



12-MED-04-0464
2262-02
K28807
11/19/2013

REVERE SCHOOL EMPLOYEES
SALARY SCHEDULE
AND
WORKING CONDITIONS AGREEMENT
JULY 1, 2012 THROUGH JUNE 30, 2015
THE OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES
AND
OAPSE LOCAL NO. 228
AND
THE REVERE BOARD OF EDUCATION

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ARTICLE 1

RECOGNITION

Section 1 The Board recognizes the Ohio Association of Public School Employees, hereinafter referred to as the Union, as the sole and exclusive bargaining agent for all support staff employees, excluding supervisors. The following individual classifications are not included in the unit:

- A. Central Administrative Secretaries.
- B. School District Treasurer's Office Staff.
- C. Secretaries.
- D. Substitutes.

Section 2 The bargaining unit shall be defined as all support staff employees of the Revere Local Board of Education employed in the following classifications:

- A. Food Service
- B. Cashier
- C. Custodial
- D. Bus Driver/Mechanics/Serviceperson
- E. Maintenance
- F. Playground Aide/Library Aide/Bus Attendant
- G. Switchboard Operator**

**This position shall remain in the bargaining unit as long as the incumbent remains in this position. Thereafter, the position shall be excluded from the bargaining unit.

Section 3 Other classifications may be included in the above bargaining unit in strict compliance with the provisions set forth in Sections 4117.05 and 4117.07 of the Ohio Revised Code.

ARTICLE 2

NEGOTIATIONS

A. Teams

Section 1 The number of members of the negotiating teams of each party shall be limited to be no more than a total of seven (7) members including any spokesperson. Negotiations shall be conducted exclusively between these teams.

- Section 2 Neither party shall exercise any control over the selection of the members of the other team. Each team shall have the right to include any spokesperson of their choice.
- B. Procedures
- Section 1 Written request for meetings shall be submitted by the Local officers to the Superintendent no earlier than February 1 of the year in which this agreement expires. The date of the first negotiation meeting shall be established by mutual agreement no later than fifteen (15) working days following the receipt of such request.
- Section 2 The first meeting shall be preliminary in nature at which time both parties shall submit their bargaining proposals and establish ground rules for all future meetings. Additional proposals beyond the first meeting may be submitted only by mutual agreement.
- Section 3 As many subsequent meetings as may be necessary shall be conducted until such time as a tentative agreement is reached between the teams or until impasse is declared by either or both parties.
- Section 4 The scope of negotiations shall be limited to wages, hours, and conditions of employment.
- C. Impasse
- Section 1 If, in the event following the completion of the sixty (60) day period, (working calendar), or a date mutually agreed upon, either or both parties declare impasse, both parties agree to mutually request assistance from the office of Federal Mediation and Conciliation Services.
- Section 2 Once having been assigned a mediator, negotiations shall continue under the direction of such mediator until such time as tentative agreement is reached or until the mediator is excused by mutual agreement of both parties.
- Section 3 The mediator shall have no power to force agreement, modify proposals or otherwise alter the normal bargaining relationship between the parties.
- D. Agreement
- Section 1 Within twelve (12) working days after the completion of a tentative agreement (contract) each negotiating team member, the Union field representative and the local president of the Union shall receive a copy of the tentative contract.

- Section 2 The tentative agreement reached by the Board and the Union shall be presented within fifteen (15) working days to the Union membership for ratification. Once ratified, the agreement shall be presented to the Board for formal acceptance at the next earliest board meeting. If approved by the Board, it will be signed by the Treasurer, Board President, Local Union President and Union field representative and the agreement shall become binding by both parties for the specified duration.
- Section 3 A copy of this agreement shall be given to all employees within thirty (30) working days after the adoption by the Board. The Local Union President shall be given two signed copies after the board meeting at which the agreement is signed. A copy shall remain on file in the office of the Treasurer of the Board.
- Section 4 The cost for reproducing copies of contracts for the Union members shall be shared equally by the Local Union and the Board of Education.

ARTICLE 3

SENIORITY

- Section 1
- a. System Seniority – System seniority as used herein is defined as the length of continuous service with the Board of Education. An employee's seniority date shall be the first day of continuous employment as a regular employee of the Board of Education.
 - b. Classification Seniority – Classification seniority as used herein is defined as the length of continuous service with the Board of Education in the classification that the employee is currently working as an employee. An employee's classification seniority date shall be the first day of continuous employment as a regular employee of the Board in his/her present classification.
 - c. Building Seniority – Building seniority shall be defined as classification seniority in the employee's current building assignment.
- Section 2 Such seniority is to accrue beginning with the employee's first day of regular employment provided that service is not interrupted by employment termination. Time spent as a substitute shall not be included in seniority.
- Section 3 Employees returning after once terminating his/her employment shall lose any seniority accrued during previous employment with the Revere Board of Education. Seniority is to be considered only for those continuous years of service accrued with the Revere Board of Education. Service interrupted by an approved leave of absence or layoff will not cause an employee to lose his/her

seniority with the Revere Board of Education. Seniority will not accrue during unpaid leave of absence or layoff.

Section 4 The Board of Education shall provide the President and the Secretary of the Union with a seniority list of the employees by classification, and by entry date in the system. Copies of the Board of Education minutes will be posted online after each board meeting to keep the seniority list accurate.

Section 5 When a vacancy occurs, it shall be posted within five (5) working days of approval by the Board of Education in each department and in all buildings; during the summer the posting will be included in the paychecks of those employees who by their job classification do not work in the summer. Such posting shall include the job description and the location of the job. The job shall be posted for ten (10) working days during the school year; during the summer break, the posting shall remain open for fifteen (15) working days. The Board shall have thirty (30) working days from the last day of posting to interview candidates, select, and announce the successful candidate for the vacant position.

Section 6 All bidding employees within the classification in which a vacancy occurs shall be given equal opportunity for the promotion or transfer with the position going to the most senior (classification seniority) person who best meets the qualifications and is best suited for the job. An employee appointed to any position in his/her current classification shall be subject to a ten (10) working day probationary period during which time, should the employee prove to be unable to perform satisfactorily, he/she may be returned to his/her original position without prejudice. When an employee returns to his/her original position, the Administration shall fill the vacant position with the next most senior (classification seniority) qualified individual whose name is in the original posting. That person shall be given an opportunity for the vacant position. This process shall continue until all who have applied from within the classification have been given an opportunity to fill the vacancy. The position will not be re-posted in the classification.

If no employees within the classification in which the vacancy occurs submits a bid, the position should be opened to other employees in the district best meeting the qualifications using system seniority and only after this will anyone from the outside be considered.

An employee moving from one classification to another shall have a fifteen (15) working day probationary period and upon continuing in that position beyond this probationary period shall lose his seniority in the previous classification but not his system wide seniority. Should an employee fail his/her probationary period, he/she may be returned to his/her original position without prejudice.

“Classifications” is defined in Appendix III.

- Section 7 Transfer within the same job classifications will be permitted only once within a twelve (12) month period except for reasons of promotion.
- Section 8 If a vacancy occurs in a classification where there are employees on layoff, then restrictions as governed under the layoff procedure shall apply.
- Section 9 Subcontracting shall not be used to erode bargaining unit positions within the district or as means of controlling overtime of bargaining unit employees.
- Section 10 Substitutes: Persons hired for any length of time and take the place of an employee who has rights to return to the school system are substitutes. Substitutes have no rights to hold jobs and do not accrue seniority within the Revere School System
- Section 11 Members of the bargaining unit may be asked to perform work as a substitute for an absent bargaining unit member. Performance of requested substitute work shall be compensated at the appropriate substitute wage rate. Substitute work shall not interfere with the performance of duties in the bargaining unit member's regular work assignment.

ARTICLE 4

UNION SECURITY

Union Security and Dues Check Off

A. Agency Shop - Fair Share Fees

- Section 1 Employees covered by this Agreement shall be required to either become or remain a member of the Union, or employees who do not choose to become a member shall be required to pay a fair share fee as a condition for retaining employment with the Revere Local Schools.
- Section 2 Upon the completion of the probationary period provided in this Agreement, any employee covered by this Agreement who chooses not to become a member of the Union shall be obligated to pay the Union a monthly fair share fee to reimburse the Union for expenses related to collective bargaining, agreement administration or grievance adjustment. Monthly fair share fee payments shall also be made by an employee who is currently a member of the Union during the term of this Agreement.
- Section 3 The monthly fair share fee referred to above shall not exceed the amount of regular monthly dues charged to the Union members.

Section 4 Fair share fees under this provision shall be deducted by the Board from the payroll checks on non-member employees and forwarded to the Union on a basis in the same manner as regular membership dues deducted and forwarded by the Board for Union members except that written authorization for such deductions shall not be required from non-member employees.

B. Deduction Procedure

Section 1 Payroll deductions for Union dues, initiation fees and assessments for employees, who had submitted a written dues deduction authorization form to the Treasurer. Once authorized, such deductions shall remain continuous or until such time as the employee submits to the Treasurer a written statement revoking such authorization. This statement of revocation must be submitted during the period of the final ten (10) days of the contract.

Section 2 Dues in the appropriate amount shall be deducted once a month for twelve (12) months beginning with September and ending with the employee's last pay in August. Employees may request deductions at any time during the dues deduction period. Any deduction missed shall be the obligation of the employee. The first deduction shall include all local dues which shall be remitted by separate check to the local Union treasurer.

Section 3 All deductions for State dues shall be sent with a report of the deductions to the State Union Treasurer. A copy of the report shall be sent to the local Union Treasurer.

Section 4 This provision shall apply to those new employees hired after June 30, 1982, and to current members until January 1, 2006. Effective January 1, 2006, this provision shall apply to all members of the bargaining unit and any bargaining unit member who was previously excluded from the operation of this provision shall be assessed fair share or dues for the 2005-2006 school year on a prorated basis.

Section 5 OAPSE shall indemnify and hold the Board harmless for any and all claims arising out of or by reason of any action taken by the Board for the purpose of complying with this article and/or the dues deduction provisions.

Any employee covered by this Agreement who has been declared by the State Employment Relations Board to be exempt from becoming a member of or financially supporting a public employee organization for religious reasons pursuant to the Ohio Revised Code Section 4117.09(c) shall not be required to pay union dues or a fair share fee; but in lieu of the fair share fee described above, the employee shall be required to pay an

amount equal to such fair share fee to a non-religious charitable fund exempt from taxation under Section 501(C)(3) of the Internal Revenue Code, the specific organization to be agreed upon by the employee and the Union. In addition, any such employee shall furnish to the Union written receipts evidencing the monthly payment of such amounts. In the event any such employee fails to make such payments or fails to furnish such receipts, said employee shall be subject to the same sanctions as an employee who has failed to pay membership dues or fair share fee hereunder.

- Section 6 Copies of all annual salary notices shall be sent upon request to the Local Union Treasurer and State Union Treasurer.
- Section 7 OAPSE members wishing to donate voluntarily to the P.E.O.P.L.E. organization shall have the right to have that donation deducted by the Board through a monthly payroll deduction.

ARTICLE 5

WORK WEEK AND OVERTIME PAY

- Section 1 The standard work week for all unit employees shall be forty (40) hours or less, Monday through Friday with the following exception: Any future employee hired by the Board for a specific weekly schedule other than the above.
- Section 2 All Bargaining Unit employees shall use time sheets. Employees regular work hours shall not be altered to avoid payment of overtime without the agreement of the employee.
- A. When the Revere Schools are not in session for classes as established by the Revere Local School District Calendar, all evening custodians will be scheduled to work 6:30 am to 3:00 p.m.
- B. If a hardship develops that would require a custodian to remain on his/her regular evening hours, the employee must make the request in writing to, and receive the approval of the Building Administrator, Business Office and the Superintendent's Office. This written request is to be submitted two (2) weeks prior to the change in working hours. Acceptable hardships would be for childcare or immediate family care such as care for a Mother, Father, Brother, Sister. All other situations will be reviewed on an individual basis.
- Section 3 No employee whose normal work week includes Saturday or Sunday shall receive premium rates for such time.

Section 4 Time and one-half shall be paid for all time over forty (40) hours (of paid time) in any standard work week. Time and one-half shall be based on the employee's regular rate of pay provided all work was completed in the employee's classification, with the following exceptions:

- A. Dual rate employees who work two jobs on a regular basis for the Board of Education will be paid time and one-half for all hours worked over 40 hours in a given week. The overtime rate will be the higher pay rate. This rate will be used to determine the employee's overtime compensation.
- B. Occasional part-time job employees are regular employees who are substitute workers in other classifications and work the substitute positions on an occasional or sporadic basis, the substitute hours will not be counted as hours worked in determining overtime obligations within a given week.

Section 5 A. Overtime, premium pay assignments, or assignments for drivers who serve as on board trainers shall be distributed as fairly and as nearly equal as is reasonable among employees equally qualified and competent to perform the available assignments according to classification and seniority on a rotating basis. Regular employees shall have preference over part-time employees and summer help. In situations of extended absence (2 weeks or more), when a substitute is not available, the necessary overtime may be offered to employees, in the same job classification, who work in other buildings.

- B. Overtime Rotation for Food Service and Custodial Employees – In the event that extra work or overtime is required for Special Events (excludes events regarding “instructional hours”) in the Food Service or Custodial Classifications, the department supervisor, if possible, shall provide the employees with at least three (3) days notice of the extra time/overtime opportunity. The extra time/overtime opportunity shall be offered to staff within the building/grounds where the event is taking place on a classification seniority basis. If the extra time/overtime is not filled by the building employees, then the work may be filled by members of the appropriate classifications within the school district on a classification seniority rotating basis.

Section 6 Any employee who, by request of the Administration, is called back to the job after he/she has left the job site shall be paid a minimum of two (2) hours at one and one-half times his/her regular hourly rate except in situations as otherwise provided in ARTICLE 7 - SCHOOL CLOSING of this agreement. This provision is not applicable to situations when the normal work day is extended beyond the normal work day schedule.

Section 7 Cook's Pay - Evening and Banquet Work

Banquet Work -- A Food Service Activity that is beyond normal work duties after the building's respective instructional day. Cafeteria employees who work evenings for banquets or other special events shall receive time and one-half irrespective of total hours worked during the week. If a regular cook works in place of the head cook and assumes the duties of planning, ordering and managing the function, she will receive time and one-half of the head cook's rate at the employee's salary step.

Catering Work -- A Food Service Activity that is beyond normal work duties during the building's respective instructional day. When the Administration requests catering work in the Food Service Department, the Food Service Coordinator shall coordinate with the Head Cook for the resource needs of the event. Pay for employees who work the event shall be paid straight time for the event, unless working the event puts the employee into an overtime situation.

The "cook in charge" is to arrange for all food supplies to be used at the banquet. These arrangements are to be made after regular working hours. The "cook in charge" shall be responsible for the cleaning of utensils, equipment and the kitchen and dining area. Arrangements for extra cleaning help shall be made by the "cook in charge" with the custodian. The head cook in each kitchen is to assign evening and banquet work upon receipt of the Building Use Form. All assignments are to be made in accordance with Article 5, Section 5, of this agreement.

Section 8 An employee who is temporarily assigned to head cook, head custodian or senior mechanic shall be placed at his/her current step on the salary schedule in the higher paying position beginning with the first day.

When a head cook is absent, the substitution for the absent head cook shall be initially filled by volunteers within the affected kitchen who do not hold dual positions. If there are no volunteers, then the assignment will be rotated among the cooks in the affected kitchen. If the head cook's absence is long-term (exceeds five continuous work days), the substitution rotation for each cook shall be for five continuous work days. If the head cook's absence is less than five continuous work days, the substitution rotation shall be daily. When a cook is substituting for an absent head cook, the substitute shall work the head cook schedule and shall be paid on the salary schedule for the job being performed.

The obligation to fill in for a head cook takes precedence over other classified positions.

Section 9 All second shift employees shall receive their pay checks on the day before the regular pay day.

- Section 10 No employment contract for regularly scheduled hours, singularly or in total (including dual rate employees), shall be for more than 40 hours per week.
- Section 11 There shall be a thirty cents (30¢) per hour premium for employees working a 3rd shift schedule for two (2) or fewer years. For employees who continue to work the 3rd shift for more than two (2) years shall receive a premium of forty cents (40¢) per hour. The premium will not be paid to those employees requesting to be placed on the 3rd shift on a temporary basis for personal reasons.
- Section 12 In order to be eligible for overtime or extra time an employee must work the entire shift daily prior to the extra work or overtime (exception: sick leave use resulting from emergency appointments or prescheduled appointments made known to management at the time of the extra work assignment). This article is referenced in the Overtime Language in Article 5, Section 11.
- Section 13 Overtime and extra time assignments may be limited by the employee's use of sick leave. See, Article 13 (Sick Leave), Section 12 for limitations.
- Section 14 Mechanics will occasionally be required to operate a school bus to transport students. If a mechanic is required to perform such a duty six (6) or more times during a school year (July through June), the mechanic shall receive a stipend in the amount of \$250.00.

ARTICLE 6

VACATIONS

- Section 1 All full time employees who work no less than twelve (12) months during the school year (July 1 through June 30) shall be granted paid vacations, excluding legal holidays. Vacations are to be prorated as of July 1 to the hours per day worked, excluding overtime, and the schedule shall be as follows:
- after completing one full year 10 days
 - after completing five full years 15 days
 - after completing ten full years 20 days
 - after completing fifteen full years 22 days
 - after completing twenty full years 23 days
 - after completing twenty-five full years 25 days

- B. The anniversary date for calculating vacation eligibility will be June 30th. Vacation credit earned between the initial date of hire and the initial June 30th following employment shall accumulate on a pro-rata basis, .8333 days per month worked in full days only. Fractional amounts will not be considered. For these employees, the accumulated pro-rated vacation may be used in accordance with this procedure after the initial June 30th following their employment.

Section 2

Vacation time is not cumulative from year to year except if an employee who is eligible for vacation and after completing fifteen full years has five (5) or more days of unused vacation days as of June 1, he/she may give the Treasurer's office an irrevocable written notice that he/she wants five (5) days of vacation carried-over to the next year or paid at his/her per diem rate for up to ten (10) days of unused vacation at that time. At no time may an employee have more than five (5) additional days of vacation to his/her credit. Payment will be made no later than the first pay in July. All employees entitled to paid vacation under this Article, except for bus mechanics and employees whose retirement has been accepted by the Board, shall submit a written request to schedule one-half (½) of the employee's available vacation before May 1 preceding the intended vacation use. The balance of vacation days shall be scheduled in accordance with the remaining provisions of this Agreement.

- A. Vacations for bus mechanics are not limited as to the scheduling of vacation under this section except that vacations for bus mechanics cannot be scheduled for a week when bus inspections are scheduled in the District if the notice of the bus inspection is received by the District at least three (3) months in advance of an inspection.
- B. Employees whose retirement has been accepted by the Board are not limited as to the amount of his/her available vacation days that can be scheduled.
- C. Vacations will be staggered to provide coverage in each building during the summer. Employees with greater seniority will be given first choice of vacation dates when vacations are scheduled. All vacation requests must be approved by the Coordinator of Business Services and the Superintendent. Once a vacation request is approved, any changes to that vacation schedule will require five (5) workdays advance notice and the approval of the Coordinator of Business Services and the Superintendent. If an employee is sick or injured prior to the time reserved for a scheduled vacation, he/she may cancel the vacation and request sick leave if he/she submits a physician's statement documenting such sickness or injury as soon as possible.

Section 3 Vacations during the school year are subject to the availability of suitable substitutes. Advance notice of five (5) workdays is required for any vacation desired during the school year. Failure to provide required notice will result in a denial of the requested vacation.

If an employee has an emergency situation, which would necessitate the use of a personal leave day under Article 14, and the employee does not have accrued unused personal leave available, the employee, upon written approval of the Coordinator of Business Services and the Superintendent, may take up to three consecutive accrued vacation days for such emergency situation.

Section 4 Any full time employee who is eligible for vacation, who has completed one (1) year experience, shall be entitled to his/her prorated share of all earned vacation time, upon termination of employment in the system.

Section 5 Employees who sever their employment without giving at least ten (10) working days notice shall forfeit their accrued vacation days. This provision is intended to supersede Section 3319.084 of the Ohio Revised Code.

Section 6 During the week prior to and the first week of school when students are in attendance, no vacation shall be taken by a member of the bargaining unit, except for bus mechanics. There must be at least one bus mechanic on duty during the week prior to the start of school.

ARTICLE 7

SCHOOL CLOSING

Section 1 When all of the Revere Local Schools are closed due to unanticipated reasons, the classified employees shall not be required to report to work.

- A. Classified employees who do not report to work due to the unanticipated closing shall be paid their regular daily rate.
- B. Classified employees that report to work at their designated start time or up to fifteen (15) minutes to their designated start time to an unanticipated closing shall be paid a minimum of one (1) hour at their regular rate for the time that they spent working prior to the closing.
- C. An employee who reports to work prior to an unanticipated closing shall consult with the Coordinator of Business Services for a determination of the need that such employee continue to work after the closing has been announced, and the length of time the employee is to remain working.

1. If the Coordinator of Business Services determines that it is necessary the employee work for a specified period of time, such time spent working after the closing will be paid at an overtime rate for that classification.
2. If the Coordinator of Business Services determines that it is not necessary that the employee continue to work after the closing, in addition to receiving the minimum of one (1) hour at their regular rate as specified in paragraph (B) above, the employee shall be paid his/her regular daily rate.

Section 2 If a single Revere Local School building or portion of a building is closed due to unanticipated reasons, the classified staff may be required to attend to their work duties. If that building is closed due to a situation that is unhealthy or will not allow them to work their shift in that building, they may be transferred to another building to work their shift or may be sent home and paid in accordance with Section 1 of this Article. The transfer will only be for the day(s) that the building or portion of the building is closed. The Coordinator of Business Services shall determine where an employee will be transferred.

Section 3 This section shall guarantee that the employee's pay for his normal work week will not be reduced by an unanticipated school closing.

ARTICLE 8

PROFESSIONAL MEETINGS

Section 1 School employees may be permitted to attend non-union professional meetings (such as workshops), without loss of pay upon administrative approval, and may be granted reasonable expenses.

Section 2 Two (2) Union members may be permitted to attend the annual district meeting without loss of pay. Additional employees may request permission for time off without pay, to attend this meeting. These people will not accrue expenses.

Section 3 Two (2) authorized delegates shall be permitted to attend the annual Union conference for a maximum of three (3) days without loss of pay. District leave forms shall be used.

Section 4 Requests to attend the above mentioned meetings will be made on the forms provided by the Central Office and available in each Building Principal's Office.

- Section 5 Additional meetings and/or conferences may be requested on an individual basis and attended by individual employees if approved in advance by the Superintendent. District leave forms shall be used.
- Section 6 Any afternoon or evening shift employee who is being honored at the district's annual staff recognition banquet may be eligible to attend without loss of pay. Request to attend the recognition banquet shall be made at least two (2) weeks prior to the date of the banquet. Such time shall not be added to the work schedule.
- Section 7 Union members shall be excused for one (1) hour to attend local Union meetings (UNPAID TIME). Employees who leave work to attend local Union meetings are not required to make up the time missed. District leave forms shall be used.
- Section 8 Other requests to participate in professional development and/or Union activities without loss of pay shall be considered in accordance with the district's long range plan.
- Section 9
- A. An organizational meeting shall be held for all cashiers prior to the first day of school. Cashiers shall be paid at their regular rate of pay for time spent at the meeting.
 - B. The Coordinator of Business Services or his/her designee may call additional meetings for members of the kitchen staff after work and as needed throughout the year. Those employees who are required to be in attendance at these meetings will be paid at their regular rate of pay for time spent at the meeting.

ARTICLE 9

JURY DUTY/SUBPOENA LEAVE

- Section 1 A regular employee shall be granted time off with pay for jury duty and shall be allowed to keep his/her compensation received from the court to cover his/her expenses. The employee shall be required to provide documentation for all hours served on the jury, and be required to return to work if no longer needed on the jury. The employee shall be responsible to provide documentation of all monies paid them for their services.

Section 2 If a bargaining unit member is subpoenaed to testify on behalf of the Board of Education or in a proceeding where he/she is to testify regarding an issue that involves a student matter and/or the employee's professional responsibilities or Collective Bargaining Agreement enforcement, the bargaining unit member will not be required to use personal leave for that involuntary absence. In the case of a subpoena in a matter to enforce the Collective Bargaining Agreement, the Association is limited to six (6) days (taken in ½ day increments) per year.

ARTICLE 10

TRANSFERS

Section 1 Assignments and reassignments shall be made according to the needs of the school system.

Section 2 If the employee so reassigned believes that he/she has thereby suffered an undue hardship, he/she may request a reassignment to avoid such hardship. The Coordinator of Business Services will promptly consider the request and advise the employee of his/her decision within five (5) working days. If the employee is not satisfied with the decision of the Coordinator of Business Services, he/she may appeal that decision through the grievance procedure beginning at the Superintendent's level as set forth under Level Two – Administrative Level #3 of this Agreement.

Section 3 Temporary assignments may be made in the event of an emergency. Such assignments shall end with the termination of the emergency.

Section 4 When an employee is transferred (within classification) to another building due to building closure, that employee shall have first opportunity to return to the original assignment at such time as it may become available and is posted. Said opportunity shall prevail unless the transferred employee has bid on and accepted any other assignment subsequent to the original transfer. The vacated assignment shall be filled in accordance with Article 3 SENIORITY, Section 5.

ARTICLE 11

SALARY

Section 1 School employee's placement on the Board of Education adopted salary schedule shall be based on the requirements of the job description and credit for previous experience in the field shall be determined by the administration.

Section 2 Employee compensation shall be uniform for like positions except for salary increments based upon length of service. When an employee changes classifications,* he/she will be placed at Step 0 of the wage schedule for the new position or up to, but no higher than, Step 2 of the wage schedule for the new position if meriting credit for experience, at the Board's discretion.

When an employee moves from one position to another position within a classification,* the employee shall be placed on the Step of the salary schedule for the new position that is the closest to, but more than the wage rate he/she received in the position previously held.

(*See Appendix III for Chart of Classifications and Positions.)

Section 3 The Treasurer of the Revere Board of Education shall contribute to the School Employee Retirement System (SERS), in addition to the Board's required employer contribution, an amount equal to each employee's contribution in lieu of payment to such employee. The amount contributed by the Board on behalf of the employee shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such classified employees.

- A. The total annual salary for each employee shall be the salary otherwise payable under their contracts. The total annual salary shall be payable by the Board in two (2) parts: (1) deferred salary and (2) cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary which is required by SERS to be paid as an employee contribution by said employee and shall be paid by the Board to SERS on behalf of said employee as a "pick up" of the SERS employee contribution otherwise payable by the employee. An employee's cash salary shall be equal to said employee's total annual salary less the amount of the "pick up" for said employee and shall be payable, subject to applicable payroll deductions, to said employee.
- B. The Board's total combined expenditures for employee's total annual salaries otherwise payable under their contract (including "pick up" amounts) and its employer contributions to SERS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.
- C. The Board shall compute and remit its employer contribution to SERS based upon the total annual salary, including the "pick up". The Board shall report for federal and Ohio income tax purposes as an employee's gross income said employee's total annual salary less the amount of the pick up. The Board shall report for municipal income said employee's total annual salary, including the amount of pick up. The Board shall compute income tax withholding based upon gross income as reported to the respective tax authorities.

- D. The "pick up" shall be included in the employee's total annual salary for the purpose of computing daily rate of pay, for determining salary adjustment to be made due to absence, or for any other similar purpose.
- E. The "pick up" shall be a uniform percent for all classified employees, and it shall apply to all payroll payments made after the effective date of this provision and shall not be at the individual employee's option.
- F. This provision shall be effective and the "pick up" is determined solely by the Internal Revenue Service (IRS) and compliance with this section does not guarantee that the tax on the "pick up" will be deferred. If the IRS or other governmental entity declares the "pick up" not to be tax deferred, this section shall be null and void and the SERS contribution procedure in place prior to the effective date of this provision shall be in effect.

Section 4 All salary notices shall be sent to all employees prior to the first day of August. All salary notices for personnel who are employed for less than 12 months shall stipulate the beginning and ending dates of the work year. Salary notices shall indicate the salary to be paid for the term of the contract, hourly rate, number of days in the contract year, number of hours.

Section 5 Each employee shall receive a job description upon initial employment, upon request, and when a job description is changed.

Section 6 Employee Salary Schedules (See Attachment).

Section 7 Any salary notice that is sent to the OAPSE Local Treasurer shall not include pay from work done in positions outside of the bargaining unit. This includes substitute pay and pay as a courier.

Section 8: New Bargaining unit members shall receive their net pay by means of direct deposit.

Section 9: Classification Related Cost:

For each employee in the bargaining unit and only for the 2012-2013 school year, the Board shall provide a payment for classification related costs incurred by the employee in the amount of \$250.00. Said payment shall be paid the last pay of January of 2013.

ARTICLE 12

LEAVE OF ABSENCE

- Section 1 Any employee may be granted up to two years leave of absence in accordance with the ORC 3319.13.
- Section 2 Requests for reinstatement or continuance of the leave shall be directed to the Superintendent's office not later than April 25 preceding the termination date of the leave. If notification is not received by April 25, the employee will terminate his/her employment and waives any rights to reinstatement.
- Section 3 Before an employee returns from leave which was due to personal illness or injury, he/she must submit to the Board a treating physician's statement certifying that the employee can perform the duties of the position to which the employee is assigned.

ARTICLE 13

SICK LEAVE

- Section 1 Each employee is entitled to sick leave of 1¼ days per month with pay. Sick leave accumulates at a rate of 1¼ days per month for a total of 15 days per 12 month year.
- Section 2 Unused sick leave shall accumulate to a total of 295 days.
- All accumulated sick leave shall be transferable from any other school district or public agency.
- Section 3 Employees may use sick leave upon notification of the proper administration office for absence due to illness, injury, pregnancy, exposure to contagious disease and for illness or death in the employee's immediate family.

- Section 4 In the case of illness or injury the "immediate family" shall be interpreted to mean parents, parents-in-law, sister, brother, spouse, children, or other relative in the same household, to include any other person who stands in place of a parent (loco parentis). For purposes of death the "immediate family" shall be interpreted to mean parents, parents-in-law, sister, brother, spouse, children, step-parent, step-child, grandparents, grandchildren, or relative living in the same household. The "immediate family" shall also include persons whose relationship arises from marriage to the person listed herein, or any other person who stands in place of a parent (loco parentis).
- Section 5 An employee may use a maximum of ninety (90) days of paid sick leave in case of illness or injury to a member of his/her immediate family.
- Section 6 The Board of Education shall advance up to five (5) days sick leave, each year, to all support staff personnel who have exhausted his/her accumulated sick leave. Before the advancement of additional sick leave days in the next year, and preferably by the end of the school year, any advanced sick leave days shall be recovered from the employee with his/her sick leave earned after the advancement.
- Section 7 Employees shall have the option of using worker's compensation or sick leave when injured on the job. Once the option is selected, the decision is irrevocable.
- Section 8 Kindergarten, Vo-Ed drivers and regular drivers who serve as playground aides or cafeteria workers, who ask to be off for that part of their assignment only, shall only be charged for 1/3 day of sick leave. If a Kindergarten, VoEd or regular driver who is also a playground aide or cafeteria worker is only absent from the playground aide or cafeteria position on eight (8) separate occasions in one school year, the employee will be removed from the playground aide or cafeteria position. If there is satisfactory documentation that the mid-day absence was medically necessary, the absence will not be counted.
- Section 9 If an employee is absent in excess of five (5) consecutive work days for personal illness, pregnancy, injury or exposure to contagious disease which could be communicated to other employees or children, and if the employee has sought medical attention from his/her physician, the Superintendent may require from that physician a statement certifying the nature of the illness involved and that the employee is now able to perform the duties of the position to which he/she is assigned. The physician's statement shall only certify the physician's opinion of the employee's ability to return to work and shall not divulge any confidential information.

Section 10 The parties agree to meet in Labor-Management to review the use of sick leave by employees and to develop ideas to reduce the use of sick leave. The Union understands the responsibility and authority of the Board to develop policies regarding attendance of employees.

Section 11 Sick Leave Transfer

- A. When a bargaining unit member has exhausted all of his/her accumulated sick leave/vacation/personal leave, including five (5) advance days, and additional days are still needed, then he/she may request the additional sick leave days through a sick leave transfer from other bargaining unit members with accumulated sick leave, as follows:
 - 1. Bargaining unit members employed as twelve-month employees may request and receive additional sick leave days from other bargaining unit members who are twelve-month employees; and
 - 2. Bargaining unit members employed as less than twelve-month employees may request and receive additional sick leave days from other bargaining unit members who are less than twelve month employees.
- B. The number of transferred days an employee may receive shall be limited to thirty (30) days in a school year. In no event shall this transfer prevent a bargaining unit member from applying for or going on disability retirement.
- C. Upon receiving a sick leave transfer request, the Association President shall distribute a notice to all appropriate bargaining unit members notifying them of the sick leave request.
- D. A bargaining unit member wishing to transfer accumulated sick leave to the requesting bargaining unit member shall, within five (5) days, submit a sick leave transfer form to the Association President authorizing the transfer.
- E. Upon receipt of the signed forms, the Association President shall remit them to the Board Treasurer. The forms shall indicate to whom, from whom, and how many days are to be transferred by the Board Treasurer.
- F. An employee transferring sick leave days may transfer a maximum of five (5) days and shall not be permitted to deplete his/her own sick leave accumulation below twenty (20) days.

- G. Transferred sick leave days shall be paid at the regular rate of pay of the employee receiving the sick leave transfer.
- H. A transfer of sick leave to another employee shall not be considered an absence to the transferring employee.
- I. Sick leave transfer is intended for situations in which the receiving employee or his/her spouse and/or child has suffered catastrophic illness or injury. For purpose of this provision, the term "catastrophic illness or injury" shall include only those illnesses and/or injuries that are calamitous in nature, constituting a great misfortune.

ARTICLE 14

AUTHORIZED ABSENCE - PERSONAL LEAVE

- Section 1 Authorized Absence with Pay - At the beginning of every school year, each employee shall be credited with three (3) days to be used for the employee's personal business subject to the restrictions in this Article.
- Section 2 For one of these personal leave days, an employee planning to use personal leave shall notify his/her principal or supervisor in advance of such intentions five (5) days in advance. Failure to notify the principal or immediate supervisor may result in loss of pay for time missed. No more than 10% of the bargaining unit members but at least two (2) bargaining unit members (if there are only 2 bargaining unit members in a classification only one bargaining unit member) in the individual classifications shall be on personal leave on any given day unless otherwise approved by the Superintendent. Where the use of personal leave is for an emergency on the day of the absence, the Superintendent will permit the personal leave without requiring any further explanation from the employee unless the day of absence was previously denied or the absence extends a holiday or break.
- Section 3 Purpose of Authorized Absence: Authorized absence is granted for the purpose of handling a situation of an emergency nature that cannot be handled at times other than during school hours. Its use is, therefore, to be requested after the employee has given careful thought to the urgency of the reason. Authorized personal leave shall not be requested for such purposes as extension of regular or school holidays, during the first or last week of school, shopping trips, pleasure trips, retirement, resignation, or other non-emergency purposes.

Authorized absence is not a grant of an additional 3 days of vacation, and should only be utilized for contingencies of an emergency nature such as funerals of persons not covered in Article 17, Section 4 above, legal matters and religious holidays.

Section 4 Authorized Absence Without Pay - Any employee desiring to be absent from his/her job assignment for a period of time not covered by Section 1 above may request approval for absence, not to exceed five (5) working days. The number of days may be exceeded in cases of personal or family emergency, with the approval of the Superintendent or administrative designee.

ARTICLE 15

INSURANCE BENEFITS Health, Prescription Drug, and Vision

Section 1 The Board will provide to all employees who, by the terms of their assignment, work not less than 30 hours per week, medical, health and prescription drug insurance through a Comprehensive Hospitalization and Major Medical Insurance Program (See Appendix II for specifications). Employee contribution toward the premium cost of the insurance and the general characteristics of the Board insurance Program shall be:

Beginning with the 2012-2013 contract year the Board's existing voluntary wellness program will be expanded. The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The Board's objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program will include the following provisions:

- A. An annual voluntary onsite biometric screening or physician directed preventative exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application and shall be determined by the District) confidential employee information in these initial four (4) key wellness categories:
- Non-smoker or participation in a smoking cessation program
 - Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
 - Body Mass Index (BMI)
 - Blood Pressure (BP)

Furthermore, the following modifications shall be effective January 1, 2013.

- The Plan's network deductible shall be \$700/single and \$1,400/family. Wellness participants will earn credits as stated below.
- The Plan's non-network deductible shall be \$900/single and \$1,800/family. Wellness participants will earn credits as stated below.

B. Effective January 1, 2013, employees who voluntarily participated in the 2012 onsite biometric screening or physician directed preventive exam earn health credits applicable to the 2013 calendar year. The value of health credits in the 2013 calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician preventive exam. Single enrollees shall earn a health credit of \$500 against their calendar year deductible. Family enrollees shall earn a health credit of \$1000 against their deductible. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2013 calendar year.

C. Effective January 1, 2014, employees who voluntarily participated in the 2013 onsite biometric screening or physician directed preventive exam will have the opportunity to earn enhanced health credits. The value of health credits in the 2014 calendar year will be based on five key biometric components. Each component shall be equal to a credit value of \$100 for single enrollees or \$200 for family enrollees. In no event will the total value of credits exceed \$500 for a single enrollee or \$1000 for a family enrollee. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2014 calendar year.

Beginning in 2014 and applicable for each subsequent calendar year, credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:

- Participation in the immediately preceding period's (i.e., fall 2013 for 2014) onsite biometrics initiative or physician directed preventive exam shall be worth \$100/single or \$200/family and credited toward the deductible and out of pocket limit costs.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth \$100/single or \$200/family and credited toward the deductible and out of pocket limit costs.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the

employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$100/single or \$200/family and credited toward the deductible and out of pocket limit costs.

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification that the employee's inability to reduce this risk is due to a related medical condition. Or should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$100/single or \$200/family and credited toward the deductible and out of pocket limit costs.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification that the employee's inability to reduce this risk is due to a related medical condition. Or should the employee's blood pressure be in excess of 140/90, a 5% improvement over the prior year's blood pressure provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$100/single or \$200/family and credited toward the deductible and out of pocket limit costs.

D. For each year after 2014, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year. The application of credits and operation of the program will remain as outlined for the 2014 calendar year.

E. The Summary of Benefits effective July 1, 2008 shall be modified in compliance with the carrier's standard modification procedure to include the following effective September 1, 2012:

- The plan outlined Preventive care examinations, as outlined by the United States Preventive Services Task Force (USPSTF), shall be covered at 100% without any cost sharing when performed by a PPO network provider.

- Generic medications shall be covered for a \$5 copayment at the retail level for a 30-day supply and \$10 copayment through mail-order for a 90 day supply.
- F. Effective September 1, 2012, for the employees in the bargaining unit, employee contribution toward the premium cost of medical insurance shall be:
- 3.5% of the total premium expense
- G. Effective July 1, 2013, for the employees in the bargaining unit, employee contribution toward the premium cost of medical insurance shall be:
- 4.75% of the total premium expense
- H. Effective July 1, 2014, for the employees in the bargaining unit, employee contribution toward the premium cost of medical insurance shall be:
- 6% of the total premium expense

Note: Maximum out of pocket is changed based upon change in deductibles.

Dental insurance will be provided in accordance with Section 5.

The specifications of the Program described in Appendix II are the same as the Program provided for the bargaining unit that represents the teachers in the Revere Local School District. In the event the plan design of the program changes during the term of this collective bargaining agreement, the plan design for the bargaining unit represented by OAPSE shall also change. However, this “me too” provision shall not apply to the premium contributions referred to above.

Section 2 Employees of the Board on or before July 1, 1993 working less than thirty (30) hours per week, who are not covered by a family policy through their spouse's employer, will be covered by the employee hospitalization, major medical, and prescription drug insurance benefits referred to above. These employees will be required to pay 50% of the premiums necessary for coverage. For those employed after July 1, 1993, prorated access to the hospitalization, major medical, and prescription drug insurance benefits will be provided as follows:

- employees working less than 30 hours, but at least 20 hours weekly will be required to pay 50% of the premiums necessary for coverage.
- employees working less than 20 hours, but at least 10 hours will be required to pay 75% of the premiums necessary for coverage.

Section 3 Medical and health insurance shall be provided for an employee's family, contingent on evidence that he/she does not have family coverage through an employer other than the Revere Board of Education, except as noted in Section 2 above.

If both husband and wife are employed by Revere District, the following options will apply:

- a. Either the husband or wife, but not both, may choose to be covered as an employee and include his or her spouse as a dependant along with any eligible dependant children.
- b. Both husband and wife may choose to be covered as employees and, therefore, will not be eligible as dependents. Either the husband or wife, but not both, may choose to cover their eligible dependant children.
- c. No one can be covered under this Plan as both an employee and dependant.

Section 4 Hospital bill verification plan: When an employee discovers an overpayment error on his/her hospital bill and the hospital reimburses the school or our insurance company, said employee will receive 20% of such reimbursement.

Section 5 The Board will provide each employee who works 30 hours or more and also for employees working less than 30 hours or more and also for employees working less than 30 hours weekly a Dental plan which provides no less than the following:

Maximum Allowable: (UCR Reimbursement)

Class I - Diagnostic and Preventative	- 100%
Class II - Primary	- 70%
Class III - Complex Restorative and Prosthetic Services	- 50%

There will be a yearly maximum of \$1,750.00 and individual deductible of \$50.00 and family deductible of \$100.00. Orthodontic services of 50% of UCR with a \$1,750.00 life time maximum.

The Board will pay the premium cost of the plan.

For those working less than 30 hours weekly - Board 50%, Employee 50%.

Section 6 To be eligible for participation in the health insurance plan, the employee must complete necessary forms as required by the insurance carrier and school district Treasurer. Coverages are described in the booklet provided to each employee by the insurance company.

Section 7 In accordance with the employee's years of full time service with the Revere Local School District, the Board agrees to provide term life insurance according to the following schedule at no cost to the employees.

\$50,000

Section 8 Any full-time employees who were purchasing supplemental life insurance on July 1, 2005 will be permitted to continue the supplemental life insurance.

Section 9 The Revere Board of Education recognizes and will comply with 3313.202 ORC.

Section 10 Hospitalization Bonus Plan:

Four hundred dollars (\$400.00) will be paid at the end of the school year to all employees, working thirty (30) or more hours per week, who instruct the school district treasurer (in writing) on an annual basis not to cover them under our insurance program during the school year. An employee who elects no coverage may elect to be covered during the school year, but in such event shall not be eligible for payments or any prorated payment hereunder.

Section 11 Employees must notify the treasurer's office prior to August 1 of the year they intend to use the Bonus Plan.

Section 12 Health Care Committee:

A. There shall be a Health Care Committee comprised of at least six (6) members with two (2) members selected by the Revere Education Association (REA), two (2) members selected by OAPSE and two (2) members selected by the Superintendent. The maximum number of Committee members shall be determined by the Committee as initially constituted.

B. The Health Care Committee shall review and analyze all relevant health care and health insurance information that may aid in the improvement of the quality of the health care and stabilize the cost of health insurance for the employees of the Revere Schools and the Board of Education.

- C. The Health Care Committee is charged with the responsibility to provide information to the bargaining representatives for the Board, OAPSE, and the REA concerning issues related to health care, health insurance and related issues that may arise.
- D. The Health Care Committee shall meet at least four (4) times each school year for the purpose of reviewing the operation of the health insurance plan and exploring means of making the insurance plan more effective and efficient.
- E. The Health Care Committee shall adopt its operational guidelines and share those guidelines with the Board, OAPSE, and REA. The Committee shall also amend and revise those guidelines from time to time as the need may arise. Any such amendment or revision shall be shared with the Board, the other employee organization, and the REA.

Section 13 The Board shall provide a vision plan for each member of the bargaining unit and his/her eligible dependants. The specific provisions of the plan are contained in the summary of benefits for Anthem Blue Vision PPO which is available at the Treasurer's office. This plan is mandatory for each member of the bargaining unit.

Section 14 The annual Open Enrollment period for benefits will be the month of August with an effective date of September 1.

ARTICLE 16

EMPLOYEE RIGHTS

Section 1 Probationary Period for New Employees

- A. There shall be a probationary period of one hundred and twenty (120) work days to allow the Board to determine the fitness and adaptability of any new employee it may hire to do the work required. If the service of a probationary employee is unsatisfactory, the employee may be removed at any time during the one hundred and twenty (120) work days of the period for any reason.
- B. During such time, a new employee shall have no seniority rights. Dismissal will not be subject to the grievance procedure.

However, the probationary employee shall have the ability to seek a voluntary transfer of assignment during this probationary period and, if that occurs, will also be subject to the applicable probationary period for the voluntary transfer as provided in Article 3, section 6 of this

Agreement. If the probationary employee voluntarily transfers to another assignment in the same or outside of that classification during the probationary period, he/she will be subject to the original term of the one hundred twenty (120) work days probationary period.

Employees retained beyond the probationary period shall have their system seniority computed as of their first day of service; their job classification seniority computed as of their latest date of entry into the job classification. All new employees shall be evaluated three (3) times during their probationary period.

- C. Provisions of this article supersede 3319.081 (a-f) O.R.C.

Section 2 Disciplinary Action

- A. The purpose of discipline, other than discharge, is to bring to the attention of the employee the nature of the offending action or conduct and the corrective steps to be taken.
- B. Employees may be disciplined or discharged for just cause. Discipline may include reprimands, suspension without pay, demotion in rank and/or other appropriate disciplinary action. Discipline or discharge may be for neglect of duty, discourteous treatment of the public, failure of good behavior, incompetence, dishonesty, inefficiency, insubordination, and/or other appropriate reasons for discipline.

The employer agrees that the principles of progressive discipline will be followed with respect to all incidents of misconduct and neglect of duty. Progressive discipline does not preclude immediate disciplinary action in cases of serious and/or overt actions which may include advanced discipline including removal. Progressive discipline shall include counseling, reprimands, suspensions without pay, reductions in pay and/or position and removal. In some instances, more than one form of discipline may be appropriate.

- C. Employees shall be entitled to representation at all meetings where disciplinary action may occur.
- D. The actions of the Board of Education disciplining an employee shall be served upon the employee no later than thirty (30) working days of the administration having knowledge of the incident giving rise to the possible discipline. The employment status may only be terminated by a majority vote of the Board of Education.
- E. The Superintendent may suspend an employee without pay for a period not to exceed ten (10) working days without Board approval. This action

is to be confirmed by the Board at its next meeting after the action has taken place. When the Board determines to discipline an employee, the employee should be notified of the disciplinary action in person if feasible. If school is not in session or if the employee is absent from work, the employee may be notified of the disciplinary action by U.S. Mail to the employee's last known address.

Section 3 Evaluations

- A. It is the intent of this section to provide each employee with an opportunity to improve in job performance in accordance with a written plan for improvement. It is also the intent of this section to provide each employee with an ongoing evaluation of performance.
- B. Each employee's job performance shall be evaluated with the employee on an individual basis. Forms for such evaluation shall be provided by the central office. All regular evaluation forms, as well as improvement plans, shall be signed by the employee to indicate only his/her awareness of the contents of each evaluation or program for improvement. The signature of the employee shall not constitute agreement or disagreement with the evaluation.
- C. Evaluations will be made by supervisors and/or the Coordinator of Business Services of employees who are directly responsible to them at any time as deemed necessary by the supervisor.
- D. In conjunction with employee evaluation, a program shall be developed by the employee's immediate supervisor and include identification of specific problems relative to the employee's performance, a reasonable specified time schedule to permit the opportunity for the employee to improve his/her job performance, and a specified date for the compliance by the employee.

Section 4 Personnel Files

- A. An employee may review his/her personnel file two (2) workdays after filing a written request with the Superintendent to review such files.
- B. Upon request, each employee shall be given a copy of any material presently in his/her personnel file after initial employment. A copy of any additional material to be placed in the employee's personnel file shall be given to the employee. Any additional copies of material requested by an employee shall be made at such employee's expense.

- C. An employee may prepare a written response to any material contained in his/her personnel file, which response shall be attached to the material in question.
- D. Any employee interested in discussing the accuracy or relevancy of materials in his/her personnel file may request and shall be granted an opportunity to discuss questions of accuracy or relevancy with the Superintendent. Materials mutually deemed inaccurate shall be corrected and materials mutually deemed irrelevant shall be removed from the file. If there is disagreement between the employee and the Superintendent regarding the accuracy or relevancy of material, the employee may submit a statement to be placed in the file of the reasons why the employee believes said material is inaccurate or irrelevant. Representation shall be available upon the employee's request.

ARTICLE 17

GRIEVANCE PROCEDURE

Section 1 Definitions

A grievance is an alleged violation of a specific article or section of this agreement, and/or administrative regulation, directives or procedures. Any alleged violation of administrative procedure may be processed only through Level 2, Step 3.

Section 2 Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of school employees. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Section 3 Grievance Committee

The local Union shall establish a Grievance Committee, (hereinafter referred to as the G.C.) which shall be broadly representative of the various elements of the school employees staff included within the negotiating unit. The G.C. shall consist of one representative from each of the six employment classifications. One of these representatives shall act as spokesman and chairman. If any member of the G.C. is a party in interest to any grievance brought before the committee, he shall disqualify himself/herself from considering such grievance.

Section 4 Procedure

Since it is important that grievance be processed as rapidly as possible the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. If a grievance is not filed within thirty (30) working days from the date the employee is aware or should have been aware of the act or condition on which the grievance is based, it shall then become a dead issue.

A. Level One - Building Level

1. An aggrieved employee shall notify his/her immediate supervisor and discuss the grievance, with the object of solving the matter informally within two (2) working days.
2. The immediate supervisor will serve written disposition to the employee within two (2) working days after said discussion.
3. If an employee does not have a satisfactory answer within four (4) working days of the original notification and discussion, the aggrieved has four (4) working days to notify his supervisor using the form provided, with a copy to the G.C.

B. Level Two - Administration Level

1. If the written grievance is not settled by this time the supervisor shall file it within five (5) working days with the Service Affairs Coordinator and the G.C., explaining the action taken and on what he based his position. If this is not done, the grievant may file directly with the Service Affairs Coordinator, with a copy to the G.C.
2. The Service Affairs Coordinator shall meet with the grievant and attempt to settle the grievance with him/her at that time. The Service Affairs Coordinator will file a written disposition with the employee within two (2) working days. If the grievant is not satisfied with the disposition he may request within four (4) working days a meeting with the Superintendent and the Service Affairs Coordinator. This meeting is to take place as soon as a satisfactory appointment can be made with all parties and should not exceed ten (10) working days.
3. The Superintendent and the Service Affairs Coordinator, together with the grievant and a member of the G.C., shall try to resolve the grievance informally within two (2) working days, and will notify

the employee and the G.C. member within five (5) working days. If the employee is still not satisfied he/she may request the G.C. to appeal the decision before the Board of Education by notifying the Superintendent in writing. If the appeal of the grievance to Level Three is not made without four (4) working days, it is then determined that the grievance is null and void.

C. Level Three - Board of Education Level

1. A majority of the members of the Board shall meet with the grievant and representatives of the G.C. within ten (10) working days after notification or at the time of the next Regular Meeting of the Board, whichever is later.
2. The Board shall send a written decision on the appeal in no more than ten (10) working days after the meeting to the G.C. The G.C. shall notify the grievant as to the decision.

D. Level Four - OAPSE Local Level

1. Within seven (7) working days after Level 3 decision, the Local Union may request a hearing by an Arbitrator. The Arbitrator will be selected by mutual agreement of the parties, and if no agreement can be reached within seven (7) working days of receipt of the request for arbitration, either party or the parties jointly may petition Federation Mediation and Conciliation service for a list of seven (7) arbitrators. The arbitrator shall be selected from such list by the alternate strike method. A second list of arbitrators may be requested by either party.
2. The decision of the arbitrator shall be final and binding on the parties. However, the arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement, nor to make any award which is inconsistent with the terms of this Agreement or contrary to law. The expense of the arbitrator shall be shared paid 2/3 by the loser and 1/3 by the winner.

Section 5 Rights of School Employees to Representation

- A. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any school representative, any member of the G.C. or any other participant in the grievance procedure by reason of such participation.

Nor shall reprisals of any kind be taken by any party in interest, by any school representative, by any member of the G.C., or by any other

participant in the grievance procedure against the Board or any member of the administration by reason of their participation in the grievance procedure.

- B. An employee shall have the right to be represented only by the Union at all steps of the grievance procedure. When a school employee is represented by the Union, the Union representative shall have the right to be present and to state its views at all stages of this grievance procedure.

Section 6 Miscellaneous

- A. If, in the judgment of the G.C., a grievance affects a group or class of school employees, the G.C. may submit such grievance in writing to the Superintendent or his Designee directly, and the processing of such grievance shall be commenced at Level Two. The G.C. may process such grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
- B. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- C. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared and given appropriate distribution by the Superintendent or his Designee so as to facilitate operation of the grievance procedure. A copy of the District grievance form shall be provided to the Union President at the start of each school year.

ARTICLE 18

SEVERANCE PAY

- Section 1 Upon retirement with the Revere Local School District, an employee, at the time of retirement from active service with the public schools of the State of Ohio, having met all other requirements for retirement set forth by the School Employees Retirement System, will paid in cash for $\frac{1}{4}$ the value of such employee's accrued but unused sick leave credit; provided, however, that such payment shall not be computed on more than $\frac{1}{4}$ of the number of maximum hours for the employee as found in Article 13, Section 2. Payment for sick leave on this basis shall be considered to eliminate all sick leave accrued by the employee at that time. Such payment shall be based upon the employee's prevailing annual salary contract rate of pay, exclusive of any supplemental contracts, extended time and/or extracurricular and/or overtime pay (hereinafter referred to as "base salary rate of pay") or the average of such employee's five (5) highest years of

"base salary rate of pay" within the Revere Local School District, whichever is greater. Such payment shall be made only once to any employee.

Section 2 In the event of death, sick leave credit accrued by the employee at the time of death will be paid to such employee's designated or nominated beneficiary as prevails with respect to the School Employees Retirement System, to paid in cash for $\frac{1}{4}$ of such employee's accrued but unused sick leave credit; provided, however, that such payment shall not be computed on more than $\frac{1}{4}$ of the number of maximum hours for the employee as found in Article 13, Section 2. Such payment shall be based upon the employee's prevailing annual salary contract rate of pay, exclusive of any supplemental contracts, extended time and/or extracurricular and/or overtime pay (hereinafter referred to as "base salary rate of pay") or the average of such employee's five (5) highest years of "base salary rate of pay" within the Revere local School District, whichever is greater.

ARTICLE 19

EARLY RETIREMENT INCENTIVE PLAN

Employees meeting the requirements as hereinafter set forth shall receive a salary incentive when they retire from active service under the provisions of the School Employees Retirement system, in the amount of \$7,000.00 for 12-month employees and \$3,500.00 for 9-month employees.

Section 1 Eligibility requirements for participation in this program:

- A. The employee shall, at the time of application for participation in said Retirement Incentive Plan, be serving a full-time contractual position of nine (9) or more months, and 30 or more hours.
- B. The employee shall have a minimum of fifteen (15) years of service with the Revere Local Schools, completed not later than the date of planned (eligible) retirement.
- C. The employee shall submit a written statement to the Superintendent announcing his/her intent to retire not fewer than ninety (90) calendar days before the employee's last day of work but not later than April 1 of the school year in which the retirement is to take place, whichever occurs first. The statement shall include the effective date of retirement and shall serve as the employee's resignation notice to the Board of Education.
- D. The employee must retire in the first year in which he/she is eligible to receive service retirement benefits through the SERS. Eligibility for retirement will be based upon the rules and regulations adopted by the State Employees Retirement System.

- E. The incentive pay will be added to the employee's severance pay. The incentive pay shall not be considered as part of the employee's salary.

ARTICLE 20

LONGEVITY

Section 1 As of July 1, 2002, longevity payments will be incorporated into the base pay rate salary schedule and years of service shall be based upon service in the position. **[The following three paragraphs do not apply but are left as historical reference.]

Employees who have served the Revere Local School District for a number of years will be recognized by receiving longevity pay supplements according to the following schedule:

Employees working less than 30 hours weekly: \$250 at the completion of 10, 13, 16, 19, 22, 25, and 30 years of service in the position.

Employees working 30 hours or more weekly: \$375 at the completion of 10, 13, 16, 19, 22, 25, and 30 years of service in the position.

Section 2 If an employee holds two positions with the Board prior to July 1, 2002, and the two positions are not at the same level of experience, the position with the lowest level of experience will be moved up the salary schedule to be at the same level of experience as the first hired position, so that both positions are at the same level of experience. On or after July 1, 2002, when an employee is hired into a second position, each position will be independent of the other with regard to longevity payments.

ARTICLE 21

LAYOFF AND RECALL

Section 1 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 procedures shall govern such layoff.

Section 2 The number of people affected by reduction in the force will be kept to a minimum by not employing replacements insofar as practical for employees who resign, retire, or otherwise vacate a position.

Section 3 Whenever it becomes necessary to lay off employees by reasons stated above, limited contract employees shall be laid off according to seniority within the classification with the least senior employee laid off first.

Section 4 If and when all limited contract employees are laid off within the classification, the same procedure will be applied to those employees on continuing contract.

Section 5 Seniority is defined as used in Article 3, Section 1.

Section 6 In cases of identical seniority, and in order to break the tie, the hire date (date of Board action) shall first be used; then the signed letter of intent with a time stamp (applies to new employees); and then a flip of a coin.

Section 7 Employees will be recalled in reverse order (last laid off, first to return).

Section 8 The following classifications shall be used for the purpose of defining classification seniority in the event of a layoff.

Custodians	Playground Aides/Library Aides
Drivers	Bus Attendant
Mechanics	Switchboard Operator
Maintenance	Serviceman
Food Service	Cashier

Section 9 Assignments and reassignments to vacant positions occurring when someone is on layoff status shall be made according to the following procedure:

A. Lateral transfers from within the classification for the first vacancy.

B. Laid off employees within the classification mandatory opportunity for the resulting vacancies, or the first vacancy if there are not lateral transfers.

Section 10 An employee being laid off that has previous work experience within another classification may bump the least senior employee within that classification if that employee has less system seniority than the person being laid off. This bumping right is only allowed during a layoff situation.

ARTICLE 22

PAID HOLIDAYS

- Section 1 The following days shall be paid holidays for all twelve (12) month employees: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, one day before Christmas, and one day before New Year's Day, and employees, on their birthday shall receive one (1) additional day's pay in lieu of time off work or have the option of a paid day off upon giving a five (5) work day notice to the supervisor.
- Section 2 All other employees shall receive the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, and employees, on their birthday shall receive one (1) additional day's pay in lieu of time off work or have the option of a paid day off upon giving a five (5) work day notice to the supervisor.
- Section 3 When any of these days fall on Saturday or Sunday, and school is closed on Friday or Monday, then that day shall be a paid holiday. If school is in session, arrangements will be made to grant another day with pay.
- Section 4 To be eligible for holiday pay, an employee must be in pay status the last scheduled work day before and the first scheduled work day after the holiday.

ARTICLE 23

FACILITY USE

- Section 1 In the event any group is using the school buildings after regular school hours, a qualified school employee, either a cook and/or custodial employee shall be assigned to be on duty for the duration of the use. Athletic practices of recognized school teams shall be exempt from provisions of this article.
- Section 2 In the event eligible employees in the building do not want the overtime assignment, the head cook or head custodian shall be permitted to assign the extra work based on building seniority.
- Section 3 The Field House and Administration Building shall be exempt from the provisions of this article. Other Buildings and/or facilities may be exempt from the provisions of this article for the specific times and purposes as mutually agreed by the Superintendent and Local #228 O.A.P.S.E. President.

- Section 4
- A. When an event is scheduled in a school building after 3:00 pm, and custodial coverage is necessary, a building custodian will be selected to cover the event and will be paid overtime. The following events or circumstances would require a custodian to be scheduled for building coverage:
1. An athletic event of any kind that is being sponsored or supervised by a non Revere School District Employee for practices or actual games.
 2. An event that has (50) or more people in attendance that is being sponsored or supervised by a Revere School District Employee.
 3. Any event that is not sponsored or supervised by a Revere School District Employee.
- B. When a custodian is not needed to cover an event in a school building, the individual or group that is sponsoring or supervising the even will be responsible for all clean up of the areas used. They are also responsible for properly securing the building.

ARTICLE 24

ASSAULT LEAVE

Section 1 An employee of the Revere Local School District who is required to be absent due to physical disability resulting from an assault which occurs in the course of Board employment while on duty or where required to be in attendance at a school sponsored function, shall be eligible to receive assault leave. Upon determination of eligibility by the Board, such leave shall be granted for not to exceed twenty five (25) working days upon the member's delivering to the Treasurer a signed statement on forms prescribed by the Board of Education and maintained by the Treasurer. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual or individuals causing the assault, the facts surrounding the assault and the willingness of the member to participate and cooperate with the Board in pursuing legal action against the assailant or assailants. If medical attention is required, the member shall supply a certificate from a licensed physician stating the nature of the disability and its duration, and file a workmen's compensation claim based on the injury. Full payment for the assault leave shall not exceed the member's per diem rate of pay, exclusive of supplemental pay, and will not be approved for payment unless and until the form and certificate, as provided above, are supplied to the Treasurer.

Section 2 Falsification of either the signed statement or a physician's statement is grounds for suspension or termination of employment under Ohio Revised Code. Where

the member exhausts the assault leave, he/she may use sick leave. If assault leave (provided herein) and sick leave become exhausted, the member may apply for further assault leave. Whether such additional leave is granted shall be determined solely by the Board. Where the assaulted member becomes eligible for benefits under the SERS because of any disability or because of age or where the member's employment by this district ceases, this leave provision is no longer applied.

ARTICLE 25

CONTRARY TO LAW

- Section 1 If any provision of this contract between the Union and the Board is found to be contrary to law in a court of competent jurisdiction or by mutual agreement of the parties, or by SERB decision, except those specified in Section 4117 O.R.C. which have been mutually agreed upon by the parties to this agreement, then such provision shall be deemed invalid to the extent such provision is contrary to law, but all other provisions shall continue in full force and effect.
- Section 2 If a provision is found to be contrary to law, the parties shall be obligated to meet within ten (10) work days of a decision to resolve the problem.

ARTICLE 26

WORK STOPPAGE

- Section 1 During the contract neither the Union, its agents nor its employees represented by the Union will engage in a work stoppage or any other concerted effort which interferes with, impedes, or impairs the normal operation of the schools.

ARTICLE 27

ORGANIZATIONAL RIGHTS

- Section 1 The Union field Representative or Local President shall have access to employees during their regularly scheduled break and/or lunch period with notice given to the Building Principal or Supervisor prior to the visit.
- Section 2 In cases of suspension or dismissal, the Union Field Representative or Local President with prior permission of the Building Principal or Supervisor shall have access to the affected employee during work time.

Section 3 The right to use without charge designated employee bulletin boards, and mail boxes, upon request to and approval from the Central Office Administration.

Section 4 The right to use designated school facilities, when feasible, in accordance with existing Board of Education policies.

ARTICLE 28

TRANSPORTATION

PART I ROUTES

Section 1 Description of Routes:

- A. REGULAR-This is the daily A.M. and P.M. route consisting of one (1) High School/Middle School and one (1) Elementary route of transporting students to and from school. This daily route pays 4 and ½ hours.
- B. SINGLE-This is an A.M. or P.M. route which only consists of 1 and ½ hours transporting students to or from school.
- C. SPECIAL EDUCATION-Pick up assigned students from their homes and take them to their regular school of attendance and return them to their home at the end of the day.
- D. KINDERGARTEN-A mid-day route which picks up morning kindergarten students from their regular school of attendance and takes them home then picks up the P.M. students from home and takes them to their regular school of attendance.
- E. VO-ED (Cuyahoga Valley Career Center)-A mid-day route which picks up assigned students from their regular school of attendance and takes them to afternoon classes at the Vocational School and picks up morning class students from Vocational School and takes them back to their regular school of attendance.
- F. SPECIAL EDUCATION PRE-SCHOOL-A mid-day route which picks up students and takes them to school and home.
- G. The Transportation Supervisor has the authority to combine types of routes in an effort to improve the efficiency and effectiveness of the operation.

Section 2 VACANT ROUTE ASSIGNMENTS

- A. When there is a vacant or created route, these routes will be posted in the bus garage for five (5) working days. The posting shall include the route letter and the approximate time.
- B. These vacant or created routes will be assigned by seniority.
- C. Special Education routes and Special Education Pre-School routes will be assigned by the Transportation Supervisor by seniority. Bargaining unit drivers who are assigned to a Special Education or Special Education Pre-School route shall serve a twenty (20) working day probationary period, during which time they may be removed from the route by the Transportation Supervisor or they may elect to be removed from the route. Bargaining unit drivers who are removed or remove themselves from the Special Education or Special Education Pre-School routes will be returned to the route or position previously held.

Section 3 TEMPORARY ASSIGNMENT

When bargaining unit drivers are not available, persons maybe hired to fill vacant bus/van driving assignments for a period not exceeding ninety (90) days per year.

Section 4 TIME WHILE ON DUTY

- A. The guaranteed time per Regular routes and Special Education Routes shall be four (4) hours and thirty (30) minutes work combined A.M. and P.M. The Transportation Supervisor shall have sixty (60) calendar days to establish final route times. All bargaining unit drivers will be paid for actual time worked during the entire school year, including summer.
- B. The guaranteed time for the Bus Attendant shall be four (4) hours combined A.M. and P.M. Additional time will be paid on a time card basis with the initialed approval of the Transportation Supervisor.
- C. Kindergarten routes are guarantee at two (2) hours. Payment for Kindergarten routes is figured by paying the bus drivers hourly rate for hours worked on the Kindergarten route. All additional time will be paid on the time card basis. The drivers of Kindergarten routes for the 2012-2013 school year shall be grandfathered in the following clause and be compensated at time and one-half pay for driving their mid-day route. Any Kindergarten route drivers hired after September 1, 2012 shall be paid at straight time.

- D. Guaranteed time for Special Education Pre-School routes will be one (1) hour and thirty (30) minutes. All additional time will be paid on the time card basis.
- E. In order to qualify as a kindergarten substitute, drivers must ride with the bargaining unit driver each year, as scheduled by the Transportation Supervisor. Drivers will be paid on a time card basis at Step 0 of the Bus Drivers rate schedule. The Board reserves the right to limit the number of kindergarten substitutes. Any additional substitutes will be trained as needed on a seniority basis.
- F. When the Kindergarten, Special Education Pre-School mid-day and/or noon time VO-Ed route becomes available it will be posted and assigned on a basis of bargaining unit driver classification seniority. In cases of identical seniority, the tie breaker used in Article 21 Layoff and Recall found in Section 6 shall be used.
- G. If Special Education Pre-School attendance declines or increases during a school year, the Transportation Supervisor shall adjust the routes to best accommodate the Pre-School attendance. If a Pre-School route is eliminated, the least senior bargaining unit driver will be laid off.
- H. It is the Board's intention to adjust time or salary to cover any situations arising out of the reorganization of the schools. If bargaining unit drivers' work beyond their guaranteed time, this would be keeping in with Section 4A and 4B.
- I. The times on which a route starts and ends shall be determined by the Transportation Supervisor and the times may vary from route to route.
- J. Each bus will be provided a broom to be used by the driver for the proper cleaning the bus interior. The type of broom and its storage on the bus shall be in accordance State of Ohio Guidelines.
- K. Subject to the prior approval of the Transportation Supervisor, drivers may receive additional compensation for time worked beyond the guaranteed time provided in section 4(A) in order to clean a bus.

Section 5 EXTRA PAY SHUTTLES

Extra shuttle runs exclusive of field trips will be assigned by the Transportation Supervisor due to the necessity of working them into the bargaining unit drivers' routes. Bargaining unit drivers shall be paid their current hourly rate. (Flexibility of scheduling requires the bargaining unit drivers be assigned partial routes occasionally). No one will hold more than one extra pay assignment as in Kindergarten and extra pay shuttles.

Section 6 SPECIAL EDUCATION ATTENDANTS

When assigned bus attendant is absent all reasonable attempts will be made to secure a substitute bus attendant.

Section 7 DELAYED OPENINGS

Bus/van bargaining unit drivers shall be paid their regular rate for all time involved due to delayed school openings.

Section 8 UNAVOIDABLE SITUATIONS

- A. If a mechanical failure, accident, inclement weather or a situation that causes the bargaining unit driver to work past their combined scheduled AM/PM route the bargaining unit driver shall be paid at the same hourly rate of pay for the duration of said incident.
- B. Delays resulting from substitute drivers or school functions/activities at drop-off and/or pick-up of students at their regular school of attendance will not constitute an unavoidable situation.

PART II TRIPS

Section 1 TRIP DEFINITION

- A. Trips shall be defined in the following categories:
 - 1. Emergency Trips:
 - a. Emergency trips shall be defined as any trip that needs to go out the same day it is received, and any trip received after 2:00 p.m. for the following day.
 - 2. Evening /weekend and Mid-day Trips
 - a. Evening/weekend trips shall be defined as any trip leaving at 4:30 pm or after on school days, and any leave time on Saturday, Sunday, holidays, or non-school days that are not considered emergency trips.
 - b. Mid-day trips shall be defined as any trip between 8:45 am and 2:15 pm that is not considered an emergency trip. The mid-day trip shall have two (2) lists: 8:45 a.m. to 11:00 a.m. and 8:45 a.m. to 2:15 p.m.

c. For evening/weekend trips, trips will be assigned in the same manner. Drivers will put their names on the trip sheet and number their choices. The supervisor will put the date of the trip in the block next to the driver's name as he/she assigns them.

d. Single route drivers and drivers that have completed their 4.5 hours who are eligible for 2:30 to 4:15 pm trips shall be rotated by seniority and that list shall be kept in the supervisor's office.

3. EXTRA PAY SHUTTLES (INTRA-DISTRICT/BUS REPAIR)

These trips are transportation of students in the Revere Local School District that are within the District with a one-hour minimum.

4. Drivers interested in being called for an emergency trip, a mid-day trip, a mid-day route or an extra pay shuttle shall place his/her name on the list for the trip in which they are interested five (5) days before each quarter begins. Selection for these trips will be from the appropriate list based upon seniority rotation. If a driver refuses four (4) trips during a quarter, he/she will be removed from the list for the remainder of that quarter and the next quarter.

B. TRIP POSTINGS AND ASSIGNMENTS

1. a. Emergency/bus repair / intra-district extra shuttle runs
- b. Evening/weekend and Mid-day trips will be posted on the Wednesday after payday before 8:45 am.
2. Trips shall be assigned by Friday at 8:45 am and no later than 2:00 pm. These trips will include all trips received at the bus garage for the two (2) week period starting the Monday after the Friday assignment.
3. Drivers will accept or pass the trip by the end of their workday on Thursday. If a drivers signs for a trip and then decides they cannot do it, it may not be traded with another driver, and shall be considered a pass on the rotation list.
4. During the bi-weekly period for which trips have already been assigned, new trips shall go to the next driver/drivers on the rotation list. If the driver cannot take the trip, it will be considered a pass.
5. If an assigned trip has been cancelled, the supervisor will highlight the dated square, and that driver shall get the next trip that comes in, or get the first choice for the next bi-weekly rotation.

6. If a driver reports for their trip and it is cancelled, it will be considered a trip and the driver shall be paid a two (2) hour minimum.
7. The rotation lists shall be reset on the last student day of school for the following year. Actual trip date will match/define the rotation used. Trip leave date before or on last student day of school will use the current school year rotation. Trip leave date after the student day of school will use the reset rotation.

C. Mid-day Routes

1. Mid-day routes that require a substitute driver shall have a separate rotation list. Kindergarten shall be on one side, and routes such as CVCC and preschool on the other side.
2. Interested drivers shall highlight their name on the rotation list. If a driver has a trip assignment from the Mid-day trip rotation list which interferes with a subbing route, the supervisor will put a "P" beside their name.

D. Summer Driving/Bus Attendant Routes and Summer Trips and Summer Emergency Trips

1. A complete seniority list will be put up for all summer work.
2. Special Education route lists shall be put up two (2) weeks prior to the last day of school on the Revere calendar. Posting shall be up for one week.
3. These specific special education routes shall begin with the first day of summer break and continue until the start of the new Revere school year.
4. Routes shall be blocks of two (2) weeks. Drivers/bus attendants, who are interested, will be required to work the entire two (2) week block and routes may not be traded.
5. These routes shall be assigned by rotation, within 48 hours prior to the last day of school on the Revere calendar. Beginning with the most senior driver/bus attendant on the rotation list who has signed up.
6. In the case of an emergency trip, the supervisor shall make a reasonable attempt to get hold of the next driver on the rotation list.
7. If unable to contact the next driver on the rotation list, the supervisor shall mark a "P" for pass next to the driver's name and go on to the next one.
8. All other trips will be posted the Wednesday after payday, and be assigned that same Friday, for the following two (2) week pay period.

Section 2 For all trips as defined in Article 28, Section 1, A, bus/van bargaining unit drivers shall be paid at the Step 1 rate unless his/her regular rate of pay is lower for time required to complete a trip. A two (2) hour minimum shall be paid for all completed trips. The two (2) hour minimum for cancelled trips shall apply to any bargaining unit driver who must return from home in order to drive or to any bargaining unit driver who, upon checking at the completion of their route, is not advised of the cancellation of the trip. An extra trip is run other than transporting Revere Local School District students to and from the regular school of attendance.

Section 3 Pick-Up and Drop-Off will be marked on the trip ticket form before it is posted.

Section 4 VAN USE

The Board may use vans to transport students in accordance with the law, as long as contracted bargaining unit drivers operate the vans in accordance with all the rules and provisions set forth in this Agreement. When no bargaining unit driver is available to drive a van (not to exceed 8 passengers), a coach or an administrator may drive the van.

Section 5 OVERNIGHT TRIPS

Overnight trips shall be made available to all bargaining unit drivers with at least one year of Revere experience on the condition that the bus driver reads the overnight procedure policy and signs off on it. Any overnight trip should have another adult on the bus and the administration shall make every effort to ensure that another adult is present on the bus.

PART III SUMMER WORK

A list shall be posted for bargaining unit drivers to sign if interested in working during the summer months and before school starts. Substitutes will not be used for this work ahead of bargaining unit drivers expressing an interest and availability for these assignments. The operation of a bus for maintenance purposes is not affected by this provision.

PART IV UNIFORMS

A clean uniform will be provided daily for all Bus Service mechanics and maintenance personnel at the Board of Education cost.

PART V MEETINGS

- A. Bargaining unit drivers and bus attendants will be paid for mandatory attendance at the Informational/Safety Meeting held during the District's Convocation Day before school begins. This day shall serve as one of the in-service days and shall be considered a "contracted day".
- B. Bargaining unit drivers and bus attendants will be paid four (4) hours for the Annual In-Service Training (3301-83-10 State Law) at the direction of the Transportation Supervisor.
- C. Drivers will be required to attend Safety/Informational meetings which will be held on a day during the second (2nd) week of each month as needed. If a scheduled Safety/Informational meeting must be cancelled, the Transportation Supervisor may reschedule the meeting for the following week. These meetings will be posted one week prior to the actual meeting date and will be paid on a time card basis for time spent outside of regular work hours. Minutes from these meetings will be posted.
- D. TRAINING – All bargaining unit drivers/attendants shall be required to attend a mandatory Special Needs Driver's Training Seminar. The Board shall provide Special Needs Training once per year on an inservice day, and all bargaining unit members in the transportation department shall be paid, at their hourly rate, for all time spent at this training seminar. If the Special Needs mandatory training is missed by an employee, then that employee shall be required to attend a Board approved training course at their own cost. The Board shall provide a list of Board approved courses to the employee who missed the training. If a Board approved training seminar is not attended by the bargaining unit driver/attendant one month after the mandatory inservice training, then that bargaining unit driver/attendant shall not be eligible for any extra trips until he/she attends a Board approved training session. If the bargaining unit driver/attendant fails to attend a Board approved training seminar three months after the date of the in service training, then the bargaining unit driver/attendant shall be suspended until the training is complete. Any suspension of extra trips, or driving, may be waived by the Superintendent or designee due to circumstances beyond the bargaining unit driver's/attendant's control.

PART VI LICENSE (CDL)

The Board shall reimburse bargaining unit drivers up to \$80.00 of the cost of their Commercial Drivers License Skills Test if the bargaining unit driver successfully passes the test and the Board has not previously reimbursed the driver for the test. This reimbursement will be available after one year on a regular contract with the Board and with paid dated receipts of the successful testing.

PART VII DRUG TESTING

Drug and alcohol testing for employees who are commercial license holders shall be pursuant to policy established by the Board of Education. Covered employees will receive pay, at the employee's regular rate of pay, for random, post-accident and reasonable suspicion testing. A minimum of two (2) hours will be paid if the test results are negative.

ARTICLE 29

LABOR-MANAGEMENT COMMITTEE

- Section 1 In an effort to solve problems before they become formal grievances, the Board of Education agrees to establish a Labor-Management committee consisting of representatives of both the Union and the Board. The Union representatives shall be no more than two (2) for the local and one (1) Field Representative may be present. The Board representatives shall be no more than three (3) in number.
- Section 2 Any party to this contract can request a meeting of the Labor Management committee, but not more often than one a month unless mutually agreed upon. Arrangements are to be made in advance and an agenda shall be submitted with the request.
- Section 3 The meetings shall be held at a mutually agreed upon time and place.

ARTICLE 30

SAFETY CONSIDERATION

- Section 1 The Board of Education agrees to:
- A. Provide a safe and secure workplace.
 - B. Provide a mandatory training on all new equipment purchased for any job site.
 - C. Provide for the discussion of all safety issues at labor/management meetings.

ARTICLE 31

NON-DISCRIMINATION

Section 1 The Board agrees that it is an equal opportunity employer and will administer the school district in accordance with all applicable provisions of federal and state law governing employment discrimination.

ARTICLE 32

WAIVER AND SCOPE

Section 1 The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals on any subject within the scope of negotiations. The understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth herein, and the parties agree that this agreement constitutes the entire contract between them and settles all demands and issues on all matters within the scope of negotiations.

Section 2 This agreement, when adopted, supersedes all previously negotiated agreements.

ARTICLE 33

MANAGEMENT RIGHTS

Section 1 All Board of Education rights, powers, duties, discretion, authority and prerogatives are retained by an shall remain exclusively vested in the Board of Education, except as limited by this Agreement. All rights, powers, duties, or authorities not reduced to writing as a part of this Agreement are reserved solely to the discretion of the Board of Education and the administration.

Section 2 These reserved rights include, but are not limited to the right and responsibility to:

- A. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure;
- B. Direct, supervise, evaluate or hire employees;
- C. Maintain and improve the efficiency and effectiveness of governmental operations;

- D. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
- E. Suspend, discipline, demote or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
- F. Determine the adequacy of the work force;
- G. Determine the overall mission of the employer as a unit of government;
- H. Effectively manage the work force;
- I. Take actions to carry out the mission of the public employer as a governmental unit.

ARTICLE 34

STUDENT ENROLLMENT

All children of classified employees may attend K-12 in the Revere Schools tuition free, with the following restrictions:

- A. A written request for admission must be made to the Superintendent.
- B. Acceptance will be based upon space available considerations. Space available will be determined by the Superintendent in consultation with the Building Administrator. This pilot program will be limited to no more than twenty-five (25) students at any time during this Contract.
- C. Excess costs that are generated to educate said students shall be the responsibility of the Home District. No special needs student shall be admitted and/or retained unless the Revere School District has program and space available and until the Home District has agreed in writing to reimburse the Revere Schools for present and future excess costs.
- D. In order to be considered, a written request must be submitted between October 1 and December 15 of the school year preceding the school year for which admission is requested. A decision will be returned no later than June 15 preceding the school year of admission.
- E. The "District of Residence" shall be the residence of the employee.
- F. Once a student is enrolled, that student may continue to attend the Revere Schools as long as attendance is continuous.
- G. The Superintendent's decision is final regarding all free tuition requests.

ARTICLE 35

SALARY SCHEDULES

(See APPENDIX VII)

- Bus Attendants shall be on the same wage scale as Playground Aides
- Step 30 shall be moved to step 28 with the maximum step of the salary schedule being 28.

ARTICLE 36

THE AGREEMENT

Section 1 This agreement shall become effective 12:01 A.M., July 1, 2012, and remain in force until midnight June 30, 2015.

Section 2 Wages and salaries.

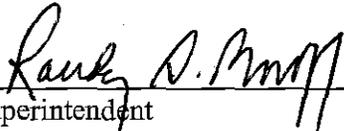
2012-2013 school year no base wage increase; no step movement; \$250 Classification Related Cost in Article 11, Section 9;

2013-2014 school year \$700 stipend paid in 4 separate installment checks in the months of October, December, March and May; no base wage increase; no step movement;

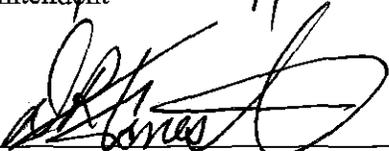
2014-2015 school year \$700 stipend paid in 4 separate installment checks in the months of October, December, March and May; no base wage increase; no step movement;

Section 3 Signatures

Signing for the Revere
Board of Education



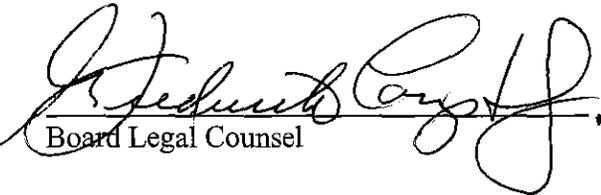
Superintendent



Treasurer



Board of Education President

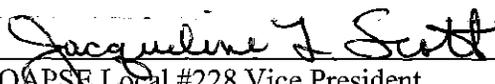


Board Legal Counsel

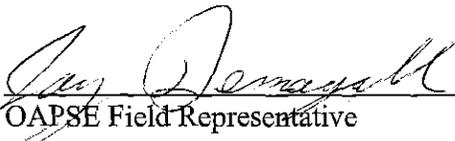
Signing for O.A.P.S.E.



OAPSE Local # 228 President



OAPSE Local #228 Vice President



OAPSE Field Representative

APPENDIX I

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REVERE BOARD OF EDUCATION
AND OAPSE LOCAL 228**

REFERENCE: Conversion of Life Insurance

It has been brought to the attention of the Revere Board of Education that employees were unaware that their group life insurance may be converted at retirement. This benefit has been presented to the employee during his/her retirement interview and a form is given to them at that time to complete if they choose to convert.

APPENDIX II

Summary of Benefits, Effective 01-01-13

**Revere Board of Education
Blue Access® (PPO)
Effective 01/01/2013**

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	\$700/\$1,400	\$900/\$1,800
Out-of-Pocket Limit (Single/Family)	\$1,100/\$2,200	\$2,250/\$4,500
Physician Home and Office Services (PCP/SCP) Primary Care Physician (PCP)/ Specialty Care Physician (SCP) Including Office Surgeries and allergy serum: <ul style="list-style-type: none"> • allergy injections (PCP and SCP) • allergy testing • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products 	\$15/\$30 No Cost Share 20% No Cost Share	20% 20% 20%
Preventive Care Services Services include but are not limited to: Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Vision and Hearing screenings	No Cost Share	20%
Emergency and Urgent Care Emergency Room Services <ul style="list-style-type: none"> • facility/other covered services (copayment waived if admitted) Urgent Care Center Services <ul style="list-style-type: none"> • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products • Allergy injections • Allergy testing 	\$75 10% 10% No Cost Share 20%	\$75 20% 20% 20% 20%
Inpatient and Outpatient Professional Services Include but are not limited to: <ul style="list-style-type: none"> • Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams 	10%	20%
Blue 6.0		

Covered Benefits	Network	Non-Network
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: <ul style="list-style-type: none"> 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) 180 days for skilled nursing facility 	10%	20%
Outpatient Surgery Hospital/Alternative Care Facility <ul style="list-style-type: none"> Surgery and administration of general anesthesia 	10%	20%
Other Outpatient Services including but not limited to: <ul style="list-style-type: none"> Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. Home Care Services unlimited visits Network/30 visits Non-Network (excludes IV Therapy) Durable Medical Equipment, Orthotics and Prosthetics Physical Medicine Therapy Day Rehabilitation programs Hospice Care Ambulance Services 	10% 10%	20% 10% 10%
Outpatient Therapy Services (Combined Network & Non-Network limits) <ul style="list-style-type: none"> Physician Home and Office Visits (PCP/SCP) Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: <ul style="list-style-type: none"> Cardiac Rehabilitation: unlimited visits Pulmonary Rehabilitation: unlimited Physical Therapy: 60 visits Occupational Therapy: 60 visits Manipulation Therapy: 12 visits Speech therapy: 20 visits Accidental Dental: unlimited 	\$15/\$30 10%	20% 20%
Behavioral Health: Mental Illness and Substance Abuse¹ <ul style="list-style-type: none"> Inpatient Facility Services Physician Home and Office Visits (PCP/SCP) Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional 	10% \$15 10%	20% 20% 20%
Human Organ and Tissue Transplants² <ul style="list-style-type: none"> Acquisition and transplant procedures, harvest and storage. 	No Cost Share	50%

Covered Benefits	Network	Non-Network
Prescription Drugs ³ Network Tier structure equals 1/2/3 <ul style="list-style-type: none"> ○ Network Retail Pharmacies: (30-day supply) Includes diabetic test strip ○ Home Delivery Service: (90-day supply) Includes diabetic test strip 	\$5 generic/\$14 formulary brand/\$23 non-formulary brand \$10 generic/\$28 formulary brand/\$46 non-formulary brand	50%, min \$30 ⁴ Not covered
Medicare Rx - Wrap Specialty Medications must be obtained via our Specialty Pharmacy network in order to receive network level benefits and are limited to a 30 day supply regardless of whether they are retail or home delivery service.		

Notes:

- Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network Human Organ and Tissue Transplants are excluded from the out-of-pocket limits.
- Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums do accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies.
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies except diabetic test strips.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.

1 We encourage you to review the Schedule of Benefits for limitations.

2 Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.

3 If applicable, all prescription drug expenses except tier 1, (Network Retail/Home Delivery-service combined) apply to the per individual RX deductible. Once the RX deductible is met, the appropriate copayment applies. Also if applicable, the Prescription Drug out of pocket maximum applies to Network Retail and Home Delivery-Service combined.

4 Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period:

We will not provide benefits for services, supplies or charges for any pre-existing condition for the time period specified below (subject to HIPAA portability requirements and excludes members under age 19):

12 months after the member's enrollment date

A pre-existing condition is a condition (mental or physical) which was present and for which medical advice, diagnosis, care or treatment was recommended or received within the 6-month period ending on the member's enrollment date. Pregnancy and domestic violence are not considered a pre-existing condition. Genetic information may not be used as a condition in the absence of a diagnosis.

Exceptions (subject to Anthem medical policy guidelines):

- Plan to exclude coverage for elective abortions.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

APPENDIX III

APPENDIX TO ARTICLE 11, §2.

CHART OF CLASSIFICATIONS AND POSITIONS

Custodial Department

Head Custodian
Custodian

Maintenance Department

Skilled Maintenance
Maintenance Worker
Grounds Keeper

Transportation I

Bus Driver

Transportation II

Head Mechanic
Mechanic
Serviceman

Food Service Department

Head Cook
Cook
Cashier

Aides

Study Hall Monitors
Library Aides
Playground Aides
Bus Attendant

Switchboard Operator

APPENDIX IV

LETTER OF UNDERSTANDING

This Letter of Understanding is entered into by and between the Revere Local School District Board of Education ("Board") and the Ohio Association of Public School Employees, Local 228 ("OAPSE").

The Board and OAPSE recognize that from time to time there arises a need for the transportation of a student with special needs when there are no bargaining unit members with a CDL available to provide the needed transportation. At the same time the parties recognize that the individual education plan (IEP) of the student or the nature of the services required in the IEP may require that the transportation occur at a specific time.

If the Coordinator of Business Services becomes aware that such a situation exists or is about to exist, he shall contact the President of OAPSE Local 228. These two individuals, along with a Local Transportation representative, shall meet as soon as possible in order to address the described situation. They shall collaboratively explore viable alternatives that will address the needs of the student and consider the interests of the members of the bargaining unit. Through this process the Coordinator shall resolve the situation.

The resolution of the situation reached through the collaborative efforts of the Coordinator and the OAPSE Local President shall control the situation until the facts surrounding the resolved situation materially change. At that time the Coordinator and the OAPSE Local President shall again attempt to reach a resolution through their collaborative efforts.

The parties agree this practice shall continue for the duration of the successor collective bargaining agreement.

FOR THE BOARD

FOR OAPSE

Date: _____

Date: _____

APPENDIX V

MEMORANDUM OF UNDERSTANDING

This Agreement is entered into by and between the Ohio Association of Public School Employees, Local 228 (“OAPSE”) and the Revere Local School District Board of Education (“Board”) and is intended to act as a Memorandum of Understanding concerning the terms and conditions specifically addressed in this Agreement.

WHEREAS, during the recent negotiations that for the 2008-2011 collective bargaining agreement between OAPSE and the Board, the wage rate of Theresa Brutz, Library Aide and member of the OAPSE bargaining unit, was addressed.

WHEREAS, the representatives of OAPSE and Board reached an agreement to continue to adjust the wage rate for Theresa Brutz for the 2008-2009 school year.

THEREFORE, OAPSE and the Board agree as follows:

1. The wage rate of Theresa Brutz for the 2008-2011 school year shall be elevated to \$15.55 per hour which is a \$.12 per hour adjustment over the OAPSE salary schedule.
2. Increase in the hourly wage rate for Theresa Brutz for subsequent school years will be determined by applying the OAPSE wage schedule experience increments and negotiated wage increases to exceed REA’s media specialist wage increments.
3. The wage adjustment contained in this Memorandum of Understanding applies only to Theresa Brutz and shall not serve as a basis for the adjustment of the wages of any other member of the bargaining unit.

**Ohio Association of Public
School Employees, Local 228**

**Revere Local School District
Board of Education**

By: _____

By: _____

Date: _____

Date: _____

APPENDIX VI

(for the same job-dual jobs are not combined)

SALARY FOR WORKING 30 HOURS OR MORE PER WEEK WITH LONGEVITY INCLUDED IN HOURLY RATE

Old Step	Yrs.	Step	Bus Driver			Head Cook			Skill Maint			Head Custodian			Library Aide			SwitchBrd									
			BD	Index	Diff	HCK	Index	Diff	CK	Index	Diff	SM	Index	Diff	M	Index	Diff		HC	Index	Diff	C	Index	Diff	LA	Index	Diff
00	0	0	17.940	1.000		12.810	1.000		12.310	1.000		17.220	1.000		16.440	1.000		16.770	1.000		16.010	1.000		12.890	1.000		13.390
01	1	1	18.460	1.029	0.0292	13.200	1.030	0.0304	12.690	1.031	0.0306	17.740	1.030	0.0304	16.940	1.030	0.0303	17.270	1.030	0.0296	16.480	1.029	0.0294	13.280	1.030	0.0302	13.800
02	2	2	19.080	1.064	0.0345	13.630	1.064	0.0336	13.100	1.064	0.0338	18.310	1.063	0.0328	17.490	1.064	0.0335	17.830	1.063	0.0337	17.000	1.062	0.0327	13.720	1.065	0.0344	14.250
0	3	3	19.710	1.099	0.0352	14.070	1.099	0.0346	13.530	1.099	0.0349	18.910	1.098	0.0351	18.050	1.098	0.0343	18.410	1.098	0.0345	17.580	1.098	0.0361	14.170	1.099	0.0344	14.720
1	4	4	20.160	1.124	0.0247	14.650	1.144	0.0451	13.980	1.135	0.0360	19.320	1.122	0.0234	18.460	1.123	0.0245	19.000	1.133	0.0353	18.010	1.125	0.0269	14.640	1.136	0.0365	15.120
2	5	5	20.570	1.147	0.0232	15.220	1.188	0.0441	14.420	1.171	0.0360	19.900	1.155	0.0396	18.930	1.151	0.0286	19.590	1.168	0.0353	18.440	1.152	0.0269	15.090	1.171	0.0355	15.530
3	6	6	21.020	1.172	0.0247	15.860	1.238	0.0504	14.810	1.203	0.0317	20.490	1.190	0.0343	19.360	1.177	0.0262	20.020	1.194	0.0256	18.910	1.181	0.0294	15.510	1.203	0.0323	16.000
4	7	7	21.410	1.193	0.0217	16.370	1.278	0.0399	15.210	1.236	0.0328	21.020	1.221	0.0312	19.790	1.204	0.0262	20.710	1.235	0.0409	19.340	1.208	0.0269	15.940	1.237	0.0334	16.450
5	8	8	21.860	1.219	0.0255	17.000	1.327	0.0493	15.670	1.273	0.0371	21.590	1.254	0.0328	20.200	1.229	0.0253	21.310	1.271	0.0361	19.760	1.234	0.0260	16.360	1.269	0.0323	16.930
6	9	9	22.270	1.241	0.0225	17.550	1.370	0.0430	16.110	1.309	0.0360	22.220	1.290	0.0367	20.650	1.256	0.0270	21.860	1.304	0.0329	20.180	1.260	0.0260	16.800	1.303	0.0344	17.350
6	10	10	22.830	1.273	0.0316	18.090	1.412	0.0418	16.640	1.352	0.0429	22.590	1.312	0.0215	21.010	1.278	0.0222	22.230	1.325	0.0217	20.540	1.283	0.0227	17.370	1.347	0.0439	17.700
6	11	10	22.830			18.090			16.640			22.590			21.010			22.230			20.540			17.370			17.700
6	12	10	22.830			18.090			16.640			22.590			21.010			22.230			20.540			17.370			17.700
6	13	13	23.260	1.297	0.0239	18.520	1.446	0.0334	17.070	1.387	0.0348	22.830	1.325	0.0136	21.250	1.292	0.0142	22.460	1.339	0.0139	20.770	1.298	0.0146	17.830	1.384	0.0363	17.940
6	14	13	23.260			18.520			17.070			22.830			21.250			22.460			20.770			17.830			17.940
6	15	13	23.260			18.520			17.070			22.830			21.250			22.460			20.770			17.830			17.940
6	16	16	23.690	1.321	0.0239	18.950	1.479	0.0334	17.500	1.422	0.0348	23.060	1.339	0.0136	21.480	1.307	0.0142	22.690	1.353	0.0139	21.010	1.312	0.0146	18.300	1.420	0.0363	18.180

6	17	16	23.690	18.950	17.500	23.060	21.480	22.690	21.010	18.300	18.180																
6	18	16	23.690	18.950	17.500	23.060	21.480	22.690	21.010	18.300	18.180																
6	19	19	24.120	1.344	0.0239	19.380	1.513	0.0334	17.930	1.456	0.0348	23.290	1.353	0.0136	21.710	1.321	0.0142	22.930	1.367	0.0139	21.240	1.327	0.0146	18.770	1.456	0.0363	18.420
6	20	19	24.120	19.380	17.930	23.290	21.710	22.930	21.240	18.770	18.420																
6	21	19	24.120	19.380	17.930	23.290	21.710	22.930	21.240	18.770	18.420																
6	22	22	24.550	1.368	0.0239	19.800	1.546	0.0334	18.360	1.491	0.0348	23.530	1.366	0.0136	21.950	1.335	0.0142	23.160	1.381	0.0139	21.470	1.341	0.0146	19.240	1.492	0.0363	18.650
6	23	22	24.550	19.800	18.360	23.530	21.950	23.160	21.470	19.240	18.650																
6	24	22	24.550	19.800	18.360	23.530	21.950	23.160	21.470	19.240	18.650																
6	25	25	24.980	1.392	0.0239	20.230	1.579	0.0334	18.780	1.526	0.0348	23.760	1.380	0.0136	22.180	1.349	0.0142	23.390	1.395	0.0139	21.710	1.356	0.0146	19.700	1.529	0.0363	18.890
6	26	25	24.980	20.230	18.780	23.760	22.180	23.390	21.710	19.700	18.890																
6	27	25	24.980	20.230	18.780	23.760	22.180	23.390	21.710	19.700	18.890																
6	28	28	25.400	1.416	0.0239	20.660	1.613	0.0334	19.210	1.561	0.0348	23.990	1.393	0.0136	22.420	1.363	0.0142	23.630	1.409	0.0139	21.940	1.371	0.0146	20.170	1.565	0.0363	19.130
6	29	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	30	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	31	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	32	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	33	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	34	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	35	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	36	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	37	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	38	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	39	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																
6	40	28	25.400	20.660	19.210	23.990	22.420	23.630	21.940	20.170	19.130																

SALARY FOR WORKING LESS THAN 30 HOURS PER WEEK WITH LONGEVITY INCLUDED IN HOURLY RATE

Old Step	Yrs.	Step	Bus Driver			Head Cook			Skill Maint			Head Custodian			Library Aide			Switchbrd									
			Index	Diff		Index	Diff		Index	Diff		Index	Diff		Index	Diff											
			BD			HCK			CK			SM			M			HC			C			LA			S
00	0	0	17.940	1.000		X	X	X	12.310	1.000		X	X	X	X	X	X	X	X	X	X	X	X	12.890	1.000		X
01	1	1	18.460	1.029	0.029	X	X	X	12.690	1.031	0.031	X	X	X	X	X	X	X	X	X	X	X	X	13.280	1.030	0.030	X
02	2	2	19.080	1.064	0.034	X	X	X	13.100	1.064	0.034	X	X	X	X	X	X	X	X	X	X	X	13.720	1.065	0.034	X	
0	3	3	19.710	1.099	0.035	X	X	X	13.530	1.099	0.035	X	X	X	X	X	X	X	X	X	X	X	14.170	1.099	0.034	X	
1	4	4	20.160	1.124	0.025	X	X	X	13.980	1.135	0.036	X	X	X	X	X	X	X	X	X	X	X	14.640	1.136	0.036	X	
2	5	5	20.570	1.147	0.023	X	X	X	14.420	1.171	0.036	X	X	X	X	X	X	X	X	X	X	X	15.090	1.171	0.035	X	
3	6	6	21.020	1.172	0.025	X	X	X	14.810	1.203	0.032	X	X	X	X	X	X	X	X	X	X	X	15.510	1.203	0.032	X	
4	7	7	21.410	1.193	0.022	X	X	X	15.210	1.236	0.033	X	X	X	X	X	X	X	X	X	X	X	15.940	1.237	0.033	X	
5	8	8	21.860	1.219	0.025	X	X	X	15.670	1.273	0.037	X	X	X	X	X	X	X	X	X	X	X	16.360	1.269	0.032	X	

6	9	9	22.270 1.241 0.022	X	X	X	16.110	1.309	0.036	X	X	X	X	X	X	X	X	X	16.800	1.303	0.034	X
6	10	10	22.800 1.271 0.029	X	X	X	16.640	1.352	0.043	X	X	X	X	X	X	X	X	X	17.240	1.337	0.034	X
6	11	10	22.800	X	X	X	16.640			X	X	X	X	X	X	X	X	X	17.240			X
6	12	10	22.800	X	X	X	16.640			X	X	X	X	X	X	X	X	X	17.240			X
6	13	13	23.190 1.292 0.022	X	X	X	17.070	1.387	0.035	X	X	X	X	X	X	X	X	X	17.580	1.363	0.026	X
6	14	13	23.190	X	X	X	17.070			X	X	X	X	X	X	X	X	X	17.580			X
6	15	13	23.190	X	X	X	17.070			X	X	X	X	X	X	X	X	X	17.580			X
6	16	16	23.570 1.314 0.022	X	X	X	17.500	1.422	0.035	X	X	X	X	X	X	X	X	X	17.910	1.390	0.026	X
6	17	16	23.570	X	X	X	17.500			X	X	X	X	X	X	X	X	X	17.910			X
6	18	16	23.570	X	X	X	17.500			X	X	X	X	X	X	X	X	X	17.910			X
6	19	19	23.960 1.336 0.022	X	X	X	17.930	1.456	0.035	X	X	X	X	X	X	X	X	X	18.250	1.416	0.026	X
6	20	19	23.960	X	X	X	17.930			X	X	X	X	X	X	X	X	X	18.250			X
6	21	19	23.960	X	X	X	17.930			X	X	X	X	X	X	X	X	X	18.250			X
6	22	22	24.350 1.357 0.022	X	X	X	18.360	1.491	0.035	X	X	X	X	X	X	X	X	X	18.590	1.442	0.026	X
6	23	22	24.350	X	X	X	18.360			X	X	X	X	X	X	X	X	X	18.590			X
6	24	22	24.350	X	X	X	18.360			X	X	X	X	X	X	X	X	X	18.590			X
6	25	25	24.740 1.379 0.022	X	X	X	18.780	1.526	0.035	X	X	X	X	X	X	X	X	X	18.930	1.468	0.026	X
6	26	25	24.740	X	X	X	18.780			X	X	X	X	X	X	X	X	X	18.930			X
6	27	25	24.740	X	X	X	18.780			X	X	X	X	X	X	X	X	X	18.930			X
6	28	28	25.130 1.401 0.022	X	X	X	19.210	1.561	0.035	X	X	X	X	X	X	X	X	X	19.260	1.494	0.026	X
6	29	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	30	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	31	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	32	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	33	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	34	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	35	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	36	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	37	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	38	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	39	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X
6	40	28	25.130	X	X	X	19.210			X	X	X	X	X	X	X	X	X	19.260			X

Senior								Old Step	Yrs.	Step	Playgrnd						Studyhall			Bus
Index	Diff	Mechanic Index	Diff	Mechanic Index	Diff	Servcman Index	Diff				Cashier	Index	Diff	Aide	Index	Diff	Monitor	Index	Diff	Attendant
SM		MCH		SRV		CSH					PA			STM			TA			
1.000		18.950	1.000	18.340	1.000	16.010	1.000	00	000		X	X	X	X	X	X	X	X		
1.031	0.0307	19.500	1.029	0.0291	18.890	1.030	0.0300	01	1	1	X	X	X	X	X	X	X	X		
1.065	0.0338	20.150	1.063	0.0340	19.500	1.063	0.0330	02	2	2	X	X	X	X	X	X	X	X		
1.099	0.0348	20.790	1.097	0.0340	20.140	1.098	0.0352	03	3	3	X	X	X	X	X	X	X	X		
1.129	0.0297	21.340	1.126	0.0291	20.570	1.122	0.0234	14	4	4	X	X	X	X	X	X	X	X		
1.160	0.0307	21.940	1.158	0.0319	21.010	1.146	0.0242	25	5	5	X	X	X	X	X	X	X	X		
1.195	0.0348	22.550	1.190	0.0319	21.400	1.167	0.0212	3+	6	6	X	X	X	X	X	X	X	X		
1.228	0.0338	23.100	1.219	0.0291	21.870	1.193	0.0256	4+	7	6	X	X	X	X	X	X	X	X		
1.264	0.0359	23.700	1.251	0.0319	22.280	1.215	0.0220	4+	8	6	X	X	X	X	X	X	X	X		
1.296	0.0318	24.310	1.283	0.0319	22.760	1.241	0.0264	4+	9	6	X	X	X	X	X	X	X	X		
1.322	0.0258	24.700	1.303	0.0204	23.150	1.262	0.0210	4+	10	10	X	X	X	X	X	X	X	X		
		24.700			23.150			4+	11	10	X	X	X	X	X	X	X	X		
		24.700			23.150			4+	12	10	X	X	X	X	X	X	X	X		
1.340	0.0178	24.930	1.316	0.0123	23.380	1.275	0.0127	4+	13	13	X	X	X	X	X	X	X	X		
		24.930			23.380			4+	14	13	X	X	X	X	X	X	X	X		
		24.930			23.380			4+	15	13	X	X	X	X	X	X	X	X		
1.358	0.0178	25.160	1.328	0.0123	23.710	1.293	0.0177	4+	16	16	X	X	X	X	X	X	X	X		

25.160	23.710	21.010		4+	17 16	X	X	X	X	X	X	X	X	X	X
25.160	23.710	21.010		4+	18 16	X	X	X	X	X	X	X	X	X	X
1.375 0.0178	25.400 1.340 0.0123	24.160 1.317 0.0247	21.240 1.327 0.0146	4+	19 19	X	X	X	X	X	X	X	X	X	X
25.400	24.160	21.240		4+20	19	X	X	X	X	X	X	X	X	X	X
25.400	24.160	21.240		4+21	19	X	X	X	X	X	X	X	X	X	X
1.393 0.0178	25.630 1.353 0.0123	24.580 1.340 0.0227	21.470 1.341 0.0146		4+2222	X	X	X	X	X	X	X	X	X	X
25.630	24.580	21.470			4+2322	X	X	X	X	X	X	X	X	X	X
25.630	24.580	21.470			4+2422	X	X	X	X	X	X	X	X	X	X
1.411 0.0178	25.860 1.365 0.0123	24.990 1.363 0.0227	21.710 1.356 0.0146		4+2525	X	X	X	X	X	X	X	X	X	X
25.860	24.990	21.710			4+2625	X	X	X	X	X	X	X	X	X	X
25.860	24.990	21.710			4+2725	X	X	X	X	X	X	X	X	X	X
1.429 0.0178	26.100 1.377 0.0123	25.450 1.388 0.0247	21.940 1.371 0.0146		4+2825	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+2925	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3030	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940		4+31	30	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3230	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3330	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3430	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3530	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3630	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3730	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3830	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+3930	X	X	X	X	X	X	X	X	X	X
26.100	25.450	21.940			4+4030	X	X	X	X	X	X	X	X	X	X

SALARY FOR WORKING LESS THAN 30 HOURS PER WEEK WITH LONGEVITY INCLUDED IN HOURL

Index	Diff	Senior			Mechanic Index	Diff	Servcman Index			Step	Old	Yrs	Playgrnd			Studyhall			Bus				
		Mechanic Index	Diff	Diff			Mechanic Index	Diff	Diff				Index	Diff	Diff	Index	Diff	Index		Diff	Diff	Attendant	
		SM			MCH			SRV			Step		Cashier	Index	Diff	Aide	Index	Diff	Monitor	Index	Diff	TA	
X	X	X	X	X	X	X	X	X	X	X	X	00	0	0	14.090	1.000		11.420	1.000		14.070	1.000	11.420
X	X	X	X	X	X	X	X	X	X	X	01	1	1	14.530	1.031	0.031	11.770	1.031	0.031	14.490	1.030	0.030	11.770
X	X	X	X	X	X	X	X	X	X	X	02	2	2	15.000	1.065	0.033	12.150	1.064	0.033	14.970	1.064	0.034	12.150
X	X	X	X	X	X	X	X	X	X	X	0	3	3	15.490	1.099	0.034	12.540	1.098	0.034	15.450	1.098	0.034	12.540
X	X	X	X	X	X	X	X	X	X	X	1	4	4	15.970	1.134	0.034	12.950	1.134	0.036	15.950	1.134	0.035	12.950
X	X	X	X	X	X	X	X	X	X	X	2	5	5	16.660	1.182	0.049	13.520	1.184	0.049	16.630	1.182	0.048	13.520
X	X	X	X	X	X	X	X	X	X	X	3+	6	6	17.170	1.219	0.036	13.930	1.220	0.036	17.150	1.219	0.037	13.930
X	X	X	X	X	X	X	X	X	X	X	4+	7	6	17.170			13.930			17.150			13.930
X	X	X	X	X	X	X	X	X	X	X	4+	8	6	17.170			13.930			17.150			13.930

