

Boards of Education Support Staff Contract Data Summary Sheet Definitions

To assist in filling out the SERB Contract Data Summary Sheet (CDSS), below is the definition of each field on the CDSS. After each definition there is an example of language from a collective bargaining agreement.

WAGES:

Afternoon Dif: ***Afternoon Dif:*** Cents per hour or percentage adjustment to regular hourly rate for work performed during the afternoon, or second, shift.

Shift Allowance: Second shift employees, defined as employees who report to work at 2 PM or after, shall receive an eighty-five cents per hour (\$.85/hour) shift pay in addition to their base hourly rate.

Evening Dif: Cents per hour or percentage adjustment to regular hourly rate for work performed during the evening, or third, shift.

3rd Shift - Start time of 10:00 p.m. and after – pay differential of fifty-five cents (\$.55) per hour

Hazard Pay: Monetary adjustment for work performed which is considered hazardous or dangerous. It is calculated as an adjustment to the hourly (HR), weekly (WK), monthly (MO), bi-weekly (BW), or annual (AN) rate.

52.5 The Superintendent/designee shall determine and assign employee(s) to special skilled and/or hazardous projects which are outside the employee's job description(s). If an employee is assigned to a special skilled and/or hazardous project, the employee(s) shall receive an additional Four Dollars (\$4.00) per hour above the employee's regular rate.

Retirement Pick-Up: The percentage of the retirement contribution paid by the employer, in excess of the required contribution. Does not apply to "tax deferred" or "salary reduced" pick-up plans.

- a. The amount to be picked up and paid on behalf of each employee shall be 1.5% of the employee's compensation.

Merit Pay: (Y) A compensation program where base pay increases are determined by individual performance.

All bargaining unit members will be compensated on the basis of merit, with the total pool of available funds for merit pay for the bargaining unit as a whole being equivalent to forty-six thousand dollars (\$46,000) for contract years 2015-2016, 2016-2017.

Education Incentive: (Y) Supplementary pay for college courses or degrees or for advanced certifications or licenses.

Stipend for Associate Degree shall be \$.60 per hour.

Stipend for Bachelor Degree is \$.90 per hour

ALLOWANCES

Uniform: Employer provides uniforms (indicated by a "P") or employee receives a voucher to purchase uniform or go to a specific vendor (indicated by a "V").

P = PROVIDED: Enter 'P' if provided - No Dollar amount is entered.

V = VOUCHER OR VENDOR: Enter 'V' for voucher or vendor *and enter dollar amount.*

ALLOWANCE (MONETARY AMOUNT): Dollar amount for annual uniform allowance or the amount of money for the Vendor.

The Board shall provide an allowance for uniforms (style and color of shirts, pants and shoes as approved by the Superintendent) not to exceed a total of One Hundred Forty Dollars (\$140.00) per year for the following job positions:

Cleaning: (Y) Employer provides uniform cleaning

The Employer shall supply each employee in this classification with one clean and fitted uniform each day the employee is scheduled to work and the employee shall be required to wear said uniform. These uniforms shall be cleaned at the Employer's expense and the employee shall be responsible to wear a clean and pressed uniform in good repair while on duty.

Amt: Dollar amount for cleaning uniforms

The employer will provide a maximum of \$7.35 per week for uniform cleaning services for full-time custodial/maintenance and cafeteria employees.

Tools Provided: (Y) Tools are PROVIDED, no monetary allowance given

The Board of Education shall provide each maintenance employee with a tool set which will contain the following minimum tools: combination wrench set, crescent wrench, channel locks, pliers, needle nose pliers, side cutters, multi driver set, Allen wrench set, torpedo level, 25' tape measure, hammer and tool box with lock.

Amt: Dollar amount for annual tool allowance

Each mechanic shall receive \$450.00 annual tool allowance on or about December 1 of each year for job related expenses.

Shoes: Dollar amount for annual shoes allowance.

The Board of Education will provide up to one hundred twenty five dollars (\$125.00) annually for safety footwear from an approved selection of footwear.

Mileage: IRS rate (Y) IRS rate for the use of personal vehicle for work related travel

Mileage dollar amount other than IRS rate.

Classified employees who are required by supervision to use their own automobiles to carry out their jobs will be reimbursed at the rate of forty cents (\$0.40) per mile.

IRS rate for mileage reimbursement for use of personal vehicle for work related travel.

The Board agrees the mileage rate shall be at the rate per mile approved by the Internal Revenue Service

Tuition: (Y) Full or partial reimbursement for approved courses.

Tuition reimbursement for pre-approved courses or in-services will be available up to a total of \$6,000 per year on a first come first served basis.

Vacation: Annual paid leave based upon number of years of employment. First column is the number of years required to be eligible for number of annual paid leave days in the 2nd column

Twelve (12) month employees shall be entitled to vacation with pay based on the following schedule:

0 - 11 months	1 day per month up to 10 days prior to June 30
1 - 8 years	11 days
9 -13 years	15 days
14 -19 years	20 days
20 and over	1 day for every year up to 25 days

LONGEVITY**Longevity: Supplementary payment based upon number of years of employment. Table lists number of years required to qualify for payment amount (either a dollar amount or as a percent) with the specified frequency.**

Abbreviations used for method of payment column.

\$: Set dollar amount.

%: Percentage of base salary.

Type = Frequency of payment:

AN: Annual payment.

BW: Bi-weekly payment.

HR: Hourly payment.

HP: Hours paid. Payment equals hours multiplied by the base hourly rate.

IN: Incremental Increase of a specific amount.

MO: Monthly payment.

MY: Monthly payment for each year of service. Years multiplied by amount equals annual longevity payment.

MX: Maximum paid

YR: Annual payment for each year of service. Years multiplied by amount equals annual longevity payment

Longevity Stipend

The longevity stipend schedule shall be as follows:

How it is entered into the CDSS

<u>5- 9 Years</u>	<u>10- 14 Years</u>	<u>15 - 19 Years</u>	<u>20 - 24 Years</u>	<u>25 Year & Over</u>	<u>Longevity</u>	
\$.70	\$.10	\$.10	\$.20	\$.10	5 Years: \$.70	/ HR
					10 Years: \$.10	/ IN
					15 Years: \$.10	/ IN
					20 Years: \$.20	/ IN
					25 Years: \$.10	/ IN

PAID LEAVE

Holidays: Number of paid holidays per year.

Employees whose yearly employment is for less than eleven (11) months shall be paid at their regular rate of pay for the following holidays not worked:

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

Personal Days: Number of unconditional annual paid personal days. Separate from any other paid leave (not combined with not using sick leave days). May be a FLOATING HOLIDAY.

All employees shall be granted up to three (3) days of paid personal leave each contract year.

Birthday: (Y) Birthday as a paid day off. It is not included in the number of holidays.

Injury Leave: The duration of paid leave for work related injury or illness / Specified in days (DY), calendar days (CD), work days (WD), weeks, (WK), months (MO), or years (YR). Separate from workers' compensation, sick leave or disability plan.

Any employee who is absent due to physical disability resulting from an actual physical assault or physical injury which occurs in the course of his or her employment will be granted up to ten (10) days of injury-assault leave without same being subtracted from his or her accumulated sick leave benefits.

Assault Leave: Number of paid leave days for school or direct care employees who are assaulted while on duty. Separate from other leaves.

Full pay status (days not charged to sick leave) under assault leave can be granted up to a maximum of the first twenty (20) days beginning with the first day of said leave.

Union Leave: Paid leave for attendance of union sponsored or union related functions. Does not apply to time spent in negotiations, contract administration, and grievance investigation and representation

The Board will permit the Union officers/designees up to three (3) days each of leave per school year, not to exceed twelve (12) total days, to carry out official Union business (e.g., delegate conference, etc.) with no loss in pay.

SICK LEAVE

Sick Days/Year: Number of sick days that may accrue annually for uses specified in the contract.

Each person who is 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 (1½) days per month.

Maximum Sick The maximum days of sick leave that may be accrued. A blank indicates that sick leave may accumulate without limit.

Unused sick leave shall be cumulative up to two hundred and fifty (250) days.

Attendance Bonus: (Y) Paid leave or compensation as an incentive for the use of none or only a specific portion of available sick leave in one year.

Full time employees who use no sick and/or unpaid leave in a school year will receive an incentive equal to the value of 110% of six additional days of sick leave at eight (8) hours per day (or a total of forty eight (48) hours). The incentive will be paid out after the year's conclusion.

Bank/Donated Time: (Y) Employees may bank or donate accumulated sick leave time to be used by other employees who have exhausted their sick leave benefits.

The LBTA/SS and the Board agree to establish a Sick Leave Pool for the support staff except for rehired/retired employees. The purpose of the Pool shall be to provide a support staff member who has exhausted all sick leave with the opportunity to apply for additional sick leave days for personal catastrophic illness

BEREAVEMENT LEAVE

Sick: Number of sick leave days that may be used following the death of a family member or other person defined within the provision

Up to five (5) days of sick leave may be used in the event of the death of a member of the immediate family.

Funeral: Number of paid funeral leave days, not from sick leave, that may be used following the death of a family member or other person defined within the provision.

In the case of death in the immediate family, the employee may have up to three (3) days paid leave.

Other: (Y) Provision for modified uses of leave for bereavement purposes as circumstances warrant (EG. additional days for traveling over 150 miles to attend a funeral or sick leave may be used for additional days).

The Principal/Supervisor may extend bereavement leave for extenuating circumstances such as distance, unusual family responsibility and/or personal responsibility. These extended days may come from sick leave, personal leave, vacation days, or compensatory time.

HOURS OF WORK

Comp. Time Max.: Maximum allowable hours of accumulated compensatory time.

Compensatory time will be earned at the rate of time and one-half in hours worked in excess of forty (40) in any work week and may accumulate to a maximum of 240 hours.

Call In: (Y) Minimum guaranteed hours work, or pay, if called to work at a time that is not contiguous with the beginning or ending of a work shift

The hours or pay are guaranteed at the Overtime rate = OT or Straight Time rate = ST or Applicable Rate = AR.

When any employee is called back to work after his/her regularly scheduled work or any scheduled overtime, said employee will be paid for a minimum of two (2) hours at the applicable rate of pay.

Court: (Y) Minimum guaranteed hours, or compensation, for appearance in court for work related matters. Does not apply to jury duty

The hours or pay are guaranteed at the Overtime rate = OT or Straight Time rate = ST or Applicable Rate = AR.

Any employee who is served any subpoena as a witness as opposed to being a party to a suit shall be released from duties with full pay up to ten (10) days in any one school year.

Stand By: (Y) Payment for remaining ready and available for work, or on call, apart from the regularly scheduled work shift.

An employee required to stand by shall be paid at a rate of \$3.00 per hour for such stand-by time. Stand-by time means that the employee is required to remain at home and await a possible call in to work.

Report In: (Y) Minimum guaranteed hours or pay for reporting in for scheduled work or shift and work is not available.

The Board agrees that any time an employee reports to work on a regularly scheduled work day and work is not available, the employee shall be paid for three (3) hours at the regular rate of pay.

Meal Time: Duration in minutes of paid meal time.

The work day shall be eight (8) consecutive hours, including a half-hour ($\frac{1}{2}$) paid lunch period except in regularly-scheduled shorter-hour work days.

Rest Break: Frequency (first digit) and duration (remaining digits), in minutes, of paid breaks. For example, 2/15 = two fifteen rest breaks.

Employees working six (6) consecutive hours or more will receive two (2) breaks of fifteen (15) minutes each, as close as is practical to one-third and two-thirds of the way through the work day.

Overtime Cycle: Maximum number of hours worked before overtime is accrued / followed by the number of days in the overtime cycle.

Any employee who is in pay status for either eight (8) hours in any one (1) day, or forty (40) hours in any one (1) week, shall receive his/her pay at time and one-half (1.5) for all hours at work over eight (8) in any one (1) day or for all hours worked over forty (40) in any one (1) week, but not both.

SENIORITY

Probationary Period: Minimum length of a probationary period for new hires designated in / days (DY), months (MO), work day (WD), calendar day(CD), year(YR).

All new employees will be required to serve a probationary period of sixty (60) workdays.

Shift: (Y) Preference given to seniority in the assignment of shifts.

Shift Preference shall be offered by total classification seniority.

Recall Years: Number of years in which employees on layoff retain recall rights.

A person on lay-off shall maintain his/her recall rights for a period of two (2) years from the date of lay-off.

Super Seniority: (Y) Union Officials receive additional service credit.

The EEA President(s) shall be granted super seniority over all other similarly certificated bargaining unit members in the event of a layoff.

GRIEVANCE ARBITRATION

Arbitration: (Y) Final and binding arbitration as the terminal step of the procedure for addressing and resolving grievances.

Both parties agree that an award of the arbitrator shall be final and binding on all parties unless contrary to law.

Cost: Distribution of arbitrator payment by Employer and Union. Coded as Equal (E), Loser (L), or Other (O)

EQUAL (E):

The Board and the Association shall equally share the fees and expenses of the arbitrator and any expenses incidental to the arbitration proceeding.

LOSER (L):

Loser Pays – The Board and Association agree that the party who “loses” an arbitration shall pay all costs associated with the cost of the arbitration, with the exception of legal fees.

OTHER (O):

The party who prevails in Step 4 shall pay one-fourth (1/4) of all compensation and expenses of the arbitrator, and the other party shall pay three-fourths (3/4). The arbitrator shall determine which prevails. If neither party prevails, the compensation and expenses shall be shared equally.

Mediation Step: (Y) Mediation is an option or step in the Grievance Procedure.

Upon mutual agreement of the board and Local 719, mediation will be arranged through FMCS or any other mutually agreed upon mediator prior to arbitration.

OTHER

Fair Share: (Y) Required payment of a service fee or service charge to the union by employees who are members of the bargaining unit and choose not to join the union.

The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Union, a fair share fee for the Union's representation of such non-members during the term of this contract.

Drug Test: (Y) Provision for drug testing of employees includes any of the following

Type: Specified as:

- RT Random Testing
- RS Reasonable Suspicion
- PC Probable Cause
- PA Post Accident
- PE Pre-Employment

Section 38.1 Drug/alcohol testing may be conducted on employees (post-incident, reasonable suspicion, or randomly using a valid method of selection).

Sub-Contract: (Y) Contracting out or sub-contracting of bargaining unit work

The Board shall have the right to contract out work if that does not cause any member of the bargaining unit then performing such work to be laid off.

Successor/Privatize (Y) Successorship or privatization of employer operations or facilities

This contract shall be binding and inure to the benefit of each of the parties hereto. In the event that the control of the operations or facilities of the Board transfers to another entity, the successor entity shall be bound by this contract and required to recognize the Union with respect to the facilities and bargaining unit personnel of the Board at the time of completion of transaction. This contract shall cover all future locations which the Board may operate during the term of this contract or any extension thereof.

MAD: (Y) Mutually agreed upon dispute resolution procedure. A procedure that supersedes the statutory dispute resolution procedure in ORC Chapter 4417.14

Nothing in this Section shall be construed to prohibit the parties, at any time, from voluntarily agreeing to submit any or all of the issues in dispute to any other alternative dispute settlement procedure.

Dispense Medication: (Y) Contains a clause relating to dispensing medications to students.

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.

WAGE INCREASE ACROSS THE BOARD

Date of Increase: Effective Date of the Wage Increase negotiated

Percent: Across-the-board Percentage wage increase negotiated

<u>Effective Date of Increase</u>	<u>Percentage Increase</u>
1-1-2014 - 2%	1-1-2015 - 2%
	1-1-2016 - 1.75%

Hourly: Hourly amount across-the-board increase given as a negotiated increase

Wage Increase

\$0.20 per hour wage increase effective July 1, 2012

\$0.20 per hour wage increase effective July 1, 2013

\$0.25 per hour wage increase effective July 1, 2014

Annual: A negotiated dollar amount added to the base salary

Lump Sum: A one-time dollar amount given which is NOT added to the wage scale, oftentimes a signing bonus.

Effective January 1, 2015 each bargaining unit member shall receive a five hundred (\$500.00) dollar signing bonus.

Comments: Explanation of an unusual wage increase, signing bonus or STEP FREEZE

Each employee on the salary schedule shall advance zero (0) pay steps.

BENCHMARKS

Job Title: Job Title in Collective Bargaining Agreement

Date: Effective Date of the Salary

Entry: Entry Level on Salary Schedule in HOURLY wage rate.

Top: Top Level on Salary Schedule in HOURLY wage rate.

Work Week: Number of hours in a work week

Hrs/Day: Number of work hours in a day

Days/Yr: Number of work days in a year

#Steps: Number of steps in the wage scale

Step Yrs: The number of years it takes to get to the top step.

JOB TITLES for BOARDS OF EDUCATION SUPPORT STAFF

Account Clerk	Latch Key Leader
Account Clerk 2	Library Aide
Assistant Custodian	Library Media Aide
Assistant Librarian	Library Media Specialist
Boiler Operator	LPN
Bookkeeper	Mail Clerk/Messenger
Bus Aide	Maint Repair Wkr
Bus Driver	Maintenance Supervisor
Cafeteria Manager	Mason
Cafeteria Worker	Mechanic
Carpenter	Monitor
Cashier	Nurse Aide
Cert Teacher Assistant	Nurse Practitioner
Chemist	Nutritionist
Child Care Worker	Occup/Physical Therapist
Clerk	Occup Therapist Asst
Clerk-Typist	Painter
Computer Operator	Parking Attendant
Computer Programmer I	Physical Therapy Asst
Computer Tech	Plant Maint Mechanic
Cook	Plumber
Crossing Guard	Preschool Associate
Custodian	Receptionist
Data Entry Operator	Record Clerk
Delivery Worker	RN
Dispatcher	Secretary
Educational Interpreter	Security Officer
Educational Specialist	Skilled Maintenance
Educational/Teacher Aide	Special Education Aide
Electrician	Storekeeper
Equipment Oper – Lt	Tech Typist
Food Service Worker	Technology Specialist
Foreman	Telephone Opr
Groundskeeper	Tradesmen
Head Cook	Truck Driver
Head Custodian	Tutor
Head Maintenance	Typist
Head Mechanic	Vehicle Operator
Head Start Bus Driver	Welder
Head Start Teacher	
Head Start Teacher Aide	
High School Secretary	
Home Instructor	
Housekeeper	
HVAC Maintenance	
Information Technology Tech	
Interpreter for Deaf	
Intervention Assistant	
Laborer	
Latch Key Aide	