

NEGOTIATED AGREEMENT

BETWEEN THE

MADISON-PLAINS LOCAL SCHOOL DISTRICT

AND THE

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES
OAPSE/AFSCME LOCAL 4/AFL-CIO

AND ITS

LOCAL #537

Effective July 01, 2019 through June 30, 2022

TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGE
1	PREAMBLE, PRINCIPALS, AND AREAS FOR DISCUSSION AND AGREEMENT	1
2	RECOGNITION	2
3	PROCEDURES FOR CONDUCTING DISCUSSIONS	3
4	DURATION	5
5	PAYROLL DEDUCTIONS	6
6	GRIEVANCE PROCEDURE	7
7	FEES AND ALLOWANCES	9
8	OAPSE RIGHTS	10
9	DISCIPLINE PROCEDURE	11
10	JOB DESCRIPTIONS	12
11	PERSONAL DAYS	12
12	ADMIN MEETINGS/PROFESSIONAL CONFERENCES	13
13	CLASSIFICATION PAY	13
14	PHYSICAL EXAMINATIONS	15
15	REPORT PAY	15
16	TRAVEL ALLOWANCE	15
17	LAYOFF AND RECALL	15
18	VACANCY PROCEDURE	17
19	HOURS OF WORK AND OVERTIME	18
20	HOLIDAYS AND CALENDAR	19

ARTICLE	DESCRIPTION	PAGE
21	SICK LEAVE	19
22	CALAMITY DAYS	20
23	RETIREMENT PAY	20
24	LEAVE OF ABSENCE	21
25	PAY DAYS	22
26	VACATION	22
27	HOSPITALIZATION AND OTHER BENEFITS	23
28	EXTRACURRICULAR BUS TRIP ASSIGNMENT PROCEDURES/STIPENDS	24
	28.01 Payment - Rate of pay for extra-curricular/field trips	24
	28.02 Trip Assignment Procedure	24
	A. Extra-curricular /field trip defined	24
	B. Criteria for assigning all trips	24
	C. Summer trips	25
	D. Final Authority in assigning buses and drivers	26
	E Miscellaneous	26
	28.03 Seasonal positions	27
	28.04 Classified bus drivers and work outside the unit	27
	28.05 Driving Procedure Guidelines can/may be updated	27
	28.06 First option to take weekend extra-curricular trips	27
29	STAFF EVALUATION	28
30	SALARY SCHEDULE REVIEW	28
31	ON BOARD INSTRUCTORS	29
32	FAMILY MEDICAL LEAVE ACT	29
33	ATTENDANCE IN COURT	29
34	MILITARY LEAVE	29
35	ATTENDANCE INCENTIVE	30
36	SUPERVISORS	30

ARTICLE	DESCRIPTION	PAGE
37	NON-DISCRIMINATION	31
38	SHIFT DIFFERENTIAL	31
39	DISTRIBUTION OF MEDICINE	31
40	OTHER PROVISIONS	32
	SALARY SCHEDULE	

ARTICLE 1
PREAMBLE, PRINCIPLES, AND AREAS FOR DISCUSSION AND AGREEMENT

Recognizing that providing a high-quality education for the children of the Madison-Plains Local School District is the primary purpose of this school district and that good morale in the classified staff is necessary for the best education of the children, we hereby declare that:

1. The Board of Education, under law, has the final responsibility for establishing the policies of the district.
2. The Superintendent and his staff have the responsibility of carrying out the policies established.
3. The Board of Education recognizes that the objectives of the Educational Program are realized to a high degree when mutual understanding, cooperation and effective communications exist between the Board of Education and its classified staff. Communications shall be mutually shared between both parties.

The Board of Education of the Madison-Plains Local School District hereby adopts the following Agreement covering recognition of OAPSE, Local #537, and the methods by which discussions shall take place with said Union.

PRINCIPLES

Attaining Objectives

Attainment of objectives of the educational program of the Madison-Plains Local School District requires mutual understanding and cooperation among the Board of Education, the Superintendent and the classified staff. Therefore, free and open exchange of views is desirable and necessary in the discussion process.

Classified Personnel

It is recognized that members of the classified staff require specialized qualifications, and that the success of the educational program in the Madison-Plains Schools depends upon the maximum utilization of the abilities of classified staff members who are reasonably well satisfied with the conditions under which their services are rendered.

Right to Join or Not to Join

It is further realized that classified staff members have the right to join, participate in and assist the Union and the right to refrain from such; but membership shall not be a prerequisite for employment or continuation of employment of any employee.

Rights of Minorities and Individuals

The legal rights inherent in the Revised Code of the State of Ohio and in the rulings and regulations of the Department of Education affecting classified personnel are in no way abridged by this Agreement.

Good Faith Discussions

Good faith requires that the Union and the Board be willing to react to each other's proposals. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons. Good faith requires both parties to recognize discussions as a shared process.

AREAS FOR DISCUSSION AND AGREEMENT

This recognition constitutes an agreement between the Board and the Union to attempt to reach mutual understandings regarding matters related to terms and conditions of employment, wages, fringe benefits, hours, in service training, grievance procedure, seniority, bidding procedures and dues deductions for members of the unit.

ARTICLE 2
RECOGNITION

The Board recognizes the Ohio Association of Public School Employees/AFSCME Local 4/AFL-CIO and its Local #537, as the sole and exclusive representative for all classified personnel for the term of this Agreement. For the purpose of make-up of the bargaining unit all non-teaching employees who are classified as confidential employees, district-wide supervisors of other non-teaching employees and designated representatives of the Board shall be excluded from the bargaining unit, including Administrative Bookkeepers, Supervisors, and Administrative Secretaries.

The bargaining unit includes all full-time and regular short hour employees in the following classifications:

- | | |
|-----------------|--------------------|
| Custodians | Maintenance |
| Cooks | Mechanics |
| Bus/Van Drivers | Secretary-Clerical |
| Aides | |

ARTICLE 3
PROCEDURES FOR CONDUCTING DISCUSSIONS

3.01 Negotiation Teams

The Board and the Union may select representative teams for the purpose of discussion and reaching agreements. Each team may have a designated representative. All negotiations shall be conducted exclusively between said teams. The Union's negotiating team will be limited to one (1) member from each classification. The Board may appoint the same number to their team. Neither party shall have control over the other party's team members. While no final agreement shall be executed without ratification by the Union and adoption by the Board, its negotiating teams will have the authority to make proposals, consider proposals, and determine items acceptable to both parties involved in negotiations.

3.02 Consultants

Up to three (3) consultants may be used by each of the parties in any of the negotiation meetings in an advisory capacity. Consultants will not be permitted to enter into discussions unless both parties agree to permit them to address the teams. The expense of such consultants shall be borne by the party requesting or hiring them.

3.03 Clerical Assistance

Necessary clerical procedures will be provided by a professional printer, the cost will be shared equally by the Board and the Union.

3.04 Meetings

Either the Union or the Board may initiate by a letter forwarded to the other party not less than Ninety (90) or more than One Hundred Twenty (120) days prior to the expiration date of the Contract, in accordance with O. R. C. 4117. Requests in writing, for negotiation meetings from the Union shall be made in compliance with 4117 and a copy being mailed directly to the Superintendent. Request from the Board shall be made in compliance with 4117, in writing, and a copy mailed directly to the Union Staff Field Representative.

Negotiation meetings shall be set by the Chief Negotiators of both parties at mutually agreed upon times.

Each negotiations meeting will last no longer than two (2) hours, including time out for caucus. Meetings may be extended by mutual agreement of each party. The following procedure shall be adhered to at the initial negotiations meeting:

1. The Unions team will present its written proposals and give an explanation;
2. The Boards team will present its written proposals and give an explanation;

3. The agenda shall be adopted by the teams. Once adopted, no items shall be added for negotiations without the mutual consent of the teams.

Subsequent negotiation meetings shall be scheduled until tentative agreement is reached or impasse declared.

An Interest Based Bargaining (IBB) approach may be used in lieu of Traditional Bargaining.

3.05 Caucus

Upon request of either party, the discussion meeting shall be recessed to permit the requesting party a period of time, not to exceed thirty (30) minutes, to caucus, unless an extended time is mutually agreed upon.

3.06 News Releases

The Union and the Board agree that during the period of discussions and prior to reaching an agreement to be submitted to the Board and the Union, there shall be no news releases.

3.07 Reaching Agreement

As tentative agreement is reached on each issue, it shall be so noted and initialed by each party. When consensus is reached covering the areas under discussion, the proposed Agreement shall be reduced to writing as a tentative understanding and submitted to the Union and the Board for approval. The Union and the Board agree to abide by the terms of the finally adopted Agreement.

3.08 Protocol

No action to coerce, censor or penalize a participant in negotiations shall be made or implied by any other negotiator or member of either party so represented.

3.09 Disagreement

In the event an agreement is not reached by negotiations after full consideration of proposals and counter proposals, either of the parties shall have the option of declaring impasse. Impasse occurs whenever both the parties have agreed that no progress has been made after six (6) bargaining sessions have been held and the position of both parties have solidified and the parties have become unable to reach agreement on unresolved negotiation issues.

If impasse is declared by both parties, it is with the understanding that impasse proceedings are declared on all the issues where agreement has not been reached by both parties.

3.10 Mediation

In the event the Board and the Union should mutually agree to mediate any issue in dispute at the expiration of this Agreement, the mediation procedures set forth shall govern the proceedings. The parties shall jointly prepare a request for a Mediator and direct such request to the Federal Mediation and Conciliation Service, or agreement of a Mediator by both parties. The assigned Mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties. The Mediator has no authority to recommend or to bind either party to any agreement.

3.11 Ohio Revised Code

Pursuant to Sections 4117.14(C) and 4117.14 (E) of the Ohio Revised Code, the parties have agreed that the negotiation and dispute resolution procedures in this Article supersede the procedures listed in Section 4117.14(C)(2) through (6) and any other procedures to the contrary.

3.12 Exchange of Information

Upon reasonable request, the Board shall make available to the Union and the Union shall make available to the Board, all available information pertinent to the issues under negotiations, such as the financial condition of the District.

The Board and the Union shall incur no special expense in providing such information to the other party. Nothing contained herein shall require the parties to make available any confidential information or reports expressly compiled for the use of the negotiating teams.

ARTICLE 4
DURATION

4.01 Effective dates

All Articles of this Agreement shall be effective July 1, 2019 to June 30, 2022, both dates inclusive.

4.02 Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all previous written and verbal agreements and understandings.

4.03 No Strike Clause

There shall be no strike, slow down or work stoppages sanctioned by the Union for the duration of this Agreement.

ARTICLE 5
PAYROLL DEDUCTIONS

- 5.01 The Association shall keep the Board's Treasurer apprised of which members of the bargaining unit are members of the Association and individual authorization forms for dues deductions shall be furnished by the Association with the Board Treasurer. Annual dues for the Ohio Association of Public School Employees as certified annually will be deducted in ten (10) equal monthly installments beginning with the 2nd pay period in October, which shall be mailed directly to the State Office with a list of bargaining unit members paying dues in each month. A list will be provided by the Board Treasurer. It is agreed that it is the responsibility of the Union to resolve any and all errors and adjustments with its members from said payroll deduction. The Union shall indemnify and hold the Board harmless from any and all claims, demands, or suits, or any other actions arising from said dues deductions.
- 5.02 Individual authorization forms shall be furnished by the State Union and when executed shall be filed by the Local with the School District Treasurer.
- 5.03 The Board agrees not to honor dues deduction authorizations executed by any employee in the bargaining unit in favor of any other labor organization for the life of this Agreement.
- 5.04 Whenever a new bargaining unit member is hired, the new bargaining unit member shall have the opportunity to meet with a bargaining unit officer for at least one-half (1/2) of an hour. This meeting shall occur within fifteen (15) days after the employee's first day of work during regular contracted hours, unless permission for additional time is granted by the new employee's direct supervisor. At the meeting the new employee will be given a copy of the collective bargaining agreement and pertinent information on the role of the Union. This meeting shall be paid for the new employee.
- 5.05 The Union shall indemnify the Board, its members, and its administrative and supervisory employees, including but not limited to the Board Treasurer (all hereinafter; the indemnities), for, and hold them harmless from any and all liability, damages and expenses including but not limited to legal fees at customary rates in the community and costs directly or indirectly incurred by the indemnities, or any of them because of any legal action or administrative claim brought against them as a result of the provisions of this Article.
- 5.06 PEOPLE

The Board shall deduct from the wages of any employee who authorizes, in writing, such deductions a payment to PEOPLE (Public Employees Organized to Promote Legislative Equality), the Unions political action committee, provided that any such written authorization by an employee may be revoked by the employee at any time by giving written notice to both the Boards Treasurer and the Union. The Board agrees to remit any deductions made pursuant to this provision to the Union promptly with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. Such remittance shall be made by separate check to the OAPSE State Office.

ARTICLE 6
GRIEVANCE PROCEDURE

6.01 Definitions

A grievance is a complaint involving the alleged violation, misinterpretation, or misapplication of the Negotiated Agreement between the Union and the Board of Education, including the discipline or discharge of an employee.

A grievant is an employee or group of employees in the bargaining unit who alleges a violation, misinterpretation or misapplication of the Negotiated Agreement. A grievance alleged by a group shall have arisen out of identical circumstances affecting each member of each group.

For purposes of a grievance a day shall be defined as Monday through Friday, excluding holidays.

6.02 Informal Procedure

If an employee believes a grievance may or should be filed on a specific matter, the grievant shall first discuss the matter with his/her immediate supervisor. If the alleged grievance cannot be resolved at this level, the employee may choose to use the following formal procedures outlined below.

All grievances must be presented to the Local Grievance Committee. That committee will hear the grievance and make a recommendation on the merits of the grievance.

6.03 Formal Procedure

Step 1 - Immediate Supervisor

1. If the grievant does not file a formal grievance with his/her immediate supervisor on the form provided within ten (10) working days of the date on which the grievant knew or should have known of the occurrence of the act or condition on which the grievance is based, the grievance shall be considered waived.
2. Upon receipt of the grievance, the immediate supervisor shall conduct a hearing within ten (10) working days to hear the grievance. The grievant may have a Union representative present during this hearing. Such hearing shall not take place during regular school working hours, however, unless by mutual consent of the grievant and the immediate supervisor. The immediate supervisor will be allowed ten (10) working days to respond to the grievant after the hearing, in writing. All parties to the grievance shall be given a copy of the response.

Step 2 - Superintendent

If the grievant is not satisfied with the response offered in Step 1, the employee may, within ten (10) working days of the receipt of the response, submit to the Superintendent or his/her designee, the answer received in Step 1 and the original grievance statement. The Superintendent, or his/her designee, shall conduct a hearing within ten (10) working days with the grievant on the alleged grievance.

The Superintendent shall give his answer to the grievant within ten (10) working days of the hearing date on the alleged grievance.

Step 3 - Board of Education

If satisfactory disposition of the grievance is not made as a result of the procedure provided for in Step 2, the grievant and/or the Union shall have the right to appeal the answer to the Board of Education; the Board shall conduct a hearing at the next regularly scheduled Board meeting.

The Board shall give its answer to the grievant and/or the Union within ten (10) working days of the hearing date of the alleged grievance.

Step 4 - Grievance Mediation

The parties may agree to submit the grievance(s) to grievance mediation, if so they shall jointly submit a request to the Federal Mediation and Conciliation Service (FMCS) for a Commissioner to be assigned to mediate such grievance(s).

Step 5 - Arbitration

If a satisfactory disposition of the grievance is not made as a result of the procedure provided for in Step 3, the Union shall have the right to appeal the answer to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association (AAA).

Such appeal must be taken within ten (10) working days from the date of the receipt of the response provided in Step 3. The grievant and/or his/her representative must file on the forms provided for it with the statement of the grievance attached and forward the request for arbitration of the American Arbitration Association (AAA). A copy of the request for arbitration shall be provided to the Superintendent at the time of filing.

Power of the Arbitrator

1. It shall be the function of the Arbitrator and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in case of alleged violations outline in Article 8, Section 8.01 of the Agreement.

2. He shall have no power to establish salary schedules or change salary schedules.
3. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
4. The decision of the arbitrator made in compliance with the foregoing shall be final. Local #537 and the Board agree to abide by the arbitrators decision.
5. Each party shall pay its own expenses incurred in the arbitration, including payment for the time and expenses of its witnesses. All of the expenses billed by the arbitrator will be paid by the party that does not prevail.

6.04 Miscellaneous

Time limits within this provision shall be considered a maximum unless the parties mutually agree to an extension. At each level of the grievance procedure, either party may have the representation of his/her choice.

ARTICLE 7
FEES AND ALLOWANCE

- 7.01 The Board will pay the difference in the cost of obtaining a regular driver's license and the cost of a CDL for bus drivers for re-certification up to a twenty-five-dollar (\$25.00) limit.
- 7.02 The Board shall pay bus drivers who store the school bus at his/her place of residence one hundred dollars (\$100) per year to supplement the cost of electricity. In addition, the Board shall purchase a timer for each driver.
- 7.03 The Board will pay the cost of and delivery of up to eight (8) tons of gravel for those bus drivers who store the school bus at their place of residence every two (2) years. Any additional tonnage must have prior approval of the Superintendent/Transportation Supervisor.
- 7.04 The Board will pay uniform allowances as follows:
 1. Seventy dollars (\$70.00) for the duration of this Agreement to assist in the cost of uniforms and/or shoes for cooks and cook helpers. Board will pay 100.00% cost of uniform for custodians, mechanics and maintenance staff.
 2. Uniforms for custodians, mechanics and maintenance staff will be basic 7 (seven) shirts and 7 (seven) pants (or shorts) every two years.
 3. Cost to repair/replace damaged uniform is the responsibility of the employee.
 4. Uniforms must be worn while on duty at the work site.
- 7.05 The Board shall pay the entire cost for the FBI/ BCII Background Checks required by law for all school employees.

- 7.06 The Board shall pay the entire cost for all Ohio Department of Education licenses (license fee only) required within their classification upon the approval of the superintendent or designee for bargaining unit members.

ARTICLE 8
OAPSE RIGHTS

8.01 The Local Union shall have the following rights:

1. The right of access at reasonable times, other than working hours, to areas in which employees work.
2. The right to use, without charge, bulletin boards, mailboxes, and the use of the school mail system and other means of communication for the posting or transmission for information or notices concerning Local matters.
3. The right to use, without charge, institutional equipment, facilities, and buildings at reasonable times to conduct Union business.
4. The right to review employee personnel files and any records dealing with employees when accompanied by the employee or with written authorization signed by the employee.
5. The right to be supplied with a seniority list of employees on the effective date of this Agreement. This list shall indicate the employee classification and job site.
6. The right to review at all reasonable times any other material in the possession of or produced by the School District necessary for the Union to fulfill its role as exclusive bargaining representative, to the extent permitted by law.
7. Local officers shall be permitted to handle Union business for no more than two (2) hours per week on school time if need be, and not be docked for that time. Time allowed with prior approval and as long as substitute is not needed. Time must be documented on the timesheet.
8. The OAPSE Local #537 President (or his/her designee) shall serve on interview committees pertaining to the selection of all administrators, except for the Superintendent and Treasurer, if a committee process is used. The superintendent reserves the right to include additional OAPSE Local #537 members to serve on said committee. The superintendent retains all other rights to committee make up, interview dates, and notification.

ARTICLE 9
DISCIPLINE PROCEDURE

- 9.01 No employee shall be disciplined without first having had a hearing with a Union Representative of his/her choice present, if the employee so requests. The employee shall be given a written statement containing the charges and the time and place of the hearing. The written statement shall notify the employee of his/her rights to Union Representation. The employee must sign the statement acknowledging receipt of the statement and date received. This would not apply to breaking the law, disobedience, and breaking of orders.
- 9.02 The measure of discipline shall follow in the order listed below. Based on the severity of the situation, disciplinary action may warrant deviation from the following procedural order:
1. 1st offense - oral warning (requires hearing with representative)
 2. 2nd offense - written warning
 3. 3rd offense – 3-day suspension
 4. 4th offense – 10-day suspension
 5. 5th offense – possible termination
- 9.03 Dismissal on first offense may result from violations specified under Ohio Revised Code Section 3319.081.
- 9.04 Records of oral warnings shall have no force or effect after twelve (12) months from the date the discipline is dated. Records of written warnings shall have no force or effect after twenty-four (24) months from the date the discipline is dated. Records of suspensions shall have no force or effect after thirty-six (36) months from the date the discipline is dated.
- 9.05 The employee may appeal any disciplinary action directly to Step 2 of the grievance procedure.
- 9.06 If the matter is not satisfactorily resolved at Step 2, the employee may request that the Union proceed to arbitration. All grievances must be presented to the Local Executive Committee.
- 9.07 Prior to the use of any electronic data in any disciplinary hearing as evidence, the employee and their chosen representative shall have the right to review the electronic record prior to the hearing.

ARTICLE 10
JOB DESCRIPTIONS

- 10.01 Job descriptions shall be developed by the Administration for all positions with input from at least two (2) members of each classification for which such document is developed and approved by the Board of Education. Further, this document shall serve as the primary focus for job performance and evaluation(s) of all staff as determined elsewhere in this Agreement. Job descriptions will be re-evaluated at the end of each contract period or as needed during the term of the Contract.
- 10.02 Prior to any change in any job description covered under this Agreement, the Local shall be notified of such changes anticipated and the effective date of such change.
- 10.03 The Union shall be furnished with a copy of the job description of each classification covered under the terms of this Agreement.

ARTICLE 11
PERSONAL DAYS

- 11.01 The Board of Education shall establish an administrator/Superintendent who shall rule on all requests for personal leaves. Each employee will be allowed three (3) days during each school year, without loss of salary, to transact personal business or attend to affairs of a personal nature that cannot be conducted outside the regular school day. Employees working less than a full contract year, will be allowed three (3) days pro-rated based on the days actually contracted. The employee shall inform the proper administrator of his/her intention to use these days at least 14 calendar days prior to the requested usage date. Before taking such leave, except in emergency circumstances in which case the employee shall notify the Superintendent/Designee at the earliest possible time so that a substitute may be secured. These days of absence shall not be deducted from the employee's personal illness days.
- 11.02 Three (3) days of such leave shall be authorized subject to the following condition: such leave shall not be used to work a second job. However, the Superintendent may grant an exception provided the staff member:
- a. Explains the situation in writing;
 - b. Where the need for the leave day is due to circumstances beyond the control of the staff member;
 - c. Or all other personal days or other applicable leaves have been exhausted.
- 11.03 Fraudulent use of personal leave shall be considered grounds for reprimand and/or suspension without pay and may result in termination proceedings.

- 11.04 Unused personal leave, at the end of the school year, will be rolled into unused sick leave days or at the option of the employee be paid for such unused days at their current daily rate or at the option of the employee one unused personal day shall be rolled into the next school year for a maximum of four (4) available for use. Personal days may not be used to extend holidays or school break. The Superintendent may grant personal days on an individual basis.
- 11.05 Not more than ten percent (10%) of the classifications from each: 7-12, K-6 and the Transportation Department shall be granted personal leave on any one (1) day.

ARTICLE 12
ADMINISTRATION MEETINGS/PROFESSIONAL CONFERENCES

- 12.01 The Board agrees that all employees requested to or required to attend any meeting held other than the employee's regularly scheduled work day shall be with pay at the applicable rate.
- 12.02 Employees of the bargaining unit will be encouraged to, when available, attend professional conferences or workshops that relate directly to their job classification. Leave must be approved in advance by the Superintendent/Designee. Employees who attend such professional conferences will be expected to share any benefits derived from their attendance with other employees in their classification.
- 12.03 The Board will pay driver/bus aide for time spent with principals at the Principal's request for meetings held with parents concerning discipline. This shall be paid in minimum increments of fifteen (15) minutes.

ARTICLE 13
CLASSIFICATION PAY

- 13.01 Effective upon the date of the ratification of the contract, the order of contracts is as follows:
1. Newly hired, regular non-teaching employees shall be given not more than a one-year limited contract. Such contract shall be written to expire on the succeeding June 30. However, a sixty (60) calendar day probationary period for the new employee will be effective such that the employee may be discharged due to unsatisfactory job performance within the probationary period and shall have no right to grievance of the discharge or any further contractual rights from the Board.
 2. If the employee's initial contract is less than one year in length, and the employee is renewed, the employee shall be reemployed on a one-year contract.
 3. After the employee completes a one-year contract, if the employee is renewed, the next three (3) subsequent limited contracts shall be for a period of two years each.

4. At the end of the third two-year contract, the employee shall be eligible to request a continuing contract for the employee's next contract. The refusal by the Superintendent to either consider or grant continuing contract status to the employee is made at the sole and exclusive discretion of the Superintendent and is not subject to the grievance procedure.

In the event of an employee absence, every effort will be made to obtain a substitute. In the event a substitute is not available, and the remaining employee is required to perform duties that are not in his/her regularly scheduled duties, that employee shall be paid for actual hours worked at their rate of pay. Employees performing such duties will be paid their normal rate of pay for any additional work outside of their workday, in minimum increments of fifteen (15) minutes. In the event this work results in an employee working more than 40 hours in a week, they shall receive pay at time and one-half. No additional time or pay will be made if a substitute is employed.

13.02 Building Secretary Calling Substitute

The District utilizes an electronic system to call substitutes.

- 13.03 In the event a head cook is absent for five (5) consecutive days, beginning the sixth (6th) day the employee assigned the responsibility of the head cook position shall receive compensation as a head cook.

In the event the Head Mechanic is absent for more than five (5) consecutive days or the position is vacant, beginning the sixth (6th) day the employee assigned the responsibility of the Head Mechanic shall receive compensation as a Head Mechanic. This provision does not apply when the Head Mechanic is off on vacation or personal days.

- 13.04 Classified personnel shall receive their regular hourly rate of pay/compensatory time for all after school events/functions when requested by administration. See Article 22.08.

- 13.05 Head Cooks shall receive an additional three (3) hours pay per month for the purpose of inventory.

- 13.06 Each cook required to use their personal vehicle to transport goods between the High School and Elementary Buildings shall be reimbursed at the IRS mileage rate.

- 13.07 All cafeteria employees will be trained/updated on the Point of Sale system.

- 13.08 Supplemental Contracts: For Supplemental Contracts posted by the Board, bargaining unit employees shall be eligible to volunteer for supplemental work within the school district. The Board shall provide such bargaining unit member volunteers a twenty percent (20%) nominal stipend for providing supplemental services, if such volunteer role is approved by the Board or its designee. The nominal stipend shall be equal to twenty percent (20%) of the rate that the Board would otherwise pay to hire a coach or advisor at step zero (0) of the salary schedule.

The bargaining unit members shall serve as bona fide volunteers and this nominal stipend/fee shall be the only compensation paid for the volunteer work and shall not be considered a substitute for pay under the FLSA.

The nominal fee shall in no way be tied to any performance standard or degree of student involvement. If the bargaining unit member does not complete full term/season/activity, they shall receive a prorated portion of the nominal fee based upon the level of completion.

Hours spent completing work for the supplemental volunteer work shall be in addition to the hours worked at the bargaining unit member's primary position and outside of their normal work hours. The primary position hours shall not be reduced in order to allow for the completion of supplemental volunteer work.

ARTICLE 14
PHYSICAL EXAMINATIONS

- 14.01 The Madison-Plains Board of Education will designate a physician for the purpose of physical examinations of bus drivers. The Madison-Plains Board of Education will pay the full cost of any physical examination done by the designated physician for a bus driver.

ARTICLE 15
REPORT PAY

- 15.01 In the event of an emergency situation an employee is called to work other than his normal schedule, he/she shall be paid at least two (2) hours pay at the applicable rate of pay. Any additional hours must have approval of the Superintendent or designee.

- 15.02 Article 18 does not pertain to bus drivers.

ARTICLE 16
TRAVEL ALLOWANCE

- 16.01 Any employee required to use his/her own vehicle to serve the Board, shall be paid at the rate as currently in effect determined by the Internal Revenue Service (IRS) per mile for actual travel distance.

ARTICLE 17
LAYOFF AND RECALL

- 17.01 All bargaining unit classifications and positions shall be filled by employees of the Board.
- 17.02 If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds, or lack of work, the following procedure shall govern such layoff.

- 17.03 The number of people affected by reduction in force will be kept to a minimum by not employing replacements so far as practical for employees who resign, retire or otherwise vacate a position.
- 17.04 Whenever it becomes necessary to lay off employees by reasons as stated above, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of service with the Board of Education in a particular job classification computed from the latest date of hire or appointment to their present classification. Authorized leaves of absence do not constitute an interruption of continuous service. In the case of identical seniority, the Administration and the Union shall meet to determine a fair and equitable means of deciding which employee shall be laid off first by considering where an employee lives, works, his evaluation, and the position available.
- 17.05 The Board of Education shall determine in which classification the layoff should occur and the number of employees to be laid off. If this action occurs, the Local President shall be notified and appropriate action shall be discussed.
- 17.06 Twenty (20) days prior to the effective day of layoffs, the Board of Education shall prepare and post for inspection in a conspicuous place a list containing the names, seniority dates, and classifications and indicate which employees are to be laid off. Each notice of layoffs shall state the following:
1. Reasons for the layoff or reduction;
 2. The effective date of layoff;
 3. A statement advising the employee of their rights of reinstatement from the layoff.
- 17.07 For the classifications in which the layoff occurs, the Board shall prepare a reinstatement list and all employees employed under limited contracts shall be placed on the reinstatement list in the reverse order of layoff. The names of all employees employed under the continuing contract status of employment shall be placed on a separate reinstatement list in reverse of layoff.
- Reinstatement shall be made from the continuing contract list and then the limited contract list before any new employees are hired in that classification.
- 17.08 Vacancies which occur in the classification of layoff shall be offered to or declined in writing by the employees rounding highest on the reinstatement list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement name list. Employees shall be responsible to update their current contact information with the District.

- 17.09 The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority and a notice of reinstatement shall be made by certified mail.
- 17.10 If an employee is recalled for reinstatement, and an employee declines reinstatement at that time, the Board is under no further obligation to that employee.

ARTICLE 18
VACANCY PROCEDURE

18.01 Classification Seniority is a privileged status attained by an employee within a classification beginning with the date of last employment in the classification with the Madison-Plains Local School District.

System Seniority is a privileged status attained by an employee beginning with the date of uninterrupted service with the Madison-Plains Local School District.

- 18.02 The Board of Education shall determine when a vacancy exists, whether due to resignation, retirement and/or other reason(s).
- 18.03 When the Board determines that a vacancy exists, the Board of Education agrees to the notification of all employees through a posting of such vacancy for a period of five (5) working days in a conspicuous place. Each employee will receive an electronic notification when school is not in session.
- 18.04 Any employee who wishes to be considered for any vacancy must do so, in writing, during the posting period to Human Resources. Employees who submit their wishes in writing shall be given in return, a copy of the time/date stamped bid, upon employee's request.
- 18.05 In selecting the person to fill any vacancy, the Board of Education agrees to use the following procedure:
1. Any employee who holds a full-time position in the same classification and is determined qualified by the Superintendent for the vacant position shall receive the position. In the case that two (2) or more persons in the same classification apply, the Superintendent will select the individual determined to be most qualified between the two.
 2. Should the position not be filled by the provisions in paragraph I, employees who have applied from another classification shall be considered.
 3. If a person is not selected to fill the vacant position through the above methods, the Board of Education may fill the position with a newly hired employee.

ARTICLE 19
HOURS OF WORK AND OVERTIME

19.01 The work week shall be Sunday through Saturday. A full week is forty (40) hours. This shall not restrict employees on an overtime basis when such is necessary to carry on the business of the school district. Overtime is defined to include any time approved and actually worked in excess of forty (40) hours in any work week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time.

Custodians shall receive two days off together. Assignments (i.e. which shift and which side of campus in which a custodian works) will be chosen by seniority, highest to lowest. Once the assignments have been chosen they will not change unless by mutual agreement by both parties. This does not include temporary assignments to cover staff out on any kind of leave or during school breaks when other work may need completed beyond what is done during times when school is in session (i.e., summer break, winter break, and spring break) or during extra-curricular event coverage. This provision shall exclude assignments necessitated by SERS or Board approved disability.

19.02 An employee who works twenty (20) hours or more per week shall be considered to be full-time. Bus drivers may be assigned bargaining unit work outside their classification, to be paid at the driver's regular rate of pay, in order to reach their minimum contract (i.e., twenty (20) weekly) hours.

19.03 Employees required by law to submit to drug and alcohol testing shall receive compensation at their regular hourly rate of pay.

19.04 All staff scheduled to work 8 hours a day must take an unpaid 30-minute lunch within the workday.

19.05 Bus drivers are required to complete a "deep clean" (*as defined by the Transportation Supervisor prior to the last day of school*) of their bus at the conclusion of the school year. This deep clean will be completed within five (5) working days of the last "in-session" day of school. Drivers may opt out of this deep clean. Drivers must opt out by notifying the Transportation Supervisor prior to the last day of school. The Transportation Supervisor will post a list of all busses in which the assigned drivers have opted out from the deep clean requirement on the last day of school. These busses may then be picked up by other OAPSE Local #537 members on a first come, first serve basis. The rate of pay will be the average hourly rate of pay for all bus drivers employed on the last day of school. Each driver performing the deep clean will be paid for the actual hours worked, up to five (5) hours per bus.

19.06 Extra hours shall be offered to short hour employees within the same classification prior to a sub being called to replace an absent employee, so long as it does not require the employee to work overtime or result in extra benefits not already due to the employee.

19.07 All overtime shall be offered in the order of seniority (excluding secretaries). Overtime shall first be offered to those employees in the applicable classification within the district. If no one volunteers and no substitute is available, overtime will be assigned on an inverse seniority basis beginning with the least senior employee within the classification.

19.08 Employees shall have the option to receive compensatory time in lieu of overtime payment. Compensatory time shall be granted at one and one half (1 ½) hours for each hour worked in accordance with the Fair Labor Standards Act. Compensatory time balances may not exceed forty-eight (48) hours at any point in time during the fiscal year. Any compensatory time accrued and not used resulting in a balance greater than forty-eight (48) hours within a fiscal year will be paid out as it is earned at the employee's current rate of pay in accordance with the Fair Labor Standards Act.

Compensatory time off shall be scheduled at a time mutually agreeable between the employee and his/her immediate supervisor. This time off may be taken while students are in attendance but shall be scheduled to provide minimal disruption. Compensatory time will be used within the fiscal year that it is earned (i.e., prior to and including June 30). Compensatory time not used by June 30 will be paid-out at the employee's regular rate of pay at the time at which it was earned.

ARTICLE 20
HOLIDAYS AND CALENDAR

20.01 Holidays for which the employee is compensated shall count as time actually worked. Sick leave shall not count as time actually worked. Time worked on days off without pay shall be compensated at straight time if requested to be worked by the supervisor. Holidays recognized by this Agreement are:

- | | |
|--|--|
| 1. New Year's Day | 6. Thanksgiving Day |
| 2. Martin Luther King Day | 7. Friday after Thanksgiving |
| 3. Memorial Day | 8. Day before Christmas |
| 4. July 4 th (12-month employees) | 9. Christmas |
| 5. Labor Day | 10. Presidents Day
(Custodians, Mechanic & Head Mechanic) |

Any employee required to perform work on a paid holiday shall be paid at a rate of one and one-half (1-1/2) the regular pay or be given compensatory time.

ARTICLE 21
SICK LEAVE

21.01 Each person employed by the Board shall be entitled to fifteen (15) days sick leave with pay for each year under contract, which shall be credited at the rate of one and one-fourth (1-1/4) days per month.

21.02 Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to others, and for absence due to illness, injury or death in the employee's family. Unused sick leave shall be accumulated to a maximum of two hundred seventy-one (271) days.

Where sick leave is used due to a personal illness (such as pregnancy, childbirth, hearing disorder, injury, etc.) and exceeds more than five (5) days within a calendar month, a doctor's excuse will be required. Additional days beyond the five (5) days will be granted if a physician's statement clearly states the need for additional days.

21.03 Any accumulated sick leave of a person separated from any other public service shall be transferable.

21.04 If sick leave is taken and medical attention is required, the Board may request a signed doctor's statement to justify the use of sick leave.

ARTICLE 22 **CALAMITY DAYS**

22.01 All employees shall be paid their appropriate rate of pay for all days or a part of a day when schools in which they are employed are closed because of an epidemic or other public calamity.

22.02 If any employee is required to report to work on the day of a District-wide calamity, he/she shall be entitled to compensatory time equal to the hours worked on the calamity day. The compensatory time may be taken at any time that is agreeable with the employee and the immediate supervisor. See Article 22.08.

ARTICLE 23 **RETIREMENT PAY**

23.01 Any employee who retires shall be entitled to pay for one-fourth (1/4) of all accumulated sick leave credited up to the following: sixty-two (62) days. The maximum accumulation of sick leave shall be increased to be in accordance with these amounts. Payment of severance pay will be made to the employee in one (1) lump sum upon his retirement. Retirement will be verified by providing a copy of the first retirement direct deposit receipt.

23.02 The rate of pay shall be the rate of salary schedule at the time of leaving the service of the Board.

23.03 The Madison-Plains Board of Education agrees with Local #537 to SERS pickup" utilizing the salary reduction method contributions to the School Employees Retirement System (SERS) paid on behalf of bargaining unit members, at no cost to the Board, under the following terms and conditions:

1. The amount to be “picked-up” on behalf of each bargaining unit member shall be the amount set by the Ohio Revised Code of the unit member’s gross annual compensation. The bargaining unit member’s annual compensation shall be reduced at no cost to the Board by an amount equal to the amount “picked-up” by the Board for the purpose of State and Federal tax only.
2. The “pickup” percentage shall apply uniformly to all members of the bargaining unit.

Each bargaining unit member will be responsible for compliance with the Internal Revenue Service (IRS) salary exclusion allowance regulations with respect to the “pickup” in combination with other tax deferred compensation.

If the foregoing “pickup” provisions are nullified by subsequent IRS rulings, Ohio Attorney General Opinions, or other governing regulations, the Board will be held harmless and this Article of the Agreement shall be declared null and void.

- 23.04 A unit member electing to retire within nine (9) months of the first day of eligibility will receive an additional one hundred dollars (\$100.00) for each year of service in the Madison- Plains Local School District. The maximum number of years of service in the district shall be limited to thirty (30) years. If a member elects to be rehired by the Board of Education, the compensation package would not apply.

ARTICLE 24 **LEAVE OF ABSENCE**

- 24.01 Upon written request, the Board of Education may grant a leave of absence for a period of not more than one (1) year for education or professional or other purposes and shall grant such leaves for up to two (2) years where illness or other disability is the reason for the request.
- 24.02 Upon the return of the employee from a leave, the Board may terminate the employment of a person hired for the purpose of replacing the resuming employee while he was on leave.
- 24.03 If after the return of the employee from leave, the person employed for the purpose of replacing an employee on leave is continued in employment as a regular employee, or if he is hired by the Board as a regular employee, or if he is hired by the Board as a regular employee within one (1) year after his employment as a replacement, he shall receive credit for his length of service with the Board during such employment replacement period. For calculation purposes, 120 days of employment service during a school year counts as one (1) year of service credit.
- 24.04 Any credit awarded to an employee mentioned above shall be in compliance with 3319.081 of the Ohio Revised Code.

ARTICLE 25
PAY DAYS

- 25.01 All employees shall be paid over a twelve (12) month period. The pay will be figured over twenty-four pay periods, to be paid on or about the 5th and 20th of each month.
- 25.02 When payday falls on a holiday, the preceding workday shall be payday, with the employee receiving his/her pay.

ARTICLE 26
VACATION

- 26.01 All full-time employees contracted for service for no less than eleven (11) months per year shall be entitled to paid vacation to be taken during the summer and/or at a time when students are not in session, unless otherwise approved by the Superintendent or his designee.

<u>YEAR OF SERVICE</u>	<u>VACATION DAYS</u>
1-4 years	10 days
5-13 years	15 days
14-20 years	20 days
Over 20 years	23 days

- 26.02 All vacation may be taken following the year in which it is earned. In extreme emergency circumstances, an employee may be requested or may request to work a portion of earned vacation leave.

If an employee does not use the total vacation that year, the employee may choose one (1) of the following options:

1. Receive payment for leave not taken; or
2. Transfer/carry over the days to the next contract year.

Payments, transfer and/or carry over of days must have the approval of the Superintendent, in writing, but shall not, in any case, exceed fifty percent (50%) of the total days earned in any given year.

- 26.03 Vacation shall be available for use July 1 of each year for all time earned the school year prior.

ARTICLE 27
HOSPITALIZATION AND OTHER BENEFITS

27.01 The Board agrees to provide the same benefits premiums, deductibles, out of pocket limits, and insurance savings reimbursement as well any other insurance benefits, enumerated or not for classified employees as it does for certified employees, at the same rates. All employees in the bargaining unit who work more than twenty (20) hours per week (with the exception of those governed under Article 22 - Hours of Work) or more shall be entitled to all benefits provided by the Board. Employees who work fewer than twenty (20) hours per week may purchase hospitalization through the group plan at their own expense. The annual premium must be paid in twelve (12) monthly installments; the first installment must be paid to the Treasurer during the first two (2) weeks in September.

27.02 The Board shall have the right to change carriers/plan design however the change shall not result in any additional cost to the employee. If the change results in an increased cost the Board will establish a reimbursement mechanism for the additional expense.

If the insurance premium renewal increases more than twelve (12%) percent over the prior plan year then the Insurance Committee shall meet and determine what plan design changes to make, if any, to bring the insurance premium renewal increase below twelve (12%) percent. The Insurance Committee may recommend plan design changes, higher contribution rates or a combination of both which must then be approved by the Association. If the Insurance Committee fails to make such recommendations to the Association or if the Association does not agree to such changes, then the Board of Education may make changes to the plan design to bring the premium renewal increase below twelve (12%) percent. If the Board of Education does not change plan design to lower the premium renewal increase below twelve (12%) percent, then both the Association and the Board will each pay fifty (50%) of the increase that exceeds the twelve (12%) percent increase in premium renewal.

The Board shall pay “deductible coverage” paying part of the deductible on the following schedule:

2019-20 school year 80%
2020-21 school year 80%
2021-22 school year 80%

This coverage shall pay the first dollar of the applicable deductible up to the specified percentage amount prior to the employee becoming responsible for the remainder of the deductible.

27.03 The insurance opt-out shall be \$2000 per year.

27.04 The Board shall fund an IRS section 125 Plan with \$325 for the bargaining unit member carrying medical insurance by September 30.

ARTICLE 28
EXTRACURRICULAR BUS TRIP ASSIGNMENT PROCEDURES/STIPENDS

28.01 Payment - Rate of pay for extra-curricular/field trips

Criteria

1. All extra-curricular/field trips will start and end at the respective building/campus.
2. Trip tickets will be signed by the Athletic Director, Principal and staff member supervising the event as to the following:
 - a. Start time when bus left campus;
 - b. Miles on the odometer (driver);
 - c. Time arrived at event signed by driver/sponsor;
 - d. Drivers are to remain on bus during the event and bus/van is to stay on location until the event is complete (some trips may vary);
 - e. Drivers may be responsible for any damages to bus/van while at the event;
 - f. Time arrived back at building/campus signed by driver/sponsor;
 - g. Bus must be cleaned and fueled;
 - h. Departure time from compound must be logged;
 - i. Rate of pay shall be the driver's regular hourly rate for the time actually worked as determined by the trip ticket, which includes all time spent on the trip plus up to an additional 30 minutes for any pre-trip/post-trip obligations.

28.02 Trip Assignment Procedure

- A. An extra-curricular/field trip is defined as the following:
 1. Transporting more than 8 students to an offsite event.
 2. If sub bus drivers are available, the driver may be assigned to leave before the regular route is complete (dock sheet). However, the first responsibility is to transport students home from school.
 3. Drivers may be scheduled to use vans for events that call for less than 8 students going off campus. However, the Transportation Supervisor will assign all units as to need and drivers.
- B. Criteria for assigning all trips:
 1. Monthly meeting may be held as needed and the time will be open ended.

2. Trips will go by seniority in rotation. If nobody wants the trips after it goes through rotation, they will then be available for subs.
3. Supplemental sign-ups will be posted in May. List by priority from 1 to 10.

Anyone who must or chooses to pass over a trip assignment must wait until their next regular turn in the rotation to be eligible for an extra trip. Drivers not present may bid via proxy by providing written notice to the transportation Supervisor.

If a trip is cancelled and rescheduled, the driver that had the trip has right of first refusal (this shall not move the seniority rotation). Otherwise, the trip shall be assigned as defined in this article.

A late trip shall be defined as any trip that becomes available after the last regularly scheduled monthly meeting and is scheduled to leave prior to the next meeting and is not a last-minute trip.

1. Late trips will be posted on a late trip board/calendar as often as daily.
2. Late trips shall be given out on a separate rotation list. Late trips shall be given out on a seniority rotation basis. The rotation shall continue throughout the school year.

On occasion, extra trips may become available at the "last minute" that may require a deviation from the agreed to method of distributing extra trips. A "last minute" trip is defined as a trip which comes in after 3:00 pm and is scheduled to leave the next day. In such cases, an attempt will be made to offer the "last minute" trips to the drivers by seniority rotation; however, the employer is held harmless for any grievance if the trip is a "last minute" trip. It is further understood that all employees be notified to give at least a 3-hour notice (when possible) when canceling a trip to avoid "last minute" trip situations.

Drivers will attempt to contact the supervisor. If the supervisor can't be reached, they should contact the Building Principal or Athletic Director.

C. Summer trips will be given in the following manner:

1. At the end of the school year (May 15), all drivers will notify the Transportation Supervisor as to whether or not they want summer trips. Those that want summer trips will further let the Transportation Supervisor know of periods of time they generally will not be available to take trips. The Transportation Supervisor will skip those in rotation that don't want trips or those who would not be available for the time that a trip is scheduled.

2. Upon receiving notice of a trip, the Transportation Supervisor will begin calling drivers at the appropriate place in the rotation.
 3. If a driver is not home, the supervisor will leave a message on the answering machine and send a text message, if possible. On all calls made by the supervisor, the driver has one hour to call back.
 4. Drivers without an answering machine or who do not respond in the time frame above will be passed over and the rotation will go on to the next person.
- D. The Transportation Supervisor and/or Superintendent will have the final authority in assigning buses and drivers. However, all trips shall be assigned according to the procedure listed above.
- E. Miscellaneous
1. All trip assignments will be assigned by Transportation Supervisor based on criteria listed above.
 2. Each May thereafter a meeting will be held in the Transportation Office for driver interested in extra trips for the following year and to bid on supplemental driving assignments. At the beginning of the meeting the most senior driver shall select one supplemental driving assignment from all available supplemental driving assignments. Next, the second most senior driver shall select, and this process shall continue by seniority rotation until all supplemental driving assignments have been assigned. Drivers who cannot attend the meeting shall have the ability to bid via proxy.
 3. Drivers assigned trips will be responsible for calling a particular school for details. A three (3) hour notice shall be given for a canceled trip or the assigned driver shall receive his/her regular rate of pay for two (2) hours report pay.
 4. Buses used for trip must be cleaned and refueled after the trip. The Superintendent/Designee will have final authority.
 5. Drivers not arriving for a trip as was pre-scheduled may be dropped from extra runs.
 6. "Additional driving time beyond regular time" will not be figured toward the twenty (20) hours per week needed to qualify for benefits tested thereof.
 7. Under no circumstances, will a scheduled driver change his/her schedule without submitting in writing to the Transportation Supervisor five (5) working days before the event. Emergency situations will be considered.

8. All trip assignments will start at the bus compound unless prior arrangements have been made. The bus to be used will depend on availability at that date. Drivers assigned any extra trips will be responsible for the pre-trip inspection and post-trip inspection, and may be held financially responsible for any damages not reported and/or justified.
 9. All trips and drivers must follow proper procedure for school bus driving as is defined by state and local guidelines. Any infractions may result in disciplinary action.
 10. The mechanic(s) (e.g., head mechanic, mechanic, assistant mechanic, etc.) shall only be used to drive bus routes as a “last resort,” once the options of calling in subs and utilizing other drivers has been exhausted.
 11. A mechanic who spends any time driving a bus route shall be paid at their regular applicable rate (e.g., head mechanic, mechanic, assistant mechanic, etc.). Scheduled hours shall not be reduced in order to prevent overtime during the pay period in which the mechanic(s) (e.g., head mechanic, mechanic, assistant mechanic, etc.) drove a bus/van.
 12. The MPLSD will create a job description and a “van driver” pay classification. This classification will be paid \$1.00 less per hour than a certified bus driver (i.e., a bus driver who has their CDL).
 13. Any van driver who obtains their CDL will be paid at the bus driver rate regardless of whether they are driving a van or a bus.
 14. The Board of Education may create an assistant mechanic/floating driver/aide position. This position will be a part-time position. This position will require a separate job description and pay scale. This classification will be paid \$0.50 less per hour than a certified bus driver (i.e., a bus driver who has their CDL).
- 28.03 Seasonal positions (lawn care, etc.) will be offered to regular classified employees before being opened to non-bargaining unit employees, except summer jobs which will be offered to students first.
- 28.04 Classified bus drivers in the bargaining unit shall drive regular routes and/or field trips prior to the Board assigning the bargaining unit work outside the unit.
- 28.05 These extra driving procedure guidelines can/may be updated as requested by all parties prior to March 30 of a school year. Request must be submitted in writing to the Transportation Supervisor no later than March 15 or first working day thereof.
- 28.06 Madison-Plains Local classified employees who hold their CDL license, but work in other job classifications during the workweek shall have the first option (prior to substitutes) to take weekend extra-curricular trips.

ARTICLE 29
STAFF EVALUATION

- 29.01 Annual evaluations of all classified staff shall be performed by the immediate supervisor and/or building Principal in the area and/or location of the current assignment of each staff member.
- 29.02 An evaluation instrument for all positions shall be developed by the Administration with input from at least one (1) classified employee in each classification and approved by the Board of Education.
- 29.03 All evaluations shall be performed for each employee at least one (1) time annually and a copy shall be provided the employee and one (1) copy placed in the employee personnel file. All employees new to the District shall be evaluated formally at least twice during the first year.
- 29.04 It is understood that the evaluation process is intended to create improved services, provide a continuing record of service for each employee, and serve as a means to make decisions on assignment, promotion, transfer and reemployment.
- 29.05 Public Criticism

Criticism of a bargaining unit member by a supervisor, administrator, or other agent of the employer shall not be made in the presence of pupils, parent of pupils, other bargaining unit members, or at public gatherings. Criticism of a supervisor, administrator, or other agent of the employer by a bargaining unit member shall not be made in the presence of pupils, parent of pupils, other employees, or at public gatherings. Legitimate complaints made by the public concerning bargaining unit members initially shall be directed to the unit member for attempted resolution unless immediate administrative action is necessary to address the problem. Likewise, bargaining unit member complaints shall first be directed to the party who has engaged in the conduct complained of. Should a complaining party bring a concern to the Board, an affected bargaining unit member shall be so informed and shall have the right to be present during the complaining parties presentation and/or provide the Board information concerning the issue.

ARTICLE 30
SALARY SCHEDULE REVIEW

- 30.01 All articles of this Agreement shall be effective July 1, 2015 to June 30, 2018, both dates inclusive. Either party shall notify the other in writing of a desire to terminate or modify this Agreement at least sixty (60) days but not more than seventy-five (75) days prior to the expiration of the then current terms of the Agreement. When notice is given as provided above, discussion shall be immediately entered into and will proceed with all due diligence in accordance with the procedure outlined above.

30.02 Effective July 1, 2019, all bargaining unit members shall receive a two percent (2%) across the board base wage increase in addition to any step or longevity increase for the 2019-2020 school year, an across the board increase of two percent (2%) July 1, 2020 for the 2020-2021 school year, and an across the board wage increase of two-and-a-quarter percent (2.25%) July 1, 2021 for the 2021-2022 school year.

30.03 Effective July 1, 2002 and each year thereafter, bargaining unit members who have exhausted the steps of the salary schedule, (those who have more than twenty-five (25) years of experience) shall receive a lump sum payment (less all applicable required deductions) in the amount of Six Hundred Dollars (\$600.00). If a member elects to be rehired by the Board of Education, the compensation package would not apply.

ARTICLE 31
ON BOARD INSTRUCTORS

31.01 On Board Instructors are allotted the following hours for certification and re-certification:

1. New drivers - up to 30 hours.
2. Recertification - up to 5 hours.
3. Hours beyond this time must have approval of Transportation supervisor.

ARTICLE 32
FAMILY MEDICAL LEAVE ACT

32.01 The Board shall comply with the provisions of the Federal Family Medical Leave Act.

ARTICLE 33
ATTENDANCE IN COURT

33.01 The Board will follow the provisions of the applicable Ohio Revised Code when the court attendance is related to work.

ARTICLE 34
MILITARY LEAVE

34.01 The Board shall comply with Ohio Revised Code 3319.14.

ARTICLE 35
ATTENDANCE INCENTIVE

35.01 A bargaining unit member will be awarded a bonus for perfect attendance. Perfect attendance will be defined as being at the work site each scheduled day/time as defined in the Job Calendar, salary notification, and/or job description. Employees that are not absent, tardy, leave early, etc., for one half (1/2) of their contract days, an incentive bonus will be paid as to the following:

A.

	1 st Half (Jul-Dec)	2 nd Half (Jan-Jun)	Total
120 day contract	\$90.00	\$90.00	\$180.00
9 month contract	\$202.50	\$202.50	\$405.00
12 month	\$270.00	\$270.00	\$540.00

- B. Payable the following month after each period.
- C. Vacation and 3 personal days are available for use and usage shall not affect the incentive.
- D. Bereavement leave of up to 3 sick days will be available for use one time per fiscal year (July 1-June 30). A Funeral Director's Certification must be provided. Bereavement Leave usage will not affect the attendance incentive. Bereavement Leave can be used for immediate Family as defined in the MPEA Contract.

ARTICLE 36
SUPERVISORS

36.01 An employee's immediate supervisor is the individual to whom the employee is directly responsible. At the building level this is the Principal.

36.02 The immediate supervisor for each classification or department is as follows:

Transportation	-	Superintendent/Designee
Secretary	-	Superintendent/Designee
Aides	-	Superintendent/Designee
Custodians I & II	-	Superintendent/Designee

ARTICLE 37
NON-DISCRIMINATION

37.01 Non-Discrimination and Equal Treatment

Both the Board and the Union recognize their respective responsibilities under Federal and State Civil Rights Laws, Fair Employment Practice Acts, and other similar Constitutional and Statutory requirements. Therefore, both Parties hereby reaffirm their commitments not to discriminate in any manner relating to employment on the basis of race, color, creed, national origin, age, sex, sexual orientation, or handicap.

37.02 The Board and Union recognize the right of all employees and all applicants for employment to be free to join and right not to join the Union and to participate in lawful concerted Union activities. Therefore, the Board and Union agree that there shall be no discrimination, interference, restraint, coercion, or reprisal in employment or against any applicant for employment because of Union Membership or Non-Membership, or because of any lawful activity in an official capacity on behalf of the Union.40.03 All Bargaining Unit Employees shall receive fair and equitable treatment and share in any and all benefits as provided herein.

37.03 All references to employees in the Agreement designate both sexes and whenever the male pronoun is used herein in it shall be converted to include male and female employees.

ARTICLE 38
SHIFT DIFFERENTIAL

38.01 A shift differential of fifty cents (.50) per hour shall be paid to each employee assigned regular work on second and third shift. Bargaining unit members who work a second or third shift shall be paid a shift differential during each of the twelve (12) months of employment with the Board, including all paid holidays.

An employee shall be deemed to work second or third shift if the majority of his/her hours worked are between 2:00 pm and 7:00 am.

1. 210 day - .50/hr
2. 50 day regular pay
3. Superintendent/Designee will determine shift change

ARTICLE 39
DISTRIBUTION OF MEDICINE

39.01 All employees who may be required to distribute medicine to students shall be entitled to the following:

1. Employees shall be made aware in advance of being required to distribute medicine to any student.

2. Employees shall be given proper training on when and how to administer medication to the student and/or students.
3. Employees shall be provided with proper personal protective equipment in order to administer the medicine in the appropriate manner and prevent the spread of infectious disease.

ARTICLE 40
OTHER PROVISIONS

- 40.01 All articles of this Agreement shall be effective July 1, 2019 through June 30, 2022.
- 40.02 The Board retains the sole right and authority to manage the schools of the Madison-Plains Local School District. Except as limited by the specific terms of this Agreement this shall include, but not be limited to, the right to direct the work force, to decide the duties to be performed, to decide the means, methods and equipment to be used; to assign, transfer and promote the employees; to schedule the days and hours of work, and starting and quitting times of employees; to hire, discharge and discipline employees and to make such rules and regulations as are necessary to maintain the orderly and efficient operations of the schools. The Union recognizes that there is not duty to bargain over such decisions. The Board recognizes that there is a duty to bargain over the effect of such decisions on wages, hours, terms and conditions of employment.
- 40.03 As authorized representatives of the Madison-Plains Local #537 of the Ohio Association of Public School Employees (OAPSE) and the Madison Plains Board of Education, and in evidence of our approval of the terms and conditions contained in this Agreement, we do hereby affix our signature to this Agreement on this day of: _____ 2019.

FOR THE UNION:

President Local #537

OAPSE State Representative

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

FOR THE BOARD:

Board President

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member