
NEGOTIATED AGREEMENT

between the

**REYNOLDSBURG CITY
SCHOOL DISTRICT
BOARD OF EDUCATION**

and the

**REYNOLDSBURG SCHOOL
SUPPORT ASSOCIATION
OEA/NEA**

Effective July 1, 2018, through June 30, 2021

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I -- RECOGNITION	1
1.01 Classification Series.....	1
1.02 Exclusions.....	1
1.03 Full-Time and Part-Time Employees Defined.....	2
ARTICLE II -- NEGOTIATIONS PROCEDURE.....	2
2.01 Procedure	2
2.02 Scope of Bargaining.....	2
2.03 Dispute Settlement Procedure.....	3
2.04 Agreement.....	3
2.05 Work Conflict with Negotiation Meetings	3
ARTICLE III -- LEAVES OF ABSENCE	3
3.01 Sick Leave.....	3
3.02 Personal Leave	5
3.03 Unpaid Disability Leave of Absence	6
3.04 Assault Leave.....	6
3.05 Military Leave.....	6
3.06 Association Leave.....	6
3.07 Jury Duty/Court Leave.....	7
3.08 Maternity/Paternity/Adoption Leave	7
3.09 Loyalty Award	7
3.10 Professional Leave	8
ARTICLE IV -- GRIEVANCE PROCEDURE.....	8
4.01 Purpose.....	8
4.02 Definitions.....	8
4.03 Rights of Grievant and Association	9
4.04 Steps of the Grievance Procedure	9
4.05 Miscellaneous	11
ARTICLE V -- PERSONNEL.....	11
5.01 Personnel Files	11
5.02 District In-Service	12
5.03 Workweek, Overtime and Compensatory Time	13
5.04 Calamity Days.....	14
5.05 Vacations.....	14
5.06 Paid Holidays	15
5.07 Custodial Personnel Provisions.....	15

	<u>Page</u>
5.08	Secretarial Personnel Provisions.....16
5.09	Food Service Personnel Provisions.....16
5.10	Equal Employment Opportunity.....16
5.11	Subcontracting16
5.12	Evaluation17
5.13	Substitutes.....18
5.14	Complaints Against Bargaining Unit Members.....18
5.15	Job Descriptions.....18
5.16	Working Conditions.....18
5.17	Paraprofessionals/Aides.....19
5.18	Time Sheets.....19
ARTICLE VI -- TRANSPORTATION20	
6.01	Field Trips.....20
6.02	Assignment of Routes.....23
6.03	Adverse Weather.....26
6.04	Assignment of Buses.....26
6.05	Bus Drivers' Workshop.....26
6.06	Bus Safety26
6.07	Student Medical Information27
6.08	Bus Mechanic Tools27
6.09	Unassigned Driver Position27
6.10	Additional Training.....27
ARTICLE VII -- SENIORITY27	
7.01	Seniority Defined.....27
7.02	Posting of Vacancies.....28
7.03	Transfers28
ARTICLE VIII -- EMPLOYMENT29	
8.01	Civil Service Regulations29
8.02	Examinations.....29
8.03	Training Program.....29
ARTICLE IX -- REDUCTION IN FORCE.....29	
9.01	General Provisions29
9.02	Seniority and Seniority List29
9.03	Classification Series and Classifications30
9.04	Displacement Rights30
9.05	Recall Rights.....31

	<u>Page</u>
ARTICLE X -- DISCIPLINARY PROCEDURE.....	31
ARTICLE XI -- COMPENSATION	32
11.01 Wages and Wage Schedules	32
11.02 Bus Driver Trainee Pay.....	32
11.03 Field Trip and Extracurricular Trip Pay.....	32
11.04 Paydays	32
11.05 Call In Pay.....	33
11.06 Classification Pay.....	33
11.07 Compensation Rates for Special Activities.....	33
11.08 Payroll Deductions.....	33
11.09 SERS Tax Deferral Pickup	33
11.10 Placement on the Wage Rate Schedule.....	34
ARTICLE XII -- FRINGE BENEFITS	34
12.01 Hospitalization, Surgical and Major Medical Insurance.....	34
12.02 Term Life Insurance.....	38
12.03 Dental Insurance and Appendix G.....	38
12.04 Vision Care Insurance.....	38
12.05 Severance Pay	39
12.06 Mileage Reimbursement	39
12.07 Insurance Committee	39
ARTICLE XIII -- INDIVIDUAL, ASSOCIATION AND BOARD RIGHTS	40
13.01 Individual Rights.....	40
13.02 Association Rights	40
13.03 Board Rights	41
ARTICLE XIV -- EMERGENCY LEAVE FUND.....	42
ARTICLE XV -- JOINT SAFETY COMMITTEE	42
ARTICLE XVI -- CLOTHING ALLOWANCE – MAINTENANCE AND MECHANIC.....	42
ARTICLE XVII -- DURATION AND INTENT OF AGREEMENT.....	43
17.01 Agreement.....	43
17.02 Printing of the Agreement.....	43
17.03 The Board will provide a copy of the Agreement to new members of the bargaining unit.	43
17.04 Duration	43

	<u>Page</u>
ARTICLE XVIII -- SIGNATURES	44
APPENDICES	45
Appendix A – Salary Schedules	45
Appendix B - Personal Leave Request Form.....	52
Appendix C - Professional Leave Request Form.....	53
Appendix D – Employee Absence Report	54
Appendix E - Employee Grievance Form.....	55
Appendix F - Summary of Insurance Specifications	57

AGREEMENT

This Agreement is entered into between the Reynoldsburg City School District Board of Education, hereinafter referred to as the "Board," and the Reynoldsburg School Support Association, OEA/NEA, hereinafter referred to as the "Association."

ARTICLE I -- RECOGNITION

1.01 Classification Series

The Board recognizes the Association as the sole and exclusive bargaining representative for all classified employees holding positions in the following classification series:

- Custodial
- Maintenance
- Paraprofessionals
- Aides
- Transportation
- Mechanics
- Food Service
- Building Administrative Secretaries
- Security
- Groundskeepers

1.02 Exclusions

The exclusions of the bargaining unit are as follows:

- Treasurer
- Business Manager
- Supervisor of Buildings and Grounds
- Supervisor of Support Services
- Confidential Secretaries at the Administration Building
- School Nurses
- Supervisor of Transportation
- Assistant Supervisor of Transportation
- Administrative Assistant to the Supervisor of Transportation
- Supervisor of Food Service
- Casual Substitutes
- Crossing Guards
- Coordinators of Safety and Operations

1.03 Full-Time and Part-Time Employees Defined

A. Full-Time Employees

A full-time employee is a member of the bargaining unit who is regularly scheduled to work forty (40) hours per week, with the exception of cooks and bus drivers who shall be considered full-time if they are assigned to work twenty-seven and one-half (27¹/₂) hours and twenty (20) hours per week, respectively; and paraprofessionals employed as of the ratification date of this Agreement and who work thirty (30) hours or more per week shall be considered full-time.

B. Part-Time Employees

A part-time employee is a member of the bargaining unit who is regularly assigned to work less than the number of full-time hours for his/her classification as designated in Section A above.

C. Probationary Employees

A probationary employee is a bargaining unit member who has been employed and/or assigned to a new classification for a trial period of sixty (60) workdays for current employees promoted to a new position and one hundred twenty (120) workdays for new employees.

ARTICLE II -- NEGOTIATIONS PROCEDURE

2.01 Procedure

Either the Association or the Board may initiate negotiations by a Notice to Negotiate forwarded to the other party no earlier than ninety (90) days prior to the expiration of the Agreement. Within fifteen (15) working days of transmittal of said notice, the parties shall hold their first negotiation session. The first negotiation session shall be for the purpose of exchanging proposals and determining any ground rules deemed necessary. At any negotiation session either party may be represented by no more than seven (7) representatives, including consultants. Neither party shall have control over the selection of the bargaining representative of the other party.

2.02 Scope of Bargaining

The Board and the Association agree that the mandatory subjects of bargaining include wages, hours and terms and other conditions of employment, and the continuation, modification or deletion of an existing provision of the Negotiated Agreement between the parties.

2.03 Dispute Settlement Procedure

- A. If, after forty-five (45) calendar days prior to the expiration of the Agreement, agreement has not been reached on all items under negotiations, either party may call for the services of the Federal Mediation and Conciliation Service (FMCS) to assist in negotiations. If a party calls for FMCS involvement, the other party shall join in a joint request.
- B. This dispute resolution procedure is mutually agreed to by the parties under Ohio Revised Code §4117.14(C)(1)(f) and is intended to supersede the procedures contained in Ohio Revised Code §4117.14.
- C. The mediation period shall be thirty (30) calendar days from the day the initial mediation session is held. The mediation period may be extended beyond the thirty (30) days by mutual agreement of the parties.
- D. Both parties agree that this procedure is the final step in negotiations.

2.04 Agreement

When final agreement is reached through negotiations, the outcome shall be reduced to writing, and within a reasonable time, shall be submitted to the Association for ratification. Following ratification by the Association, the Agreement shall, within a reasonable time, be submitted to the Board for adoption. Upon official adoption by the Board, the Agreement shall be signed by both parties.

2.05 Work Conflict with Negotiation Meetings

If negotiation meetings are scheduled so that an employee directly involved is assigned to work during such meetings, the employee shall have the right to trade work assignments with a fellow employee as long as the trade remains in the same work classification. No employee shall suffer a loss in wages because of the trade; however, an employee that trades into a position with a higher salary shall receive the higher salary for the time worked in that position.

ARTICLE III -- LEAVES OF ABSENCE

3.01 Sick Leave

- A. Members of the bargaining unit will be granted fifteen (15) days of sick leave per year at the rate of one and one-fourth (1¹/₄) days per month.
- B. Sick Leave may be accumulated to a maximum of two hundred fifty-six (256) days.
- C. Members of the bargaining unit shall be advanced five (5) sick leave days if requested, provided that all accumulated sick leave has been exhausted.

- D. In all cases where an advancement of sick leave days has been granted, a deduction for all unearned sick leave days used shall be made from the final pay of the individual for that year, if the individual resigns by July 10. If the individual stays employed by the district, the advanced days will be paid back no later than the end of the calendar year. Advanced days will be paid back by deducting days as the employee earns them. The employee shall be responsible for paying the unpaid balance to the district at the end of the calendar year.
- E. Sick leave may be used for:
1. Personal Illness
 - a. Illness, injury, exposure to a contagious disease which could be communicated to others, incapacitation due to physical and mental condition, and pregnancy disability.
 - b. For the purpose of this provision, disability is the period during which the bargaining unit member is not physically and/or mentally capable of performing all the duties and functions of his/her position. The beginning date of disability and the termination of disability shall be established by written statement of the bargaining unit member's doctor. Verification of continuing disability may be required by the Superintendent, at Board expense, upon written notice to the bargaining unit member.
 2. Illness or Injury in Employee's Immediate Family

Immediate family is defined for this purpose as including parents, sister, brother, husband, wife, son or daughter, grandchildren, or persons who, by reasons of special circumstances, stand in the place of the above-enumerated individuals.
 3. Death in the Employee's Immediate Family

An employee shall be allowed five (5) days of absence utilizing sick leave credit for death in the employee's immediate family. Immediate family is defined for this purpose as parents, parent-in-law, sister, sister-in-law, daughter, daughter-in-law, grandparents, grandchildren, son, son-in-law, husband, brother, brother-in-law, wife and such other persons who, by reasons of special circumstances, stand in the place of the above-enumerated individuals. Additional days shall be granted by the Superintendent in cases where excessive travel or special circumstances seem to warrant additional days.
- F. Deduction of sick leave due to use will be in one-half (0.5) hour increments. Deduction of sick leave shall not be made for those days when schools are closed and members of the bargaining unit are excused from the performance of their duties by the Superintendent or his/her designated representative. When an

employee is absent from work due to a medical appointment, he/she shall be entitled to be absent for the time needed for the appointment.

- G. In all absences, a "Report of Absence" must be submitted through AESOP and employees must contact their director supervisor by phone call, email, or text message in order to be compensated in accordance with sick leave policy. For all sick leaves of five (5) or more consecutive days, the employee must submit documentation from a medical provider supporting such absence. Additionally, any sick leave that is adjacent to vacation leave must be supported by documentation from a medical provider.
- H. Unused accumulated sick leave days shall be reported to each bargaining unit member by the Treasurer of the Board on a monthly basis.
- I. Employees transferred to a different hourly work status shall have no adjustment to their unused sick day balance.

3.02 Personal Leave

- A. Employees shall be granted up to three (3) personal leave days per school year which shall not be charged to sick leave.
- B. Requests for personal leave shall be submitted through the employee's supervisor two (2) or more days prior to the intended absence. If unusual circumstances make it impossible to submit the request two (2) or more days in advance, the request must be made orally, in person, or by telephone, and then confirmed by submission of a completed personal leave form as soon as possible.
- C. Employees who have not used any personal leave in any one (1) school year may carry one (1) day of personal leave to the succeeding school year to a maximum of five (5) days.
- D. Personal leave is for personal business/activities and cannot be used to work another job, including self-employment.
- E. Personal leave may not be used on the first or last weeks of school, nor on the day before or after a holiday, vacation day, or in-service day, unless an exception is granted in writing by the Superintendent. During May, only one (1) personal day may be used unless additional days are granted by the Superintendent.
- F. Employees need not give a specific reason for the use of personal leave.
- G. The Superintendent may grant additional personal leave for religious or other justifiable purposes. Employees who intend to use personal leave for religious purposes shall notify the Superintendent in writing prior to the use of the leave.

3.03 Unpaid Disability Leave of Absence

- A. Upon the written request of a full-time employee, the Board shall grant such leave of absence, where illness or other disability is the reason for the request, for a period of not more than one (1) school year or for the remaining period of the current school year.
- B. For the purpose of this policy, disability is the period during which the employee is not physically and/or mentally capable of performing the necessary duties and functions of his/her position. The beginning date of disability and the termination date of disability shall be established by a written statement of the employee's doctor.
- C. Upon the return to service of the employee at the expiration of the leave of absence, the employee shall resume the contract status which the employee held prior to such leave.
- D. The employee would not earn pay or sick leave during the period of disability leave of absence. The employee would receive all Board fringe benefits during the period of disability leave.

3.04 Assault Leave

- A. Any employee of the Board physically assaulted while in the course of employment and disabled from such assault shall remain on the payroll as a regular employee and shall receive all benefits as if on sick leave as hereinafter provided for a period not to exceed thirty (30) days. The Superintendent may extend such time in unusual circumstances.
- B. To be eligible for assault leave, the employee shall: (1) apply for Workers' Compensation benefits; (2) make written statement concerning the assault on forms provided by the Board.
- C. If Workers' Compensation benefits are paid, the Board shall pay to each employee the difference between the benefits received and the employee's regular salary.
- D. There shall be no deduction from the accumulated sick leave of the employee while on assault leave.

3.05 Military Leave

An employee shall be granted a leave of absence to be inducted or otherwise enter military duty in accordance with the provisions of the law.

3.06 Association Leave

- A. The Association shall be granted the use of association leave not to exceed ten (10) days annually for officers and delegates attending meetings of the regional,

state or national associations. No more than two (2) persons from any one (1) classification may take association leave at the same time.

- B. For any such leave days, the Board shall not pay the expenses of such officers and delegates.
- C. Association leave must be requested at least ten (10) days prior to the effective date of the leave.

3.07 Jury Duty/Court Leave

- A. A member of the bargaining unit who is summoned for jury duty shall be paid the difference between his/her regular salary and the remuneration less parking and meals he/she receives for serving as a juror.
- B. The Board shall comply with applicable state law regarding leave for employees subpoenaed to appear as a witness in any court or administrative proceeding.

3.08 Maternity/Paternity/Adoption Leave

- A. Employees of the Board who petition for maternity/paternity leave will have the option of requesting sick leave during the period of physical disability as certified by the employee's physician for employees who give birth or for a maximum of fifteen (15) days for paternity leave; a leave of absence without pay, or a combination of sick leave and unpaid leave of absence. A request for maternity/paternity leave shall specify a beginning and ending date.
- B. If possible, the employee shall notify the Board at least thirty (30) days in advance of the commencement of the leave. For births or adoptions occurring after April 1 of any school year, the initial leave may, at the employee's option, extend through the first semester of the following school year.
- C. No less than thirty (30) calendar days before termination, the employee may request, in writing, a one- (1) year extension of maternity leave. The granting of such extension will depend upon the circumstances of the request and the needs of the Reynoldsburg City School District.
- D. Application for reinstatement may be made by the employee at any time during the term of the leave. Reinstatement prior to the scheduled termination of the leave shall be at the discretion of the Superintendent and in accordance with the needs and interest of the District.

3.09 Loyalty Award

In the year of the 10th, 15th, 20th, 25th, and 30th anniversaries of employment in the District, employees shall receive a Loyalty Award in the following increments:

10 years: \$125

- 15 years: \$150
- 20 years: \$175
- 25 years: \$200
- 30 years: \$225

3.10 Professional Leave

- A. Any in-service workshop for which an employee is required to attend by the employee's immediate supervisor shall be considered a duty day or portion thereof for which the employee shall be paid.
- B. Upon written approval of the Superintendent, the Board shall grant a classified employee professional leave with pay to attend meetings, conferences, workshops and such other activities which will mutually benefit the school district and the employee.

ARTICLE IV -- GRIEVANCE PROCEDURE

4.01 Purpose

- A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at each given level of the procedure.
- B. Nothing contained herein will be construed as limiting the right of an employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement as hereinafter provided.

4.02 Definitions

- A. "Grievance" is a complaint involving the alleged violation, misinterpretation or misapplication of the terms of the written Agreement entered into between the Board and the Association.
- B. "Grievant" shall mean a person or group of persons, or the Association, as specified in Ohio Revised Code §4117.08(C) alleging that some violation, misinterpretation or misapplication has actually occurred.
- C. "Days" shall mean Mondays through Fridays, exclusive of weekends and holidays, unless identified specifically otherwise.

4.03 Rights of Grievant and Association

- A. A grievant may appear on his/her own behalf or may be represented at any formal steps of the grievance procedure by the Association, by counsel, or by any other person of his/her choice, except that he/she may not be represented by any agent of any organization other than the Association.
- B. The Association shall receive notice of each meeting held to resolve the grievance and shall be given a copy of the recommended disposition of such grievance at each step. Such written notice and disposition shall be made at the same time and in the same manner as such notice of disposition is required to be sent to the grievant.
- C. The fact that an employee files a grievance shall not be recorded in his/her personnel file or in any file used in the transfer, assignment or promotion process; nor shall such fact be used in any recommendation for re-employment or other employment; nor shall the grievant, the Association or its officers be placed in jeopardy or be the subject for reprisal or discrimination for having followed this grievance procedure.

4.04 Steps of the Grievance Procedure

A. Step I – Informal

If an employee believes there is a basis for a grievance, he/she must first discuss the matter with his/her immediate supervisor in an effort to resolve the problem informally. A written grievance may be submitted directly to the administrator who has the authority to resolve such grievance and the processing of such grievance shall commence either at Step II or Step III. (See Appendix F for Employee Grievance Form).

B. Step II – Formal

If the grievance is not resolved within five (5) days of such informal meeting, the grievant may present a formal claim by submitting a completed grievance report form, Step II, in triplicate, which form is set forth in Appendix F. Copies of this completed form shall be submitted by the employee to the Association representative, the Superintendent, and the immediate supervisor. Within five (5) days of receipt of the grievance report form, the immediate supervisor shall meet with the employee and/or the Association representative in an effort to resolve the grievance. The immediate supervisor shall indicate his/her disposition of the grievance within five (5) days after such meeting by completing the appropriate portion of the grievance report form and returning it to the employee. The Association and the Superintendent shall both be notified in writing as to such disposition of the grievance by the immediate supervisor.

C. Step III – Formal

If the employee is not satisfied with the disposition of the grievance in Step II, or if no disposition has been made within the above time limits, the grievant and/or the Association shall complete the grievance report form, Step III, and submit the grievance to the Superintendent within ten (10) days of receipt of disposition, with copies of same given to the immediate supervisor and the Association representative. Within five (5) days of receipt of the form, the Superintendent or his/her designated representative shall meet with the grievant and/or the Association representative. Within five (5) days of this meeting, the Superintendent shall indicate in writing the disposition of the grievance by completing the appropriate portion of the grievance report form and forwarding it to the employee. The Association and the immediate supervisor shall be notified in writing of said disposition by the Superintendent.

D. Step IV – Formal

1. If the grievant is not satisfied with the disposition made by the Superintendent, or if no disposition has been made within the above-stated time limits, the grievant and/or the Association shall complete the grievance report form, Step IV, within ten (10) days and submit the grievance to the Board by filing a copy with the Treasurer of the Board. Notification of such appeal shall be given to the Superintendent, the immediate supervisor and the Association by the grievant.
2. The Board, at its next regularly scheduled meeting, or within two (2) weeks of the filing of the appeal, whichever is later, shall meet with the aggrieved employee and/or the Association representative and the Superintendent or his/her designee to review such grievance in executive session, or give such other consideration as it shall deem appropriate.
3. The disposition by the Board shall be made by completing the grievance report form, Step IV, within seven (7) days of the meeting. A written notification of such disposition shall be furnished to the grievant, the Association, the immediate supervisor and the Superintendent by the Board.

E. Step V – Formal

1. If the Association is not satisfied with the disposition of the grievance by the Board or if no disposition has been received within the period provided above in Step IV, the Association may refer said grievance to arbitration by completion of the grievance report form, Step V, and filing same with the Treasurer of the Board within fifteen (15) days from the receipt of the disposition of the Board. The arbitrator shall be selected from a list provided by the American Arbitration Association (AAA) in accordance with the alternate strike method. Either party has the right to request a

second list. The arbitrator shall strictly limit the decision to the application and interpretation of the subject matter and applicable contract provisions cited in the grievance.

2. The decisions and awards made by the arbitrator shall be submitted to the Board, the Association, the grievant, the Superintendent and the immediate supervisor and shall be final and binding on all parties.
3. The cost of the arbitrator shall be shared equally by the Association and the Board.

4.05 Miscellaneous

- A. The failure of a grievant to file a grievance or to appeal any decision to the next step within the time set forth shall constitute a waiver of the right to file or of the right to further appeal, and a final disposition of the grievance may be made on the basis of the last decision given.
- B. The failure of any agent of the Board to forward a grievance to the next step or to render a timely decision shall constitute a waiver of the right to retain any authority over the forwarding of the grievance to the next step or to arbitration.
- C. Any formal grievance shall be filed within thirty (30) days from the date of occurrence of the act or omission which gave rise to the grievance or said grievance shall be waived and deemed no longer to exist.
- D. The parties may mutually agree to waive any of the time limitations established in this procedure.
- E. If grievance meetings are scheduled so that an employee directly involved is assigned to work during such meetings, the employee shall have the right to trade work assignments with a fellow employee as long as the trade remains in the same work classification. No employee shall suffer a loss in wages because of the trade; however, an employee that trades into a position with a higher salary shall receive the higher salary for the time worked in that position.

ARTICLE V -- PERSONNEL

5.01 Personnel Files

- A. Employees' official personnel files shall be maintained at the Board's Central Office.
- B. Employees shall have the right to examine, during regular business hours, all materials in their files, and they may be accompanied by another individual of their choice. Such examination shall be in the presence of the Superintendent or designee.

- C. No employee shall be permitted to remove any material from the personnel file. If an employee disputes the accuracy, relevance, timeliness, or completeness of information about him or her maintained in said file, he/she may request that the Board investigate the current status of the information within a reasonable time of receiving the request. If the administration does not agree to remove the materials, the employee shall have the right to initiate a grievance at Step III.
- D. An employee shall have the right to contest, in writing, any written evaluation or other material in his/her file that he/she believes to be incorrect or incomplete. Said response shall become a part of the file only if the employee submits the response within thirty (30) days from the time the employee knew or should have known that the disputed information was in his/her personnel file.
- E. The Board agrees to notify employees when materials are added to the personnel file which could result in disciplinary action. Unsigned anonymous or confidential complaints shall not be placed in an employee's personnel file.
- F. Letters of appreciation, cards of thanks, and other materials that express appreciation for a job well done from, but not limited to, the Administration, staff members, parents, students, and others will be copied and placed in the Association member's personnel file, with the prior approval of the Superintendent or designee.
- G. Employees will receive notification that his/her files are requested to be viewed.

5.02 District In-Service

A. Categories

Custodial-Maintenance
 Building Administrative Secretaries
 Bus Drivers-Mechanics
 Food Service
 Security
 Paraprofessionals
 Aides
 Groundskeepers

B. Program

1. Each category will hold two (2) two- (2) hour in-service sessions annually.
2. The program will be planned jointly by a representative of each category and a representative of the administration. If no mutual agreement can be reached, legally mandated requirements for in-service will be implemented by both parties.

3. Each category will be allotted Two Hundred Fifty Dollars (\$250.00) to cover expenses for the two (2) in-service sessions.

4. First Aid and CPR Training

All employees shall be provided CPR and First Aid training at least once every three (3) years except where required more frequently under law.

5. Inservice/workshop time shall be paid at the employee's hourly rate.

5.03 Workweek, Overtime and Compensatory Time

A. Workweek

1. Forty (40) hours Monday through Friday, shall be the standard workweek for all classified, full-time employees. The Board reserves the right to employ individuals who may be required to work a forty- (40) hour week between the period Sunday through Saturday. The forty- (40) hour criteria shall not apply to cooks or bus drivers.

2. The regularly scheduled workday for classified employees, other than bus drivers, shall consist of consecutive hours of work, with not less than thirty (30) nor more than sixty (60) minutes of unpaid lunch for six- (6) to eight- (8) hour employees. For all bus drivers, the time between the beginning and ending of the regular workday shall not exceed eleven (11) hours.

3. Maintenance on Call

Maintenance employees who are assigned by the Administration to be "on call" shall be paid two (2) hours pay for each eight (8) hours they are "on call" and shall be paid for all hours worked beyond two (2) hours during an eight (8) hour period.

The scheduling of the "on call" duty shall be performed on a rotating basis. An employee shall have the right to trade his/her scheduled time with another maintenance employee who agrees to make a trade. Notification to employees to be on maintenance "on call" status shall be one (1) week in advance.

B. Overtime and Compensatory Time

1. Extra time or overtime work shall be offered to employees within the work location on a rotating basis unless employees within a location refuse such work.

2. Overtime pay for all classifications except bus drivers will be one and one-half (1¹/₂) times the employee's hourly rate for all time worked over forty

(40) hours in a workweek. Holidays, calamity days, and vacation shall be considered hours worked for overtime purposes. However, bus drivers shall be eligible for overtime pay after eight (8) hours in one (1) day.

3. No overtime shall be authorized except as may be approved by the employee's immediate supervisor or the Superintendent or designee.
4. An employee may be granted compensatory time off at such times as may be mutually agreed upon by the employee and the employee's immediate supervisor or the Superintendent or designee and shall be in accordance with the Fair Labor Standards Act.
5. Compensatory time off may be given instead of overtime pay if mutually agreeable to the employer and the bargaining unit member.

5.04 Calamity Days

When school is closed due to a calamity, some employees may be called out to work. In these cases, they will be paid at the rate of double time their regular rate for the hours worked on the first five (5) calamity days. The balance of the scheduled day shall be paid at the regular rate. This policy of paying double time on calamity days shall not exceed five (5) days during any given school year. Employees will not receive any additional pay when a make-up day is scheduled.

5.05 Vacations

- A. Employees engaged for eleven (11) months' or more yearly employment shall receive a two- (2) week paid vacation after one (1) year of continuous service.
- B. Paid vacations will be granted each year based upon continuous employment with the Board in accordance with the following schedule:

<u>Years Continuous Service</u>	<u>Days of Vacation</u>
After 1 through year 3	10
Year 4 through year 7	12
Year 8 through year 12	15
Year 13 through year 17	17
Over 17 years	20

- C. Requests for vacation leave shall be submitted through the employee's supervisor at least two (2) days prior to the intended leave.
- D. Upon separation of employment, an employee shall be compensated at the employee's current rate of pay for up to seventy (70) days of accrued but unused vacation leave.

5.06 Paid Holidays

A. Holidays for all non-teaching employees shall be the following:

1. Nine- (9) and ten- (10) month employees:

Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Day
New Year's Day
Good Friday
Memorial Day
Dr. Martin Luther King, Jr. Day

-- Provided that the holiday falls within the employee's regular work year.

2. Eleven- (11) and twelve- (12) month employees shall receive the following paid holidays in addition to those enumerated in the preceding item:

Independence Day
December 24
December 31

B. Employees required to work on a day designated as a paid holiday shall be compensated at the rate of one and one-half ($1\frac{1}{2}$) times their regular rate of pay in addition to the paid holiday. Pay for this extra work shall be paid on the next regular pay date and shall not be spread out over the entire year.

5.07 Custodial Personnel Provisions

A. A custodian may be on duty, as directed by the employee's supervisor, when there is an activity in a building where custodial services are to be performed as determined by the immediate supervisor.

B. If additional time is required to clean a room or rooms and the custodian cannot finish his/her set within the work shift as determined by the immediate supervisor, then:

1. The custodian shall not be disciplined for not being able to complete the set; or

2. The custodian may be given permission to work overtime to complete the set, provided the permission is given by the Supervisor of Custodians, the Business Manager, the Superintendent or the building principal.

5.08 Secretarial Personnel Provisions

- A. If extra work is available as determined and approved by the secretary's immediate supervisor before or after the closing of school or during the school year, this extra work shall be offered to the secretary assigned to the building. In cases where more than one (1) secretary is assigned to a building, extra work shall be distributed as equally as possible. Nothing herein shall preclude the hiring of temporary secretarial help if the secretary assigned to the building is not available to assume the additional work at the time the secretary's immediate supervisor deems it necessary to commence such work.
- B. Members of the bargaining unit who are required to perform services before and/or after the school year shall not be required to perform such services at times which are not contiguous to such employee's regular work year.
- C. A new secretary will receive not less than one (1) full day of paid training prior to commencement of the secretarial position covering the following:
 - 1. PowerSchool or comparable student information system
 - 2. Building Procedures
 - 3. Fiscal Policy and Procedures

5.09 Food Service Personnel Provisions

- A. All cooks will have a continuous work schedule unless other times are mutually agreed upon by the Supervisor of Lunchrooms and the cook for a non-paid break within the scheduled workday.
- B. Cooks who deposit the cafeteria receipts will be paid for an additional thirty (30) minutes plus mileage reimbursement at the cents per mile rate that meets the maximum amount which complies with the accounting requirements of the Internal Revenue Service.
- C. Time spent in training will be compensated time at the employee's hourly rate of pay.

5.10 Equal Employment Opportunity

The Board is an equal opportunity employer and shall continue to abide by all state and federal equal employment laws.

5.11 Subcontracting

- A. During the term of this Agreement, no job positions and/or classifications shall be abolished wherein the duties of such classifications are to be performed by subcontractors. However, the Administration has the right to employ non-bargaining unit personnel and/or subcontracted personnel in the custodial, maintenance, mechanics, and grounds classifications. The Board shall solely

determine the wage/compensation/fringe benefits for such non-bargaining unit subcontracted personnel.

- B. The Board agrees that each building will have at least one (1) Head I or II custodial bargaining unit position. The Board further agrees that no employees will be laid off for the purpose of subcontracting positions nor will positions be subcontracted after a termination or discharge for cause. Current positions may only be subcontracted by attrition. For the purpose of this Agreement attrition shall mean resignation, retirement or death of the employee.

5.12 Evaluation

- A. An annual written summative evaluation shall include the evaluation of the employee's total performance in his/her assigned position.
- B. An annual written summative evaluation shall be performed on each member of the bargaining unit each calendar year using the Board approved evaluation forms. Additional evaluations during a school year may be conducted if deficiencies are noted during the annual evaluation.
- C. Evaluation of employees shall be based upon the supervisor's personal observation of a bargaining unit member's work and/or work product.
- D. Each bargaining unit member, upon his/her employment or at the beginning of the school year, whichever is later, shall be apprised of the general criteria upon which he/she will be evaluated in a meeting with his/her immediate supervisor. Upon the request of a bargaining unit member, the immediate supervisor will meet with the member to discuss progress and job performance.
- E. All annual evaluations shall be reduced to writing, and a copy shall be given to the bargaining unit member. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.
- F. If a supervisor believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in writing within a reasonable time after the deficiencies are noted.
- G. Following each written summative evaluation, which shall include the right to a conference with the evaluator at the employee's request, the bargaining unit member shall sign and be given a copy of the evaluation report form prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation.
- H. All written evaluation documents are to be placed in the bargaining unit member's personnel file. The evaluation form may be revised by the Administration to be consistent with job classification duties. The Association President will be

provided with a copy of the forms and will be given thirty (30) workdays for input prior to implementation. Employees will be given copies of the evaluation form at the beginning of the year in which they will be evaluated.

- I. Bargaining unit members shall not be required to self-evaluate.

5.13 Substitutes

- A. All employees must contact their supervisor or designee via telephone, text, or e-mail and also give notice of an absence on AESOP or equivalent when absent. In all absences, a report of absence must be submitted on AESOP or equivalent, in accordance with leave policy. Access to AESOP or equivalent shall be provided via telephone number or computer access.
- B. Excluding bus drivers, when a classified employee within a work site is absent for more than three (3) days and a substitute is needed, a regular school employee within a work site classification will be offered the duties of the classified employee that is absent and a substitute will be assigned to his/her job responsibilities.
- C. Bargaining unit members will assist in attempting to find substitutes for planned absences provided, however, that it is acknowledged that bargaining unit members are not responsible for ensuring that there is a substitute.

5.14 Complaints Against Bargaining Unit Members

If a complaint against a bargaining unit member is to be a matter of record or reprimand, the bargaining unit member shall be informed of the identity of the complainant and the nature of the complaint.

5.15 Job Descriptions

Each bargaining unit member will be furnished a copy of his/her job description at initial employment and with each change. Job descriptions will be updated no more than once per year to insure that they are consistent with evolving changes in the job. Should a change in job description become necessary during the school year, it will be brought to a labor-management meeting to be discussed.

5.16 Working Conditions

- A. The Board will see that employees have the necessary basic safety equipment (i.e. tongs, goggles, gloves) to provide a safe working environment.
- B. The Board and the administration will support the efforts of employees in the maintenance, control and discipline of students.
- C. The dispensing and administering of medication to students by members of the bargaining unit shall be in accordance with Board policy.

- D. Each employee shall be assigned an immediate supervisor, and said employee shall be informed of this assignment. The Board shall also designate a chain of command for the assumption of supervisory responsibilities in the absence of the immediate supervisor.
- E. At the discretion of the immediate supervisor, substitutes may be provided for aides.

5.17 Paraprofessionals/Aides

- A. Employees included in the Paraprofessional Classification are Educational Paraprofessional, Health Paraprofessional, and Library/Media Paraprofessional.

- 1. Educational Paraprofessional

- The primary distinction of this position is to assist teacher(s) with lesson preparation, assessments, and classroom management. This position will require the performance of certain medical procedures on students (i.e., G-tube feeding, catheterization, etc.) as identified in the Health and Educational Aides job description/job posting.

- 2. Health Paraprofessional

- The primary distinction of this position will evolve around the duties of the school clinic and to be able to care for sick children and dispense medication. This position will require the performance of certain medical procedures on students (i.e., G-tube feeding, catheterization, etc.) as identified in the Health and Educational Aides job description/job posting.

- 3. Library/Media Paraprofessional

- The primary distinction of this position will evolve around the work duties in the school's library.

- 4. If an employee does not meet the requirements for a highly qualified employee under the Federal NCLB Act, the employee will be automatically terminated upon receipt of notice from the Superintendent of same.

- B. Only one (1) Aide Classification shall exist.

- C. A paraprofessional new to the position shall receive not less than one (1) full paid day of training prior to commencement of the position.

5.18 Time Sheets

Each bargaining unit member shall complete a time sheet for pre-approved hours worked beyond his/her regular work schedule.

ARTICLE VI -- TRANSPORTATION

6.01 Field Trips

- A. A field trip is defined as any extra-curricular, co-curricular, athletic or band trip outside of the driver's normal assignment. In the event a van is used as transportation, and a teacher or activity sponsor volunteers to drive the van, the Board is not required to have a bargaining unit member drive. A year shall be defined as July 1 through June 30.
- B. A rotating system of assignments for field trips shall be established in the transportation center. The assignment shall be comprised of a listing, in the order of seniority, of all bus drivers desiring to participate in field trips.

The Board recognizes that one (1) bargaining unit member will be selected on an annual basis to perform the assignment of field trips in accordance with the provisions set forth in this Agreement. The process used to select the member to perform these duties will be decided by the bargaining unit. Such bargaining unit member shall be paid for time spent on these duties.

The assignment of such field trips shall be on a rotating basis starting at the top of the list and rotating down. Drivers shall only be offered trips at times when regular route assignments do not conflict with either the beginning or end of the scheduled field trip with the following exceptions:

- 1. A driver passing a trip because of an absence for which sick leave or emergency leave would be payable shall remain at the top of the list.
 - 2. Part-time drivers shall not be placed on the field trip rotation list but may be used for field trips if no full-time driver is available for a field trip.
 - 3. Drivers passing on three (3) consecutive trips will lose their place in the next rotation.
 - 4. Drivers who turn two (2) accepted trips back in to the Supervisor of Transportation shall lose their place in the next rotation.
 - 5. Drivers shall be eligible to drive a field trip if the driver can routinely arrive at the pickup location without adjustments to their regular driving schedule. If this time is less than fifteen (15) minutes after the ending time of their regular route, the driver will forfeit the fifteen (15) minute pre-trip inspection time for the trip.
- C. All field trips shall be posted promptly in the order of the date the trip was requested. If two (2) trips were requested at the same time for that day; the longest trip will be assigned to the first person eligible that day. After a trip has been

posted and refused by an eligible driver, it will be reposted in the original order by request date.

- D. If a field trip has been posted at least six (6) hours during a workday but is still unassigned twenty-four (24) hours or less before the trip or an “ask” field trip arises twenty-four (24) hours or less before the trip, the Transportation Supervisor shall have the right to direct the least senior driver to take the trip. The driver so directed must drive the trip unless the driver has a personal obligation or family emergency. If this occurs, then the Transportation Supervisor repeats this process with the next least senior driver. A field trip taken at the direction of the Transportation Supervisor shall not affect a bus driver's position on the field trip list.
- E. A field trip request may be canceled for any reason including a decision to use alternate means of transportation. If a field trip request is canceled, the bus driver retains his/her place on the list. All field trip request cancellations which occur without notification to the bus driver involved before the bus driver reports in for the field trip shall result in payment of two (2) hours pay to each bus driver involved in the trip assignment.
- F. Departure times from the bus garage for all bus drivers with field trips shall be established by the Administration. Bus drivers shall have fifteen (15) minutes of paid time to pre-trip the bus for departure. Driving time shall start when the bus departs the bus garage. All time shall be paid at the regular field trip rate. However, when a regular driver is available for a field trip only by going directly to the field trip pick-up location from his/her last stop on his/her regular route, the following shall apply:
 - 1. The driver shall receive all regular compensation for running his/her regular route.
 - 2. The driver shall not receive the fifteen (15) minutes of paid time to pre-trip the bus for departure.
 - 3. The driver will be paid on the field trip rate from the time the field trip was scheduled to depart unless a delay in departure time was caused by the driver; in which case the field trip pay will begin at the actual field trip departure time.
 - 4. If a field trip occurs during the day where such field trip causes a delay in the driver running his/her regular route, the driver shall be paid for all time spent on the field trip but shall not be paid overtime for his/her regular route if the extended time on the regular route is caused by the field trip delay.
- G. Clean-up time fifteen (15) minutes after a field trip shall be paid at the regular field trip rate of pay unless there are special circumstances that may increase or

decrease this time. Such time shall be paid at the regular field trip rate. Layover time on field trips shall be paid at the regular field trip rate.

- H. The compensation for overnight field trips shall be the same as any regular field trip with one exception. That exception is the driver(s) shall not be compensated for eight (8) hours during the night. The driver shall be compensated for all other time. The Board shall provide overnight lodging.
- I. The present rotation system for field trips, as governed by seniority, shall not run continuously from year to year, but shall start new on the first student day of the Reynoldsburg School District calendar and end on the last student day of the Reynoldsburg School District calendar.
- J. There shall be established in the transportation center, a rotating system of assignments for summer field trips. The assignment shall be comprised of a summer listing, in the order of seniority, of the bus drivers desiring to participate in summer field trips. The summer field trip list shall begin the first day after the last day of Reynoldsburg School District Calendar and will end the day before the first day of Reynoldsburg School District Calendar. The same process that is used during the regular school year shall be used to make the summer field trip assignments and the Board will make an effort to have that process completed before the end of the school year. When the selection is determined the driver shall be called and informed of the field trip.
- K. The Transportation Supervisor shall inform drivers of their exact destination (i.e., a specific street address) on field trips and provide written directions if requested by the driver which include:
 - 1. The building or area of destination;
 - 2. The best route to take; and
 - 3. Provide all legally required trip documentation.
- L. Anyone riding a school bus who is not an authorized student or teacher must have written authorization from a responsible administrator. If there is no authorization, the driver shall refuse to transport them.
- M. The bus transportation of Reynoldsburg students, between District buildings or facilities during the regular student day, shall not be deemed a field trip unless the Administration posts such a trip as a field trip.
- N. Subcontracting of a field trip may only occur if the cost of the subcontracted services is less expensive than the field trip and if the trip destination exceeds a seventy-five (75) mile radius of Reynoldsburg.
- O. The definition of a split field trip is when a driver is required to transport students to an activity and return to the school district. A driver is required to go back to the activity and pick up the students to drive them back to the school district. These shall be bid as two (2) distinct field trips. A driver shall be compensated a

minimum of two (2) hours for each part of the trip. The driver for the first part of the split field trip shall be given first refusal for the second part of the field trip.

6.02 Assignment of Routes

- A. Driver pay will be based upon actual time worked at the driver's hourly rate of pay plus the following:
 - 1. Full-time drivers will be paid a minimum of four (4) hours per day worked.
 - 2. Morning work time begins fifteen (15) minutes before pull-out and ends when the bus is parked.
 - 3. Sufficient time to reach destination will be allotted by the Transportation Director in order for buses to arrive for the first dismissal on the route. The route will end fifteen (15) minutes after the bus is parked in order to meet federal and state mandates that all children have exited the bus and the bus is adequately prepared for the next trip.
- B. Driving assignments for the regular school year shall be chosen before the beginning of the school year by seniority beginning with the most senior driver. Assignments will be posted in the bus garage at least five (5) workdays before the day of selection. Anyone absent from this meeting may designate, in writing, another driver or the Transportation Supervisor to bid in his/her place. If a driver is absent and has not designated anyone to bid, he/she may be passed on the seniority list and assigned to any available assignment after bidding is completed. Should a driver not be able to attend this meeting day, he/she shall be required to use the appropriate leave. If a vacancy occurs after the initial assignment the vacancy shall be posted for bid and awarded to the senior bidding driver. Subsequent vacancies shall be assigned by the Transportation Supervisor or designee.
- C. When an extra route added to an original block bid conflicts with a driver's eligibility to bid on another block, he/she shall have the option to drop the extra route in order to bid on another block that is posted. The relinquished regular block and extra route, and all subsequent vacancies shall be reassigned by the Transportation Supervisor or designee.
- D. Driving assignments for all summer school routes shall be chosen, if feasible, before the end of the school year by seniority beginning with the most senior driver. No driver shall be awarded a second route unless everyone who has bid on a summer route has been awarded a route. Assignments shall be posted in the bus garage at least five (5) workdays before the last day of the regular school year. Anyone absent from this meeting may designate, in writing, another driver or the Transportation Supervisor to bid in his/her place. If a vacancy occurs after the initial assignment, the vacancy shall be offered to the next available senior driver

on the summer school bid list. The driver who accepts shall be assigned to fill the vacancy.

E. Extra Route Bidding

1. A driver may not bid on an extra route unless the driver has the time slot available. "Available" for bidding vacancies means a driver can reasonably and safely make it from one route to the next.
2. No employee may bid a route if he/she has a time conflict with the posted route. Employees whose extra routes are up for bid are still assigned to those routes and may not bid in that time slot. A driver remains responsible for the route until relieved by another driver.
3. On days that Reynoldsburg is not in session, but other schools that require Reynoldsburg transportation are in session, drivers having such routes will be expected to complete them.
4. No driver may bid on a route which would put the driver on overtime status with the added time. However, drivers shall be paid overtime in the event the actual driving time puts the driver in overtime status.
5. No driver shall exceed a daily average of 320 minutes until all drivers have the opportunity to have a daily average of 320 minutes. Then a daily average of up to 400 minutes shall be offered and no driver shall exceed a daily average of 400 minutes until all drivers have the opportunity to have a daily average of 400 minutes. Then a daily average of up to 480 minutes shall be offered.
6. Continuation pay: The driver shall be compensated continuation pay if the time between routes is less than twenty-five (25) minutes.
7. Extra route bidding shall be guaranteed forty-five (45) minutes per route for the duration of the school year.
8. Any driver who loses an extra-route because it was abolished within the six (6) week period after the annual bid shall be permitted to bump the least senior driver with regard to his/her extra route at the meeting to be held one-time after the six (6) week period. Bumping will begin with the most senior driver who has lost his/her extra route because it was abolished in the six-week period. Any driver who loses (i.e., is bumped) his/her extra work at this meeting shall be permitted at this meeting to bump the least senior driver who has an extra route that has an equal amount of minutes to the extra route that was lost due to bumping. This will continue with those who have had their extra route taken by a more senior driver. The bumping meeting will be concluded when the last impacted driver does not have seniority over any other driver to bump.

Any driver who wishes to exercise his/her bumping rights must attend this meeting or assign a designee to exercise his/her bumping rights.

- F. The Administration agrees to make every attempt to maintain the routes as bid throughout the year. The Association agrees that the Administration may add to a driver's routes when it is necessary because of shifts in the number of students. The Board agrees that if a driver's route is changed after the routes have been bid, the driver may request that his/her adjusted route be put up for bid. If another driver bids on the route, the most senior driver bidding shall exchange routes with the driver putting his/her route up for bid. If no other driver bids on said route, there shall be no change in assignment.

No driver shall be pulled from their regular driving assignment to fulfill a substitute route, unless it is operationally necessary.

- G. The Administration agrees to make every attempt to maintain the routes as bid throughout the year. The Association agrees that the Administration may reduce the routes when it is necessary because of shifts in the number of students. However, in any event, a full-time driver shall not be paid less than four (4) hours per day.

- H. Midday routes shall be posted and bid separately from all other routes as it has been the practice in the District. Midday routes shall be defined as a route driven to transport students between AM and PM routes, including midday shuttles (currently, between 9:30AM and 1:00PM).

- I. During the school year, in the event additional work becomes available and no current driver is able to drive the additional routes, a part-time driver may be employed by the Board to drive. In any case, a driver with less than four (4) hours shall be given all new available routes (provided the driver is available to drive the routes) before another part-time driver is employed. Once a part-time driver obtains four (4) hours per day on a regular basis, he/she shall be moved to full-time status. All other provisions of 6.02 apply to this Section.

- J. In the event that a driver for an "extra" route is absent for three (3) consecutive days or more, that route shall be awarded to the most senior available driver requesting said route for the duration of the absence. The most senior available driver means that the driver can drive the extra route without interfering with the driver's assigned routes. For absences less than three (3) days, the route will be awarded on a rotation based on seniority.

- K. When Reynoldsburg is in session and there is a scheduled school day off for an out of district school, the driver assigned to that route will be required to report to work and will receive such pay as if the routes had been driven. On these days drivers must report to work and may be assigned to answer phones, do paperwork, clean inside of driver's bus, or substitute drive at the discretion of the Transportation Supervisor.

- L. Any extra work that is not otherwise addressed in any other provisions of this Agreement shall be awarded based on seniority rotation.

6.03 Adverse Weather

It shall be the duty of the Business Manager to ascertain road conditions during the periods of adverse weather and make recommendations to the Superintendent. The Superintendent shall make all final decisions about school being in session.

6.04 Assignment of Buses

Buses shall be assigned by route based upon the needs of the District. Such assignments shall be made and published prior to the Bus Driver Workshop held prior to the opening of school. The assigned bus will not change unless it is more economical or efficient to reassign to a different route. Should a new bus become available after the initial bid, those buses will be assigned at the direction of the administration. The following year, the buses will be distributed by seniority and in the most economical and efficient means. This means that a bus does not “follow” a route and that a bus may change from year-to-year for economic or efficient reasons.

6.05 Bus Drivers' Workshop

The date of the annual bus drivers' workshop held prior to the opening of the school year shall be posted within five (5) workdays prior to the last school day of the current year and shall be scheduled in the month of August.

6.06 Bus Safety

- A. Bus drivers shall use ZONAR to pre-trip to report defects. A driver will be notified by his/her supervisor/designee within one (1) work day if the ZONAR did not submit. If the notification is not given to the driver, the driver shall not be disciplined for any deficiencies in that pre-trip. Should ZONAR not be available, a three- (3) part reporting form shall be implemented for reporting necessary repairs by the bus driver. One copy shall be retained by the driver and the remaining two (2) copies submitted to the Transportation Supervisor. Upon completion of the repair/replacement, a copy shall be returned to the driver indicating the completion of the repair/replacement.
- B. If a driver considers a bus to be unsafe, he/she shall report such fact to the Transportation Supervisor who shall cause such bus to be immediately inspected. If the Transportation Supervisor determines the bus to be safe, he/she shall so advise the bus driver in writing who shall drive the assigned bus unless such bus driver in good faith believes the bus endangers the health and/or safety of the passengers, bus driver or third parties. Any driver who unreasonably refuses to drive a bus determined to be safe shall be subject to disciplinary action.

- C. Employees whose job responsibility includes driving a motor vehicle must maintain a personal and professional driving record with total points at any one time not to exceed six (6). Accumulation of points beyond six (6) will subject the driver to disciplinary action. Drivers shall be insurable by the Board's insurance carrier.

6.07 Student Medical Information

Bus drivers shall be given all pertinent medical information concerning students they transport.

6.08 Bus Mechanic Tools

A basic set of Board-owned tools will be available to bus mechanics for use in the bus compound.

6.09 Unassigned Driver Position

Unassigned drivers shall not be eligible to bid on field trips.

6.10 Additional Training

When a driver is required to take routine additional training to maintain certification, the Board shall pay the driver their hourly rate for each classroom hour of instruction. This shall not apply when the training is remediation due to a driver's deficiencies or poor driving record.

ARTICLE VII -- SENIORITY

7.01 Seniority Defined

- A. "District-wide seniority" shall be defined as the length of regular employment of an employee with the Board as computed from the employee's most recent date of hire into a bargaining unit position.
- B. "Job classification seniority" shall be defined as the length of employment by an employee in a particular job classification as a regular employee computed from the employee's most recent date of entry into such job classification.
- C. Employees changing job classifications shall retain their seniority in their former job classification for a period of six (6) months.
- D. Qualifications are to be determined by the designated representative of the Board.
- E. Probationary employees shall have no seniority until the completion of their probationary period, at which time seniority shall revert to the first day worked.

7.02 Posting of Vacancies

- A. A notice indicating that a permanent job opening in a school or administrative headquarters exists (or is expected to exist), setting forth the job qualifications required and the location of the school or building involved, shall be posted on the District's website for five (5) days. In addition, the vacancy notice shall be sent to the Association President.
- B. Within two (2) workdays after the last date of posting, employees with job classification seniority having the requisite qualifications may apply for such opening by sending a written request for transfer to the Business Manager.
- C. The job opening shall be awarded to the qualified applicant having the highest job classification seniority. However, this provision shall not apply when filling Educational, Library/Media, and Health Paraprofessional positions.
- D. All employees desiring a posted job must request the job by written request even if they have on file a permanent request for transfer.
- E. This section shall not apply to bus drivers. Bus drivers are covered under Article VI.

7.03 Transfers

- A. After a vacancy has been filled by transfer under the above procedure, the Board shall be required to post the next job vacancy resulting from such transfer, but shall not be required to post further vacancies.
- B. Nothing in the foregoing procedure for filling further job vacancies shall detract from the right of the Board to temporarily fill job vacancies until such time as a permanent replacement is secured.
- C. Involuntary Transfers

1. Involuntary Transfers Not Related to Job Performance Problems

The Superintendent shall have the authority to involuntarily transfer employees to a different position in the District within the same classification. A transfer shall be defined as a change in 1) job site; or 2) work shift. The affected employee(s) shall receive advance notice at least five (5) days prior to the effective date of the transfer. After an effort is made to make a voluntary transfer, an involuntary transfer may occur by transferring the least senior person in the needed job classification.

2. Involuntary Transfers Related to Job Performance Problems

In the event it is necessary to involuntarily transfer an employee because of job performance, such a transfer may occur for good cause.

ARTICLE VIII -- EMPLOYMENT

8.01 Civil Service Regulations

Civil service laws and regulations shall be applied to the conducting and grading of civil service examinations, the rating of candidates, the establishment of eligibility lists from the examination and the original appointments from such eligibility lists.

8.02 Examinations

Applicants for a position for which an examination is being given, having qualifications to take the examination, shall be released from school duties to take their examination without loss of pay if such examination is only administered during working hours.

8.03 Training Program

A training program for each classification will be established to train new employees. This will not generate any new jobs in the schools.

ARTICLE IX -- REDUCTION IN FORCE

9.01 General Provisions

- A. Layoff of employees and reduction in the number of employee positions shall be in accordance with the reasons and procedures appearing in Chapter 124 of the Ohio Revised Code.
- B. The Board agrees to provide a thirty- (30) day advanced written notice to the Association prior to the effective date of a reduction.
- C. Whenever it becomes necessary to reduce the number of employees, layoff in the classification(s) affected shall first be accomplished by attrition.
- D. Additional layoffs shall occur in inverse order of seniority within affected classifications.

9.02 Seniority and Seniority List

A. Seniority

Seniority for layoff purposes shall be District-wide seniority as defined in Article VII of this Agreement.

B. Seniority List

1. A seniority list based upon district-wide seniority, shall be prepared by the Board and given to the Association by October 15 annually. Challenges to placement on the list must be delivered to the Board by November 15.
2. Challenges to the seniority list must be filed within thirty (30) days after publication of the list or the list shall be deemed to be accurate and valid.

9.03 Classification Series and Classifications

The following classification series and classifications shall be used for the purpose of defining classification in issues relative to seniority, layoff, and recall privileges:

A. Cafeteria Classification Series

1. Head Cook II
2. Head Cook I
3. Cook

B. Building Administrative Secretary Classification

C. Educational/Health/Library/Media Paraprofessional Classification

D. Aide Classification

E. Transportation Classification

F. Maintenance Classification

G. Mechanic Classification

H. Custodial Classification Series

- Head Custodian II
- Head Custodian I
- Custodian

I. Groundskeeper

J. Security

9.04 Displacement Rights

- A. Each laid-off employee possessing more District-wide seniority shall displace the employee with the least District-wide seniority in the next lower classification or successively lower classifications in the same classification series.

- B. Any employee displaced by an employee possessing more District-wide seniority shall displace the employee with the least District-wide seniority in the next lower classification or successively lower classifications in the same classification series. This process shall continue, if necessary, until the employee with the least District-wide seniority in the lowest classification of the classification series has been reached and, if necessary, laid off.
- C. Employees shall notify the Board of their intention to exercise their displacement rights, within five (5) days after receiving written notice of layoff from the Superintendent or designee.
- D. No employee may displace an Educational, Health, or Library/Media Paraprofessional without the Superintendent's approval. Any Educational, Health, or Library/Media Paraprofessional who is displaced due to a reduction in force may displace the least senior aide in the Aide Classification Series.

9.05 Recall Rights

- A. The Administration shall prepare a reinstatement list for any classification in which a lay-off occurs. This list shall be prepared within five (5) days of any employee(s) being laid off. A copy of this list shall be sent to the Association President within five (5) days after the list is completed.
- B. In refilling vacancies caused by such layoffs, employees shall be recalled in reverse order of layoff. Employees who are on the recall list shall also be first offered any seasonal work in the same manner as above. Any employee who declines to accept any seasonal and/or substitute work in the employee's classification shall maintain all recall rights.
- C. An employee on layoff shall maintain his/her recall rights for a period of two (2) years from the date of layoff.
- D. Any employee who is offered and who declines reinstatement when a vacancy occurs or who fails to respond to the Board's written notification mailed to the Association member's address by certified mail "return receipt requested" within ten (10) days after receipt of same shall forfeit all recall rights with the District.
- E. It shall be the responsibility of the employee to keep the Administration informed of any address changes while in a RIF'd status.

ARTICLE X -- DISCIPLINARY PROCEDURE

- 10.01 All disciplinary action shall be in accordance with the civil service laws of the State of Ohio. Suspensions of less than four (4) days shall not occur for reasons which are arbitrary, capricious or discriminatory.

10.02 Employees may be terminated at any time during their probationary period with prior notice to the employee. Probationary employees may be terminated without showing of cause at any time during the probationary period.

10.03 A probationary employee is as defined in Section 1.03(C) of this Agreement.

ARTICLE XI -- COMPENSATION

11.01 Wages and Wage Schedules

- A. The hourly wages for all employees shall be pursuant to Appendix A of this Agreement.
- B. The following across-the-board percentage increases will be implemented in the new merged salary schedule:

School Year	Percentage Increase
2018-19	4% (retroactive to 7/1/2018: paid in lump sum)
2019-20	1.5%
2020-21	2%

- C. Wage schedule steps frozen in the past will not be restored in the future.
- D. The Board will pay a one-time, lump sum signing bonus to each member of the bargaining unit paid at the rate of Two Hundred Dollars (\$200.00).

11.02 Bus Driver Trainee Pay

All bus driver trainees shall be paid for riding buses as observers and learning routes at the rate of One Dollar (\$1.00) per trip.

11.03 Field Trip and Extracurricular Trip Pay

The wage rate for field trips and extracurricular trips for Bus Drivers will be Fifteen Dollars (\$15.00) per hour.

11.04 Paydays

- A. Salaries will be paid on the basis of twenty-four (24) equal installments paid on the 10th and 25th of each month.
- B. If a payday falls on a day that schools are scheduled to be closed (i.e., holiday or weekend), checks will be electronically deposited the prior business day.
- C. Supplemental earnings submitted to the Treasurer's Office during the current pay period will be included in the following pay period.

- D. Mandatory direct deposit of employee paychecks to the financial institution of the employee's choice shall be administered. In the event that the pay date falls on a holiday, the electronic transfer shall take place the workday prior to the holiday.

11.05 Call In Pay

Any employees called in to work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours' pay at the appropriate rate of pay under this Agreement.

11.06 Classification Pay

Any member of the bargaining unit assigned by his/her supervisor to perform work in a higher classification shall be paid at the hourly rate of the higher classification for hours worked when he/she performs work for one (1) day.

11.07 Compensation Rates for Special Activities

Food service employees working for special activities will be paid an hourly rate of Fourteen Dollars (\$14.00) per hour.

11.08 Payroll Deductions

Upon proper authorization from each individual involved, the Board shall administer the following payroll deductions:

- A. Dues for the recognized bargaining agent -- any member choosing to discontinue membership must notify the Board and the Association Treasurer in writing between September 1 and September 15 annually.
- B. Tax-sheltered annuities.
- C. Franklin County School Employees Federal Credit Union.
- D. Board-sponsored medical and life insurance policies.
- E. EPAC contributions.
- F. United Way.
- G. Any other deduction mutually agreed to by the Board and the Association.

11.09 SERS Tax Deferral Pickup

The Board shall pick up (assume and pay) contributions to the School Employees' Retirement System (SERS) on behalf of the employees in the Association on the following terms and conditions:

- A. The amount to be picked up and paid on behalf of each employee shall be the total employee contribution. The employee's annual compensation shall be reduced by an amount equal to the amount picked up and paid by the Board.
- B. The pickup percentage shall apply uniformly to all employees.
- C. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pickup.
- D. The pickup shall apply to all compensation including supplemental earnings.
- E. If the Internal Revenue Service or other governmental entity declares the pickup not to be tax deferred, this section shall be null and void, and the SERS contribution procedure in place prior to the effective date of this provision shall be in effect.

11.10 Placement on the Wage Rate Schedule

A. Initial Placement for New Employees

Credit for prior experience in the same or substantially the same job classification may be granted to employees new to the District at the discretion of the Board.

B. Placement for Regular Employees

1. Experience for purposes of placement on the wage schedule shall be defined as the total number of school years a person has worked in the same or substantially the same job classification as the job they are seeking. A year of work experience shall not be less than one hundred seventy-five (175) days for eleven (11) and twelve (12) month employees and not less than one hundred twenty (120) school days in any school year for nine (9) and ten (10) month employees.
2. When an employee bids for and is awarded a position in a job classification which has a higher wage rate schedule and which is substantially different from the position which he/she previously held, the employee shall be placed on the wage rate schedule of the new classification in such a manner that the employee shall not suffer a reduction in his/her hourly wage rate as a result of said placement.

ARTICLE XII -- FRINGE BENEFITS

12.01 Hospitalization, Surgical and Major Medical Insurance

- A. The Board will provide hospitalization, surgical and major medical insurance benefits to full-time employees. All regular employees working less than full time but at least twenty (20) hours per week shall receive the same coverage with the

Board paying a prorated share, based upon the proportion of full-time hours of the scheduled contribution rate for full-time employees, except as provided below for paraprofessionals and aides. (See Appendix F for a summary of insurance specifications.)

- B. Any insurance changes agreed to by the REA during negotiations shall also be implemented at the same time as implemented for the REA bargaining unit, except that, effective February 1, 2019, the premium paid by members of the RSSA bargaining unit shall be ten percent (10%) of the total insurance premium.

The prorated share of premiums for paraprofessionals and aides only shall be as follows:

0.90 to 1.0 = Full-time rate for single and family;

0.75 to 0.89 = Two (2) times full-time rate for single; two and one-half (2.5) times full-time rate for family;

0.50 to 0.74 = Five (5) times full-time rate for single and family;

Less than 0.50 = No coverage.

C. Second Surgical Opinion Expenses

1. This plan pays a benefit for charges of a physician for a second surgical opinion on the need or advisability of performing a surgical or oral procedure for which the charges are a covered medical expense; which is recommended by the first physician who proposed to perform the surgery; and which is non-emergency. Non-emergency means the procedure can be postponed without undue risk to the patient.
2. A benefit is also payable for charges made for a third surgical opinion if the second surgical opinion does not confirm the recommendation of the first physician who proposed to perform the surgery.
3. A surgical opinion is an exam of the individual; x-ray and lab work; and a written report by the physician who is rendering the opinion.
4. The surgical opinion must both be performed by a physician who is certified by the American Board of Surgery or other specialty board; and take place before the date the surgery is scheduled to be performed.
5. Surgical opinion benefits are not payable for an opinion if the physician rendering the surgical opinion is associated or in practice with the first physician who recommended and proposed to perform the surgery.
6. If, in connection with one of the following surgical procedures when it is non-emergency in nature, a surgical opinion which would be covered

under the plan is not obtained before surgery; or the only surgical opinion obtained is rendered by a physician associated or in practice with the first physician who recommended and proposed to perform the surgery; then the benefit payable for the charges incurred for the performance of the surgical procedure under any other part of this plan will be at the rate of fifty percent (50%) after the deductible:

Hysterectomy	Prostatectomy
Knee Surgery	Cholecystectomy
Tonsillectomy	Cataract Removal
Adenoidectomy	Herniorrhaphy
Hemorrhoidectomy	Hip Surgery
Submucous Resection	Laminectomy

D. Certification for Hospital Admissions

If an individual becomes confined in a hospital as a full-time inpatient; and the insurance carrier has not certified that such confinement (or any day of such confinement) is necessary; then expenses incurred on any day not certified during the confinement will be paid as follows:

1. With respect to Major Medical Expense Coverage:
 - a. With respect to expenses for hospital room and board:
 - 1) If certification has been requested and denied, or if certification has not been requested and the confinement is not necessary, no benefits will be paid under this Major Medical Expense Coverage.
 - 2) If certification has not been requested and the confinement is necessary, benefits will be paid under this Major Medical Expense Coverage at fifty percent (50%) after any deductible rather than at the coinsurance percentage.
 - b. With respect to other Covered Medical Expenses, benefits will be paid under this Major Medical Expense Coverage at the coinsurance percentage after any deductible.
2. With respect to Basic Medical Expense Coverage:

No benefits will be paid under Basic Medical Expense Coverage for expenses for hospital room and board. Benefits for all other expenses will be paid under Basic Medical Expense Coverage on the same terms as would apply in the absence of this Certification for Hospital Admissions.
3. Whether or not a day of confinement is certified, no benefit will be paid for expenses incurred on any day of confinement as a full-time inpatient if

excluded by any other terms of this plan; except that, if certification has been given for a day of confinement, the exclusion of services and supplies because they are not necessary will not be applied to expenses for hospital room and board.

4. Certification of days of confinement can be obtained as follows:
 - a. If the admission is a non-urgent admission, the employee must get the days certified by calling the insurance carrier at a toll-free number provided to each employee. This must be done at least fourteen (14) days before the date the individual is scheduled to be confined as a full-time inpatient.
 - b. If the admission is an emergency or an urgent admission, the employee, the employee's physician or the hospital must get the days certified by calling the carrier at the toll-free number provided. This must be done before the start of a confinement as a full-time inpatient which requires an urgent admission; or not later than forty-eight (48) hours following the start of a confinement as a full-time inpatient which requires an emergency admission; unless it is not possible for the physician to request certification within that time. In that case, it must be done as soon as reasonably possible.
 - c. In the event the confinement starts on a Friday or Saturday, the forty-eight (48) hours requirement will be extended to seventy-two (72) hours.

5. Definitions

- a. "Emergency admission" is defined as an admission where the physician admits the individual to the hospital due to a sudden and unexpected change in the individual's physical or mental condition which is severe enough to require immediate confinement as an inpatient in a hospital.
- b. "Urgent admission" is defined as an admission where the physician admits the individual to the hospital due to the onset of or change in a disease; or the diagnosis of a disease; or an injury caused by an accident, which, while not needing an emergency admission, is severe enough to require confinement as an inpatient in a hospital within two (2) weeks from the date the need for confinement becomes apparent.
- c. "Non-urgent admission" is defined as an admission which is not an emergency admission or an urgent admission.

6. If, in the opinion of the individual's physician, it is necessary for the individual to be confined for a longer time than already certified, then the employee, the employee's physician, or the hospital may get more days certified by calling the carrier at the toll-free number provided. This must be done no later than on the last day that has already been certified. Written notice of the number of days will be sent promptly to the hospital. A copy will be sent to the employee and to the physician.

12.02 Term Life Insurance

Term life insurance shall be provided for full-time employees at the rate of:

A. Group Term Life Basis

Forty Thousand Dollars (\$40,000). For part-time regular employees who work at least fifty-percent (50%) of the full-time hours as defined in Article I, the Board will purchase fifty percent (50%) of the above-defined benefit.

B. Accidental Death and Dismemberment

Forty Thousand Dollars (\$40,000).

12.03 Dental Insurance and Appendix G

A. The Board will pay all except Five Dollars (\$5.00) per month of the family dental plan premium for full-time employees.

B. The level of coverage will equal or exceed the coverage provided by Oasis Dental Improvement Plan. (See Appendix G for summary of insurance specifications.)

12.04 Vision Care Insurance

A. The Board agrees to provide vision care insurance to full-time employees. The Board will pay one hundred percent (100%) of the single plan premium and ninety percent (90%) of the family plan premium. The levels of benefits of this plan are as follows:

<u>Item</u>	<u>Level of Benefit</u>
Eye Examination	\$30.00
Single Lenses	40.00
Bifocal/Trifocal Lenses	50.00
Contact Lenses	60.00
Frames	30.00

B. The plan will pay for one (1) eye examination and the fitting of one (1) pair of lenses and frames, or one (1) pair of contact lenses, in accordance with the above benefit schedule within a twenty-four (24) month period.

12.05 Severance Pay

All classified employees in the District will be eligible for severance pay at the time of their retirement from the District in accordance with the following procedure:

- A. To be eligible for severance pay, a classified employee must indicate in writing that his/her reason for termination of employment is retirement from school service. The effective date of retirement must be no later than the end of the next semester following the termination, and the employee must be eligible for retirement by that date, in accordance with the requirements of SERS.
- B. Severance pay will be based on the number of the accrued but unused sick leave days the employee has accumulated at the date of termination. The employee will be paid one-fourth ($\frac{1}{4}$) of the value of the unused sick leave days up to a maximum of seventy (70) days' severance pay in Part A above.
- C. Severance pay will be based on the employee's salary at the time of retirement with the salary calculated on a daily rate in relation to the number of workdays in the employee's contract year. Severance pay shall be based on the employee's salary for regular duties and shall not include compensation earned for supplemental duties.
- D. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee.
- E. Payments for severance pay shall be made January 25th following the effective date of retirement with SERS.
- F. If an employee is employed by the Board at the time of his/her death, severance pay shall be paid in accordance with this provision to the surviving spouse or the estate of said employee.

12.06 Mileage Reimbursement

Classified employees who are required to travel within the District in their automobiles to conduct official school business shall be reimbursed at the Internal Revenue Service established rate.

12.07 Insurance Committee

- A. An insurance committee shall be created which consists of members from the Administration, RSSA, and REA. The administration may select up to three (3) members, the RSSA may select up to three (3) members, and the REA may select up to three (3) members.
- B. The purpose of the Committee shall be to make recommendations designed to optimize the quality of health care available to District employees and improve

cost effectiveness of the health insurance program. The Committee shall meet at least once each quarter during the year. Committee members shall review data, work with the District insurance consultant, collaborate on making recommendations for changes in plan design, review bids by insurance companies, and ultimately consider recommending plan changes to their respective constituencies.

ARTICLE XIII -- INDIVIDUAL, ASSOCIATION AND BOARD RIGHTS

13.01 Individual Rights

- A. Employees will not be discriminated against in any way in the exercise of their employment rights or their rights under this Agreement because of race, color, creed, national origin, age, sex, religion, ancestry, handicap or physical disability.
- B. An employee shall be entitled upon his/her request to have an Association representative present when the employee is being given a formal written reprimand or is being given a recommendation that such employee resign or take a leave of absence without pay.
- C. Requirements for employees to remain qualified for their current assignment, which are established by Board policy or law after the employee's initial date of hire and which result in costs, shall be paid or reimbursed to the employee by the Board.

13.02 Association Rights

- A. The Association, through its designated spokesperson, shall have the right at any regular meeting of the Board to speak, pursuant to Board policy, on any issue.
- B. The President and Vice President of the Association may obtain one (1) copy each of the Board meeting agenda at the Central Office. Minutes and monthly financial statements may be picked up after Board approval and as soon as they are available at the Central Office. These materials will be placed in the Association mailbox in the Central Office.
- C. Upon request by the Association, the Association will be given the names and addresses of new employees following Board approval of their contracts, provided the individuals give approval in writing on the standard form.
- D. The Association may use the interschool mail service for Association matters.
- E. An employee elected to state or national office of a bona fide organization is eligible for a leave of absence without pay for the term in office. Employees will not receive Board-paid fringe benefits during the leave of absence but may continue any fringe benefits through the Board, provided the group rate of the benefit program is paid by the employee. Upon the return to service of the

employee at the expiration of a leave of absence, the employee shall resume the contract status which he/she held prior to such leave.

- F. The Association or any committee thereof shall have the right to use buildings and facilities for Association meetings after the school workday. Bus drivers shall be provided fifteen (15) minutes between routes each month and a room to conduct union business. Upon the approval of the principal, the Association may use the building and facilities when students are not in the building. The Association may use the buildings with no rental charge, except that when the custodians are not normally on duty, the Association shall reimburse the Board for custodial costs. Normal building reservation procedures will be followed.
- G. The Association may use the following school facilities and equipment without charge:
 - 1. A designated bulletin board in each building.
 - 2. The public address system for brief meeting announcements outside student school hours.
 - 3. Computer, printers, and audio-visual equipment.
 - 4. Mailboxes for distribution of Association materials.
- H. The Association shall reimburse the Board for all consumable supplies at the rate established for non-instructional use.
- I. The Association shall assume financial responsibility for loss, theft, or willful destruction of equipment while in use by the Association.
- J. An employee may discuss an individual problem with an Association representative during his/her unassigned time, if necessary. No employee may leave his/her assigned building for a grievance meeting except during unassigned time.
- K. The conduct of Association business shall not interfere with assigned duties. Any representative from outside a building shall check in with the principal's office in accordance with state law and Board policy.
- L. The President of the Association shall receive prior notice of all special or regular meetings of the Board.

13.03 Board Rights

The Association recognizes that the Board has the responsibility and authority to manage and direct on behalf of the public all the operations and activities of the District to the full extent authorized by law. The exercise of these powers, rights, authority, duties and

responsibilities by the Board in the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the terms of this Agreement and Ohio law.

ARTICLE XIV -- EMERGENCY LEAVE FUND

- 14.01 An emergency leave fund will be established on an as-needed basis. Each member of the bargaining unit may voluntarily donate a maximum of two (2) accumulated but unused emergency leave day to an Emergency Leave Fund.
- 14.02 All new bargaining unit members shall be eligible for enrollment in the emergency leave fund and may enroll by donating one (1) emergency leave day to the fund.
- 14.03 The Superintendent and the RSSA President shall mutually determine eligibility for persons who apply for use of paid leave from the Emergency Leave Fund. Such eligible employees must have exhausted all of their sick leave accumulation and must have a serious or catastrophic illness or injury personally or in their immediate family.
- 14.04 The donations to the Emergency Leave Fund shall not be counted as a day of absence for attendance incentive pay.
- 14.05 The maximum number of days in the fund shall not exceed twice the number of members in the bargaining unit.
- 14.06 Days remaining in the fund at the end of a school year shall remain in the fund and shall not be counted against the maximum number of days established in Article XIV(E).

ARTICLE XV -- JOINT SAFETY COMMITTEE

- 15.01 A joint safety committee shall be established to review safety concerns in the District. The committee will consist of six (6) members, three (3) appointed by the Superintendent and three (3) appointed by the Association President, and shall serve for a one (1) year term.
- 15.02 The committee will meet quarterly or upon the request of any member of the committee.
- 15.03 The committee will evaluate the concerns presented to them, and will make recommendations to the Superintendent to alleviate the concern if the committee determines that the concern has merit.

ARTICLE XVI -- CLOTHING ALLOWANCE – MAINTENANCE AND MECHANIC

- 16.01 Each person working in a Maintenance and Mechanic and Custodian position shall receive a Three Hundred Twenty-Five Dollar (\$325.00) clothing allowance each year. Funds will be provided by September 1, or within thirty (30) days of hiring.

16.02 Each person that is required to perform grounds keeping work shall receive a Three Hundred Twenty-Five Dollar (\$325.00) clothing allowance each year.

ARTICLE XVII -- DURATION AND INTENT OF AGREEMENT

17.01 Agreement

This Agreement represents the full understanding and commitment between the parties and replaces all previous Agreements relative to items contained herein. This Agreement may only be added to, deleted from, or otherwise changed by an Agreement properly signed by each party.

17.02 Printing of the Agreement

Subsequent to the ratification of this Agreement, the Agreement shall be prepared by the Board. After the document has been approved by the parties, the Agreement shall be reduced in size and printed and each member of the bargaining unit shall receive one (1) copy of the final printed Agreement. The parties agree that the document, once approved, shall not be retypeset and that said contract shall have a cover. The cost of such printing shall be shared equally the Board and the Association.

17.03 The Board will provide a copy of the Agreement to new members of the bargaining unit.

17.04 Duration

The parties agree to enter into a successor negotiated Agreement with a duration of July 1, 2018, through June 30, 2021.

ARTICLE XVIII -- SIGNATURES

IN WITNESS WHEREOF, the parties hereto have set their hands this ____ day of _____, 20____, at Reynoldsburg, Ohio.

FOR THE BOARD:

FOR THE RSSA:

Board President

President, RSSA

Board Member

Negotiating Team Member

Board Member

Negotiating Team Member

Superintendent

Negotiating Team Member

Treasurer

Negotiating Team Member

Director of Operations and Services

Negotiating Team Member

APPENDIX A

Educ/Health/Lib Parapros			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$14.33	\$14.54	\$14.83
1	\$14.64	\$14.86	\$15.16
2	\$14.97	\$15.19	\$15.49
3	\$15.28	\$15.51	\$15.82
4	\$15.64	\$15.87	\$16.19
5	\$16.02	\$16.26	\$16.59
6	\$16.39	\$16.64	\$16.97
7	\$16.80	\$17.05	\$17.39
8	\$16.97	\$17.22	\$17.56
9	\$17.14	\$17.40	\$17.75
10	\$17.49	\$17.75	\$18.11
11	\$17.49	\$17.75	\$18.11
12	\$17.49	\$17.75	\$18.11
13	\$17.49	\$17.75	\$18.11
14	\$17.49	\$17.75	\$18.11
15	\$17.74	\$18.01	\$18.37
16	\$17.74	\$18.01	\$18.37
17	\$17.74	\$18.01	\$18.37
18	\$17.74	\$18.01	\$18.37
19	\$17.74	\$18.01	\$18.37
20	\$20.02	\$20.32	\$20.73
21	\$20.02	\$20.32	\$20.73
22	\$20.02	\$20.32	\$20.73
23	\$20.02	\$20.32	\$20.73
24	\$20.02	\$20.32	\$20.73
25+	\$21.87	\$22.20	\$22.64

Aides			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$12.93	\$13.12	\$13.38
1	\$13.25	\$13.45	\$13.72
2	\$13.56	\$13.76	\$14.04
3	\$13.87	\$14.08	\$14.36
4	\$14.23	\$14.44	\$14.73
5	\$14.59	\$14.81	\$15.11
6	\$14.96	\$15.18	\$15.48
7	\$15.37	\$15.60	\$15.91
8	\$15.53	\$15.76	\$16.08
9	\$15.69	\$15.93	\$16.25
10	\$16.05	\$16.29	\$16.62
11	\$16.05	\$16.29	\$16.62
12	\$16.05	\$16.29	\$16.62
13	\$16.05	\$16.29	\$16.62
14	\$16.05	\$16.29	\$16.62
15	\$16.30	\$16.54	\$16.87
16	\$16.30	\$16.54	\$16.87
17	\$16.30	\$16.54	\$16.87
18	\$16.30	\$16.54	\$16.87
19	\$16.30	\$16.54	\$16.87
20	\$18.42	\$18.70	\$19.07
21	\$18.42	\$18.70	\$19.07
22	\$18.42	\$18.70	\$19.07
23	\$18.42	\$18.70	\$19.07
24	\$18.42	\$18.70	\$19.07
25+	\$20.06	\$20.36	\$20.77

APPENDIX A
(continued)

Cook			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$12.81	\$13.00	\$13.26
1	\$13.10	\$13.30	\$13.57
2	\$13.42	\$13.62	\$13.89
3	\$13.69	\$13.90	\$14.18
4	\$13.97	\$14.18	\$14.46
5	\$14.33	\$14.54	\$14.83
6	\$14.66	\$14.88	\$15.18
7	\$14.96	\$15.18	\$15.48
8	\$15.19	\$15.42	\$15.73
9	\$15.33	\$15.56	\$15.87
10	\$15.68	\$15.92	\$16.24
11	\$15.68	\$15.92	\$16.24
12	\$15.68	\$15.92	\$16.24
13	\$15.68	\$15.92	\$16.24
14	\$15.68	\$15.92	\$16.24
15	\$15.94	\$16.18	\$16.50
16	\$15.94	\$16.18	\$16.50
17	\$15.94	\$16.18	\$16.50
18	\$15.94	\$16.18	\$16.50
19	\$15.94	\$16.18	\$16.50
20	\$17.47	\$17.73	\$18.08
21	\$17.47	\$17.73	\$18.08
22	\$17.47	\$17.73	\$18.08
23	\$17.47	\$17.73	\$18.08
24	\$17.47	\$17.73	\$18.08
25+	\$19.60	\$19.89	\$20.29

Head Cook I			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$13.33	\$13.53	\$13.80
1	\$13.56	\$13.76	\$14.04
2	\$13.89	\$14.10	\$14.38
3	\$14.16	\$14.37	\$14.66
4	\$14.49	\$14.71	\$15.00
5	\$14.83	\$15.05	\$15.35
6	\$15.14	\$15.37	\$15.68
7	\$15.45	\$15.68	\$15.99
8	\$15.68	\$15.92	\$16.24
9	\$15.82	\$16.06	\$16.38
10	\$16.19	\$16.43	\$16.76
11	\$16.19	\$16.43	\$16.76
12	\$16.19	\$16.43	\$16.76
13	\$16.19	\$16.43	\$16.76
14	\$16.19	\$16.43	\$16.76
15	\$16.41	\$16.66	\$16.99
16	\$16.41	\$16.66	\$16.99
17	\$16.41	\$16.66	\$16.99
18	\$16.41	\$16.66	\$16.99
19	\$16.41	\$16.66	\$16.99
20	\$18.54	\$18.82	\$19.20
21	\$18.54	\$18.82	\$19.20
22	\$18.54	\$18.82	\$19.20
23	\$18.54	\$18.82	\$19.20
24	\$18.54	\$18.82	\$19.20
25+	\$20.52	\$20.83	\$21.25

APPENDIX A
(continued)

Head Cook II			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$13.42	\$13.62	\$13.89
1	\$13.70	\$13.91	\$14.19
2	\$13.99	\$14.20	\$14.48
3	\$14.28	\$14.49	\$14.78
4	\$14.58	\$14.80	\$15.10
5	\$14.93	\$15.15	\$15.45
6	\$15.25	\$15.48	\$15.79
7	\$15.54	\$15.77	\$16.09
8	\$15.79	\$16.03	\$16.35
9	\$15.91	\$16.15	\$16.47
10	\$16.27	\$16.51	\$16.84
11	\$16.27	\$16.51	\$16.84
12	\$16.27	\$16.51	\$16.84
13	\$16.27	\$16.51	\$16.84
14	\$16.27	\$16.51	\$16.84
15	\$16.54	\$16.79	\$17.13
16	\$16.54	\$16.79	\$17.13
17	\$16.54	\$16.79	\$17.13
18	\$16.54	\$16.79	\$17.13
19	\$16.54	\$16.79	\$17.13
20	\$18.69	\$18.97	\$19.35
21	\$18.69	\$18.97	\$19.35
22	\$18.69	\$18.97	\$19.35
23	\$18.69	\$18.97	\$19.35
24	\$18.69	\$18.97	\$19.35
25+	\$20.66	\$20.97	\$21.39

Custodian			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$14.91	\$15.13	\$15.43
1	\$15.27	\$15.50	\$15.81
2	\$15.66	\$15.89	\$16.21
3	\$16.02	\$16.26	\$16.59
4	\$16.41	\$16.66	\$16.99
5	\$16.83	\$17.08	\$17.42
6	\$17.26	\$17.52	\$17.87
7	\$17.71	\$17.98	\$18.34
8	\$17.88	\$18.15	\$18.51
9	\$18.05	\$18.32	\$18.69
10	\$18.28	\$18.55	\$18.92
11	\$18.28	\$18.55	\$18.92
12	\$18.28	\$18.55	\$18.92
13	\$18.28	\$18.55	\$18.92
14	\$18.28	\$18.55	\$18.92
15	\$18.52	\$18.80	\$19.18
16	\$18.52	\$18.80	\$19.18
17	\$18.52	\$18.80	\$19.18
18	\$18.52	\$18.80	\$19.18
19	\$18.52	\$18.80	\$19.18
20	\$20.94	\$21.25	\$21.68
21	\$20.94	\$21.25	\$21.68
22	\$20.94	\$21.25	\$21.68
23	\$20.94	\$21.25	\$21.68
24	\$20.94	\$21.25	\$21.68
25+	\$22.85	\$23.19	\$23.65

APPENDIX A
(continued)

Head Custodian I			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$15.35	\$15.58	\$15.89
1	\$15.72	\$15.96	\$16.28
2	\$16.11	\$16.35	\$16.68
3	\$16.46	\$16.71	\$17.04
4	\$16.87	\$17.12	\$17.46
5	\$17.28	\$17.54	\$17.89
6	\$17.69	\$17.96	\$18.32
7	\$18.17	\$18.44	\$18.81
8	\$18.34	\$18.62	\$18.99
9	\$18.52	\$18.80	\$19.18
10	\$18.70	\$18.98	\$19.36
11	\$18.70	\$18.98	\$19.36
12	\$18.70	\$18.98	\$19.36
13	\$18.70	\$18.98	\$19.36
14	\$18.70	\$18.98	\$19.36
15	\$18.96	\$19.24	\$19.62
16	\$18.96	\$19.24	\$19.62
17	\$18.96	\$19.24	\$19.62
18	\$18.96	\$19.24	\$19.62
19	\$18.96	\$19.24	\$19.62
20	\$21.42	\$21.74	\$22.17
21	\$21.42	\$21.74	\$22.17
22	\$21.42	\$21.74	\$22.17
23	\$21.42	\$21.74	\$22.17
24	\$21.42	\$21.74	\$22.17
25+	\$23.70	\$24.06	\$24.54

Head Custodian II			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$15.62	\$15.85	\$16.17
1	\$16.00	\$16.24	\$16.56
2	\$16.38	\$16.63	\$16.96
3	\$16.74	\$16.99	\$17.33
4	\$17.12	\$17.38	\$17.73
5	\$17.54	\$17.80	\$18.16
6	\$17.98	\$18.25	\$18.62
7	\$18.48	\$18.76	\$19.14
8	\$18.61	\$18.89	\$19.27
9	\$18.80	\$19.08	\$19.46
10	\$19.00	\$19.29	\$19.68
11	\$19.00	\$19.29	\$19.68
12	\$19.00	\$19.29	\$19.68
13	\$19.00	\$19.29	\$19.68
14	\$19.00	\$19.29	\$19.68
15	\$19.23	\$19.52	\$19.91
16	\$19.23	\$19.52	\$19.91
17	\$19.23	\$19.52	\$19.91
18	\$19.23	\$19.52	\$19.91
19	\$19.23	\$19.52	\$19.91
20	\$21.74	\$22.07	\$22.51
21	\$21.74	\$22.07	\$22.51
22	\$21.74	\$22.07	\$22.51
23	\$21.74	\$22.07	\$22.51
24	\$21.74	\$22.07	\$22.51
25+	\$23.75	\$24.11	\$24.59

APPENDIX A
(continued)

Maint/Mechanics/Grounds			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$15.90	\$16.14	\$16.46
1	\$16.32	\$16.56	\$16.89
2	\$16.70	\$16.95	\$17.29
3	\$17.14	\$17.40	\$17.75
4	\$17.59	\$17.85	\$18.21
5	\$18.03	\$18.30	\$18.67
6	\$18.54	\$18.82	\$19.20
7	\$19.01	\$19.30	\$19.69
8	\$19.17	\$19.46	\$19.85
9	\$19.34	\$19.63	\$20.02
10	\$19.58	\$19.87	\$20.27
11	\$19.58	\$19.87	\$20.27
12	\$19.58	\$19.87	\$20.27
13	\$19.58	\$19.87	\$20.27
14	\$19.58	\$19.87	\$20.27
15	\$19.81	\$20.11	\$20.51
16	\$19.81	\$20.11	\$20.51
17	\$19.81	\$20.11	\$20.51
18	\$19.81	\$20.11	\$20.51
19	\$19.81	\$20.11	\$20.51
20	\$22.55	\$22.89	\$23.35
21	\$22.55	\$22.89	\$23.35
22	\$22.55	\$22.89	\$23.35
23	\$22.55	\$22.89	\$23.35
24	\$22.55	\$22.89	\$23.35
25+	\$24.76	\$25.13	\$25.63

Bus Driver			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$18.47	\$18.75	\$19.13
1	\$18.86	\$19.14	\$19.52
2	\$19.29	\$19.58	\$19.97
3	\$19.71	\$20.01	\$20.41
4	\$20.12	\$20.42	\$20.83
5	\$20.61	\$20.92	\$21.34
6	\$21.12	\$21.44	\$21.87
7	\$21.64	\$21.96	\$22.40
8	\$21.81	\$22.14	\$22.58
9	\$22.01	\$22.34	\$22.79
10	\$22.38	\$22.72	\$23.17
11	\$22.38	\$22.72	\$23.17
12	\$22.38	\$22.72	\$23.17
13	\$22.38	\$22.72	\$23.17
14	\$22.38	\$22.72	\$23.17
15	\$22.63	\$22.97	\$23.43
16	\$22.63	\$22.97	\$23.43
17	\$22.63	\$22.97	\$23.43
18	\$22.63	\$22.97	\$23.43
19	\$22.63	\$22.97	\$23.43
20	\$25.16	\$25.54	\$26.05
21	\$25.16	\$25.54	\$26.05
22	\$25.16	\$25.54	\$26.05
23	\$25.16	\$25.54	\$26.05
24	\$25.16	\$25.54	\$26.05
25+	\$28.29	\$28.71	\$29.28

APPENDIX A
(continued)

Bldg Admin Secretary			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$15.33	\$15.56	\$15.87
1	\$15.67	\$15.91	\$16.23
2	\$15.96	\$16.20	\$16.52
3	\$16.33	\$16.57	\$16.90
4	\$16.72	\$16.97	\$17.31
5	\$17.12	\$17.38	\$17.73
6	\$17.51	\$17.77	\$18.13
7	\$17.91	\$18.18	\$18.54
8	\$18.10	\$18.37	\$18.74
9	\$18.25	\$18.52	\$18.89
10	\$18.61	\$18.89	\$19.27
11	\$18.61	\$18.89	\$19.27
12	\$18.61	\$18.89	\$19.27
13	\$18.61	\$18.89	\$19.27
14	\$18.61	\$18.89	\$19.27
15	\$18.86	\$19.14	\$19.52
16	\$18.86	\$19.14	\$19.52
17	\$18.86	\$19.14	\$19.52
18	\$18.86	\$19.14	\$19.52
19	\$18.86	\$19.14	\$19.52
20	\$21.31	\$21.63	\$22.06
21	\$21.31	\$21.63	\$22.06
22	\$21.31	\$21.63	\$22.06
23	\$21.31	\$21.63	\$22.06
24	\$21.31	\$21.63	\$22.06
25+	\$23.25	\$23.60	\$24.07

Security			
	7/1/2018	7/1/2019	7/1/2020
Step	Hrly Rate	Hrly Rate	Hrly Rate
0	\$20.25	\$20.55	\$20.96
1	\$20.86	\$21.17	\$21.59
2	\$21.48	\$21.80	\$22.24
3	\$22.11	\$22.44	\$22.89
4	\$22.78	\$23.12	\$23.58
5	\$23.46	\$23.81	\$24.29
6	\$24.18	\$24.54	\$25.03
7	\$24.89	\$25.26	\$25.77
8	\$25.65	\$26.03	\$26.55
9	\$26.42	\$26.82	\$27.36
10	\$27.21	\$27.62	\$28.17
11	\$28.01	\$28.43	\$29.00
12	\$28.01	\$28.43	\$29.00
13	\$28.01	\$28.43	\$29.00
14	\$28.01	\$28.43	\$29.00
15	\$28.85	\$29.28	\$29.87
16	\$28.85	\$29.28	\$29.87
17	\$28.85	\$29.28	\$29.87
18	\$28.85	\$29.28	\$29.87
19	\$28.85	\$29.28	\$29.87
20	\$29.38	\$29.82	\$30.42
21	\$29.38	\$29.82	\$30.42
22	\$29.38	\$29.82	\$30.42
23	\$29.38	\$29.82	\$30.42
24	\$29.38	\$29.82	\$30.42
25+	\$29.62	\$30.06	\$30.66

APPENDIX A
(continued)

Paraprofessional/Aide Work Schedule: Paraprofessionals/Aides will work between two (2) and eight (8) hours per day based upon the needs of the District. Changes in hours shall not be implemented during the school year except for reductions in force under Article 9.01 of the Negotiated Agreement. All other provisions of the RSSA Agreement shall apply to employees working in the Aide classification.

Building Secretary: Ten- (10) month contract, forty (40) hours per week, eight (8) hours per day, two (2) weeks prior to first teacher day and two (2) weeks after last teacher day, one thousand six hundred ninety-six (1,696) hours per year, two hundred twelve (212) paid days. A building Principal may increase the number of workdays beyond the base of 212 days, by adding no more than five (5) days prior to the first teacher day and no more than five (5) days after the last teacher day. In the event a building Principal decides to increase the number of workdays beyond the base of 212 days, the secretary and Principal shall mutually agree to the specific dates in which the work will be performed. In the event that the parties do not mutually agree on the dates to perform the additional work, the Superintendent will decide the additional workday schedule. Any increase in the number of workdays shall only occur when notice for such an increase is given to the secretary. Notice for the first additional workday, prior to the first teacher day shall be at least four (4) months. Notice for the first additional workday for the last teacher workday shall be at least four (4) months.

Bus Driver Schedule: Nine- (9) month contract, four (4) hours or more per day, seven hundred fifty-two (752) hours per year, one hundred eighty-nine (189) paid days.

Cook Schedule: Nine- (9) month contract, two (2) to eight (8) hours per day, based upon the needs of the District, one hundred eighty-eight (188) paid days.

Custodian Schedule: Twelve- (12) month contract, forty (40) hours per week, eight (8) hours per day.

Maintenance and Mechanic Schedule: Twelve- (12) month contract, eight (8) hours per day, forty (40) hours per week.

Cafeteria Aides: Cafeteria aides employed on or after February 1, 2004 shall be paid Fifty Cents (\$.50) less per hour at each step on the wage schedule.

**REYNOLDSBURG CITY SCHOOL DISTRICT
PERSONAL LEAVE REQUEST FORM
FOR CERTIFIED/CLASSIFIED EMPLOYEES**

Today's Date: _____

Employee's Name (*Please Print*)

School

Dates of Requested Personal Leave:

Month

Day/Date

Year

Number of Days Requested: _____

I have read Article IV, Section C (Personal Leave - Certified), or Section 3.02 (Personal Leave - Classified), of the Negotiated Agreement and hereby certify that the above-requested personal leave is for personal business. I further certify that such personal leave will not be used to work another job, including self-employment. Falsification of this certification shall be grounds for termination.

Date

Employee

APPROVAL:

Date

Supervisor

Date

Superintendent or Designee

Date Employee

Top Copy - Payroll

Copy - Supervisor

Copy - Originator

REYNOLDSBURG CITY SCHOOL DISTRICT
PROFESSIONAL LEAVE REQUEST FORM

Name (Please Print) Date

School: _____

Date(s) of Meeting: _____

Date(s) Absent from School: _____

Substitute Needed (please state dates)
Month Day/Date Year

Event: _____ Location: _____

Reason for Attending:

Are You a Member of Organization Sponsoring this Event? _____

(NOTE: Receipts will be necessary for all expenses except mileage.)

Maximum Expenses Approved –
To Be Paid By Board

Registration.....\$
Travel.....\$
Lodging.....\$
Meals\$
Other Expenses (specify):
.....\$
TOTAL:\$
Requested Advance:\$

APPROVED BY: _____
Principal/Supervisor Date

Superintendent Date

Complete and submit no less than five (5) days prior to date of event.

PRINCIPAL'S USE ONLY -- Building Budget Yearly

Allocations: \$ _____
Balance Available: \$ _____
This Request: \$ _____

REYNOLDSBURG CITY SCHOOL DISTRICT
EMPLOYEE ABSENCE REPORT

Name (Please Print)

Social Security Number

I hereby certify to the Board that I was absent from school employment for ____ days, ____ hours, using one of the following types of leave on the date(s) of _____.
Month Day/Date Year

TYPE OF LEAVE (please check and complete):

Sick Leave

____ Personal Illness

____ Illness in Immediate Family (relationship: _____)

____ Death in Immediate Family (relationship: _____)

Did you receive medical services from a licensed physician? Yes No –

If yes, list the name and address of the physician and the dates of the services you received (as required by O.R.C. §3319.141): _____

____ Association Leave

____ Emergency Leave

____ Professional Leave

____ Other Absence (specify): _____

Unpaid – deduct from my current pay (reasons):

Date

Employee's Signature

This certificate shall become a file record of said absence in the Office of the Treasurer of the Reynoldsburg City School District.

REYNOLDSBURG CITY SCHOOL DISTRICT
EMPLOYEE GRIEVANCE FORM

Grievance #

Step I – Informal

INFORMAL -- Any employee having a grievance may first discuss such grievance with his/her supervisor on an informal basis.

Step II – Formal

SUPERVISOR -- A grievance may be submitted to the immediate supervisor on this form with copies of same given to the Superintendent and the Association representative.

Name of Grievant *(Please Print)*

Statement of Grievance: _____

Section of Agreement Claimed to Have Been Violated:

Date: _____

Relief Requested: _____

Date Received by Supervisor:

Grievant's Signature

Date

Supervisor's Signature

Date

Step II Disposition: _____

Date

Supervisor's Signature

Step III – Formal

SUPERINTENDENT -- If the grievant is not satisfied with the disposition of Step II, the grievance may proceed to Step III by submitting this form to the Superintendent with copies to the supervisor and the Association representative.

Reason for Proceeding to Step III: _____

Date

Grievant's Signature

Date Received by Superintendent: _____

Date of Meeting: _____

Step III Disposition: _____

Date

Superintendent's Signature

(Additional pages may be used as needed.)

Step IV – Formal

BOARD OF EDUCATION -- If the grievant is not satisfied with the disposition at Step III, the grievance may proceed to Step IV by submitting this form to the Treasurer of the Board with copies to the Superintendent, the supervisor and the Association representative.

Reason for Proceeding to Step IV: _____

Date

Grievant's Signature

Date Received by Board: _____

Step IV Disposition: _____

Date

Board of Education

Step V

ARBITRATOR -- If the Association is not satisfied with the disposition at Step IV, the grievance may proceed to Step V by submitting this form to the Treasurer of the Board with courtesy copies to the Superintendent and the supervisor.

Reason for Proceeding to Step V: _____

Date

Association representative Signature

Date

Received by Board

(Additional pages may be used as needed.)

REYNOLDSBURG CITY SCHOOL DISTRICT
SUMMARY OF INSURANCE SPECIFICATIONS

1.	Lifetime Maximum Benefit for Eligible Expenses.....	\$2,000,000
2.	Deductible (Calendar year)	
	In network	
	per person.....	\$400
	per family.....	\$800
	Out of network	
	per person.....	\$800
	per family.....	\$1,600
3.	Percentage for all Care and Treatment	
	In Network.....	90%
	Out of Network.....	70%
4.	Co-insurance Limit	
	In-network	
	per person.....	\$1,000
	per family.....	\$2,000
	Out of network	
	per person.....	\$2,000
	per family.....	\$4,000
5.	Individual Out-of-Pocket Maximum per year including deductible:	
	In Network.....	Per Person: \$1,400 / Per Family: \$2,800
	Out of Network.....	Per Person: \$2,800 / Per Family: \$5,600
6.	Special Care Units.....	R&C, Subject to deduc. & coinsur.
7.	Ancillary Services Maximum.....	R&C, subject to deduc. & coinsur.
8.	In-Hospital Physician Visits.....	R&C, Subject to deduc. & coinsur.
9.	Diagnostic, X-Ray and Lab	
	In & Out Patient.....	R&C, subject to deduc. & coinsur.
10.	Routine Pap Smear, Prostate Test or Mammogram	
	In network.....	\$20 copay, then 100% R&C
	Out of network.....	70% after deductible
11.	Surgical Services.....	R&C, Subject to deduc. & coinsur.
12.	Anesthesia.....	R&C, Subject to deduc. & coinsur.
13.	Inpatient Therapy Services.....	R&C, Subject to deduc. & coinsur.
14.	Occupational Therapy.....	R&C, Subject to deduc. & coinsur.
15.	Home Health Care Services.....	R&C, Subject to deduc. & coinsur.
	Calendar year Maximum.....	100 visits
16.	Hospice Care.....	R&C, Subject to ded. & coins.
17.	Pregnancy Services.....	Treated as any other illness
18.	Newborn Exam - first inpatient visit only.....	Covered under Mother
19.	Pre-Admission Testing.....	R&C, Subject to deduc. & coinsur.
20.	Voluntary second or third opinion.....	R&C, Subject to deduc. & coinsur.
21.	Emergency Room Treatment.....	separate \$50 co-pay
	waived if admitted and R&C, Subject to deduc. & coinsur.	
22.	Urgent Care Co-Pay	
	In-network.....	\$20
	Out-of-network.....	70% after deductible
23.	Mental, Nervous Disorders	
	and Substance Abuse.....	R&C, Subject to deduc. & coinsur.
	Calendar Year Maximum.....	Inpatient \$25,000- Outpatient \$5,000
	Remove exclusion for marriage counseling	
24.	Abortion.....	not covered unless medically necessary
25.	Tubal and Vasectomy	
	In Network.....	R&C, Subject to deduc. & coinsur.
	Out of Network.....	R&C, Subject to deduc. & coinsur.
26.	All office visits	
	In-network.....	\$20 co-pay in network (copay does not apply toward deductible)
	Out-of-network.....	70% after deductible
27.	Prescription Benefit Card (Retail – 30-day supply).....	\$10.00 generic/50% of cost up to a max of \$50.00 name brand
	Mail Order (90-day supply).....	\$20.00 generic/50% of cost up to a max of \$100.00 name brand
	Generic copay applies to all generics	
	Name brand copay applies to all brand name drugs, regardless of whether there is a generic equivalent	
28.	Routine Physical Exam.....	Office visit copay \$20; then 100% in network
29.	All Immunizations.....	Office visit copay \$20; then 100% in network
30.	Well Child Care Services Including Exam and Immunizations.....	Office visit copay \$20; then 100% in network
31.	Well Child Care Laboratory Tests.....	Office visit copay \$20; then 100% in network
32.	Colonoscopy.....	Office visit copay \$20; then 100% in network
33.	Supplemental Accident.....	Subject to deduc. & coinsur.

APPENDIX F
(continued)

Note: All services are subject to deductible and coinsurance unless otherwise indicated. Flat dollar copays do not apply toward deductible or out-of-pocket maximums.

Section 125

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to any bargaining unit member so requesting that their benefit elections be nontaxable. The eligible benefits shall be in accordance with the law but may include the nontaxable benefits of the major medical, disability, cancer, dental, non-reimbursed medical, and child and dependent care. This plan shall be administered by the employer with an insurance provider as the enroller and record keeper of the plan.