12-month employees, first semester is July 1-December 31 and second semester is January 1-June 30.
- 5. Any bargaining unit member on unpaid parental leave must notify the superintendent in writing of their intent to return to active employment 90 days prior to the leave end date. The end of the leave date shall coincide with the last student day within the semester of the requested leave. Failure of the bargaining unit member to provide such written notice shall be considered as the bargaining unit member's resignation from employment. The Board's approval of this Agreement

constitutes its acceptance of the bargaining unit member's resignation, so no further action or written notice of acceptance is necessary from the Board.

6. If a bargaining unit member returns from parental leave, they will resume the contract status held prior to the leave. Bargaining unit members returning from unpaid parental leave shall, when possible and in consideration of the best interest of the district as determined by the superintendent, be returned to the same or similar assignment held prior to such leave. Nothing herein shall prevent the bargaining unit member who is on such leave to seek transfer or to be transferred in accordance with the transfer policy.
7. In the event of a RIF, bargaining unit members on unpaid parental leave are subject to the same RIF procedures as active employees. (see Article XIII)

## ARTICLE X - *FAMILY AND MEDICAL LEAVE ACT (1993)*

The Board shall provide leave to eligible employees consistent with the Family and Medical Leave Act provided that such Leave does not diminish the obligation of the Board to comply with any and all provisions of this Collective Bargaining Agreement.

If a married couple eligible for Leave are employed by the District their combined amount of leave under the FMLA shall be limited to 12 weeks.

Upon an employee's return to duty, the employee shall be placed on the proper step of the existing salary schedule, allowing appropriate credit for the service rendered prior to or following the family leave during the school year, provided that service equals 120 days minimum worked for one year's service credit.

## ARTICLE XI - CALAMITY DAYS

### A. Calamity Days

A calamity day shall be defined as a day when school is closed because of an act of God or an emergency for such reasons as: inclement weather, flooding, mechanical failure, and construction.

The educational technology specialist and service desk technician are required to report to the work location identified by their supervisor on calamity days. Such employees will be entitled to overtime pay per Article XXV(B).

When schools do not open for the morning session because of a calamity, Bargaining Unit Members will not be required to report for work and will be paid their regular rate of pay.

An exception to this would be those Bargaining Unit Members such as maintenance personnel, groundskeepers, and custodians who may be required, by their immediate supervisor, to report to work to combat the calamity conditions, care for the safety of equipment and building, and/or prepare for opening of school. Bargaining Unit Members who are required to work shall be paid their hourly rate plus their hourly rate for all hours required to work on a calamity day.

### B. Early Dismissal Because of Calamity

When schools have opened for the morning session and there is an early dismissal because of a calamity, all first (1st) shift Bargaining Unit Members will continue working their regular hours or until their job is secured, the building and/or equipment they work is secured, and all students are returned home safely. The Superintendent or his/her designee will be responsible for releasing first (1st) shift personnel from their job on early dismissal. First (1st) shift personnel will be paid their regular daily rate of pay when they are released early because of early dismissal.

Bargaining Unit Members assigned to second (2nd) shift or third (3rd) shift will report to work as scheduled. The superintendent or his/her designee will notify second (2nd) shift and third (3rd) shift employees if they are not required to report for duty.

Bargaining Unit Members assigned to a second (2nd) shift or third (3rd) shift will be paid their regular daily rate of pay when they are not required to report for work as per this section.

### C. County Snow Emergencies

Staff residing in a county under a level three (3) emergency, not permitting non-emergency travel, will not be penalized nor have personal or sick leave deducted for being absent from work.

### D. Snow Removal

1. In addition to the duties identified in Article XI(A) above, maintenance personnel, groundskeepers, and custodians may be required to report to work before their shift would normally begin on calamity days or on days on which it has snowed or may snow to care for the safety of equipment and buildings, and/or prepare for openings of school. Employees required to work shall be paid their hourly rate plus their hourly rate for all hours required to work.
2. Notification of the requirement to report to work early will be made by text, and employees will be expected to keep their contact information up to date for this system. Employees who fail to report per the directive will be subject to disciplinary action.

3. When an employee takes a sick leave day on a snow removal day, the building principal or immediate supervisor may request a physician's statement justifying the absence and/or providing a clearance for return.

## ARTICLE XII - *INSURANCE*

All classified staff members who are employed at twenty (20) hours or more per week are eligible to participate in the Grandview Heights group insurance plans.

### A. Dental Insurance

1. The Board of Education shall pay the cost of dental insurance during the length of this contract.
2. All eligible classified staff members/family members shall have the option to participate in a dental plan with coverage better than, equal to, or substantially equal to the J. Didion Plan 20-Q. The Board shall select the carrier to provide such coverage.

### B. Life Insurance

1. The Board shall provide term life insurance for each eligible employee in an equal amount.
2. Effective January 1, 1997, the Board shall provide a \$49,000 Term Life Insurance policy for each employee.
3. Employee option to purchase additional term life insurance under this group plan:
  - a) Provided 65% of classified staff members elect to participate, additional life insurance may be purchased in the amounts of \$5,000 or \$20,000 only.
  - b) Rate for purchase is dependent upon the employee's age at the time of purchase.

### C. Medical Insurance

1. Classified staff members who work at least thirty (30) hours per week shall be eligible for full medical insurance benefits provided by the Board of Education to full-time employees.
2. Insurance Committee - The GHESSA and the Board of Education agree to continue to study cost saving measures regarding health insurance coverage. The insurance committee will meet to study insurance programs should premium increases or decreases occur.
  - a) It is the mission of the insurance committee to assist the Board in its efforts to exercise the Board's responsibility to provide employee group insurance plans and to support the Board's desire for employee group input on insurance matters. The committee will research information and investigate options available to the school district and present reports and advisory recommendations to the Board, the Grandview Heights Education Association (GHEA), and the Grandview Heights Education Support Staff Association (GHESSA). This will promote the most comprehensive and cost effective group insurance program possible that maintains a single group of viable size.
  - b) The insurance committee shall consist of three (3) representatives from the GHEA, two (2) representatives from the GHESSA, the School District superintendent, and the School District treasurer. The treasurer shall serve as facilitator by presiding over all meetings of the insurance committee. The superintendent may serve as facilitator in the absence of the treasurer.

- c) The insurance committee shall meet prior to the renewal of the District's employee group health insurance plan. The facilitator shall select places and times convenient to all insurance committee members and call meetings of the insurance committee. Meetings may be called by the facilitator or jointly by a majority of at least four (4) insurance committee members. A valid meeting of the insurance committee shall include attendance of at least two (2) insurance committee members from the GHEA; at least one (1) insurance committee member from the GHESSA; and the facilitator.
- d) The insurance committee shall attempt to reach consensus of those members in attendance when making decisions. If the committee is unable to reach consensus, a vote shall be taken (paper ballot if necessary). At the occasion of an official vote, passage of issues shall be decided by a simple majority of the members present. These actions shall be recorded by the facilitator and shall be presented to the Board, DDC, GHEA and GHESSA.
- e) The facilitator shall act as the official and exclusive representative of the insurance committee and the Board when exchanging information with organizations or individuals in or outside the School District. The facilitator shall provide information to other members of the insurance committee including correspondence, proposals, responses to RFPs (requests for proposals), and similar documents relating to the District insurance plan. Upon request of members of the committee, the facilitator shall also provide other information pertinent to the committee's mission, which may be reasonably assembled and distributed. The facilitator shall present information to the Board of Education, DDC, GHEA and GHESSA regarding findings, recommendations, and actions of the insurance committee.

D. IRS Section 125 Plan

The Board shall establish a Section 125 Plan, such plan to remain in effect as long as laws and Internal Revenue Service rules remain the same.

E. The Board shall establish a high deductible/health savings account (HSA) medical insurance option.

- 1. The Board of Education will pay 90% of the medical insurance premium for single coverage for the duration of this contract.
- 2. The Board of Education will pay 80% of the medical insurance premium for family coverage (any coverage beyond single employee) for the duration of this contract.
  - a) The Board of Education will contribute \$1000 per year to the HSA for single coverage.
  - b) The Board of Education will contribute \$2000 per year to the HSA for family coverage.
  - c) The Board of Education will contribute to the HSA a one-time incentive of \$500 for either single or family coverage at the time a new employee is hired.
- 3. All Employees hired on or after September 1, 2012 shall enroll in the high deductible plan.
- 4. For Employees not eligible for a health savings account contribution, the Board will pay the Employee the equivalent of the HSA contribution reflected in Section E(2) above, to the Employee, or, at the election of the Employee, to a Section 125 Plan, to the extent permitted by law.
- 5. In the event of a premium renewal increase greater than 10%, the employee and board will equally share the excess increase.

## ARTICLE XIII - *REDUCTION IN FORCE*

To the extent possible, the number of staff affected by a reduction in force will be minimized by the impact of attrition. However, if the Board determines it necessary to reduce the number of bargaining unit positions for reasons of decreasing student enrollment, return to duty or regular employees after leaves of absence, suspension of schools, territorial changes affecting the District, or for financial reasons, further reductions will be made in accordance with the following procedures:

- A. When the Board determines in any school year that there is a need to suspend employees' contract(s), the GHESSA will be given written notice of such possibility ninety (90) days before the effective date of any reduction. Upon written request, the Board will provide the GHESSA president with written data concerning student enrollment, bargaining unit members' seniority, names of employees on leaves of absence, and financial information.
- B. The GHESSA will make every effort to encourage staff who will be on leave, returning from leave, resigning or retiring, to notify the Superintendent in writing on or before the date of intended reduction in force.
- C. The GHESSA President will be given the opportunity to make suggestions to the Superintendent before the recommendation for suspensions of contracts is made to the Board.
- D. The GHESSA President and those staff who (prior to the exercise of any bumping rights) are being recommended for suspension by the Superintendent shall receive notice in writing on or before forty-five (45) days before the effective date of any reduction in force.
- E. All members of the bargaining unit shall be placed on a seniority list by classification. Staff serving under continuing contracts will be placed at the top of the list in descending order of seniority. Staff serving under limited contracts will be placed on the list under continuing contract staff, also in descending order of seniority. Staff will be arranged in the following classifications: secretary, custodian, maintenance, paraprofessional, health services paraprofessional, food service, clerical, child care attendant, groundskeepers, accounting clerks, occupational therapy assistants, and educational technology specialist and service desk technician.
- F. Seniority will be defined as the length of uninterrupted continuous service as an employee under regular contract in the Grandview Heights Schools.
  1. Board-approved leaves of absence and time on RIF will not interrupt seniority.
  2. Resignation, termination, non-renewal, and other leave not approved by the Board will interrupt seniority for purposes of reduction in force and recall.
  3. If two (2) or more staff has the same length of uninterrupted continuous service, seniority will be determined by:
    - a) The date of the Board meeting at which the employed was hired; and then by
    - b) The casting of a lot.
  4. Recommended reductions in a classification will be made by selecting the lowest person on the seniority list in that area of classification being laid off first. An employee affected by a RIF in his/her classification may elect to displace a bargaining unit member who has less seniority in a different classification with a lower pay scale, provided the employee who decides to bump into a classification other than his/her current one:



- a) Has the requisite qualifications for the other classification, as determined by the Superintendent. The Superintendent's determination, as to the qualifications necessary to bump, is not grievable. Any required certification/licensing for the position must be possessed at the time of the RIF for a qualified individual to bump into one of those classifications.
  - b) A decision to bump into another classification or not to bump must be made at the time the employee is notified that he/she will be RIF'ed. A bargaining unit member who is laid off from one classification and elects to bump into another classification is to be paid at the beginning step of the new classification, and advance thereafter according to the experience in that classification, and forfeits recall rights as delineated below.
- G. The names of bargaining unit members who are affected by the reduction in force shall be placed on a recall list for up to thirty-six (36) months from the date of the reduction. Those on the recall list shall have the following rights:
  - 1. Staff on the recall list will be recalled in reverse order of the layoff or vacancies in their classification.
  - 2. If a position initially abolished is re-instated, a new position becomes available, or a vacancy occurs, an attempt will first be made to consider the filling of such position from employees on the recall list. Employees on the recall list must be qualified for the position and shall fill the position as described in Section 4(a) above.
  - 3. If a position initially abolished is re-instated, a new position becomes available, or a vacancy occurs, the Board will send an announcement by first class mail to the last known address of each employee on the recall list who is qualified according to their prior classification.
  - 4. It is the employee's responsibility to keep the Board informed of his/her current address, qualification, and experience. The Board shall not be held responsible for the employee's failure to comply with the provisions of this Section. Each employee is required to respond by certified mail or by hand delivery to the district office as to whether or not the position will be accepted. The most senior qualified bargaining unit member who accepts the position in his/her old classification, or any new classification, and who responds in writing within ten (10) calendar days of mailing of any notification, shall receive the position. Any bargaining unit member who fails to respond by certified mail or personal delivery within ten (10) calendar days, or who accepts comparable employment elsewhere; or who declines an offered position within the school district, shall forfeit all recall rights.
  - 5. An employee on the recall list, upon the acceptance of a position, shall return to active employment status with the same accumulation of sick leave, vacation time, and salary schedule placement as he/she enjoyed at the time of lay off if employed in the same classification. If employed in a different classification, the employee must accept placement on the salary schedule as identified previously in Section 4(b).
  - 6. Where group insurance policies permit, an employee whose contract has been suspended may continue to participate in those benefits which are provided to those employees in active employment, provided that the employee pays the total premium to the Board's Treasurer one (1) week prior to the date the Board normally pays the premiums to the company.
  - 7. These procedures apply only to the suspension of contracts for reasons as set forth in the first paragraph of this Article. This Article shall not require the Board to fill any vacancy nor shall it interfere with any other lawful personnel practice in the district.
- H. Any employee who has been notified that his/her contract has been suspended shall have the right to:
  - 1. Be informed of his/her position on the seniority list, if requested.

2. Be placed at the top of the substitute list according to seniority for first call, if requested.

The GHESSA President will be sent a list of the names of employees who have been sent recall notices at the time of such recall meetings.

## ARTICLE XIV - VACANCIES

### A. Definitions

1. Vacancy: A bargaining Unit position which the Board has determined to fill which becomes available due to resignation, retirement, transfer, reassignment, discharge for cause, death, and/or creation of a new position. A vacancy shall be filled within sixty (60) calendar weekdays from the date of original posting. A vacancy does not exist when a bargaining unit member is utilizing provisions of the FMLA.
2. Reassignment: A change in work assignment within a classification/job title.
3. Transfer: A change in work assignment within a classification/job title.
4. Voluntary Transfer/Reassignment: An inter/intra classification change in job assignment requested by the Bargaining Unit Member.
5. A classified employee shall submit a Transfer Information Form to his/her principal/supervisor no later than March 15 for the succeeding school year whether the position exists or is vacant at the time of the request.
6. Involuntary Transfer/Reassignment: An inter/intra classification in job assignment made by a directive of the Superintendent and/or his/her designee. The Superintendent and/or his/her designee will meet with the employee prior to the transfer.

### B. The vacancy or newly created position in the bargaining unit shall be posted for a period of five (5) calendar days in each building, work location and school e-mail system. Each posting notice shall include the following information:

1. Job Title
2. Work Site
3. Closing Date of Posting
4. Qualifications needed for position as per the job description.

Employees applying for the position shall submit their request in writing to the Superintendent within the time limitation established in the posting notice.

### C. All current staff that apply will be granted an interview.

1. The interview committee shall consist of an administrator, classified employees (in the classification when appropriate) and may include certificated employees. The administrator convening the interview committee will collaborate with the Association President regarding membership on the interview committee. The membership on the interview committee shall remain the same to interview internal and external candidates for each posting, to the degree possible.
2. The committee will provide the Superintendent with its input.
3. If none of the internal applicants are selected, then outside applicants who applied may be granted an interview and considered.
4. The Association President shall be sent a copy of all vacancies when posted.

5. The Association President may request a meeting with the Superintendent to discuss the starting step placement of any new employee, however, the Superintendent has discretion in recommending placement.

## ARTICLE XV - CONTRACTS

- A. The Board of Education retains the authority to specify the salary of new employees and to determine the credit to be awarded for placement on an existing salary schedule, pursuant to the following criteria.
  1. Effective July 1, 2022, credit for previous employment in a similar position as determined by the superintendent/designee shall be granted in this District for up to ten (10) years for those who served in like positions.
  2. Credit of an applicant for previous service in the military of this country shall be granted for one (1) year credit on the salary schedule for each two (2) years served to a maximum of four (4) years credit.
  3. Effective July 1, 2022, step ten (10) on the salary schedule is the highest step that an applicant may begin employment in the District considering any combination of previous service.
- B. Newly hired regular classified employees shall be issued a "Classified Notice of Appointment" which includes a 365 calendar day probationary period. Effective with any employee hired on or after July 1, 2020, newly hired regular classified employees shall be issued a "Classified Notice of Appointment" which includes a twenty-four (24) month probationary period.
- C. When a position becomes available, a current employee may apply for an internal transfer.
  1. The employee will be placed at the beginning of the salary schedule unless he/she qualifies for credit as stated in Paragraph A-1 above.
  2. Credit for military service shall apply as stated in Paragraph A-2.
- D. Hiring Retired Employees

With the superintendent's recommendation, the Board of Education may hire retired employees.

1. If an employee would like to be considered for rehire, a letter of resignation must be submitted by March 1 to the superintendent with a copy to the president of the GHSSA. The letter should include a statement of the desire to be rehired. Positions of retired employees will be posted internally for five (5) days before interviews are conducted.
2. The following conditions apply to all bargaining unit members who are hired following retirement from one of the State of Ohio Retirement systems:
  - a) Effective July 1, 2022, placement on the pay scale shall be at the ten (10)-year step or at their previous salary step level (whichever is lower).
  - b) A rehired retiree will receive no further step increases beyond ten (10) years.
  - c) Rehired retirees will receive a one year limited contract that is automatically non-renewed. A subsequent contract may be awarded at the discretion of the board and administration.

- d) Rehired retirees will be placed annually at the bottom of the seniority classification in which they are employed.
- e) A rehired retiree is exempt from the formal evaluation process.
- f) Sick leave will be granted at 15 days per year. The District will pay one-fourth of the value of the employee's unused sick leave at the end of each year. Sick leave cannot accumulate from year to year.
- g) Personal leave will be granted at 3 days per year. Personal leave cannot be carried over from year to year.
- h) Vacation leave will be granted at 15 days per year. Vacation leave cannot accumulate from year to year.
- i) The district will provide health insurance coverage. The Board will not provide any other form of insurance coverage.

## ARTICLE XVI - SEVERANCE

- A. All employees covered under Section 3319.141 of the Ohio Revised Code shall after ten (10) years of service in the Grandview Heights City School District and upon retirement, receive payment for one - fourth (1/4) of the value of the employee's accredited but not used sick leave as follows:
1. For retirements effective after August 31, 1999, the maximum payment shall not exceed one-fourth (1/4) of two hundred forty (240) days. Additionally, the retiring employee shall receive one (1) day of severance pay for every ten (10) days of accredited but not used sick leave over and above two hundred forty (240) days.
- B. In order to be eligible under this provision, the employee must file for retirement benefits with the School Employee Retirement System. The employee must certify to the Board Treasurer the date on which retirement benefits under SERS will be started.
- C. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on the basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. The employee must request severance pay within ninety (90) days of retiring from service within the District in order to receive severance pay. Such payment may be made only once to any employee.
- D. Severance pay for employees hired after November 1, 1997 for any accumulated sick leave, which is transferred into the Grandview Heights City School District based upon employment in another school district or another public agency, will be paid at one-sixth (1/6) of the above maximum days. Sick leave shall be accounted for on the basis that the last days of sick leave earned in the District will be the first used by the employee.
- E. Retirement Incentive

The Board of Education shall pay a retirement incentive of \$5000 for all full-time bargaining unit members (weekly hours > or = 30) and \$2500 for all part-time bargaining unit members (weekly hours <30) under the following provisions:

1. At least ninety (90) days before the effective date of the employee's retirement, documentation of service credit from SERS must be presented to the treasurer with a letter of intent to resign for the purpose of retirement.
2. Documentation of service credit must indicate the bargaining unit member has less than 30 years of SERS credit.
3. To receive the retirement incentive, the bargaining unit member must have been employed by the district for a minimum of twenty (20) years.
4. Receiving the retirement incentive will preclude the bargaining unit member from being rehired by the school district.

## ARTICLE XVII - *HOLIDAYS*

There shall be no change in the current holiday schedule, number of holidays, for all bargaining unit members. All bargaining unit members shall retain the same number of holidays as they received in the 1996-97 school year.

Employees following the 12 month classified employee's calendar will have Holidays scheduled as follows:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

## ARTICLE XVIII - VACATION

- A. Each regular employee serving twelve (12) months per year shall be entitled to an annual vacation with pay, based on length of service in the District.

<u>Annual Accrual</u> <u>Years of Service 12-Month Employees</u>	<u>Rate</u>
Zero through five years	Ten days
More than five through fifteen years	Fifteen days
More than fifteen through twenty-five years	Twenty days
More than twenty-five years	Twenty-five days

All 260 day employees shall receive the vacation accrual identified above and three (3) additional days granted each July 1.

Vacation must be scheduled with the written approval of the Superintendent.

A written request must be submitted through AESOP ten (10) days prior to taking vacation, if possible. Failure to respond by the immediate supervisor or designee within five (5) working days of the request indicates that the leave is approved and cannot be revoked.

- B. No more than 10 accumulated vacation days in excess of 30 days shall be converted to pay at the bargaining unit member's per diem rate at the end of the contract year. Thereafter, an employee can carryover not more than 30 vacation days. Any excess of 30 vacation days will be forfeited at the end of each contract year (June 30). Payment will be made to the employee no later than October 15 following the conclusion of the school year.
- C. It is the intent of the Board to grant vacation requests whenever feasible. Every attempt will be made to maintain an adequate substitute list. However, a vacation request may be denied:
1. If requested for the week before school begins or the last week of school.
  2. If no permanent employee in that classification and/or building will be available for duty.
- D. When two or more employees in the same classification and/or building submit vacation requests for the same dates on the same day, if any must be denied, the least senior employee(s) will be denied.



## ARTICLE XIX - *EVALUATION PROCEDURE*

- A. All Bargaining Unit Members shall be evaluated annually by their immediate supervisor except that during the probationary period, employees shall be evaluated in the first six (6) months of the first year of employment, for a total of two evaluations in the first year of the probationary period.
- B. The Win Win Committee will review and/or create a new evaluation form when necessary. Quarterly, the committee will determine which forms will be reviewed and/or created. Thereafter, the committee will meet as needed to attempt to complete the task by the end of the calendar year.
- C. The administrator/supervisor will give at least one-week notice of the evaluation conference. The employee will sign the evaluation instrument indicating receipt of the completed instrument.
  - 1. This signature does not denote agreement with the evaluation. It simply denotes the employee has read the evaluation instrument. A response may be attached to the evaluation instrument at the request of the employee. This response will be submitted to the evaluator to be attached to the instrument within fourteen (14) days of the final evaluation meeting.
  - 2. If there are any identified concerns by the evaluator, they shall be communicated to the employee. The employee will be given a reasonable length of time to correct any concerns.

## ARTICLE XX - *JOB DESCRIPTIONS*

Job descriptions have been developed and approved by the membership of GHESSA and the Board of Education. Any changes in classified job descriptions are subject to review by the Win-Win Committee. Job Description will have a minimum amount of days and hours. It is understood that the Superintendent may increase the number of days and number of hours for any job within a classification by giving the affected employee a 30 day written notice. When the number of hours and/or days is increased on a specific position within a classification the position will first be offered to the current job holder. If s/he does not accept the position, it then will be posted. Nothing within this article permits the reduction of hours and/or days of a position without regard to the provision of Article XIII Reduction in Force.

## ARTICLE XXI - MISCELLANEOUS

- A. All Bargaining Unit members shall be offered the opportunity to receive the Hepatitis B vaccine at no cost to the member. Any member waiving such right shall be required to sign the Board-developed waiver form.
- B. The Board will ensure that protective aids, such as approved gloves and sealable plastic bags are readily available for use by members should the need arise.
- C. Training in First Aid/CPR will be provided to classified employees at least every three years.
- D. Staff members who are required to administer medication to a student or implement a student's health care plan will receive training from a licensed health professional.
- E. It will not be the responsibility of the classified employee to find their own substitute.
- F. Bargaining unit members may apply for District fee waivers. Every effort shall be made to assure that no District fee waivers go unused. The priority for fee waivers shall be certificated staff, then GHESSA bargaining unit members on a 1st come, 1st serve basis.
- G. An in-service program shall be developed for maintenance, custodial and grounds-keeping staff.
- H. The School District will pay one time for any testing required by the state or federal government relative to the current position held by any current employee.
- I. When an accident occurs during working hours, the district may, upon reasonable suspicion, at the school district's expense, require drug/alcohol screening. An employee is required to immediately report any accident and/or injury to his/her supervisor or other administrator within two (2) working days, absent extenuating circumstances.
- J. The supervisor or designee must approve any breaks other than an employee's scheduled lunch break.
- K. Unless mutually agreed by both parties, scheduled work hours may be changed no more than once every six (6) months by providing thirty (30) days' notice to affected employees, with the exception of paraprofessionals who may be changed no more than two times in a school year with at least seven (7) work days' notice. However, facilities staff work schedules may change to day shift during summer, winter and spring breaks and then return to their normal shift at the conclusion of the break.
- L. Any bargaining unit member who works more than five (5) hours per day will have a thirty (30) minute uninterrupted unpaid duty free lunch period.
- M. The Board will reimburse up to \$50 for the cost for state and federal background checks required by the Ohio Revised Code as to an Employee. Once the Employee completes the background check, he/she must submit a proper receipt to the Treasurer's office within ninety (90) calendar days after completing the background check. Thereafter, he/she shall be reimbursed by the District within thirty (30) calendar days.

## ARTICLE XXII - SERS PICK-UP

- A. The Grandview Heights Board of Education herewith agrees to "pick-up", utilizing the salary reduction method, contributions to the State Employees Retirement System of Ohio paid upon behalf of the Members of the Bargaining Unit under the following terms and conditions:
1. The amount to be "picked-up" on behalf of each Member of the Bargaining Unit shall be the amount required to be contributed by the SERS of the employee's gross annual compensation. The employee's annual compensation shall be reduced by an amount equal to the amount "picked-up" by the Board for the purpose of State and Federal tax only.
  2. The pick-up percentage shall apply uniformly to all Members of the Bargaining Unit as a condition of employment.
  3. The pick-up shall apply to all compensation.
  4. The parties agree that should the rules and regulations of IRS, or retirement system change, making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/employer contributions.
  5. Payment of sick leave, personal leave, severance and supplementals, including unemployment and worker's compensation, shall be based on the employee's daily gross pay prior to reduction as basis (e.g., gross pay divided by the number of days in the employee's contract).
- B. The amount designated as "pick-up", by the Board shall be included in computing final average salary, provided that the employee's total salary is not increased by such "pick-up", or if the Board's total contribution to the State Employees Retirement System of Ohio increased thereby.

## ARTICLE XXIII - PAYROLL

### Pay Periods and Deductions

- A. All staff members shall be paid on the 15th and last day of each month. When payday falls on a weekend or a holiday that the school observes, the staff will be paid on the previous working day.
- B. Employees will be paid in twenty-four (24) pay periods.
- C. Payroll deductions will be distributed as evenly as possible.

Optional deductions include:

Health Insurance  
Credit Union  
Life Insurance  
United Way  
Annuity Policies  
GHESSA Dues

GHESSA Dues shall commence on the first pay date which occurs on or after November 1 and continue until the end of July annually. A member wishing to revoke his/her membership and/or payroll deduction may do so by submitting a revocation in writing to the Association President and Board Treasurer.

- D. All bargaining unit members will enroll in an automatic direct payroll deposit program and will receive payroll notification through e-mail, including times when school is not in session.

## ARTICLE XXIV - PERSONNEL FILES

- A. The personnel file of each staff member in the Board of Education Office shall be the only official file of recorded personnel information.
- B. Information may be placed in a staff member's personnel file only after notifying the staff member and supplying him/her with a dated copy of the information. A staff member may attach a written statement to any item placed in his/her file. Before disciplinary material is placed in a personnel file, the staff member shall be given an opportunity to read it. The staff member shall date and sign his/her receipt of the material and acknowledgement that it will be placed in the personnel file. If the staff member refuses to sign, then the supervisor will date and sign the staff member's refusal. The staff member may attach a written statement regarding the disciplinary material that is being placed in his/her file.
- C. A staff member shall have access to his/her file and/or be entitled to a copy of any specific materials in his/her file upon written request.
- D. If a staff member disputes the inclusion of information in his/her file, he/she may submit to the Superintendent a written appeal specifying the reason(s) why the information is inaccurate, irrelevant, untimely, or incomplete. The Superintendent will decide whether the disputed information will remain in the file. The staff member will receive notification of the Superintendent's decision.
- E. For all materials placed in a bargaining unit member's file after September 1, 2009, the bargaining unit member will have the right to request that obsolete, inappropriate, untimely and/or inaccurate materials be removed from the file and destroyed in accordance with the district's record retention policy. Such requests shall be reviewed by the Superintendent and shall not be unreasonably denied.
- F. A bargaining unit member shall be notified as soon as possible when there is a request to review his/her personnel file by a member of the public and what, if anything, was provided to the requesting person.

## ARTICLE XXV - COMPENSATION

A. The base hourly wage for each classification shall be increased as follows:

3.0% on the base for 2022-2023

2.75% on the base for 2023-2024

2.75% on the base for 2024-2025

As recognition of the personal expenses employees incur in relation to their work and support of the education of children in the district, all nonprobationary employees (except those who are on an unpaid leave for the entire school year) shall annually receive a stipend amount of \$250 no later than the first pay period in October.

The Board of Education will make a one-time stipend payment to all bargaining unit members in the following amounts in the first pay in December 2022:

Bargaining unit members employed with the District on or before December 1, 2020:  
Full-time employees \$1,400; Part-time employees \$700;

Bargaining unit members employed with the District after December 1, 2020:  
Full-time employees \$700; Part-time employees \$350;

Full-time is defined as thirty (30) hours or more per week.

B. Overtime: Bargaining unit members working more than forty (40) hours per week shall be paid at 1.5 times the employee's regular hourly rate of pay for hours worked in excess of forty (40) hours per week.

1. Overtime will be assigned to employees in the appropriate classification within each building based on seniority and then rotate from one assignment to the next. If all the employees in a building refuse the overtime, the overtime will be offered to all other district employees in that classification according to seniority and then rotate from one assignment to the next. The groundskeeper is included in the custodial rotation in his/her assigned building. If all eligible employees turn down an overtime request, the superintendent/designee, may require an employee to report for work. Required overtime will be assigned on a rotating basis from least senior employee to most senior employee.

2. In the event of emergency overtime, the Board will pay for a minimum of (2 1/2) hours or time worked, whichever is greater. The emergency overtime rate of pay is at double-time for hours worked in excess of 40 hours/week. Time spent contiguous to your scheduled workday and coverage for school events or facility rental situations will not be considered emergency overtime. Emergency overtime occurs when a school official contacts you during non-work hours to address an IMMEDIATE need of the school district. Absent unavoidable circumstances, which the Superintendent/designee may request to be documented, the employee must report to work when called.

3. If a paraprofessional is required to work Prom, Kids Night Out, Homecoming or other activities outside his or her workday, s/he shall be paid time and a half regardless of number of hours worked in the week. The stipend will be paid within thirty (30) days after proper documentation has been submitted to the Treasurer's office.

C. Flex Time is defined as the ability of the supervisor to adjust a bargaining unit member's daily schedule to aid in meeting the personal needs of the bargaining unit member or in meeting

the needs of the district. Both parties must agree to the use of Flex Time. The use and reimbursement of Flex Time by a bargaining unit member must occur so as to not to exceed 40 hours during any workweek and may not be considered overtime under Paragraph (B) above.

- D. The Board will pay all substitute employees less than the base hourly rate in the classification in which the substitutes are employed.
- E. If an employee is required to work on a Saturday or Sunday in which the holiday as outlined in Article XVII is on the Friday before or the Monday after that weekend, he/she shall be paid at 1.5 times the employee's regular hourly rate of pay for hours worked.



GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES

Paraprofessionals

STEP	2022-23 SCHOOL YEAR - \$10.55		2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
	Hourly	Index	Hourly	Index	Hourly	Index
1	17.56	1.6648531	18.04	1.6648531	18.54	1.6648531
2	17.86	1.017	18.35	1.017	18.85	1.017
3	18.16	1.017	18.66	1.017	19.17	1.017
4	18.47	1.017	18.98	1.017	19.50	1.017
5	18.78	1.017	19.30	1.017	19.83	1.017
6	19.10	1.017	19.63	1.017	20.17	1.017
7	19.43	1.017	19.96	1.017	20.51	1.017
8	19.76	1.017	20.30	1.017	20.86	1.017
9	20.09	1.017	20.65	1.017	21.22	1.017
10	20.44	1.017	21.00	1.017	21.58	1.017
11	20.78	1.017	21.36	1.017	21.94	1.017
12	21.14	1.017	21.72	1.017	22.32	1.017
13	21.50	1.017	22.09	1.017	22.69	1.017
14	21.86	1.017	22.46	1.017	23.08	1.017
15	22.23	1.017	22.84	1.017	23.47	1.017
16	22.61	1.017	23.23	1.017	23.87	1.017
17	23.00	1.017	23.63	1.017	24.28	1.017
18	23.39	1.017	24.03	1.017	24.69	1.017
19	23.78	1.017	24.44	1.017	25.11	1.017
20	24.19	1.017	24.85	1.017	25.54	1.017
21	24.60	1.017	25.28	1.017	25.97	1.017
22	24.60	1.000	25.28	1.000	25.97	1.000
23	25.02	1.017	25.71	1.017	26.41	1.017
24	25.02	1.000	25.71	1.000	26.41	1.000
25	25.44	1.017	26.14	1.017	26.86	1.017
26	25.88	1.017	26.59	1.017	27.32	1.017
27	26.32	1.017	27.04	1.017	27.78	1.017
28	26.76	1.017	27.50	1.017	28.26	1.017
29	26.76	1.000	27.50	1.000	28.26	1.000
30 AND OVER	26.76	1.000	27.50	1.000	28.26	1.000

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES

Oral Interpreter

Health Service Paraprofessional

STEP	2022-23 SCHOOL YEAR - \$10.55		2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
	Hourly	Index	Hourly	Index	Hourly	Index
1	22.22	2.1066376	22.83	2.1066376	23.46	2.1066376
2	22.60	1.017	23.22	1.017	23.86	1.017
3	22.98	1.017	23.61	1.017	24.26	1.017
4	23.37	1.017	24.01	1.017	24.67	1.017
5	23.77	1.017	24.42	1.017	25.09	1.017
6	24.17	1.017	24.84	1.017	25.52	1.017
7	24.58	1.017	25.26	1.017	25.95	1.017
8	25.00	1.017	25.69	1.017	26.40	1.017
9	25.43	1.017	26.13	1.017	26.84	1.017
10	25.86	1.017	26.57	1.017	27.30	1.017
11	26.30	1.017	27.02	1.017	27.77	1.017
12	26.75	1.017	27.48	1.017	28.24	1.017
13	27.20	1.017	27.95	1.017	28.72	1.017
14	27.66	1.017	28.42	1.017	29.21	1.017
15	28.13	1.017	28.91	1.017	29.70	1.017
16	28.61	1.017	29.40	1.017	30.21	1.017
17	29.10	1.017	29.90	1.017	30.72	1.017
18	29.59	1.017	30.41	1.017	31.24	1.017
19	30.10	1.017	30.92	1.017	31.77	1.017
20	30.61	1.017	31.45	1.017	32.31	1.017
21	31.13	1.017	31.98	1.017	32.86	1.017
22	31.13	1.000	31.98	1.000	32.86	1.000
23	31.66	1.017	32.53	1.017	33.42	1.017
24	31.66	1.000	32.53	1.000	33.42	1.000
25	32.19	1.017	33.08	1.017	33.99	1.017
26	32.74	1.017	33.64	1.017	34.57	1.017
27	33.30	1.017	34.21	1.017	35.16	1.017
28	33.86	1.017	34.80	1.017	35.75	1.017
29	33.86	1.000	34.80	1.000	35.75	1.000
30 AND OVER	33.86	1.000	34.80	1.000	35.75	1.000

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES

HS Extra-Curricular Secretary  
HS Financial Secretary  
HS Attendance Secretary  
HS Principal Secretary Elementary Principal Secretaries  
MS Principal Secretary  
Secretary for District Services

STEP	2022-23 SCHOOL YEAR - \$10.55		2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
	Hourly	Index	Hourly	Index	Hourly	Index
1	19.65	1.8628945	20.19	1.8628945	20.74	1.8628945
2	19.98	1.017	20.53	1.017	21.10	1.017
3	20.32	1.017	20.88	1.017	21.46	1.017
4	20.67	1.017	21.24	1.017	21.82	1.017
5	21.02	1.017	21.60	1.017	22.19	1.017
6	21.38	1.017	21.96	1.017	22.57	1.017
7	21.74	1.017	22.34	1.017	22.95	1.017
8	22.11	1.017	22.72	1.017	23.34	1.017
9	22.49	1.017	23.10	1.017	23.74	1.017
10	22.87	1.017	23.50	1.017	24.14	1.017
11	23.26	1.017	23.90	1.017	24.55	1.017
12	23.65	1.017	24.30	1.017	24.97	1.017
13	24.05	1.017	24.71	1.017	25.39	1.017
14	24.46	1.017	25.14	1.017	25.83	1.017
15	24.88	1.017	25.56	1.017	26.27	1.017
16	25.30	1.017	26.00	1.017	26.71	1.017
17	25.73	1.017	26.44	1.017	27.17	1.017
18	26.17	1.017	26.89	1.017	27.63	1.017
19	26.61	1.017	27.35	1.017	28.10	1.017
20	27.07	1.017	27.81	1.017	28.58	1.017
21	27.53	1.017	28.28	1.017	29.06	1.017
22	27.53	1.000	28.28	1.000	29.06	1.000
23	27.99	1.017	28.76	1.017	29.55	1.017
24	27.99	1.000	28.76	1.000	29.55	1.000
25	28.47	1.017	29.25	1.017	30.06	1.017
26	28.95	1.017	29.75	1.017	30.57	1.017
27	29.45	1.017	30.26	1.017	31.09	1.017
28	29.95	1.017	30.77	1.017	31.62	1.017
29	29.95	1.000	30.77	1.000	31.62	1.000
30 AND OVER	29.95	1.000	30.77	1.000	31.62	1.000

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES

Maintainer  
Educational Technology Specialist and Service Desk Technician

Assistant Certified Occupational Therapy Assistant

STEP	2022-23 SCHOOL YEAR - \$10.55		2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
	Hourly	Index	Hourly	Index	Hourly	Index
1	24.32	2.3057671	24.99	2.3057671	25.68	2.3057671
2	24.73	1.017	25.41	1.017	26.11	1.017
3	25.15	1.017	25.84	1.017	26.56	1.017
4	25.58	1.017	26.28	1.017	27.01	1.017
5	26.02	1.017	26.73	1.017	27.47	1.017
6	26.46	1.017	27.19	1.017	27.93	1.017
7	26.91	1.017	27.65	1.017	28.41	1.017
8	27.37	1.017	28.12	1.017	28.89	1.017
9	27.83	1.017	28.60	1.017	29.38	1.017
10	28.30	1.017	29.08	1.017	29.88	1.017
11	28.78	1.017	29.58	1.017	30.39	1.017
12	29.27	1.017	30.08	1.017	30.91	1.017
13	29.77	1.017	30.59	1.017	31.43	1.017
14	30.28	1.017	31.11	1.017	31.97	1.017
15	30.79	1.017	31.64	1.017	32.51	1.017
16	31.32	1.017	32.18	1.017	33.06	1.017
17	31.85	1.017	32.72	1.017	33.62	1.017
18	32.39	1.017	33.28	1.017	34.20	1.017
19	32.94	1.017	33.85	1.017	34.78	1.017
20	33.50	1.017	34.42	1.017	35.37	1.017
21	34.07	1.017	35.01	1.017	35.97	1.017
22	34.07	1.000	35.01	1.000	35.97	1.000
23	34.65	1.017	35.60	1.017	36.58	1.017
24	34.65	1.000	35.60	1.000	36.58	1.000
25	35.24	1.017	36.21	1.017	37.20	1.017
26	35.84	1.017	36.82	1.017	37.84	1.017
27	36.45	1.017	37.45	1.017	38.48	1.017
28	37.07	1.017	38.09	1.017	39.13	1.017
29	37.07	1.000	38.09	1.000	39.13	1.000
30 AND OVER	37.07	1.000	38.09	1.000	39.13	1.000

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES

Apprentice Maintainer

STEP	2022-23 SCHOOL YEAR - \$10.55		2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
	Hourly	Index	Hourly	Index	Hourly	Index
1	21.13	2.0032644	21.71	2.0032644	22.31	2.0032644
2	21.49	1.017	22.08	1.017	22.69	1.017
3	21.85	1.017	22.45	1.017	23.07	1.017
4	22.22	1.017	22.84	1.017	23.46	1.017
5	22.60	1.017	23.22	1.017	23.86	1.017
6 AND OVER	22.99	1.017	23.62	1.017	24.27	1.017

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES

Custodian

STEP	2022-23 SCHOOL YEAR - \$10.55		2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
	Hourly	Index	Hourly	Index	Hourly	Index
1	17.95	1.7018498	18.44	1.7018498	18.95	1.7018498
2	18.25	1.017	18.76	1.017	19.27	1.017
3	18.57	1.017	19.08	1.017	19.60	1.017
4	18.88	1.017	19.40	1.017	19.93	1.017
5	19.20	1.017	19.73	1.017	20.27	1.017
6	19.53	1.017	20.07	1.017	20.62	1.017
7	19.86	1.017	20.41	1.017	20.97	1.017
8	20.20	1.017	20.75	1.017	21.32	1.017
9	20.54	1.017	21.11	1.017	21.69	1.017
10	20.89	1.017	21.46	1.017	22.06	1.017
11	21.25	1.017	21.83	1.017	22.43	1.017
12	21.61	1.017	22.20	1.017	22.81	1.017
13	21.97	1.017	22.58	1.017	23.20	1.017
14	22.35	1.017	22.96	1.017	23.59	1.017
15	22.73	1.017	23.35	1.017	23.99	1.017
16	23.11	1.017	23.75	1.017	24.40	1.017
17	23.51	1.017	24.15	1.017	24.82	1.017
18	23.91	1.017	24.56	1.017	25.24	1.017
19	24.31	1.017	24.98	1.017	25.67	1.017
20	24.73	1.017	25.41	1.017	26.10	1.017
21	25.15	1.017	25.84	1.017	26.55	1.017
22	25.15	1.000	25.84	1.000	26.55	1.000
23	25.57	1.017	26.28	1.017	27.00	1.017
24	25.57	1.000	26.28	1.000	27.00	1.000
25	26.01	1.017	26.72	1.017	27.46	1.017
26	26.45	1.017	27.18	1.017	27.93	1.017
27	26.90	1.017	27.64	1.017	28.40	1.017
28	27.36	1.017	28.11	1.017	28.88	1.017
29	27.36	1.000	28.11	1.000	28.88	1.000
30 AND OVER	27.36	1.000	28.11	1.000	28.88	1.000

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES

Groundskeeper  
Driver

STEP	2022-23 SCHOOL YEAR - \$10.55		2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
	Hourly	Index	Hourly	Index	Hourly	Index
1	20.58	1.9510337	21.14	1.9510337	21.73	1.9510337
2	20.93	1.017	21.50	1.017	22.09	1.017
3	21.28	1.017	21.87	1.017	22.47	1.017
4	21.65	1.017	22.24	1.017	22.85	1.017
5	22.01	1.017	22.62	1.017	23.24	1.017
6	22.39	1.017	23.00	1.017	23.64	1.017
7	22.77	1.017	23.39	1.017	24.04	1.017
8	23.16	1.017	23.79	1.017	24.45	1.017
9	23.55	1.017	24.20	1.017	24.86	1.017
10	23.95	1.017	24.61	1.017	25.28	1.017
11	24.36	1.017	25.03	1.017	25.71	1.017
12	24.77	1.017	25.45	1.017	26.15	1.017
13	25.19	1.017	25.88	1.017	26.60	1.017
14	25.62	1.017	26.32	1.017	27.05	1.017
15	26.06	1.017	26.77	1.017	27.51	1.017
16	26.50	1.017	27.23	1.017	27.98	1.017
17	26.95	1.017	27.69	1.017	28.45	1.017
18	27.41	1.017	28.16	1.017	28.93	1.017
19	27.87	1.017	28.64	1.017	29.43	1.017
20	28.35	1.017	29.13	1.017	29.93	1.017
21	28.83	1.017	29.62	1.017	30.44	1.017
22	28.83	1.000	29.62	1.000	30.44	1.000
23	29.32	1.017	30.12	1.017	30.95	1.017
24	29.32	1.000	30.12	1.000	30.95	1.000
25	29.82	1.017	30.64	1.017	31.48	1.017
26	30.32	1.017	31.16	1.017	32.01	1.017
27	30.84	1.017	31.69	1.017	32.56	1.017
28	31.36	1.017	32.23	1.017	33.11	1.017
29	31.36	1.000	32.23	1.000	33.11	1.000
30 AND OVER	31.36	1.000	32.23	1.000	33.11	1.000

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT  
NON-CERTIFIED EMPLOYEE SALARY SCHEDULES,

Food Service (Cooks)

2022-23 SCHOOL YEAR \$10.55			2023-2024 SCHOOL YEAR - \$10.84		2024-25 SCHOOL YEAR - \$11.14	
STEP	Hourly	Index	Hourly	Index	Hourly	Index
			15.17	1.3993471	15.58	1.3993471
1	14.76	1.3993471	15.42	1.017	15.85	1.017
2	15.01	1.017	15.69	1.017	16.12	1.017
3	15.27	1.017	15.95	1.017	16.39	1.017
4	15.52	1.017	16.22	1.017	16.67	1.017
5	15.79	1.017	16.50	1.017	16.95	1.017
6	16.06	1.017	16.78	1.017	17.24	1.017
7	16.33	1.017	17.06	1.017	17.53	1.017
8	16.61	1.017	17.35	1.017	17.83	1.017
9	16.89	1.017	17.65	1.017	18.13	1.017
10	17.18	1.017	17.95	1.017	18.44	1.017
11	17.47	1.017	18.25	1.017	18.76	1.017
12	17.77	1.017	18.57	1.017	19.08	1.017
13	18.07	1.017	18.88	1.017	19.40	1.017
14	18.38	1.017	19.20	1.017	19.73	1.017
15	18.69	1.017	19.53	1.017	20.07	1.017
16	19.01	1.017	19.86	1.017	20.41	1.017
17	19.33	1.017	20.20	1.017	20.75	1.017
18	19.66	1.017	20.54	1.017	21.11	1.017
19	19.99	1.017	20.89	1.017	21.46	1.017
20	20.33	1.017	21.25	1.017	21.83	1.017
21	20.68	1.017	21.25	1.000	21.83	1.000
22	20.68	1.000	21.61	1.017	22.20	1.017
23	21.03	1.017	21.61	1.000	22.20	1.000
24	21.03	1.000	21.97	1.017	22.58	1.017
25	21.39	1.017	22.35	1.017	22.96	1.017
26	21.75	1.017	22.73	1.017	23.35	1.017
27	22.12	1.017	23.11	1.017	23.75	1.017
28	22.50	1.017	23.11	1.000	23.75	1.000
29	22.50	1.000	23.11	1.000	23.75	1.000
30 AND OVER	22.50	1.000				



## ARTICLE XXVI - IMPLEMENTATION AND DURATION

- A. This Contract shall become effective July 1, 2022, and continue through June 30, 2025, and annually thereafter unless the Board or the Association gives written notice to the other of its intent to modify or amend this contract in accordance with the provisions of this contract.
- B. Provisions in this contract shall supersede any related rules, procedures, and policy previously adopted by the Board and not consistent with the terms and conditions herein stated.
- C. The items agreed to between the Board and the Association are the result of good faith negotiations. If any provision in this contract is determined to be contrary to law by an act of the legislature or court of proper jurisdiction, then such provision shall be deemed null and void to the extent prohibited. Other provisions shall remain in full force and effect.
- D. By affixing our signatures, we affirm that the respective parties have ratified and adopted this Agreement.

For the Grandview Heights  
Education Support Staff Association

For the Grandview Heights City  
School District Board of Education:

  
Dan Ogg, President 9-26-22

  
Eric Bode, President 10/5/22



