

WHITEHALL CITY SCHOOLS



CONTRACT

AND

SALARY SCHEDULE

between

OAPSE

Ohio Association of Public School Employees

AFSCME, AFL-CIO

Locals 297 and 768

and

Whitehall City Schools

July 1, 2010 through June 30, 2012

Board approved 05/13/2010

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**ARTICLE 1
PREAMBLE**

This Agreement is entered into between the Whitehall City School District Board of Education, hereinafter referred to as the “Board” and Locals #297 and #768 of the Ohio Association of Public School Employees (OAPSE/AFSCME, AFL-CIO) hereafter referred to as the “Union.”

**ARTICLE 2
RECOGNITION**

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all employees under regular contract in the following classifications:

1. Custodian
 - a. Head Custodian
 - b. Custodian
2. Maintenance I
3. Maintenance/Head Groundskeeper
4. Bus Drivers
5. Food Service
 - a. Head Cook – 6 ½ hours
 - b. Assistant Cook 6 ½ hours
 - c. Assistant Cook – 4 hours
6. Secretary I – 12 months
7. Secretary II – 10 month
8. Secretary III – 9 ½ month
9. Paraprofessionals
 - a. Educational Aide I
 - b. Educational Aide II
 - c. Health Aide
 - d. Library Aide
10. Bus Aide
11. Head Mechanic

Substitutes and employees in the following classifications are excluded from the bargaining unit:

1. Secretary to the Superintendent
2. Assistant to the Treasurer – however, the number of assistants to the Treasurer will not exceed the current staffing level which is four (4) assistants.
3. Director of Facilities and Transportation
4. Secretary to the Assistant Superintendent
5. Secretary to the Director of Administrative Services
6. Assistant to the Director of Technology II - Help Desk

B. This recognition shall remain in effect during the term of this agreement.

- C. Elections for determination of what organization, if any, shall be the sole and exclusive bargaining representative of the above named bargaining unit and shall be held in accordance with Ohio Revised Code 4117.

ARTICLE 3 NEGOTIATIONS

I. Bargaining Procedures

- A. The scope of bargaining by and between the Association shall be related to matters of salary and other terms and conditions of employment.
- B. The Board and Association shall each designate a bargaining team of no more than six (6) local members. Each team may have one (1) consultant. All bargaining shall be conducted by and between these teams.

C.

1. Not earlier than ninety (90) calendar days and not later than seventy-five (75) calendar days prior to the expiration date of negotiated agreement, either party may notify the other in writing of a desire to commence bargaining.
2. Within fifteen (15) calendar days after receipt of such notice, an initial meeting will be held for the purpose of permitting the party requesting negotiations to submit in writing all of its proposals for negotiation. Thereinafter, the party requesting negotiations shall not submit additional items for negotiations except with the consent of the other party. Topical listing of items proposed for negotiations (“laundry lists”) shall constitute a clear failure of compliance and may be disregarded.
3. At or by the second meeting, the party which has been requested to negotiate shall submit in writing all of its proposals for negotiations and thereinafter may not submit additional items except with the consent of the other party.
4. Original proposals of both parties shall be in writing and limited to no more than twenty (20) in language suitable for inclusion in the agreement.
5. The bargaining procedure will be set at the initial meeting. All necessary subsequent meetings shall be held at times and places mutually agreed to by the parties. Either party may require, at each meeting, a decision on the date and time of a subsequent meeting.
6. The Board may provide paid release time for the purpose of negotiation meetings that are scheduled during a team member’s work hours provided release time does not adversely interfere with normal operations with the district.

D. Time Limits

1. Either party may call caucuses for a period of up to thirty (30) minutes.
2. Bargaining sessions shall last a maximum of three (3) hours.

3. Time limits established under Article 3 may be modified by mutual agreement of the parties.
- E. Information: The parties agree to furnish upon written request and in a reasonable time, available information concerning the financial status of the district and such other available information as will assist the parties in the development and evaluation of proposals. Access to available information in such form as it may exist constitutes compliance with this provision, and neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute or otherwise develop data or information in other than its existing form.
 - F. Both parties agree not to release information concerning negotiations to persons or groups not immediately concerned in negotiations. While negotiations are in progress, no releases are permitted to the media.
 - G. The Board will provide the final typed copies of items mutually agreed upon. The costs associated with printing and disbursing the contracts shall be shared equally by the parties at a mutually agreed cost.
 - H. The Board and Association will equally share the cost of providing copies of the contract to all bargaining unit members, the Board and Administration.
 - I. The elected President or his/her representative shall first fulfill his/her duties to the employer, the Whitehall City Board of Education, before performing whatever duties he/she might assume as Association representative.

II. Agreement

- A. When tentative agreement has been reached on a proposal, each party shall initial the proposal. Such initialing shall not be construed as final agreement.
- B. The bargaining teams shall have the authority to indicate tentative agreement pending final approval by the Board and Association. When tentative agreement has been reached on all issues proposed, it shall be reduced to writing and submitted to the Board and Association for approval. Following approval (ratification) by the Association, the Agreement shall be submitted to the Board for its approval (ratification). When approved by the Board, the Agreement shall be signed by both parties and shall become a part of the official minutes of the Board.

III. Mediation and Appeal

- A. If agreement is not reached during negotiations as set forth herein, either party may declare negotiations at impasse after forty-five (45) days from the initial meeting, by written notice to the other party. Within seven (7) days after receipt of such written notice by the other party, the parties shall mutually agree upon a mediator, by ad hoc appointment or by mutual request to the Federal Mediation and Conciliation Service (FMCS).
- B. The fees of the mediator, if any, will be shared equally by the parties.

ARTICLE 4
ASSOCIATION REPRESENTATION

An OAPSE field representative or the Association president shall have the right to visit schools in order to have access to members of the bargaining unit at their place of work before the start of and after the completion of the member's work day. The visits to the school shall not interfere with duties assigned to bargaining unit members. Either prior to or immediately upon the arrival at any school, the field representative shall advise the principal, or in his/her absence, the acting building administrator of the desire to visit the school and secure the permission of the principal, or administrator to make the visit. In addition, the field representative may make such visits in accord with these procedures during the scheduled break of a unit member.

ARTICLE 5
BOARD OF EDUCATION RIGHTS

The Board hereby retains and reserves unto itself, except as limited by the specific and expressed terms of the Master Agreement, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio, and of the United States, including, but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities;
- B. To hire all employees, and subject to the provisions of the law, to determine their qualifications and the conditions of their continued employment, of their dismissal or demotion, and to promote and transfer all such employees;
- C. To establish grades and courses of the instruction including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of the instruction according to the current teaching materials; and the utilization of teaching aides of all kinds; and,
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities within the school system, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of the Master Agreement and Ohio Statutes; and then only to the extent such specific and express terms hereof are in conformance with the Constitution and

laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the constitution and laws of the United States.

ARTICLE 6 EQUAL OPPORTUNITY

Except as may be required by law or state or federal statute (e.g., Affirmative Action), there shall be no discrimination or intimidation by the Board or Association against any employee because of race, color, religion, creed, sex, age, national origin, handicap (which does not prohibit the performance of assigned duties), or membership or non-membership in the Association.

ARTICLE 7 GRIEVANCE PROCEDURE

I. Definitions and Provisions

- A. A grievance is defined as an alleged violation, misinterpretation, or misapplication of the written provisions of the negotiated agreement.
- B. A grievant shall mean an employee or group of employees.
- C. As referred to in this Article, days shall mean Monday through Friday excluding legal holidays.
- D. The existence of this grievance procedure shall not be deemed to require any employee to pursue the remedies herein provided and shall not impair or limit the right of a bargaining unit member to pursue other remedies available under law, but having elected such other remedy, the employee shall be foreclosed from any further action on such grievance under this grievance procedure unless so ordered by a court of competent jurisdiction.
- E. The grievant(s) shall have the right to Association representation at all formal levels.
- F. A grievance may be withdrawn, but not refiled, at any level without prejudice or record.
- G. Time limits in this Article shall be considered as maximum, unless otherwise extended by written agreement of the parties involved.
- H. Failure at any step of these procedures to communicate the decision on a grievance within the specified time limits shall automatically entitle the grievant to proceed to the next level.
- I. If the grievant does not file a grievance within ten (10) days of the date in which the grievant knew or should have known of occurrence of the act or conditions on which the grievance is based, then the grievance shall be considered waived. If the grievant fails to appeal the grievance at any level within the specified time limit, the grievance shall be considered waived.

II. Informal Procedure

Any grievance shall be discussed with the grievant's immediate supervisor before it is filed in writing in order to seek a mutually agreeable, equitable solution to the grievance. An exception to this step would be when the immediate supervisor doesn't have the authority to make decisions concerning the issue at hand. In this case the grievant would begin their grievance at Level II. If the grievance is not resolved at level II during this exception, the grievant may further pursue the grievance within ten (10) days after receipt of the grievance report form. The Superintendent shall meet with the grievant. The Superintendent will write a disposition of the grievance within five (5) days of the meeting and return a copy to the grievant. If the grievant is still not satisfied with the disposition of the grievance, they can proceed to formal procedure level III.

III.

Formal Procedure Level I

If the grievance is not resolved at the informal step, then within ten (10) days of the date on which the grievant knew, or should have known, of the act or condition on which the grievance is based, the grievant may further pursue the grievance by submitting a completed Grievance Report Form Level I with copies to the Superintendent and immediate supervisor. Within five (5) days of receipt of the Grievance Report Form, the immediate supervisor will write a disposition of the grievance within five (5) days of the meeting by completing Level I of the Grievance Report Form and returning a copy to the grievant and Superintendent.

Formal Procedure Level II

If the grievant is not satisfied with the disposition of the grievance in Level I, the grievant may, within five (5) days after the receipt of the disposition at Level I, submit Grievance Report Form Level II to the Superintendent/designee. Within ten (10) days after receipt of the Grievance Report Form, the Superintendent/designee shall meet with the grievant. The Superintendent/designee will write a disposition of the grievance within five (5) days of the meeting by completing Level II of the Grievance Report Form and returning a copy to the grievant and the Superintendent.

Formal Procedure Level III

With the concurrence of the Association, a grievant may appeal from Level II to arbitration by submitting a demand for arbitration to the American Arbitration Association five (5) days after Level II disposition. The demand for arbitration shall specify the act or condition upon which the grievance is based, and the date of act or condition, names and addresses of the parties, the contractual clause(s) alleged to have been misinterpreted or misapplied, and the remedy sought. Copies of the demand form will be mailed to the Superintendent with return receipt requested, or hand-delivered with date or receipt noted. The mailing or delivery shall be done so that the date of the receipt will comply with the five (5) day time limit for submission to arbitration.

The arbitration procedure and selection of the arbitrator shall be in accordance with the Voluntary Labor Arbitration rules of the AAA. The arbitrator's award shall be final and binding on all parties.

The costs associated with grievance arbitration shall be borne by the losing party. The arbitrator shall declare one party to be the loser.

The arbitrator shall have no power to alter, add to, or subtract from the terms of the contract or make any decision contrary to law or the contract. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not submitted to him/her or to submit observations or declaration of opinion which are not directly essential in reaching his/her decision.

ARTICLE 8 PAID HOLIDAYS

A. All eleven (11) and twelve (12) month employees shall receive the following holidays:

- | | |
|---------------------------|---------------------------|
| 1. July 4 th | 6. New Year's Day |
| 2. Labor Day | 7. Martin Luther King Day |
| 3. Thanksgiving Day | 8. President's Day |
| 4. Day after Thanksgiving | 9. Good Friday |
| 5. Christmas Day | 10. Memorial Day |

11. OAPSE

B. All nine (9) and ten (10) month employees shall receive the following holidays:

- | | |
|---------------------|---------------------------|
| 1. Labor Day | 5. Martin Luther King Day |
| 2. Thanksgiving Day | 6. President's Day |
| 3. Christmas Day | 7. Memorial Day |
| 4. New Year's Day | 8. Good Friday |

9. OAPSE

C. If July 4th, Christmas Day, or New Year's Day falls on a weekend and the employee qualifies for that paid holiday, the preceding Friday or following Monday will be observed, as determined by the Board.

ARTICLE 9 SENIORITY

A. Upon employment there shall be a probationary period of ninety (90) days for all employees in the bargaining unit.

B. System seniority shall be defined as the uninterrupted length of service by an employee as computed from the employee's most recent date of hire.

- C. Classification seniority shall be defined as the uninterrupted length of service by an employee in a particular job classification as computed from the more recent date of entry into such job classification.
- D. A break in service shall include the following:
 - 1. Termination
 - 2. Resignation/retirement
 - 3. Layoff - over the two years recall limitation
- E. The Association Local President shall be provided with updated seniority lists of all classifications which shall state the hire date of each bargaining unit member.
- F. Seniority shall be retained at the level prior to a Board approved unpaid leave of absence but shall not be accumulated during the leave.
- G. Ties in either system seniority or classification seniority shall be broken through the following procedure:
 - 1. Date of hire or date of appointment to the position. If this date does not break the tie, then
 - 2. Date of initial application. If this date does not break the tie, then
 - 3. By the toss of a coin. The affected employees shall be present as well as the president of the appropriate local. The president shall toss the coin.

**ARTICLE 10
JOB BID AND TRANSFER**

- A. When the Board determines that a vacancy exists in a classification, notice of such vacancy shall be posted in each work location for a period of five (5) working days. The posted notice shall include the particular job classification and department, the work location, the hours of work (where known), and the rate of pay. A copy of such notice shall be sent to the Association Chapter President. Any vacancy shall be filled within sixty (60) calendar days.

As an alternative to the posting procedures set forth in this article the board may expedite the filling of bargaining unit vacancies or the exercising of bumping rights (in the case of a reduction in force) by holding a meeting giving ten (10) days advance notice. This meeting will be for all employees within the classification to be filled. If an employee cannot attend the meeting they may designate another member of the union to bid for them. Employees who cannot attend due to a legitimate reason (i.e., vacation, personal business that cannot be conducted outside the meeting time, illness, etc.) may request to be contacted by telephone to place their bid.

- B. Within the posting period any employee desiring the position must bid on the vacant position in writing to the Superintendent of Schools/Designee.

- C. When a vacancy exists, a current bargaining unit member may not apply to a second position that would then cause consistent overtime pay. Current employees that are in positions that receive consistent overtime pay will maintain their current position and pay.
- D. Lateral transfers shall be granted one (1) time per year with a good work record and good evaluations. Unlimited lateral transfers will be granted as long as an employee improves position status and/or receives an increase in pay. Lateral transfers shall be awarded to the employee with the greatest classification seniority unless that employee has a written reprimand or has an unsatisfactory evaluation within a twelve (12) month period.
- E. Non-lateral transfers shall be awarded giving consideration to the seniority, qualifications and work record of those applying for the vacancy. Work record is defined as: good attendance, a good discipline record and good evaluations.

The criteria for evaluating a non-lateral transfer request shall be as follows:

1. Qualifications which include the applicant's education, relevant experience, attendance record, and performance evaluation.
2. Results of written examinations (if applicable).
3. Recommendations of the building principals or supervisor.

Internal applicants that are judged to be qualified shall be awarded the position based on system seniority. The Board has the sole discretion to determine if the applicant is qualified.

- F. In the event that no employee in the particular job classification qualifies for the posted position (giving consideration to seniority and work record), the position shall be awarded to the bidding employee with the greatest system seniority provided such employee meets the qualifications for the positions.
- G. When the Board determines it will fill a vacant position for which no bid was received, or which could not be filled from the bids received, the Board may fill the vacancy by seeking qualified employees from outside the bargaining unit.
- H. When a bargaining unit member transfers to a higher or lower paying position, he/she will be placed on the same step on the new salary schedule as he/she held prior to the transfer. After transferring to the new position the unit member shall continue to advance on the salary schedule in compliance with the agreement and current practices.
- I. The probationary period for an employee who has been awarded a non-lateral transfer shall be forty-five (45) calendar days. If an employee has taken a position in a new job classification, they may return to their previous position within thirty (30) calendar days.

ARTICLE 11
REDUCTION IN FORCE

11.1 Layoff

When it becomes necessary, due to a lack of work, lack of funds, or job abolishment, to reduce the number of employees in a job classification, the following procedure shall be used.

- A. Probationary employees in the job classification to be reduced shall be laid off first beginning with the least senior probationary employee and continuing in reverse order of seniority.
- B. All remaining permanent employees who are members of the bargaining unit shall be laid off last beginning with the least senior permanent employee and continuing in reverse order of seniority.
- C. Any employee laid off under the above provisions shall have the right to bump the least senior employee in a lower job classification within the same department. For purposes of this section, the departments are:
 - 1. Custodian
 - 2. Maintenance I
 - 3. Maintenance/Head Groundskeeper
 - 4. Pupil Transportation
 - 5. Paraprofessionals
 - 6. Food Service
 - 7. Clerical-Secretarial
 - 8. Head Mechanic

Laid off employees shall have the right to bump less senior employees in any classification which the laid-off employee formerly held a position within the Whitehall School District and is qualified to perform the job duties.

- D. Any employee to be laid off will be given a thirty (30) day notice (excluding weekends), in writing, of the intended layoff.

11.2 Recall

Any employee reduced in classification or laid off under 11.1. shall have the following recall rights:

- A. For a period of two (2) years from the effective date of layoff an employee shall maintain the right to be recalled.
- B. Laid off employees shall be recalled in reverse order of layoff.
- C. The laid off employee shall provide the Board treasurer with his/her current mailing address and telephone number.
- D. Notice of recall shall be sent by the Board by certified mail to the last known address of the employee. Each employee is required to respond by certified mail to the

district office. If the employee fails to respond or declines to accept the recall to the position he/she was laid off from within ten (10) calendar days from receipt of the notice, the employee will forfeit his/her recall rights. If the employee is offered a lower job other than the one he/she was laid off from and refuses, he/she will not lose any benefits (unemployment compensation, employee paid health care, or other employment) and shall maintain original recall rights. If the employee accepts a lower position offered by the Board the employee shall maintain original recall rights to the position that he/she was laid off.

11.3 General Provisions

- A. For purposes of layoff, seniority shall mean job classification seniority.
- B. For purposes of recall, seniority shall mean departmental seniority.
- C. For the purpose of bumping, seniority shall mean departmental seniority unless the laid off employee formerly held a position within the Whitehall City School District, in which case seniority shall mean job classification.

ARTICLE 12 PAYROLL DUES DEDUCTION

- A. The Board agrees to deduct from wages of employees the payment of dues to the Association upon presentation of a written authorization individually executed by the unit member. The written authorization must be submitted to the Board treasurer by October 1, or within sixty (60) days of initial date of employment. A copy of the Board's agenda and minutes will be provided to both local presidents.

The Board will forward, upon request, to the OAPSE State Office the wages, salary verification for the Union to meet the August time frame.

- B. The authorization for payroll deduction of dues shall be continuous and shall be revocable only during the ten (10) day period prior to the expiration of the contract.
- C. By August 15 of each year, the Association will notify, in writing, the Board's treasurer as to the total to be deducted for each member. Such amount will include local, state, or other dues authorized by the Association.
- D. Monthly payroll deductions duly authorized as per 12A shall be forwarded to the State Association Treasurer with a printout of the names of which dues have been deducted.
- E. Deductions will be made in bi-monthly equal installments, beginning with the first paycheck of September.
- F. The Association agrees to indemnify and hold harmless the Board and the Administration of the Whitehall City Schools against any claim rising out of the provisions of this Article or upon reliance of authorization cards submitted by the Association to the Board.

- G. It shall be the responsibility of the unit member to notify the Association upon revocation of payroll deduction authorization.

**ARTICLE 13
BUS AIDES FOR HANDICAPPED**

A bus aide shall be placed on a handicap route to assist the driver, when the situation warrants as determined and authorized by the Director of Facilities and Transportation.

**ARTICLE 14
VACATION**

- A. All employees who work 12 months during their work year shall be granted paid vacations, excluding legal holidays.

Vacation time shall be awarded at the end of each month beginning immediately after his/her employment, on the following basis:

Months of Employment Completed	Days Per Month Awarded
0 - 60	.83
61 - 120	1.25
121 - thereafter	1.66

- B. Vacations may be taken anytime during the year provided at least fourteen (14) calendar days prior notice with the supervisor's written approval is given to the Superintendent/designee. Exceptions to this notice may be made on an individual basis. The supervisor may deny a request for vacation when such request has a negative impact on the daily operations of the district. All vacations must be approved or denied by the Superintendent/designee. All vacation requests will be approved or denied by the date of submission. In the event that two or more individuals within the same classification apply on the same day, seniority will be the determining factor for approval or denial.
- C. If a substitute is available, one will be provided when students are in session, with the exception of maintenance personnel for which no substitute is required.
- D. An employee who has worked in a lower job classification and transfers to a position which entitles him/her to vacation days will be credited with one school year equal to one calendar year in the district for purposes of vacation accumulation.
- E. Under no circumstances will any employee accumulate more than twenty-five (25) accrued and carry-over vacation days.
- F. Upon adoption of this agreement, the Board will notify all 12-month employees of their anniversary date.

- G. All bargaining unit employees employed with the district prior to July 1, 2000, who are twelve (12) month secretaries shall continue to receive the winter and spring breaks off with pay. Any bargaining unit employee employed with the district prior to July 1, 2000 shall receive the same twelve (12) month schedule if he/she transfers into a twelve month bargaining unit secretarial position. Any bargaining unit member employed by the district after July 1, 2000 as a twelve month secretary shall not receive this work schedule.

ARTICLE 15 DISCIPLINE

- A. A bargaining unit member who is accused of conduct which is the basis of disciplinary action, the results of which could be placed in a member's personnel file, shall be notified in writing before such action is taken and the conduct upon which the action is to be taken. The employee may request a meeting concerning suspensions, reductions, and discharges and shall have the right to an Association representative at the meeting.
- B. Written reprimands shall be removed from the employee's file after two (2) years, if no further related discipline has been necessary. Other records of disciplinary actions may be removed from the employee's file after two (2) years with the agreement of the Administrator originally involved and/or the Superintendent.
- C. Unit member accused of conduct which is the basis for disciplinary action will be afforded the recourse available to them.

ARTICLE 16 PERSONNEL RECORDS

- A. A personnel file for each member shall be maintained in the Board office. Personnel records of employees of the Whitehall City School District shall be maintained in accordance with applicable state of Ohio and Federal Laws.
- B. Each bargaining unit member shall be given an evaluation report on or before May 30th of each year.

Employees will be required to sign the employee evaluation report. Such signature will not indicate either agreement or disagreement with the contents of the report, but will indicate that the employee has been made aware of the contents of the report.

- C. Written reprimands shall be removed from the employee's file after two (2) years, if no further related discipline has been necessary. Other records of disciplinary action may be removed from the employee's personnel file after two (2) years with the agreement of the Administrator originally involved and/or the Superintendent.

ARTICLE 17
UNIFORMS

- A. All newly-hired custodial, maintenance, food service employees, bus drivers and bus aides will be provided three (3) uniforms, after the ninety (90) day probationary period. The mechanics will be provided three (3) new uniforms each year. These uniforms shall be maintained by the employee and shall remain the property of the Board of Education. Uniforms shall be returned to the Board of Education upon the employee's resignation, retirement, termination, or transfer. The uniforms will be issued no later than September 30.
- B. The replacement of uniforms will be given upon return of the old uniforms and shall occur at intervals which will assure employees that such uniforms are in reasonably good condition. Damage to uniforms while being worn on duty should be reported to the immediate supervisor and will be repaired or replaced.
- C. All food service employees will be provided five (5) uniform tops, three (3) uniform pants/skirts and three (3) uniform shorts, after the ninety (90) day probationary period. These uniforms shall be maintained by the employee and shall remain the property of the Board of Education. Uniforms shall be returned to the Board of Education upon the employee's resignation, retirement, termination or transfer. Uniforms may be turned into the supervisor for replacement on an as needed basis.
- D. Each employee who participates in paint work will be provided coveralls to protect his/her regular work uniform. The coveralls are the property of the Board of Education and shall be kept in each respective building.
- E. All custodial, maintenance, food service employees, bus drivers and bus aides are required to wear their complete uniforms at all times while on duty. The employees shall have their uniforms buttoned up, clean and presentable at all times while on duty.
- F. If the uniform is not worn in compliance with E., the employee shall be subject to disciplinary action by being sent home without pay for the time missed due to lack of proper uniform.

ARTICLE 18
JURY DUTY

- A. A unit member, upon written request to the appropriate supervisor, shall be granted leave for the number of days or partial days needed to accept and serve on jury duty.
- B. Any employee called upon to testify on behalf of the Whitehall City Schools shall be paid his/her full rate of pay for the work time missed due to testifying, with no deduction from his/her vacation or personal leave.

**ARTICLE 19
LEAVE OF ABSENCE**

- A. Leave of absence is an extended absence from duty by an employee of the Board of Education for which written request has been made to the Superintendent of Schools, and formal approval has been granted by the Board of Education in accord with O.R.C. 3319.13 and 3319.085.
- B. While on leave, at his/her own expense and at the group rate the employee will have the right to continue all group insurance if permitted by the carrier. In order to maintain eligibility for such insurance, the employee shall pay the cost of premium to the Board Treasurer at least one (1) week prior to the date the Treasurer is required to remit the amount. Failure to do so will result in cancellation of membership in the insurance plan.
- C. The Superintendent reserves the right to terminate prematurely a leave of absence should there exist factual information that this privilege is being abused.

**ARTICLE 20
SICK LEAVE**

- A. Full-time employees shall accumulate sick leave at the rate of one and one-quarter days per month, 15 days per year. There shall be no maximum to the number of sick leave days an employee may accumulate. Sick leave credit shall be retained but not accumulated during an unpaid leave of absence.
- B. Each employee who has exhausted or has not accumulated sick leave days shall be credited with five (5) days sick leave. If any of these five (5) days of sick leave are used, they shall be deducted from sick leave accumulated later during that contractual year. If an employee who has not accumulated enough of any days of sick leave to repay any advance ends his/her employment, he/she shall have the per diem amount of said unearned sick leave deducted from the last pay check issued by the Board.
- C. Sick leave may be used for any absence to an employee due to personal illness, personal illness due to pregnancy, injury, exposure to contagious disease which could be communicated to other employees or to school children, or for any absence due to illness, injury, or death in the employee's immediate family.
- D. The immediate family includes any person who is a member of the immediate household, father, mother, sister, brother, niece, nephew, spouse, child, grandmother, grandfather, uncle, aunt, in-laws bearing any of these relationships, legal guardian foster or step-parent and foster or step-child.
- E. Sick leave may be used in one-quarter day increments.
- F. The employee shall sign the Daily Absence Log for sick leave justifying the use of sick leave the day of returning to work from leave. When an employee is absent from his/her job for more than five (5) days due to personal or family illness, a

written medical statement from the attending physician is required before additional sick leave days will be approved. The employee must return to his/her job duties as soon as possible upon written release by the attending physician.

- G. A non-certified employee can transfer sick leave which the employee earned while working for another public agency in the state of Ohio so long as reemployment by the Whitehall Board of Education takes place within ten (10) years of the date of the last termination of public service.
- H. A board appointed physician has the right to require the employee to submit to an examination. The cost of this examination shall be borne by the Board of Education.
- I. If an employee leaves the district on his/her own choosing and has sick leave time built up, then is rehired by the district within five (5) years after leaving the employment of the district, the Board will reinstate the sick time.
- J. When an employee becomes aware of a need to use his/her sick leave, he/she shall enter their absence in AESOP, notify the principal, supervisor, or the principal's designee at least one (1) hour before his/her reporting time so that arrangement may be made for a qualified substitute.
- K. Falsification of a sick leave statement by an employee may lead to disciplinary action as the Board may deem appropriate.
- L. A bargaining unit member who uses zero (0) days of sick leave during the contract year (July 1 - June 30) shall receive an attendance bonus of \$650.00. A bargaining unit member who uses one (1) day of sick leave during the contract year (July 1 – June 30) shall receive an attendance bonus of \$350.00. A bargaining unit member that uses zero (0) days of sick leave during two contract years (July 1-June 30) shall receive an attendance bonus of \$800.00, providing that 55% of the bargaining unit members use zero (0) days of sick leave excluding catastrophic illness or Workers' Compensation (in excess of 20 days). A bargaining unit member that uses zero (0) days of sick leave during three contract years (July 1-June 30) shall receive an attendance bonus of \$1,000.00, providing that 65% of the bargaining unit members uses zero (0) days of sick leave excluding catastrophic illness or Workers' Compensation (in excess of 20 days). This bonus will be paid by a separate check at the first pay in August.

**If the 55% or 65% are not reached in the second or third year, any employee who uses zero (0) or one (1) day of sick leave will still receive the \$650.00 or \$350.00 as stated above.*

- M. Any bargaining unit member who exercises his/her right to use sick leave for the purpose of bereavement shall not be penalized against his/her perfect attendance record up to a maximum of three (3) days. Bereavement can be extended to four (4) days with documentation that verifies out-of-state attendance. The list of immediate family for the purpose of bereavement leave is as follows:

father, mother, sister, brother, niece, nephew, spouse, child, grandmother, grandfather, uncle, aunt, in-laws, legal guardian, foster or step parent, or step child.

**ARTICLE 21
PERSONAL LEAVE**

Each employee shall be granted up to three (3) days of absence, with pay, each school year for personal reasons according to the following procedures:

- A. Application for personal leave should be made as far in advance as possible. Such application shall state the reason for use of personal leave, except when the provisions of Section D below apply.
- B. Personal leave shall be for required absences during working hours which are beyond the control of the employee. Personal leave shall not be used for gainful employment, or seeking gainful employment, rest or recreation, attending fraternal functions, personal business which can be conducted outside school hours, or for any purpose which is legitimate use of sick leave.
- C. Following each use of personal leave each employee shall sign an absence report which certifies that personal leave was not used for reasons prohibited in Section B. Falsification of such certification shall be grounds for disciplinary action as provided for by 3319.081 of the Ohio Revised Code.
- D. Each school year two (2) of the personal leave days available to an employee may be used without stating the reason for such use. All employees shall keep in mind the purpose of personal leave and shall sign the required certification that such leave was not used for prohibited purposes.
- E. Bargaining unit members will be paid for unused personal leave days at their regular rate of pay. The maximum number of days paid personal leave days is three (3).

**ARTICLE 22
RELIGIOUS HOLIDAYS**

Maximum of three (3) days upon request through the immediate supervisor:

An employee may utilize the three (3) day Emergency Leave Provision or the three (3) day Religious Holidays, but not both.

**ARTICLE 23
ASSAULT LEAVE**

- A. Members of the bargaining unit who are absent due to a physical disability resulting from an unprovoked or unjustified physical assault on a unit member which occurs in the course of Board employment on Board premises or where required to be in attendance at an official school function shall be granted paid assault leave at the rate of pay in effect at the time of assault according to the provisions of this section.
- B. Assault leave for any unit member shall be limited to a maximum of fifteen (15) working days per school year.

C. Assault leave shall not be granted unless the following provisions are fulfilled:

The employee must submit to the Superintendent:

1. A signed written statement justifying the use of assault leave and the necessity or arranging for a substitute. The statement shall include the date and time of occurrence, the individual causing the assault (if known), the facts and circumstances surrounding the assault.
2. A written physician's statement regarding the nature and duration of the disability and the necessity of absence from regular employment.

D. Assault leave shall not be charged against sick leave.

E. There shall be no accrual of unused assault leave.

F. If only employees are involved in the assault, assault leave shall not be granted unless it can be clearly determined who was at fault. The employee(s) not at fault shall be granted assault leave in accordance with this Article.

G. Employees must be willing to participate in the prosecution of the individual(s) involved in the incident. Costs and determination of litigation shall be the responsibility and right of the Board of Education.

ARTICLE 24 REQUIRED TRAINING PROGRAMS

The Board agrees that all employees who must attend training or safety workshops (bus drivers yearly meeting in August, etc.) as a requirement of employment shall have all registration fees, mileage, meals, as well as pay for all hours required to be in attendance to be paid at the employee's scheduled rate of pay.

Any training program not held during an employee's normal work day that the employee is required to attend shall be paid at the employee's appropriate rate of pay.

Educational aides will have training as appropriate for their positions.

ARTICLE 25 MILEAGE

All employees required to use their personal vehicle for board business, as approved by the Superintendent, will be paid at the IRS rate per mile. Mileage reimbursement forms shall be available in each building.

ARTICLE 26
PARAPROFESSIONALS AND
OFFICE EMPLOYEES, CLASS I (12 MONTHS)

- A. The yearly salary for Office Employees, Class 1 (12 months) is calculated to include an eight (8) hour work day, plus a one-half (1/2) hour unpaid lunch. This shall include:
1. Daily reconciliation of all money collected in the building in which he/she is assigned.
 2. Assisting with input of requisitions during the summer months.

ARTICLE 27
BOILER MAINTENANCE

- A. The assigned employee shall perform boiler maintenance for which he/she has the capacity during regular hours. Maintenance to be performed after hours or on the weekend shall be done only with the authorization of the supervisor or designee.
- B. Boiler maintenance which cannot be performed by said employee shall be handled by either the Maintenance Department or outside experts, as determined by the Director of Facilities and Transportation or designee.

ARTICLE 28
DIRECT DEPOSIT OF PAYROLL CHECK

- A. Those unit members wishing to participate in direct deposit agree that the Treasurer will require at least ten (10) working days in which to prepare a payroll.
- B. Bargaining unit members wishing to participate in the program will be required to provide a voided check or deposit slip to the Treasurer in order to provide the routing number and account number for each employee.
- C. The direct deposit provision agreed to in this contract will apply to one (1) financial institution and one (1) account within that financial institution. Each participant in the program may choose one (1) account either checking or savings to which funds will be deposited. Under no circumstances will funds be deposited to more than one (1) financial institution or one (1) account per employee.
- D. Bargaining unit members may opt for direct deposit at any time. Once a member has opted for direct deposit, he/she must remain under the program for a minimum of twelve (12) months. After the twelve (12) month period, members may opt out of the direct deposit program.
- E. The Treasurer, upon receipt of written request to participate in the direct deposit program, will provide notification to the appropriate financial institution. Due to processing time constraints, those employees who sign up by the 1st of each month

will be assured of being enrolled in the program by the last day of the month in which they filed the request.

- F. "Net Checks" to the credit union will not be permissible. If the employee wishes to have his/her entire check deposited to the credit union, the employee must comply with sections A through E above.
- G. The employee will be permitted one (1) financial institution change per school year.
- H. When a pay date falls on a Saturday, Sunday, or financial institution holiday, direct deposit shall be made so as to ensure bargaining unit members access to their direct deposit on the work day prior to the Saturday, Sunday, or holiday.
- I. New hires will be required to enroll in the direct deposit program for their first year of employment. After their first year of employment, they may opt out of the program or remain in the program.

ARTICLE 29 BULLETIN BOARDS

The Board agrees to provide an Association bulletin board in each building which will be designated for Association use only.

ARTICLE 30 SUB-CONTRACTING

The Board may continue to sub-contract work or services that are being presently sub-contracted; however, work that is being performed by the employees shall continue to be performed by those employees, unless it is determined that work now being performed by employees can be done more economically by sub-contracting. This information will be reviewed with representatives of OAPSE Locals #297 and #768, and an opportunity provided for response. The Board reserves the rights as specified in Article 5 of this Agreement to manage the district.

ARTICLE 31 CALL IN PAY

- A. Any bargaining unit member who has completed his/her regularly scheduled work day and is called back to work at times not scheduled, shall receive a minimum of three (3) hours straight-time pay. This call-in pay does not include time worked immediately prior to or following an employee's regular work day.

If an employee is called in, the employee will receive the three (3) hour straight-time call-in pay minimum or overtime based on time actually worked, whichever is greater.

- B. Such call-in time shall be authorized by the supervisor. The intent of this provision is to provide minimum paid hours for employees who are asked to give up time on week-ends or evenings to provide necessary work as determined by the supervisor.

**ARTICLE 32
OVERTIME**

- A. All authorized hours worked over forty (40) in one week or eight (8) in one day shall be compensated at time and one-half (1-1/2).

Hours paid for recognized holidays, as listed in this Agreement, and vacations shall be used in computing employee's forty (40) hours of actual work in order to receive overtime. Time off on sick leave or personal leave shall not constitute time actually worked for the purpose of calculating overtime.

Hours actually worked during call-in time shall not qualify for overtime unless the hours actually worked exceed the eight (8) hour work day or the forty (40) hour work week.

- B. The Administration will attempt to distribute overtime work in a fair and equitable manner providing that such attempts do not adversely affect orderly and efficient operations.
1. Overtime will be scheduled with the high school custodians on a rotating basis (with the exception of third shift custodians who will not have to work back to back shifts). When overtime is scheduled and said custodian cannot take the overtime, it is the custodian's responsibility to find a replacement custodian for the overtime. All overtime will be offered to the high school custodians on the rotation list, and if said custodian cannot find a replacement from the high school, then the custodian should revert to names on the voluntary overtime list of other district custodians. If no substitute is available then said custodian is responsible for coverage, except in the case of extra ordinary circumstances that prevent the custodian from working the overtime. Custodians on the voluntary overtime list must attend an orientation/training session.
- C. Employees working scheduled overtime or covering for a previously scheduled overtime on Saturday and/or Sunday shall receive one and one-half (1-1/2) times his/her hourly rate of pay.

**ARTICLE 33
CALAMITY DAYS AND EARLY SCHOOL CLOSING**

- A. When schools are closed by the Superintendent due to epidemic or emergency, employees shall not be required to report to work unless they have duties to perform at schools that remain in session. A calamity shall be defined as a day when the Superintendent closes the entire district. Those employees not required to work shall be paid their regular rate of pay for scheduled hours on such calamity days.
- B. Employees required to work on a calamity day shall be paid at one and one-half (1 1/2) times their regular straight time hourly rate for all hours actually worked and their straight time hourly rate for any hours remaining which are normally required to be worked. Maintenance employees required to work on a calamity day shall be paid for their straight time hourly rate for the normal work day, plus an additional

1.5 times their regular hourly rate for all hours actually worked.

- C. When an early dismissal is declared by the Superintendent due to an emergency, employees that are dismissed early shall be paid for their normal work day. This includes bus drivers completing their routes. However, the employees that must work past the early dismissal shall be paid at one and one-half (1-1/2) times their regular straight time hourly rate for all hours actually worked and their straight time hourly rate for any hours remaining which are normally required to be worked.
- D. Scheduled Early Holiday Dismissals: If school is scheduled to release one-half (1/2) hour early before a holiday, then all employees shall be released one-half (1/2) hour earlier than his/her normal end time of the regularly scheduled day.

This does not apply to transportation, maintenance, and food service employees. Such an early release would be disruptive to the responsibilities and operations of these positions.

ARTICLE 34 SEVERANCE PAY

A bargaining unit member upon retirement shall be eligible for severance pay under the following conditions:

- A. The employee files a written claim within ninety (90) calendar days of the expiration of the last valid contract with the Whitehall Board of Education.
- B. Retirement shall be determined to have started when the appropriate retirement system certifies to the Board Treasurer the date retirement benefits were started.
- C. Severance pay shall be based upon the employee's regular hourly rate of pay at the time of retirement from the Whitehall City Schools.
- D. The number of days credit shall be one-fourth (1/4) of the number of accumulated days of unused sick leave up to the maximum of fifty two (52) days with an additional bonus of five per cent (5%) of unused sick leave days over two hundred (200) days.
- E. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.
- F. A unit member electing to retire within nine (9) months of the first day of eligibility will receive an additional one hundred dollars (\$150.00) for each year of service in the Whitehall City School District. The maximum number of years service in the district shall be limited to thirty (30) years.
- G. Severance pay shall be made only once to any bargaining unit employee.
- H. Severance pay shall be paid to the employee's spouse or estate upon death.

ARTICLE 35
FIELD TRIPS

- A. At the beginning of each school year all regular bus drivers shall have the opportunity to sign up for daytime field trips. Monday – Friday 9:00 a.m. – 2:00 p.m.; afternoon field trips 3:30 p.m. to 11:00 p.m. and weekend trips on Saturday and Sunday. Two (2) separate lists (defined as 1) midday and 2) evening and weekend combined) will be generated and field trips will be assigned in order of seniority from each respective list on a rotating basis.

Drivers who sign up shall be ranked in the order of job classification seniority, and the two lists shall be posted. Drivers hired after July 2003 must participate in the field trip rotation unless extra ordinary circumstances prevent the driver from driving field trips.

- B. All field trips shall be scheduled with all the regular bus drivers that are available and on the list. All other field trips will be scheduled with the district sub drivers on a rotating basis. Any last minute trips will be scheduled with the next driver on the appropriate list.
- C. When a field trip has been scheduled and said driver can not take the trip, the trip will be turned back in to the Director of Facilities and Transportation, no less than 48 hours before scheduled departure time. The Director of Facilities and Transportation shall reassign the trip to the first available driver from the regular driver list in the current rotation from the appropriate field trip list.

All reassigned trips shall be offered first to drivers on the current list, then to any drivers on the second list and last to sub drivers. If a replacement driver cannot be found, the original driver will have to take the trip.

Field trips shall be posted no more or less than one week in advance of the trip, with the exception of holidays. Rescheduled events shall be exempt from the posting requirement.

- D. Any out of town trip assigned to a sub driver, where a regular driver becomes available with less than 24 hours notice, the trip will not be reassigned. Out of town trips are defined as a trip that has an over night stay.
- E. When the field trip has been posted and a driver has been assigned, and the trip is subsequently cancelled, the driver in question shall be offered the next field trip, which becomes available.
- F. All drivers who are on the field trip list and are scheduled to drive who cancel less than forty-eight (48) hours before the scheduled departure of the field trip shall be removed from the rotation for 20 work days for the first offense and 60 work days for the second offense. This policy will be void if such cancellation is due to an illness or any other verifiable emergency.

- G. In the event a field trip is cancelled without prior notification being given to the driver and the driver shows up for the trip, such driver shall be paid two (2) hours at the field trip rate.
- H. When no driver is available for a field trip forty-eight (48) hours or less before the scheduled departure of the trip, the responsible administrator may use his/her discretion to obtain a driver for the trip.
- I. No teacher, coach, substitute, or any other person shall be offered a trip, or permitted to drive a trip, until every regular driver has been contacted and offered the trip, or until contact with every regular driver has been attempted except as provided for in Article 35G.
- J. When field trips are driven outside normal school hours, the Board shall provide the drivers' with a radio and a designee to provide assistance to them in an emergency.
- K. The rate of pay for field trips shall be regular rate of pay per hour for a minimum of two (2) hours.
- L. All field trips, regardless of day or time, shall be posted.
- M. All school bus drivers must immediately report driving related traffic or criminal offenses to the Board of Education or Designee.
- N. The driving of regular bus routes takes precedence over field trips.

ARTICLE 36 TRANSPORTATION

- A. Each bus driver's and bus aide's work calendar will reflect the attendance calendar of the schools to which they are transporting. In the event the driver has no spring break then the driver has the option to not work the Whitehall City Schools spring break. If the driver takes this option then the Director of Facilities and Transportation will coordinate a driver for spring break (this will be a deduction from the paid days).
- B. All Pre- School and/or Kindergarten routes shall be staffed by a certificated bus driver and will be paid at the regular hourly rate of pay.
- C. The two (2) most senior bus aides shall receive his/her regular hourly rate effective their first scheduled work day of the school year if they are returning from the previous year.
- D. Drivers and aides shall be paid one (1) hour at his/her regular hourly rate for extra runs. Each extra run shall be limited to one per driver based on seniority until all certificated bus drivers have been offered a run.
- E. Pre- School and/or Kindergarten driver and bus aide positions shall be posted and bid accordingly with the most senior driver/bus aide awarded the bid.

- F. When a new run needs to be added to a bus route and it is an a.m. and p.m. run, it should be bid to the regular bus drivers and awarded to the most senior driver.

When a new run needs to be added to a bus route, the I.E.P. requirements and equipment needs and staffing needs shall be considered before it is assigned to the bus driver's route. If there are no special equipment and staffing needs, then the run shall be bid to all bus drivers and awarded to the most senior driver.

1. Route defined as--pick up at home, drop off at school, pick up at school, drop off at home.
2. Run defined as--pick up at school, drop off at different locations, pick up at different locations, drop off at school or home and the times of the run are different than a standard bus route.
3. Field trip defined as--a pick up at school, drop off at an education/athletic location, pick up at same location, drop off at school.

ARTICLE 37 PAY PROVISIONS

- A. Members of the bargaining unit will receive twenty-four (24) salary payments on the 15th and last day of the month. Salary payments shall be calculated on the basis of hourly rate.
- B. Deductions (if necessary or requested) will be made from each pay check or direct deposit. Employees shall be notified in writing at least thirty (30) days prior to any changes that occur in the amounts of any payroll deductions.
- C. During the school year, exclusive of spring and winter break, salary checks shall normally be issued to each bargaining unit member no later than 10:30 a.m. on the appropriate dates of each applicable pay period. When a pay date falls on a Saturday, Sunday, or holiday, the salary checks shall be issued the last school day preceding the regular pay date, except when the period of time between the last regular pay date and the last school day prior to the Saturday, Sunday, or holiday is five or less school days.
- D. When a regular pay date falls during the spring and winter break and during the summer, salary checks will be mailed so that normal delivery will provide that the staff member will receive their salary check on the appropriate date of each applicable pay period. A unit member may waive all or part of this numbered provision by giving sufficient notice in writing prior to mailing of the checks that he/she will be picking up the salary check(s) at the District Central Office. Sufficient notice for purposes of this contract means three (3) business days.
- E. Any employee who works in a higher paying classification for five (5) consecutive work days shall be paid at the higher rate of pay for the days worked at that classification. Beginning with the 6th day worked in that classification, an employee

will be entitled to retroactivity in that position for days 1 through 5. This provision will only apply to employees who work the entire work day in the higher paying classification.

- F. All employees' compensation for sick, personal, calamity, and holidays shall be the employee's regularly scheduled hours.

ARTICLE 38 SALARY PLACEMENT

School employees' placement on the Board of Education's adopted salary schedule shall be based upon training, experience, and other qualifications up to a maximum of five (5) years. The Board may place a new hire for a hard to fill position at a step commensurate with their experience if the board and locals both agree. Newly hired employees can question the placement on the salary schedule within the first year of employment.

ARTICLE 39 WAGES

- A. Beginning July 1, 2010 bargaining unit members shall receive a two percent (2%) increase on base pay during the 2010-2011 and 2011-2012 school years..

Note: Salary schedules reflect that pay freezes at steps 15, 17 and 19 have been eliminated. Existing pay increases at steps 16, 18 and 20 have been divided in half and the resulting half amounts have been added to the base rates of steps 15 & 16, 17 & 18, and 19 & 20. This action was taken prior to the 2% increase in section A above and is reflected in 2010-2011 and 2011-2012 base pay salary schedules.

ARTICLE 40 LONGEVITY

For those employees who are beyond the twentieth (20th) step on the salary schedule, a longevity payment will be made in the amount of five hundred dollars (\$500.00) paid in a separate, lump sum check payable on the first pay date in October of each year.

ARTICLE 41 HEALTH AND DENTAL BENEFITS

- A. The Board reserves the sole right to submit the coverage for bid to reduce costs. Any coverage selected shall be equal to or greater than that currently in effect. The Board shall not reduce coverage in health or major medical insurance or eliminate self-funded medical insurance status without engaging in collective bargaining with the Association. Copy of Plan design shall be outlined in Appendix "B" of this contract.
- B. Cost
 - 1. **Single Premium**—2010-2011 and 2011-2012 Board pays 90%--employee cost shall be 10% and shall not exceed \$8.00 per month.

2. **Family Premium**—2010-2011 and 2011-2012 Board pays 70%--employee cost shall be 30% and shall not exceed \$170.00 per month.
3. The difference between the Board's share of the premium and the total premium shall be paid by the bargaining unit member, using established payroll deduction procedures.
4. The Board will continue to offer a Section 125 plan for employee health insurance premium payments.
5. Any unit member who has other access to medical insurance and wishes to forego the above benefits may do so and will receive an amount per year in lieu of benefits for the duration of this agreement, as set forth in the schedule following schedule:

0 - 14	hours/week inclusive - \$0
15 - 30.4	hours/week inclusive - \$150
30.5 - 40	hours/week inclusive - \$250

A unit member must sign a waiver form that fully advises him/her of any liability as a result of waiving benefits. Said waiver must be submitted to the treasurer by August 31st of each year, and coverage must be waived for the period of September 1st - August 31st of each year. Payment will be in two (2) installments: the first payment by December 15th and the second by June 15th.

6. When both spouses are employed by the district, the spouse entitled to individual insurance has the option of canceling individual insurance and having the individual premium paid by the Board on the family premium. The family premium cost would be the family premium minus the individual premium. The election of this option by the bargaining unit member shall be in writing satisfactory to the treasurer.
- C. If the Board determines the necessity to select a new carrier to provide medical insurance coverage, the Association will be given a 30 day notice of intent to change carriers in order for the Association to verify that coverage to be provided will comply with current coverage.
- D. For newly hired employees to the Whitehall City School District, the following insurance provisions will apply:
1. Percentage of Board Contribution based on hours worked on regular assignment.

The Board will pay an amount toward the monthly group insurance premiums for employees as set forth in the schedule below:

0 - 14	hours/week inclusive - no insurance
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- 15 - 30.4 hours/week inclusive - term life insurance premium 100% Board paid; dental insurance premium 50% Board paid; single health insurance premium 70% Board paid; family health insurance premium 50% Board paid
- 30.5 - 40 hours/inclusive - term life insurance premium 100% Board paid; dental insurance premium 100% Board paid; health insurance as cited in Article 41, Section B. paragraphs 1,2, and 3

E. Family and Medical Leave Act

The Whitehall City School District Board of Education agrees to provide leave in accordance with the rules promulgated under the Family and Medical Leave Act. Once the type of leave (paid or unpaid) has commenced, the employee shall not be allowed to switch to another leave. If paid leave is exhausted, then the employee can switch to an unpaid leave.

Alleged violations of this provision shall be resolved only through Article 7 of this contract.

**ARTICLE 42
LIFE INSURANCE**

The Board will provide a \$40,000 life insurance policy which includes accidental death and dismemberment with no cost to the employee.

The longevity pay and the severance pay of a bargaining unit member who dies shall be paid to his/her estate.

If an employee desires, he/she may increase additional insurance to a maximum of \$60,000. The employee shall assume the costs for the additional insurance, but will be provided the preferential rate of purchase as established by the carrier.

**ARTICLE 43
SERS PICK-UP**

The Board of Education of the Whitehall City School District herewith agrees with the OAPSE Locals #297 and #768 to pick up, utilizing the salary reduction method, contributions to the State Employees Retirement System paid on behalf of the employees in the bargaining unit, at no cost to the Board, under the following terms and conditions:

- A. The amount to be “picked-up” on behalf of each employee shall be the current withholding rate as established by the School Employees Retirement System, of the employee’s gross annual compensation. The employee’s annual compensation shall be reduced by an amount equal to the amount “picked up” by the Board for the purpose of State and Federal tax only.
- B. Shall be uniformly applied to all members of the bargaining unit.

- C. The pick-up shall become effective September, 1986, and shall apply to all compensation including supplemental earnings thereafter.
- D. Payment for all paid leaves, sick leave, personal leave, severance and supplementals including unemployment and worker's compensation shall be based on the employee's daily gross pay prior to reduction as basis (e.g., gross pay divided by the number of days in an employee's contract).

Each employee will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans.

If the foregoing "pick-up" provisions are nullified by subsequent Internal Revenue Service Rulings, Ohio Attorney General Opinions, or other governing regulations, the Board will be held harmless and this article of the Agreement shall be declared null and void.

ARTICLE 44 STAFF DEVELOPMENT PROGRAM

- A. The classified Staff Development Program is designed to assist unit members in improving job related skills which will benefit the district. Unit members shall be remunerated as per the following specifications for engaging in such activities.
- B. The Classified Staff Development provisions will be administered by an agent designated by the Board of Education. Staff Development records will be located in the Administrative Offices and the agent of the Board will be responsible for the records.
- C. Qualifying Period - The qualifying periods will be June 1, 2009 through May 31, 2010.
- D. Deadlines - To receive Staff Development credit, the employee will present all materials on or before May 31 of each year to the designated agent of the Board of Education. (An exception to this procedure which affect unit members who will retire, or are not returning, or have been released due to a reduction of staff at the end of the qualifying year will present their materials for staff development not later than one (1) month prior to receiving their terminating paycheck. Those qualifying for this exception will receive the professional growth payment along with the terminating pay.)
- E. Eligibility - All employees under contract for the current school year having worked no less than 120 school days may only qualify for Tier One (1) or Tier Two (2).
- F. Points to Qualify for Tier One - Twelve (12 – 19)
Points to Qualify for Tier Two – Twenty (20 or more)
- G. Remuneration for Tier One - \$600.00
Remuneration for Tier Two - \$800.00

H. Payment - One lump sum payment at the end of June.

I. Areas of Qualification

1. Membership in a work related organization, other than a labor organization, will be valued at one (1) point with (1) point limit. Example: Educational Office Personnel of Ohio.
2. College Credit - One (1) quarter hour equals one (1) point. Must be work related and must have prior approval by the administration. No limit.
3. Adult Education Credit - Credit will be granted for successful completion of adult education courses at the rate of two (2) points for each semester . Prior administrative approval is required. No limit.
4. Committee Work/Study Projects - Work on district committees (meeting other than during regular work hours) will qualify for one (1) point for each three (3) hours of participation. No limit.
5. In-Service - In-service points will be awarded for completion of in-service courses offered by the Whitehall City Schools, Eastland Vocational School, Ohio State University, other accredited colleges or universities and instruction offered by commercial concerns. In-service courses must be work related, undertaken during non-working hours, and have prior administrative approval. One (1) point for each three (3) hours may be earned. No limit.
6. Supervision of Extra-Curricular Activities - During non-working hours - supervision at activities such as dances, school clubs, science fairs, parties and field trips shall be valued at one (1) point per three (3) hours with an eight (8) point limit. Activities covered by supplemental contracts are not eligible for Staff Development credit.
7. Whitehall Community Organization - Membership in any Whitehall Community Organizations including, but not limited to, Lions Club, Kiwanis Club, Youth Athletic Teams, Youth League Officer, Coach, also volunteer work within the city, etc. would qualify a unit member one (1) point for three (3) hours of active participation. Qualified organizations approved by Administration. Limit – five (5) points.
8. Membership in the Whitehall City Schools Parent Teacher Association would qualify a unit member one (1) point per qualifying period. Membership is defined as 50% attendance to and participation in a meeting or activity. P.T.A., academic boosters, athletic boosters, etc., would be examples. One (1) point would be awarded for each two (2) hours of active participation. Confirmation of attendance by Administration. Limit – eight (8) points.

The Association and the administration will hold an orientation session annually for classified staff to be educated on benefits and professional development options. These

options will be developed by using a survey of classified staff to identify areas of interest as well as by including appropriate district professional development offerings.

A survey of classified staff will identify areas of committee work in which they would be interested in participating (current committees and new areas i.e. safety).

ARTICLE 45 FAIR SHARE FEE

- A. The Board agrees to deduct from the wages of nonmembers of the Association the payment of a fair share fee, equal to the amount of dues paid by Association members.
- B. By October 10 of each year, the Association will notify the Board's Treasurer as to the total amount of fees to be deducted per non-member. Such notification shall be in the form of a letter signed by the Association President or Treasurer.
- C. The fair share fees shall be forwarded to the State Association Treasurer with a printout of names for which fair share fees have been deducted.
- D. Fee deductions will be made in equal bi-monthly deductions, beginning with the first paycheck of September.
- E. It shall be the responsibility of the Association to prescribe an internal rebate procedure of monies spent on political or ideological matters, opposed by the fair share fee Payor, which are not related to the purposes of enforcing or negotiating the agreement or the processing of grievances.
- F. The Association agrees to indemnify and save the Board harmless against any judgments, costs, expenses, or other liability the Board might incur as a result of the implementation and enforcement of this fair share fee section.
- G. Newly hired members of the bargaining unit shall have automatic dues fee deductions, ninety (90) days from the initial date of employment.

ARTICLE 46 WORK WEEK

For the terms of this agreement, the standard work week will be Monday through Friday unless otherwise stated in a job description. If a bargaining unit member's assigned hours or days are changed, the Board will do so only after ten (10) days (excluding weekends and holidays) notice to the affected employee and the Local Presidents. The ten (10) day notice may be reduced with the voluntary written agreement of the employee and the supervisor.

The Head Cook 5-8 Regular Cooks, Head Cook 3-4 Regular Cooks, Head Cook 1-2 Regular Cooks 1-2, Full-Time Assistant Cook 6.5 Hour, Part-Time Assistant Cook (4 hour, 3.5 hour and 2.5 hour) will not report to work on the district approved waiver days. One day will be used at the beginning of the year and the second at the end of the school year to complete work of preparing for the school year (cleaning, commodities) and ending the school year

(clean up and pack up). The Head Cook in each building has the authority to assign these hours flexibly to complete the work required before the start of the school year and end of the school year.

ARTICLE 47
COMMUNICATION COMMITTEE

- A. An informal committee shall be established as an aid to communications between the parties. The membership of this committee shall be the Superintendent (or designee) and a maximum of three (3) persons appointed at the discretion of the Superintendent, plus the Association Presidents (or designees) and a maximum of two (2) persons appointed at the discretion of the Association Presidents.
- B. This committee shall meet as needed upon the request and agreement of the Superintendent and the Association Presidents.
- C. The purpose of the committee shall be to assist in the process of open communications between both parties. Its procedures shall consist of joint, informal discussion aimed at clarifying or addressing issues of concern to both parties. The open discussions held by this committee shall not be construed as negotiations nor as an official decision-making process. The discussions of this committee shall not result in modifications or additions to the negotiated agreement.

ARTICLE 48
NO STRIKE / NO LOCKOUT

The Association does hereby affirm and agree that it will not either directly or indirectly call, sanction, encourage, finance or assist in any way, nor shall any employee instigate or participate, either directly or indirectly in any strike, slowdown, walkout, work stoppage, or other concerted interference with or the withholding of services from the Board or any other type of activity which results in a reduction of the regular professional duties or employment obligations of any district employees during the term of this contract. The parties agree that there shall be no lockout by the Board of Education.

In addition, the Association shall cooperate at all times with the Board in the continuation of its operations and services and shall actively discourage an attempt to prevent any violation of this Article. If any violation of this article occurs, the Association shall immediately notify all employees that the strike, slowdown, work stoppage, or other concerted interference with or the withholding of services from the Board is prohibited, not sanctioned by the Association and order all employees to return to work immediately.

It is further agreed that any violation of the above will be automatic and sufficient grounds for immediate disciplinary action as determined by the Board and shall render all provisions of the current agreement null and void.

**ARTICLE 49
SAVINGS CLAUSE**

The Board of Education and the Association agree that all items in this contract which superseded applicable state law and which may permissibly do so under Ohio Revised Code Section 4117.10(a) shall not be affected by this article. Should any clause of this contract be held to be in violation of the law by a court of competent jurisdiction, then that clause of the contract shall be rendered null and void, but the remainder of the contract shall remain in full force and effect.

**ARTICLE 50
COMPLETE AGREEMENT**

The Board and the Association acknowledge that during negotiations which preceded this Agreement, each had the unlimited right and opportunities to make demands and proposals with respect to any subject or matter within the scope of collective bargaining/negotiations and that all the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in the written provisions of this Agreement. The written provisions of this Agreement constitute the whole and entire Agreement (including any and all understandings) between the parties concerning any and all matters within the scope of collective bargaining. All other previously negotiated agreements not incorporated herein are null and void and of no further force or effect.

**ARTICLE 51
MISCELLANEOUS**

1. Head cooks will have input in any lunch time changes.
2. P.E.O.P.L.E. DEDUCTION: The Board agrees to deduct from the wages of any employee who is a member of the Union a Public Employees Organized to Promote Legislative Equality (P.E.O.P.L.E.), donation as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving notice to the Board. The Board agrees to forward P.E.O.P.L.E. deductions to the Union State Treasurer each month along with a list of all employees for whom such deductions have been made.
3. In the event that the maintenance personnel due to a medical condition is unable to maintain the CDL license, they will be able retain their maintenance position, which is their primary job.
4. The attendance secretary at Rosemore Middle School will be provided twenty (20) days extended time each year.

**ARTICLE 52
DURATION**

This document constitutes the Master Contract between the Whitehall Board of Education and the Ohio Association of Public School Employees (OAPSE), AFSCME, AFL-CIO, Locals 297 and 768 and will become effective 12:01 a.m., July 1, 2010 and continue in full force and effect until midnight of June 30, 2012. In witness whereof the parties have caused this Contract to be executed on the day and year mentioned above.

Whitehall Board of
Education

Ohio Association of Public School
Employees Locals 297 and 768

Walter Armes
Board President

Sean Dahl
President Local 297

Judyth Dobbert-Meloy
Superintendent

Ruth Stahl
President 768

Treasurer
Timothy J. Penton

Chad Caldwell
OAPSE Field Representative

**WHITEHALL CITY SCHOOLS
2010-2011 SALARY SCHEDULES**

Appendix A

	<i>OFFICE EMPLOYEES</i>		<i>OFFICE EMPLOYEES</i>		
	<i>CLASS I</i>		<i>CLASS II</i>		
	<i>(12 MONTHS)</i>		<i>(9.5 MONTHS)</i>	<i>(10 MONTHS)</i>	
	<u>YEARLY</u>	<u>HOURLY</u>	<u>YEARLY</u>	<u>YEARLY</u>	<u>HOURLY</u>
<u>YEARS</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>SALARY</u>	<u>RATE</u>
0	37,565	18.06	26,492	29,650	17.40
1	38,085	18.31	26,826	30,024	17.62
2	38,542	18.53	27,161	30,399	17.84
3	39,062	18.78	27,496	30,774	18.06
4	39,624	19.05	27,862	31,183	18.30
5	40,227	19.34	28,212	31,575	18.53
6	40,851	19.64	28,669	32,086	18.83
7	41,350	19.88	29,141	32,615	19.14
8	42,245	20.31	29,674	33,211	19.49
9	42,890	20.62	30,115	33,705	19.78
10	43,555	20.94	30,526	34,165	20.05
11	44,179	21.24	31,013	34,710	20.37
12	44,803	21.54	31,561	35,324	20.73
13	45,365	21.81	31,973	35,784	21.00
14	46,030	22.13	32,414	36,278	21.29
15	46,322	22.27	32,612	36,500	21.42
16	46,592	22.40	32,825	36,738	21.56
17	46,842	22.52	32,993	36,926	21.67
18	47,070	22.63	33,175	37,130	21.79
19	47,278	22.73	33,297	37,266	21.87
20	47,507	22.84	33,419	37,403	21.95
Hours/Day		8.00	7.50	8.00	
Total Days		260	203	213	

**WHITEHALL CITY SCHOOLS
2010-2011 SALARY SCHEDULES**

Appendix A

	<i>BUS DRIVERS</i>		<i>BUS AIDES</i>	<i>MAINTENANCE I</i>		<i>HEAD GROUNDSKEEPER AND HEAD MECHANIC</i>	
	<u>YEARLY SALARY</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE</u>	<u>YEARLY SALARY</u>	<u>HOURLY RATE</u>	<u>YEARLY SALARY</u>	<u>HOURLY RATE</u>
<u>YEARS</u>							
0	14,062	18.80	14.09	39,832	19.15	38,626	18.57
1	14,234	19.03	14.28	40,498	19.47	39,333	18.91
2	14,429	19.29	14.48	41,246	19.83	40,082	19.27
3	14,631	19.56	14.70	42,016	20.20	40,851	19.64
4	14,870	19.88	14.91	42,723	20.54	41,538	19.97
5	15,162	20.27	15.13	43,597	20.96	42,411	20.39
6	15,431	20.63	15.36	44,325	21.31	43,160	20.75
7	15,693	20.98	15.57	45,198	21.73	43,992	21.15
8	16,000	21.39	15.78	46,259	22.24	45,053	21.66
9	16,306	21.80	16.00	47,070	22.63	45,906	22.07
10	16,553	22.13	16.22	47,902	23.03	46,717	22.46
11	16,636	22.24	16.48	48,797	23.46	47,611	22.89
12	16,680	22.30	16.58	49,733	23.91	48,547	23.34
13	16,748	22.39	16.86	50,627	24.34	49,421	23.76
14	16,815	22.48	17.11	51,522	24.77	50,336	24.20
15	16,890	22.58	17.25	51,792	24.90	50,606	24.33
16	16,950	22.66	17.39	52,042	25.02	50,856	24.45
17	16,987	22.71	17.52	52,291	25.14	51,085	24.56
18	17,032	22.77	17.65	52,520	25.25	51,334	24.68
19	17,077	22.83	17.78	52,749	25.36	51,542	24.78
20	17,122	22.89	17.92	52,936	25.45	51,771	24.89
Hours/D		4.00	As Needed		8.00		8.00
Total Days		187	As Needed		260		260

**WHITEHALL CITY SCHOOLS
2010-2011 SALARY SCHEDULES**

Appendix A

	<i>HEAD CUSTODIAN/ BOILER OPERATOR - HIGH SCHOOL</i>		<i>CUSTODIAN HIGH SCHOOL THIRD SHIFT</i>		<i>CUSTODIAN HIGH SCHOOL NIGHT CHARGE</i>		<i>HEAD CUSTODIAN - MIDDLE SCHOOL & ELEMENTARIES</i>		<i>CUSTO</i>
<u>YEARS</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>
0	40,539	19.49	37,856	18.20	38,438	18.48	37,794	18.17	36,650
1	41,018	19.72	38,334	18.43	38,979	18.74	38,230	18.38	37,086
2	41,642	20.02	38,854	18.68	39,499	18.99	38,646	18.58	37,461
3	42,141	20.26	39,354	18.92	40,061	19.26	39,104	18.80	37,918
4	42,744	20.55	39,874	19.17	40,539	19.49	39,520	19.00	38,334
5	43,389	20.86	40,414	19.43	41,142	19.78	40,082	19.27	38,854
6	44,013	21.16	40,976	19.70	41,829	20.11	40,664	19.55	39,354
7	44,720	21.50	41,517	19.96	42,370	20.37	41,184	19.80	39,874
8	45,531	21.89	42,266	20.32	43,181	20.76	41,704	20.05	40,539
9	46,093	22.16	42,890	20.62	43,826	21.07	42,494	20.43	41,080
10	46,800	22.50	43,472	20.90	44,450	21.37	43,035	20.69	41,642
11	47,403	22.79	43,992	21.15	45,011	21.64	43,514	20.92	42,141
12	48,027	23.09	44,595	21.44	45,656	21.95	44,054	21.18	42,619
13	48,547	23.34	45,136	21.70	46,176	22.20	44,595	21.44	43,160
14	49,088	23.60	45,656	21.95	46,634	22.42	45,074	21.67	43,680
15	49,400	23.75	45,926	22.08	46,966	22.58	45,406	21.83	43,971
16	49,733	23.91	46,197	22.21	47,278	22.73	45,718	21.98	44,283
17	49,941	24.01	46,405	22.31	47,486	22.83	45,947	22.09	44,512
18	50,149	24.11	46,613	22.41	47,694	22.93	46,155	22.19	44,741
19	50,378	24.22	46,862	22.53	47,923	23.04	46,384	22.30	44,970
20	50,627	24.34	47,091	22.64	48,152	23.15	46,613	22.41	45,198
Hours/D		8.00		8.00		8.00		8.00	
Total Days		260		260		260		260	

**WHITEHALL CITY SCHOOLS
2010-2011 SALARY SCHEDULES**

Appendix A

	<i>DIAN</i>	<i>HEAD COOK</i>		<i>HEAD COOK</i>	
		<i>5 - 8 REGULAR</i>		<i>3 - 4 REGULAR</i>	
		<i>COOKS</i>		<i>COOKS</i>	
	<i>HOURLY</i>	<i>YEARLY</i>	<i>HOURLY</i>	<i>YEARLY</i>	<i>HOURLY</i>
<u>YEARS</u>	<u>RATE</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>RATE</u>
0	17.62	20,664	16.91	20,517	16.79
1	17.83	20,896	17.10	20,737	16.97
2	18.01	21,104	17.27	20,896	17.10
3	18.23	21,336	17.46	21,153	17.31
4	18.43	21,544	17.63	21,336	17.46
5	18.68	21,715	17.77	21,519	17.61
6	18.92	21,984	17.99	21,703	17.76
7	19.17	22,216	18.18	21,959	17.97
8	19.49	22,583	18.48	22,216	18.18
9	19.75	22,803	18.66	22,387	18.32
10	20.02	23,022	18.84	22,607	18.50
11	20.26	23,169	18.96	22,741	18.61
12	20.49	23,267	19.04	22,851	18.70
13	20.75	23,365	19.12	22,900	18.74
14	21.00	23,462	19.20	23,108	18.91
15	21.14	23,560	19.28	23,194	18.98
16	21.29	23,658	19.36	23,267	19.04
17	21.40	23,743	19.43	23,328	19.09
18	21.51	23,817	19.49	23,401	19.15
19	21.62	23,866	19.53	23,475	19.21
20	21.73	23,902	19.56	23,536	19.26
Hours/D	8.00		6.50		6.50
Total Days	260		188		188

**WHITEHALL CITY SCHOOLS
2010-2011 SALARY SCHEDULES**

Appendix A

	<i>HEAD COOK</i>		<i>FULL-TIME</i>		<i>PART-TIME</i>	
	<i>1 - 2 REGULAR</i>		<i>ASST. COOK</i>		<i>ASSISTANT COOK</i>	
	<i>COOKS</i>		<i>6.5 HOUR</i>		<i>4 HOUR (or less)</i>	
	<u>YEARLY</u>	<u>HOURLY</u>	<u>YEARLY</u>	<u>HOURLY</u>	<u>YEARLY</u>	<u>HOURLY</u>
<u>YEARS</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>RATE</u>
0	20,371	16.67	19,674	16.10	11,821	15.72
1	20,615	16.87	19,882	16.27	11,889	15.81
2	20,774	17.00	20,041	16.40	12,002	15.96
3	20,896	17.10	20,224	16.55	12,092	16.08
4	21,104	17.27	20,371	16.67	12,197	16.22
5	21,251	17.39	20,578	16.84	12,310	16.37
6	21,397	17.51	20,725	16.96	12,393	16.48
7	21,617	17.69	20,872	17.08	12,506	16.63
8	21,874	17.90	21,202	17.35	12,686	16.87
9	22,094	18.08	21,361	17.48	12,776	16.99
10	22,240	18.20	21,532	17.62	12,867	17.11
11	22,375	18.31	21,691	17.75	12,980	17.26
12	22,521	18.43	21,788	17.83	13,047	17.35
13	22,583	18.48	21,849	17.88	13,085	17.40
14	22,729	18.60	21,972	17.98	13,168	17.51
15	22,815	18.67	22,094	18.08	13,235	17.60
16	22,900	18.74	22,204	18.17	13,295	17.68
17	22,986	18.81	22,240	18.20	13,325	17.72
18	23,071	18.88	22,289	18.24	13,363	17.77
19	23,132	18.93	22,363	18.30	13,408	17.83
20	23,194	18.98	22,448	18.37	13,446	17.88
Hours/D		6.50		6.50	4.00	
Total Days		188		188	188	

**WHITEHALL CITY SCHOOLS
2010-2011 SALARY SCHEDULES**

Appendix A

	<i>HEALTH AIDE, LIBRARY AIDE, & EDUCATIONAL AIDE I</i>						<i>EDUCATIONAL AIDE II</i>		
	YEARLY	YEARLY	HOURLY	YEARLY	YEARLY	HOURLY	YEARLY	YEARLY	HOURLY
<u>YEARS</u>	<u>SALARY</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>SALARY</u>	<u>RATE</u>	<u>SALARY</u>	<u>SALARY</u>	<u>RATE</u>
0	20,005	21,544	16.03	19,484	20,983	16.03	17,819	19,190	14.66
1	20,255	21,813	16.23	19,728	21,245	16.23	18,038	19,426	14.84
2	20,505	22,082	16.43	19,971	21,507	16.43	18,293	19,700	15.05
3	20,792	22,391	16.66	20,250	21,808	16.66	18,561	19,988	15.27
4	21,041	22,660	16.86	20,493	22,070	16.86	18,828	20,276	15.49
5	21,316	22,956	17.08	20,761	22,358	17.08	19,071	20,538	15.69
6	21,653	23,318	17.35	21,089	22,711	17.35	19,351	20,839	15.92
7	21,977	23,668	17.61	21,405	23,051	17.61	19,618	21,127	16.14
8	22,427	24,152	17.97	21,843	23,523	17.97	19,873	21,402	16.35
9	22,751	24,501	18.23	22,159	23,863	18.23	20,141	21,690	16.57
10	23,088	24,864	18.50	22,487	24,217	18.50	20,408	21,978	16.79
11	23,475	25,281	18.81	22,864	24,622	18.81	20,736	22,332	17.06
12	23,924	25,764	19.17	23,301	25,094	19.17	20,834	22,436	17.14
13	24,249	26,114	19.43	23,617	25,434	19.43	21,186	22,816	17.43
14	24,648	26,544	19.75	24,006	25,853	19.75	21,490	23,143	17.68
15	24,810	26,719	19.88	24,164	26,023	19.88	21,660	23,326	17.82
16	24,985	26,907	20.02	24,334	26,206	20.02	21,830	23,510	17.96
17	25,122	27,055	20.13	24,468	26,350	20.13	21,988	23,680	18.09
18	25,272	27,216	20.25	24,614	26,507	20.25	22,146	23,850	18.22
19	25,397	27,350	20.35	24,735	26,638	20.35	22,304	24,020	18.35
20	25,534	27,498	20.46	24,869	26,782	20.46	22,462	24,190	18.48
Hours/D	6.50	7.00		6.50	7.00		6.50	7.00	
Total Days	192	192		187	187		187	187	