

***MOHAWK LOCAL SCHOOL DISTRICT***  
***NON-CERTIFIED EMPLOYEE HANDBOOK***

*Revised July 10, 2017*

*Effective July 1, 2017*

---

--

---

**ARTICLE 1 – FULL-TIME/PART-TIME**

---

**A. EMPLOYMENT CLASSIFICATIONS**

- a. Full-Time: An employee regularly employed at least 35 hours per week and who is contracted to work a minimum of 180 days or more in a work year.
- b. Part-Time: An employee regularly employed fewer than 35 hours per week or who is contracted to work fewer than 180 days in a work year.
- c. For the purpose of calculating insurance benefits only those employees who the District is required to cover under the Affordable Health Care Act shall be eligible for the Medical/Prescription Insurance.

---

**ARTICLE 2 – GRIEVANCE PROCEDURE**

---

**A. PURPOSE**

- a. The purpose of this procedure is to resolve the grievances at the lowest possible level.

**B. DEFINITIONS**

- a. “Grievant” means the employee initiating a grievance.
- b. “Appropriate Supervisor” means the lowest level administrator or supervisor having authority to resolve the grievance and who supervises the grievant.
- c. “Days” under this Article shall mean actual work days, except holidays, and weekends. However, from June 15 – August 20 (summer months), “days” shall mean calendar days excluding weekends and holidays.

**C. GENERAL PROVISIONS**

- a. The grievance form appears in Appendix B.

**D. TIME LIMITS**

- a. Time limits at any step of the grievance procedure may be extended only by written mutual agreement of the parties.
- b. Failure of the grievant to comply within a time limit shall result in the grievance being dismissed.
- c. A grievance shall be filed within ten days of the act.
- d. A grievance may be withdrawn at any time without prejudice.

## **E. PROCEDURAL STEPS**

### **a. Informal Step**

1. Within ten days of the act, the employee may discuss the grievance with the employee's immediate supervisor.
2. If the grievance is not resolved during the informal step, the grievant may within ten days of the act, file a written grievance with the appropriate supervisor.

### **b. Step One**

1. The appropriate supervisor shall arrange a conference within ten days of receipt of the grievance. The grievant and administration may present evidence to sustain each party's position.
2. Within ten days after the conclusion of the conference, the immediate supervisor will provide a written response to the grievant.
3. Within ten days of the receipt of the Step One response, if the grievant is not satisfied with the appropriate supervisor's response, the grievant may file a written form to proceed to Step Two.

### **c. Step Two**

1. Within ten days of the filing of the form, the Superintendent or his/her designee, shall arrange and conduct a conference in the same manner as set forth in Step One.
2. Within ten days after such conference, the Superintendent, or designee, will provide a written final response to the grievant.

## **F. MISCELLANEOUS**

- a. All communications, regarding grievances, shall be reduced to writing and hand delivered.
- b. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
- c. All parties of interest shall be permitted to attend a grievance meeting with no loss of pay and benefits.

- d. No reprisals or recriminations shall be taken against an employee who files or takes part in a grievance.

---

**ARTICLE 3 – WORKING CONDITIONS**

---

**A. WORK YEAR – The normal work year for:**

- a. Twelve month employees shall be 260 days, inclusive of all paid holidays.
- b. Eleven month employees shall be 240 days, inclusive of all paid holidays.
- c. Ten and one-half month employees shall be 220 days, inclusive of all paid holidays.
- d. Ten month employees shall be 210 days, inclusive of all paid holidays.
- e. Nine month employees shall be 186 days, inclusive of all paid holidays.

**B. WORK WEEK – The normal work week for all bargaining unit employees is Monday through Friday.**

**C. WORK DAY**

- a. Scheduled hours will be established by the immediate supervisor and building principals.
- b. The normal workday shall be as follows unless written permission from the superintendent is received:
- c. Full-Time

Day Custodian	7:00 a.m. – 3:30 p.m.
Evening Custodian	3:00 p.m. – 11:30 p.m.
Secretary	7:30 a.m. – 4:00 p.m.
Mechanic	7:00 a.m. – 3:30 p.m.

- d. Part-Time – Each position will establish hours annually.
 

Cafeteria Workers	3 – 6 Hours per day
Bus Drivers	1 – 5 Hours per day
- e. Aides will be scheduled two to eight hours per day.
- f. For every four hours scheduled to work, the employee may take a 15 minute break during those hours at the agreed upon time with their immediate supervisor.
- g. All employees who work five or more continuous hours per day shall be entitled to no less than a 30 minute duty free unpaid lunch period. This time will be agreed to by the employee’s immediate supervisor.
- h. If any 12 month employee’s regularly scheduled work hours are to change during the summer recess from the work schedule in place for that employee during the instructional school year, the superintendent will give the employee written notice of such change at least ten days in advance.

- i. If any employee's regularly scheduled work hours are to change during the instructional school year or with the next instructional school year, the superintendent will give the employee written advance notice of the change no less than 30 calendar days prior to the effective date of the change. Any notice given under this provision will specify the change in the affected employee's work schedule, the effective date of such change, and the anticipated duration of the change.
- j. This provision does not apply to temporary work schedule adjustments that may arise due to factors such as employee vacations or short-term absences due to illness. If a circumstance that was not reasonably foreseeable necessitates a change in an employee's work schedule, the superintendent's obligation under this provision will be to furnish the employee with as much advance written notice as is practicable under the particular circumstances.

#### **D. SEQUENCE OF CONTRACT**

- a. All employees will be issued written contracts in accordance with Ohio Revised Code 3319.081 and the provisions of this Article. All written contracts must be signed and returned to the Treasurer within 14 calendar days after receipt.

#### **E. VACANCIES**

- a. If the Board determines to fill a vacancy or create an additional position within a job assignment, the vacancy or position will be emailed to all employees. Any employee may, within ten work days, apply in writing to the superintendent for the posted vacancy or position. During August, the application period shall be shortened to five days.
- b. All employees who express a written interest will be given consideration, but the vacancy or position will be awarded to the best qualified candidate.
- c. The emailed notice will include the position title, certification requirements, pay, date of initial posting and last day to apply for the position. Upon request, a job description will be provided.

#### **F. CALAMITY DAYS**

- a. If the district has more than five (5) calamity days prior to Martin Luther King Day, the Friday before President's Day, **President's Day**, the Thursday before Easter Break, or the Monday after Easter, these days shall be used for make-up. No days will be made up at the end of the school year unless the district falls below the state mandated minimum hours. If the district falls below the state minimum number of hours as determined by the sum of delays and closures, a sufficient number of days shall be made-up such that the district exceeds the minimum number of hours required by ORC 3313.48.

**G. TRAVEL TIME AND MILEAGE**

- a. If an employee is required by the Board or administration to use his/her automobile for school business, mileage shall be reimbursed at the IRS rate.
- b. The appropriate supervisor must be notified before any trip is attempted for which reimbursement is claimed. The employee shall complete any required paperwork as a condition for payment.
- c. Payment for mileage reimbursement must be submitted on the proper form to the treasurer.

**H. EVALUATION**

a. Purposes

- 1. To assess an employee's work performance.
- 2. To help the employee to achieve greater effectiveness in the performance of his/her work assignment.
- 3. To provide information relevant to personnel decisions.

b. Procedures

- 1. Employees shall be evaluated at least once per contract year. The employee's evaluator will be the principal of the school to which the employee is assigned, with input from the employee's immediate supervisor.
- 2. A copy of the employee's annual evaluation will be given to the employee at a conference to be scheduled promptly after the evaluation.
- 3. A copy signed by both the employee and the evaluator shall be retained by the employee.

**I. JOB DESCRIPTIONS** – Each employee will be furnished a copy of the job description(s) applicable to the employee's assignment.

**J. DISCIPLINE**

- a. The Board and administration will follow traditional principles of progressive discipline with the further understanding that serious misconduct may warrant immediate suspension without pay or termination.
- b. No employee will be suspended without pay or terminated under Ohio Revised Code 3319.081(C) without an advance opportunity for an informal conference, unless the nature of the alleged misconduct makes immediate removal of the employee appropriate. In that case, the employee will be afforded a conference as soon as reasonably practical under the

circumstances. Prior to the conference, the employee will be given notice of the allegations against him/her. At the conference, the employee will be afforded an opportunity to respond to the allegations.

- c. A verbal or written reprimand may be issued by the employee's supervisor or the superintendent. A suspension without pay or termination may only be affected by the Board and is governed exclusively by Ohio Revised Code Section 3319.081 (C) with such due process rights as the courts have imposed under that statute. Any employee suspended without pay or terminated will be notified by certified mail explaining the reasons.
- d. Non-renewal of an employee's contract is governed exclusively by Ohio Revised Code of Section 3319.083.

## **K. PAYROLL**

### **a. Pay Periods**

- 1. The total amount of an employee's annual salary shall be paid in 26 equal installments starting with a Friday date established by the Treasurer as soon as permitted, as stated above and by law, following the opening of school and continuing every other Friday thereafter. In a fiscal year (July-June) in which there are 27 Friday pay days, there shall be three weeks between the first and second pays in July.
- 2. The treasurer shall normally distribute salary notices to each employee no later than July 1 for the succeeding school year.
- 3. All regular employees' pay will be directly deposited in the employee's bank accounts specified to the treasurer.
- 4. All employees shall receive their pay stubs by email.

## **L. PAYROLL DEDUCTIONS**

- a. Payroll deductions shall be provided for tax-sheltered annuities, credit union, city income tax, medical, dental, vision and term life insurance.
- b. Payroll deductions shall be made for all employees who authorize same for purposes of diverting a portion of their salaries to the chartered Credit Union. New deductions (companies) will be established only if ten or more employees participate in the deduction.

## **M. SERS PICK-UP**

- a. The Board agrees to continue to designate each employee's mandatory contributions to the School Employees Retirement System as "picked up" by the Board.

- b. This provision applies without exception to all employees. The amount to be tax-sheltered on behalf of each employee shall be that percentage imposed by the SERS as required employee contributions.

**N. PERSONNEL FILES**

- a. The official personnel file of each employee shall be maintained in the office of the Board.
- b. The employee shall have access to his/her personnel file upon request. Access shall be granted within 24 hours.

**O. GENERAL PROVISIONS**

- a. Health and Safety—All first aid kits, safety equipment, and hazardous waste kits will be supplied by the district.
- b. Medications—An employee who administers medications and/or provides school health services to students under the Board’s Ohio Revised Code 3313.711 policy will receive appropriate guidance and training before performing such duties. If any specialized medical knowledge is required, the Board will provide appropriate training by a licensed health care professional before the performance of such duties.

- P. PROCUREMENT OF SUBSTITUTES** – All employees shall notify their immediate supervisor or designee at least two hours before the job assignment.

---

**ARTICLE 4 – TRANSPORTATION**

---

**A. REGULAR ROUTES**

- a. Transportation employees in this classification shall include all bus drivers and mechanics.
- b. A regular route shall be defined as a route driven on a daily basis during the regularly scheduled school year.
- c. Any modification to an individual route will have the approval of the director of transportation.
- d. A regular bus driver’s first responsibility is to complete his/her assigned route before accepting field trips unless the director of transportation makes a specific assignment.
- e. Each regular driver will provide the building principal and director of transportation a detailed roster of students and seating chart no later than ten days after the start of the school year.



**B. SPECIAL ROUTES**

- a. A special route is created to transport handicapped, preschool or parochial students.

**C. SHUTTLE ROUTES**

- a. Shuttle routes are pick-up or drop-off points within the district.
- b. Regular route drivers will handle most shuttle routes.

**D. TEMPORARY ROUTES**

- a. A temporary route is a route requiring an additional bus to take care of an overload until a permanent arrangement can be made.
- b. The director of transportation will assign temporary routes.

**E. ASSIGNMENT OF ROUTES**

a. Regular Routes

- 1. Changes will need to be made on occasion by the director of transportation.
- 2. Any change will not affect the placement on the salary schedule.

b. Special Routes

- 1. Each situation will be determined by the most economical and practical solution.
- 2. A driver's seniority will be given consideration when filling the position.
- 3. The director of transportation will approve any modification of an assignment.

**F. FIELD TRIPS**

- a. A field trip is defined as any extracurricular, co-curricular, athletic, or band trip outside of the driver's normal assignment.
- b. Field trips shall be awarded to bus driver's on a numerical (bus number) rotation basis giving each driver an opportunity to drive field trip runs if desired. Whenever possible, the driver will be assigned to use their regular bus on the field trip. The first eligible person chooses which trip he/she desired to take. If refused, the offer goes to the next eligible driver. The system will continue until all drivers have had an opportunity to accept or not accept the field trips.

- c. All field trips paid through the district's general fund will be assigned on a rotation basis.
- d. The adult chaperone(s), coach(es) and/or assistant coaches of any field trip shall help assume the responsibility of the passengers on the bus.
- e. A bus must be swept at the end of each field trip.
- f. A field trip request may be cancelled for any reason including a decision to use alternate means of transportation. If a field trip request is cancelled, the bus driver will be offered the next available field trip.
- g. All field trip request cancellations that occur without notification to the bus driver shall result in payment of two hours field trip pay to the bus driver involved in the trip assignment. Payment will not occur if phone contact has been attempted at least two hours before the cancellation. The call will be verified by a secretary.
- h. The compensation for overnight trips shall be the same as any regular field trip. The driver shall not be compensated for eight hours during the night. The Board shall provide overnight lodging and meal expenses. Three meals per day will be compensated up to a maximum of \$35 per day. This will be limited to no more than \$10 for breakfast, \$10 for lunch and \$20 for dinner.
- i. All field trips will be provided a specific route to arrive at the destination. Failure to follow that route will be cause for the driver to be removed from all future field trips except for incorrect directions or unforeseen detours.
- j. Section 6A will address compensation for field trips.

## **G. MISCELLANEOUS**

- a. The Board shall pay all charges and/or fees involved with acquiring licenses, driving abstracts, training, and required physicals for bus drivers after they have been employed for at least 20 trips and/or routes.
- b. The Board shall equip all buses with first aid equipment, hazardous waste kits, brooms, waste containers, and window cleaner and paper towels at no cost to the employee.
- c. If a breakdown extends the driver's regularly scheduled workday or extends the hours of a field trip, the driver will be paid for all field time at their regular hourly rate.
- d. Each regular driver shall wash the bus monthly as directed by the director of transportation.
- e. Bus radios shall be monitored with all busses (regular and special runs only) during morning and afternoon runs by the administrative office and director of transportation or his/her designee. During the field trips, the driver shall radio or call the supervisor or superintendent when there is a breakdown or emergency. If the driver uses his/her personal cell phone or calling card in an emergency situation, the Board will reimburse all charges for said call after submission of a billing statement to the treasurer.

## H. MECHANICS

- a. The work schedule of the mechanic shall be such that a mechanic is on duty when buses are out on their regular routes.
- b. All work orders will be maintained in the bus garage. Daily check lists and repair forms are to be completed on Board supplied forms.
- c. A set of Board-owned specialty tools will be provided over a period of time for the bus mechanic's use in the bus compound.

## I. INSERVICE MEETINGS

- a. All bus drivers must attend the required inservice training sessions in order to maintain bus-driving privileges. The Board will reimburse employees for reasonable expenses associated with the inservice workshop or training. Expenses reimbursable shall be mileage, meals, and lodging, if applicable.

---

---

## ARTICLE 5 – LEAVES OF ABSENCE

---

---

### A. SICK LEAVE

- a. Sick leave may be used in accordance with Ohio Revised Code 3319.141.
- b. Sick leave shall be tracked in hours. A "day" of sick leave shall be equal to the employee's regularly assigned daily work hours.
- c. In cases of sick leave for illness or injury, "immediate family" shall be defined as: husband, wife, domestic partner, children, father, mother, brother, sister, father-in law, mother-in-law, grandchildren and **grandparents** (only in the case of hospitalization) or any individual living in the same household as the school employee. For purposes of this Section, "domestic partner" is defined to mean: the employee and domestic partner must have a committed relationship of mutual caring which has existed with cohabitation for at least twenty-four (24) months and who can demonstrate financial interdependence; neither the employee nor the domestic partner are married to someone else; and the relationship is mutually exclusive.
- d. In case of death, "immediate family" shall be extended to also include, step-brother, step-sister, brother-in-law, sister-in-law, step-parents, step-children, grandparents, grandchildren, uncle, aunt, nephew, niece, or anyone who has held the position of parent or child of the employee. Exceptions to these definitions may be made with the approval of the superintendent.
- e. Each employee shall be credited with one and one-fourth days of sick leave with pay for each month to a total of 15 days per year. Sick leave shall be accumulated to a maximum of 250 days.
- f. If needed, each employee may be advanced up to 5 sick days per contract year.

- g. Total accumulated sick leave shall appear on each employee's pay stub.
- h. Sick leave must be requested electronically through the district's "**SC View**" system.

**B. PERSONAL LEAVE**

- a. Each employee shall be entitled to three unrestricted days of personal leave per year. Personal leave limitations are:
  - 1. Twenty-four hour advance written notice is required (if possible).
  - 2. Two days shall not be granted on consecutive work days (includes Friday–and Monday) nor may days be granted before or after a holiday or before or after a break from work of three calendar days or more except in **special circumstances by approval of the Superintendent**. Dock and vacation days may not be used to circumvent a consecutive work day or break.
  - 3. **Any employee having unused personal leave days remaining at the end of the school year, may have those days converted to sick on the District's Staff Intentions Sheet circulated in March of each school year, will specify whether he/she opts to convert unused personal leave days at the end of that year (if any): to (A) a payment of \$100 (less required payroll withholdings) for each unused day; or (B) to sick leave. A teacher who makes no specification, will be treated as having selected the conversion to the sick leave option. For part time employees, the payment amount will be multiplied by the percentage of employment.**
- b. Personal leave must be preapproved electronically through the district's "**SC View**" system.

**C. ASSAULT LEAVE**

- a. The Board will grant up to 45 days of assault leave to employees absent due to a physical and/or emotional disability resulting from assault under the following conditions:
  - 1. Assault shall be defined as an unlawful action or threat to do bodily injury to an employee.
  - 2. The employee shall furnish to the superintendent a written, signed statement describing the circumstances and events surrounding the assault, plus names and addresses of witnesses, if known.
  - 3. The employee shall also furnish a written, signed statement from a physician as to the nature of the disability, its possible duration, and the need to be absent from school.

4. Upon request of the Board, the employee shall obtain a second opinion from a Board designated physician at no expense to the employee.

**D. MILITARY LEAVE**

- a. Employees who are put on active duty in the United States Armed Forces shall be entitled to a leave up to a maximum of 22 work days in any one calendar year.
- b. Those employees on annual leave will receive from the district the amount of pay between their regular pay, their military pay if their regular pay exceeds their military pay.
- c. To be eligible for release from duty, the employee must produce his/her orders to report for military leave.
- d. To be eligible for the differential pay, the employee must produce the pay stub or other documentation demonstrating his/her compensation from the military. The employee's daily rate will be used for the comparison.

**E. UNPAID LEAVES OR ABSENCE FOR PERSONAL ILLNESS, INCLUDING PHYSICAL OR MENTAL DISABILITY**

- a. An employee may request a leave of absence without pay for a period of up to two consecutive school years due to physical and/or mental inability to perform required duties.
- b. Such request shall be submitted in writing accompanied by a doctor's statement relative to the condition. Such leave shall be approved by the Board for any period up to two consecutive school years. The beginning date of disability and the termination of disability shall be established by written statement of the employee's doctor.
- c. Upon the return to service, the employee shall resume the contract status held prior to such leave.
- d. During such leave, the employee shall have the option to participate in insurance benefits guaranteed under COBRA.
- e. The leave of absence for medical reasons shall not prejudice the employee's position on the salary schedule, seniority or sick leave provided the employee returns to the same or similar position. Sick leave and seniority shall not accumulate during the period of the leave.
- f. The employee returning from an unpaid leave of absence shall submit in writing their intent to the superintendent at least 30 days prior to when he/she plans on returning the following year to regular employment.

**F. MATERNITY/PATERNITY/ADOPTION LEAVE**

- a. An employee is entitled to unpaid leave for the purpose of maternity/paternity, childcare for the newborn or adoption. An employee is entitled to use accumulated sick leave for the period of disability resulting from maternity, paternity and/or parent-child bonding in the case of adoption. After six weeks, a note is required from the doctor indicating that the employee is unable to return to work. After a review, a reasonable extension may be available.
- b. An employee requesting an unpaid leave for maternity/paternity, child-care or adoption shall be entitled to such leave with 30 days advance written notice. If 30 days notice cannot reasonably be given, notice shall be given as soon as possible in advance of the leave. Such notification may be amended as circumstances warrant.
- c. Unpaid leave may be for up to one year.
- d. During such leave, the employee shall have the option to participate in insurance benefits guaranteed under COBRA.
- e. Upon returning from leave, the employee will resume the contract status held prior to such leave and will return to the same assignment held prior to such leave, if such assignment still exists or to another assignment within the district.
- f. An employee returning from leave shall submit a letter to the superintendent on or before 30 days before the expected return.
- g. Notwithstanding the above provisions, an employee eligible for leave under the federal Family and Medical Leave Act of 1993 may use such leave for the purposes and on the conditions appearing in the Act with the following understandings:
  - 1. The 12 month period in which the employee's entitlement to leave may occur is a rolling 12 month period measured backward from the first date the employee uses any leave under the Act.
  - 2. Should an eligible employee opt to take unpaid leave under the above provisions in conjunction with leave under the Act, leave under the Act must be taken first.
  - 3. The eligible employee and the Board may elect to exercise those options available to each under the terms of the Act and its implementing regulations.
  - 4. Under no circumstance during a rolling 12 month period will Board-paid contributions toward insurance benefits exceed 12 weeks.

**G. SICK LEAVE BANK**

- a. A Sick Leave Bank shall be created to provide for additional days of sick leave for non-certified employees. Between September 1 and October 1, each non-certified employee shall be given the opportunity to donate one (1) day of his/her sick leave accumulation to the Sick Leave Bank. All

donations shall be made by completing the Sick Leave Donation Form. Deductions from an employee's accumulated sick leave shall occur and appear on the pay stub by the second pay in March. Employees with less than fifty (50) days accumulated sick leave shall not be eligible to contribute.

- b. The Superintendent and Treasurer shall be responsible for handling all transactions related to the operation of said Sick Leave Bank as follows:
  1. Distribution and collection of the Sick Leave Donation Forms each time a solicitation for additional days to the Sick Leave Bank is made;
  2. Recording of all donations;
  3. Processing of all requests for use of the days in the Sick Leave Bank (receipt of requests, etc.);
  4. Monitoring of all usage of days from the Sick Leave Bank;
  5. Solicitation of additional days when the Sick Leave Bank is nearing depletion.
- c. Confidentiality of donors to and receipts from the Sick Leave Bank will be respected.
- d. An employee must meet all of the following requirements to be eligible to apply and receive days from the Sick Leave Bank;
  1. An employee's personal sick leave accumulations must be exhausted;
  2. The need for additional sick leave days from the Sick Leave Bank must be based on catastrophic injury, and/or catastrophic illness to the employee or member of the immediate family (spouse, domestic partner or child), but shall not include use for normal pregnancy;
  3. A physician must verify, in writing, the employee's need to be off work.
  4. An employee may be required to apply for disability leave and/or disability retirement through the School Employee's Retirement System (SERS).
  5. Examples of a catastrophic illness or injury, include, but are not limited to: multiple fractures, amputation of a limb, AIDS, ALS, cancer, cerebral palsy, muscular dystrophy, a condition causing paralysis, a rare debilitating disease, a severe burn involving over 20% of the body, a severe head injury requiring hospitalization, spinal cord injury, heart attack, stroke, etc.
- e. Employees who wish to request days from the Sick Leave Bank shall submit a written application to the Superintendent. The application shall

indicate the date on which the employee's personal sick leave accumulation will be exhausted, the reason why the employee must be off work, and the number of days up to thirty (30) requested from the Sick Leave Bank. The application must be accompanied by the required written physician's statement. An employee may make further requests for withdrawals from the Sick Leave Bank in increments of up to thirty (30) days. The discretion to approve additional withdrawals from the Sick Leave Bank rests with the Superintendent. Sick leave days will not be granted for days beyond the end of the school year. The employee, however, may make application for withdrawals from the Sick Leave Bank to commence at the beginning of the next contract year. An employee who has been granted disability leave and/or disability retirement by SERS may not apply for additional days from the Sick Leave Bank or use days previously granted by the Superintendent from the Sick Leave Bank beyond the starting date of approval coverage for disability leave or disability retirement granted by SERS. However, if an employee's disability leave status is rejected, revoked or terminated by SERS, an employee may apply for withdrawals from the Sick Leave Bank. All days accumulated in the Sick Leave Bank and not used during a given school year shall be carried over the next school year.

- f. There shall be a maximum cap of (90) days per catastrophic injury or catastrophic illness.

#### **H. ATTENDANCE BONUS**

- a. Full time employees who are employed the entire school year and have perfect attendance by not using sick leave or personal leave during the school year, shall receive a bonus of \$600.00

For part time employees, the bonus dollar amount will be multiplied by the percentage of employment.

---

---

### **ARTICLE 6 – COMPENSATION AND BENEFITS**

---

---

#### **A. COMPENSATION**

- a. Wages
  - 1. The wage scheduled for all employees appear as Appendix A.
  - 2. An employee must be in pay status for 120 days during the previous contract year in order to advance on the pay schedule listed in Appendix A.



b. Field Trip Pay

1. All extra bus trips will be paid at one-half the bus driver's hourly base pay on the regular route scale.
2. If any discrepancy occurs for those not on a scale, the hourly rate will be paid at one-half the hourly rate on the zero step.
3. Bus drivers on field trips will receive a minimum of three hours pay.

c. Shift Differential

1. Full-time custodians working second shift shall receive a shift differential of \$.30 per hour in addition to their regular rate of pay for the hours actually worked on the second shift.

d. Overtime

1. Employees that are in pay status for more than 40 hours per week shall be compensated 1.5 times their regular hourly rate of pay for the hours worked in excess of 40 hours per week.
2. All overtime must be approved by the immediate supervisor before the time is actually worked.

e. Custodian Bus Substitution.

1. Custodians who substitute on a bus driver's regular route shall receive pay per the bus driver's salary schedule at the same experience step that they hold as a custodian.

f. Job Classifications

1. Bus Drivers
2. Cafeteria Workers
4. Custodians
5. Mechanic
6. Instructional Aides
7. High School Secretary
8. Monitor
9. Elementary Secretary
10. Administrative Secretary
11. Administrative Secretary/EMIS Coordinator
12. Food Service Supervisor
13. Transportation Supervisor
14. Maintenance Supervisor
15. Payroll/Accounts Payable Clerk

g. Supplemental Contracts

1. Supplemental positions issued to a classified employee shall be paid at the Federal or State minimum wage (whichever is the greatest) per hour worked in accordance with the Federal Fair Labor Act. Employees in supplemental positions will be required to submit time sheets for hours worked each pay period during the supplemental position's work schedule.
- h. Saturday School Monitor – Any employee performing Saturday school duties shall be paid \$20.00 per hour
- i. **In addition, a one-time lump sum payment of \$500 per employee (less required payroll withholdings) employed as of June 30, 2017 and returning for the 2017-18 school year, with payment by separate pay in September, 2017. For part time employees, the bonus dollar amount will be multiplied by the percentage of employment.**

**B. INSURANCE**

The District shall offer employees their choice of three (3) insurance plans: Tier 1, Tier 3, and Tier 4. Tier 4 shall be a High Deductible Plan (HDP) with a Health Savings Account (HSA).

In the event the North Central Ohio Trust, the District's insurance consortium, requires member districts to transition to a standardized plan during the life of this contract, the District reserves the right to re-open negotiations for the purpose of insurance benefits only.

The Board shall pay 97% of the Tier 3 family monthly premium for Tier 1 and 100% of the family monthly premium for Tiers 3 and 4.

**Effective with the July, 2018 coverage, the Board will pay 93.25% of the Tier 3 monthly premium for Tier 1, and in July, 2019, the Board will pay 89.5% of the Tier 3 premiums for Tier 1.**

**Effective with the July, 2018 coverage, the Board will pay 96.25% of the single and family premiums for Tier 3 and Tier 4. (Employee will pay 3.75%.)**

**Effective with the July, 2019 coverage, the Board will pay 92.5% of the single and family coverage for Tier 3 and Tier 4. (Employee will pay 7.5%.)**

New employees and their dependents that are eligible for any insurance coverage may enroll within thirty (30) days of the employee's first date of

employment with an effective coverage date to begin on the first day of the month following their enrollment.

Employees who are eligible for insurance coverage who have not elected to carry insurance will have additional opportunities to enroll during the District's open enrollment month. The open enrollment month shall be November for an effective date of January 1. Enrollment at any other time may occur only when there is a qualifying event per the plan.

No decrease in benefits due to a change in carriers shall occur. Effective on January 1, 2014, only those employees who the District is required to cover under the Affordable Health Care Act shall be eligible for the Medical/Prescription Insurance. For part-time employees who are eligible for the Medical/Prescription Insurance and whose regular work day is less than seven (7) hours or whose regular work week is less than five (5) days, the Board shall pay a percentage of the Medical/Prescription Insurance premiums which is equal to the percentage of time worked multiplied by the Board premium paid for full time employees. The balance of the premium shall be paid by the employee through payroll deduction.

Specification of Benefits are shown in the plan document as posted on the district web site. Benefit levels may decrease to previous levels that were in effect before the implementation of the provisions of the Affordable Health Care Act if this law is found to be unconstitutional or is repealed by Congress. The single and family deductible levels for the high deductible health plan (currently Tier 4) will be the minimum permitted by law. These minimums are \$1,300 for single and \$2,600 for family in 2017 and are subject to change annually. The maximum out-of-pocket for the Tier 4 plan may increase automatically at the same dollar increase as the deductible, but never higher than the maximum permitted by law. These amounts will be \$2,300 for single and \$4,600 for family in 2017 and includes the deductible.

a. Case Management

If serious illness should strike, the Case Management Program can provide the patient with information on alternative benefits. The goal of the Program is to help the patient's physician get the patient out of the hospital and back to the comforts of home as soon as possible as well as providing the most cost-effective treatment consistent with quality cares. Based on the information obtained through the Hospital Review program, a determination will be made whether the patient would benefit from case management. If the patient is selected for case management, a case involved with consult with the patient's physician concerning the course of treatment and possible alternative treatment options. There is no cost to the participant for this service.

The final decision on the course of treatment remains between the patient and his/her physician.

b. SERS Retired Employees

All district benefits and salary shall cease upon the employee receiving retirement benefits from SERS. The effective date shall be the last day before the first day of retirement.

- c. Dental Insurance – The Board shall pay 97% of the cost of dental insurance for all full time certified employees who are on Tier 1 of the District’s medical insurance plan. **Beginning in July, 2018, the Board will pay 93.25% of the cost of dental insurance for employees on Tier 1 and 89.5% in July, 2019.** The Board shall pay 100% of the cost of dental insurance for all full time certified employees who are on Tier 3 and Tier 4 of the District’s medical insurance plan. **Beginning in July, 2018, the Board will pay 96.25% of the cost of dental insurance for employees on Tier 3 and Tier 4, and 92.5% in July, 2019.** The Board shall pay 85% of the cost of dental insurance for all full-time certified employees who are not on the District’s medical insurance plan. **Beginning in July, 2018, the Board will pay 81.5% of the dental insurance for employees not on the District’s medical plan and 77.5% in July, 2019.** For part-time employees, the Board shall pay a percentage of the dental premiums which is equal to the percentage of time worked multiplied by “.97” if on the District medical plan or by “.85” if not on the District medical plan. The balance of the premium shall be paid by the employee through payroll deduction. Specification of Benefits are shown in the plan document as posted on the District web site.
- d. Life Insurance –The Board shall pay **100%** of the premium for a \$25,000 term life insurance policy with an accidental death and dismemberment provision for all employees. Additional life insurance will be available as a payroll deduction on an individual basis. Specification of Benefits are shown in the plan document as posted on the district web site.
- f. Vision Insurance – The Board shall pay 97% of the premium for vision insurance coverage for all full time certified employees who are on Tier 1 of the District’s medical insurance plan. **Beginning in July, 2018, the Board will pay 93.25% of the cost of dental insurance for employees on Tier 1 and 89.5% in July, 2019.** The Board shall pay 100% of the premium for vision insurance coverage for all full time certified employees who are on Tier 3 and Tier 4 of the District’s medical insurance plan. **Beginning in July, 2018, the Board will pay 96.25% of the cost of**

**dental insurance for employees on Tier 3 and Tier 4, and 92.5% in July, 2019.** The Board shall pay 85% of the premium for vision insurance coverage for all full-time employees represented by the Association who are not on the District's medical plan. **Beginning in July, 2018, the Board will pay 81.5% of the dental insurance for employees not on the District's medical plan and 77.5% in July, 2019.** For part-time employees, the Board shall pay a percentage of the vision premiums which is equal to the percentage of time worked multiplied by ".97" if on the District medical plan or by ".85" if not on the District medical plan. The balance of the premium shall be paid by the employee through payroll deduction. Specification of Benefits are shown in the plan document as posted on the District web site.

j. All employee contributions to insurance premium payments shall be with pretax dollars through the district's Section 125 plan.

1. Hospitalization Reimbursement

i. Each full-time employee may elect not to be included in the hospitalization plan provided by the Board and receive, instead, a payment of \$1,000. Enrollment during the year will be permitted if the stipend is returned and the employee's insured status has changed as a result of an unforeseen qualifying event occurrence such as: strike, unemployment, death, divorce, loss of spousal insurance or any other reason as permitted by the insurance carrier.

### **C. SEVERANCE PAY**

a. An employee with ten or more years of service to the Board shall, upon service retirement under Chapter 3309 of the Ohio Revised Code, receive severance pay equal to one-fourth (1/4) of the value of the employee's accrued but unused sick leave days up to two hundred twenty days (220).

b. Payment shall be based on the employee's regular straight-time rate at the time of retirement. Payment under this Article shall eliminate all accrued sick leave credited to the employee. Payment will be made by not later than the second regularly scheduled payday following receipt of confirmation that the employee has service retired under Chapter 3309.

### **D. HOLIDAYS**

a. Employees regularly employed on an eleven or twelve month basis shall be paid their regular rate of pay for the following holidays:

New Year's Day

Labor Day

Martin Luther King Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day

Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

- b. Employees regularly employed on a ten month basis shall be paid their regular rate of pay for the following holidays:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Memorial Day

Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

- c. Employees regularly employed on a nine month basis shall be paid their regular rate of pay for the following holidays:

New Year's Day  
Martin Luther King Day  
Memorial Day

Labor Day  
Thanksgiving Day  
Christmas Day

- d. Those employed less than nine months are entitled to those enumerated holidays that fall within their period of employment.  
e. To be eligible for holiday pay, an employee must actually work all of the employee's scheduled workday before and after the holiday unless the employee is on an approved sick leave or vacation.  
f. Employees required to work on a holiday to which the employee is entitled under this Article shall be paid their regular pay for hours worked in addition to holiday pay.

**E. VACATIONS**

- a. Employees regularly employed on an eleven or twelve month basis are entitled, after one year of full-time service, to annual paid vacation time as follows:

<u>Years of Full-Time Employment</u>	<u>Days</u>	<u>Maximum Accumulation</u>
1 – 8	10	15 days/3 weeks
9 – 15	15	20 days/4 weeks
16+	20	25 days/5 weeks

- b. Pay for vacation days shall be at the employee's current rate of pay.  
c. The anniversary date for all vacation computations shall be the bargaining unit employee's initial date of hire.  
d. Vacation requests shall be made at least ten days in advance for the requested day(s) to their immediate supervisor and superintendent.

Requests for vacation shall be returned to the employee within five days of the advance notice.

- e. To the extent practical, vacations will be scheduled during the summer at the time requested by the employee, but the superintendent shall have the final right of approval in order to prevent undue disruption of school operations.
- f. Five days of vacation may be saved for use during the school year.
- g. If a holiday falls during the scheduled vacation of an employee, the employee shall be granted the holiday pay and the day will not be charged against the employee's vacation days.
- h. Vacation days may not be accumulated beyond the schedule above.
- i. Upon separation from employment, except in the case of termination for misconduct, an employee shall be given the option of using or receiving cash for all accrued and unused vacation. In the case of death, such compensation shall be paid in accordance with Ohio Revised Code 2113.04 or to the employee's estate.

#### **F. JURY DUTY**

- a. Employees will be paid at the regular rate of pay on regularly scheduled work days during which the employees are absent from duty due to jury service. Such employee will assign or pay the Board all compensation received by the employee for jury service.
- b. Days used on jury duty shall not be deducted from sick leave, personal leave or vacation days and shall not be counted against employees.
- c. If the employee is subpoenaed as a witness in a court appearance for a case related to his/her job assignment with the Board, the employee shall be paid by the Board as if the employee has worked a normal day. However, if an employee is a plaintiff in a case wherein the Board is a defendant, the time away from school shall be deducted from personal leave or accumulated vacation days.

#### **G. HIRING OF RETIRED EMPLOYEES**

- a. The Board is authorized to fill any vacancy, with a previously retired applicant (i.e., retired from any public school district in Ohio, including the Mohawk Local School District) subject to conditions provided below.
- b. For purposes of salary schedule placement, a previously retired employee ("PRE") rehired after July 1, 2012 will be granted at the Board's option a minimum of zero (0) years of service credit to a maximum of ten (10) years service credit upon initial employment. A PRE rehired after July 1, 2012 may not advance beyond Step 10 on the appropriate salary schedule.
- c. PREs will be awarded one-year contracts of employment that will

automatically expire at the end of the applicable school year without notice of non-renewal. No performance evaluations shall be required.

- d.. PREs may be re-employed from year to year under limitations described in paragraph c., above, with Board approval, but shall not be eligible for continuing contract status.
- e. For purposes of Section 7, D, Reduction in Force, PREs will not accrue seniority.
- f. Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if hired. A current employee who retires and intends to return under provisions of this Article must completely fulfill the provisions of his/her last pre-retirement individual contract of employment in order to be considered for additional employment.
- g. PREs shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this contract.

This section intentionally supersedes Ohio Revised Code.

---

---

## **ARTICLE 7 – PERSONNEL ISSUES**

---

---

### **A. TRANSFERS**

- a. A transfer shall be defined as a change in job assignment to that of another job assignment outside of the classification.
- b. Voluntary transfer:
  - 1. A voluntary transfer shall be defined as an employee-initiated transfer.
  - 2. Employees shall have ten days after the posting date to file for a voluntary transfer within the school system.
- c. Involuntary transfer procedures:
  - 1. An involuntary transfer shall be defined as a district-initiated transfer of an employee.
  - 2. The district reserves the right to assign all employees to a job assignment.
  - 3. An employee involuntarily transferred shall maintain his/her current rate of pay held prior to the transfer.



**B. FOOD SERVICE EMPLOYEES**

- a. The Board will provide, at no cost to the employees, a lunch for food service employees wishing to take advantage of it.

**C. SENIORITY**

- a. The employee's length of continuous service in his/her job assignment with the district measured from the employee's first day of actual work.
- b. The Board shall have on file a seniority list which shall include the employee's name, job assignment and placement date, classification(s), and years of continuous service in the district.
- c. If two or more employees have the same seniority, the tie shall be broken by review of the Board minutes. The first name in the minutes will be deemed to have more seniority.
- d. An employee will be credited with one year of seniority for each school year in which the employee actually worked at least 120 regularly scheduled days. A school year shall be from July 1 to June 30.
- e. Seniority will be severed when an employee retires, resigns, is terminated, or otherwise leaves the employment of the district.
- f. An unpaid leave of absence or layoff shall not constitute a break in seniority but will not be counted in seniority.
- g. Any employee who requests a voluntary transfer to another job assignment will be placed at the bottom of the new job assignment ranking. Any employee who is involuntarily transferred shall carry all accrued seniority with him/her to that job assignment.
- h. In cases of reduction in force, seniority accrued from any previous job assignment(s) may not be used by the employee to exercise his/her rights to bump into a job assignment previously held by the employee.

**D. LAYOFF AND RECALL PROCEDURES**

- a. If the Board decides to reduce the number of employees within a job classification for lack of funds, abolition of the classification, lack of work, or for the good of the district, and such reduction is not accomplished through normal attrition, the procedures of this Article shall apply.
- b. The superintendent will give the employee at least 15 days advance notice of the job assignment(s) affected and the number of employees within the classification(s) to be laid off.
- c. The Board will first lay off any seasonal or casual employees working within the affected job assignment. The Board will next lay off the employee within the job assignment who has the least seniority.
- d. A laid-off employee shall be placed on a recall list for three months from the effective date of the layoff. The laid-off employee is responsible for

providing the superintendent with a current mailing address and telephone number during the period of layoff.

**E. USE OF TOBACCO ON SCHOOL PREMISES**

The use of tobacco will not be permitted on school premises.

APPENDIX A

Salary Schedule 2017-2018

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Drivers	Cafeteria Workers	Custodians	Mechanics	Instructional Aides	H.S Secretary
0	22.36	10.07	13.66	17.30	9.68	11.83
1	22.81	10.45	13.99	17.74	10.18	12.25
2	23.26	10.84	14.34	18.19	10.67	12.64
3	23.70	11.23	14.68	18.62	11.17	13.05
4	24.14	11.61	15.03	19.07	11.66	13.45
5	24.60	11.98	15.36	19.51	12.14	13.85
6	25.05	12.37	15.70	19.94	12.64	14.26
7	25.50	12.74	16.05	20.38	13.14	14.67
8	25.95	13.14	16.39	20.82	13.64	15.08
10	26.40	13.51	16.72	21.25	14.13	15.47
13	26.82	13.91	17.06	21.70	14.62	15.88
15	27.27	14.28	17.41	22.15	15.11	16.28
18	27.73	14.67	17.75	22.58	15.60	16.70
20	28.18	15.05	18.09	23.01	16.10	17.10
25	28.63	15.43	18.43	23.45	16.59	17.50
30	29.05	15.75	18.80	23.87	16.92	17.85
33	29.48	16.06	19.18	24.30	17.26	18.20

	Per Hour	Per Hour	Annual Salary	Annual Salary
Step	Monitor	Elementary Secretary	Administrative Secretary	Administrative Secretary/EMIS
0	10.56	11.83	24,448	30,559
1	10.97	12.25	25,377	31,539
2	11.36	12.64	26,305	32,516
3	11.77	13.05	27,235	33,495
4	12.16	13.45	28,164	34,472
5	12.57	13.85	29,092	35,450
6	12.97	14.26	30,022	36,428
7	13.37	14.67	30,952	37,405
8	13.77	15.08	31,880	38,384
10	14.17	15.47	32,810	39,361
13	14.57	15.88	33,738	40,339
15	14.98	16.28	34,667	41,317
18	15.38	16.70	35,597	42,295
20	15.79	17.10	36,525	43,273
25	16.18	17.50	37,454	44,251
30	16.51	17.85	38,204	45,137
33	16.84	18.20	38,968	46,039

### Salary Schedule 2017-2018

	Annual Salary	Annual Salary	Annual Salary	Annual Salary
Step	Food Service Supervisor	Transportation Supervisor	Maintenance Supervisor	Payroll/Accounts Payable Clerk
0	20,303	35,745	35,745	30,559
1	21,066	37,032	37,032	31,539
2	21,846	38,318	38,318	32,516
3	22,619	39,605	39,605	33,495
4	23,392	40,892	40,892	34,472
5	24,164	42,179	42,179	35,450
6	24,935	43,466	43,466	36,428
7	25,708	44,752	44,752	37,405
8	26,479	46,040	46,040	38,384
10	27,252	47,325	47,325	39,361
13	28,024	48,612	48,612	40,339
15	28,796	49,899	49,899	41,317
18	29,567	51,186	51,186	42,295
20	30,340	52,473	52,473	43,273
25	31,112	53,760	53,760	44,251
30	31,734	54,835	54,835	45,137
33	32,369	55,932	55,932	46,039

### Salary Schedule 2018-2019

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Drivers	Cafeteria Workers	Custodians	Mechanics	Instructional Aides	H.S Secretary
0	23.03	10.37	14.07	17.82	9.97	12.18
1	23.49	10.76	14.41	18.27	10.49	12.62
2	23.96	11.17	14.77	18.74	10.99	13.02
3	24.41	11.57	15.12	19.18	11.51	13.44
4	24.86	11.96	15.48	19.64	12.01	13.85
5	25.34	12.34	15.82	20.10	12.50	14.27
6	25.80	12.74	16.17	20.54	13.02	14.69
7	26.27	13.12	16.53	20.99	13.53	15.11
8	26.73	13.53	16.88	21.44	14.05	15.53
10	27.19	13.92	17.22	21.89	14.55	15.93
13	27.62	14.33	17.57	22.35	15.06	16.36
15	28.09	14.71	17.93	22.81	15.56	16.77
18	28.56	15.11	18.28	23.26	16.07	17.20
20	29.03	15.50	18.63	23.70	16.58	17.61
25	29.49	15.89	18.98	24.15	17.09	18.03
30	29.92	16.22	19.36	24.59	17.43	18.39
33	30.36	16.54	19.76	25.03	17.78	18.75

	Per Hour	Per Hour	Annual Salary	Annual Salary
Step	Monitor	Elementary Secretary	Administrative Secretary	Administrative Secretary/EMIS
0	10.88	12.18	25,181	31,476
1	11.30	12.62	26,138	32,485
2	11.70	13.02	27,094	33,491
3	12.12	13.44	28,052	34,500
4	12.52	13.85	29,009	35,506
5	12.95	14.27	29,965	36,514
6	13.36	14.69	30,923	37,521
7	13.77	15.11	31,881	38,527
8	14.18	15.53	32,836	39,536
10	14.60	15.93	33,794	40,542
13	15.01	16.36	34,750	41,549
15	15.43	16.77	35,707	42,557
18	15.84	17.20	36,665	43,564
20	16.26	17.61	37,621	44,571
25	16.67	18.03	38,578	45,579
30	17.01	18.39	39,350	46,491
33	17.35	18.75	40,137	47,420

### Salary Schedule 2018-2019

	Annual Salary	Annual Salary	Annual Salary	Annual Salary
Step	Food Service Supervisor	Transportation Supervisor	Maintenance Supervisor	Payroll/Accounts Payable Clerk
0	20,912	36,817	36,817	31,476
1	21,698	38,143	38,143	32,485
2	22,501	39,468	39,468	33,491
3	23,298	40,793	40,793	34,500
4	24,094	42,119	42,119	35,506
5	24,889	43,444	43,444	36,514
6	25,683	44,770	44,770	37,521
7	26,479	46,095	46,095	38,527
8	27,273	47,421	47,421	39,536
10	28,070	48,745	48,745	40,542
13	28,865	50,070	50,070	41,549
15	29,660	51,396	51,396	42,557
18	30,454	52,722	52,722	43,564
20	31,250	54,047	54,047	44,571
25	32,045	55,373	55,373	45,579
30	32,686	56,480	56,480	46,491
33	33,340	57,610	57,610	47,420

### Salary Schedule 2019-2020

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Drivers	Cafeteria Workers	Custodians	Mechanics	Instructional Aides	H.S Secretary
0	23.72	10.68	14.49	18.35	10.27	12.55
1	24.19	11.08	14.84	18.82	10.80	13.00
2	24.68	11.51	15.21	19.30	11.32	13.41
3	25.14	11.92	15.57	19.76	11.86	13.84
4	25.61	12.32	15.94	20.23	12.37	14.27
5	26.10	12.71	16.29	20.70	12.88	14.70
6	26.57	13.12	16.66	21.16	13.41	15.13
7	27.06	13.51	17.03	21.62	13.94	15.56
8	27.53	13.94	17.39	22.08	14.47	16.00
10	28.01	14.34	17.74	22.55	14.99	16.41
13	28.45	14.76	18.10	23.02	15.51	16.85
15	28.93	15.15	18.47	23.49	16.03	17.27
18	29.42	15.56	18.83	23.96	16.55	17.72
20	29.90	15.97	19.19	24.41	17.08	18.14
25	30.37	16.37	19.55	24.87	17.60	18.57
30	30.82	16.71	19.94	25.33	17.95	18.94
33	31.27	17.04	20.35	25.78	18.31	19.31

	Per Hour	Per Hour	Annual Salary	Annual Salary
Step	Monitor	Elementary Secretary	Administrative Secretary	Administrative Secretary/EMIS
0	11.21	12.55	25,936	32,420
1	11.64	13.00	26,922	33,460
2	12.05	13.41	27,907	34,496
3	12.48	13.84	28,894	35,535
4	12.90	14.27	29,879	36,571
5	13.34	14.70	30,864	37,609
6	13.76	15.13	31,851	38,647
7	14.18	15.56	32,837	39,683
8	14.61	16.00	33,821	40,722
10	15.04	16.41	34,808	41,758
13	15.46	16.85	35,793	42,795
15	15.89	17.27	36,778	43,834
18	16.32	17.72	37,765	44,871
20	16.75	18.14	38,750	45,908
25	17.17	18.57	39,735	46,946
30	17.52	18.94	40,531	47,886
33	17.87	19.31	41,341	48,843

### Salary Schedule 2019-2020

	Annual Salary	Annual Salary	Annual Salary	Annual Salary
Step	Food Service Supervisor	Transportation Supervisor	Maintenance Supervisor	Payroll/Accounts Payable Clerk
0	21,539	37,922	37,922	32,420
1	22,349	39,287	39,287	33,460
2	23,176	40,652	40,652	34,496
3	23,997	42,017	42,017	35,535
4	24,817	43,383	43,383	36,571
5	25,636	44,747	44,747	37,609
6	26,453	46,113	46,113	38,647
7	27,273	47,478	47,478	39,683
8	28,091	48,844	48,844	40,722
10	28,912	50,207	50,207	41,758
13	29,731	51,572	51,572	42,795
15	30,550	52,938	52,938	43,834
18	31,368	54,304	54,304	44,871
20	32,188	55,668	55,668	45,908
25	33,006	57,034	57,034	46,946
30	33,667	58,174	58,174	47,886
33	34,340	59,338	59,338	48,843



APPENDIX B

MOHAWK LOCAL SCHOOL  
GRIEVANCE FORM

Name of Grievant \_\_\_\_\_ Position \_\_\_\_\_

A. STATEMENT OF GRIEVANCE

---

---

---

---

H. DATE GRIEVED ACTION OCCURRED \_\_\_\_\_

I. IDENTIFY HANDBOOK PROVISION VIOLATED, MISINTERPRETED, OR MISAPPLIED

---

J. RELIEF SOUGHT:

---

---

---

\_\_\_\_\_  
SIGNATURE OF AGGRIEVED \_\_\_\_\_ DATE  
-----  
(For Administrative Use Only)

RECEIPT OF GRIEVANCE BY ADMINISTRATIVE PERSONNEL

Supervisor – Step 1

Superintendent – Step 2

Date Grievance Conference Held \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ADMINISTRATOR \_\_\_\_\_ DATE

Disposition of Supervisor (Attach and sign written response)

## TABLE OF CONTENTS

ARTICLE 1 --	FULL-TIME/PART-TIME	Page 2
	A -- Employment Classifications	Page 2
ARTICLE 2 --	GRIEVANCE PROCEDURE	Page 2
	A -- Purpose	Page 2
	B -- Definitions	Page 2
	C -- General Provisions	Page 2
	D -- Time Limits	Page 2
	E -- Procedural Steps	Page 3
	F -- Miscellaneous	Page 3
ARTICLE 3 --	WORKING CONDITIONS	Page 4
	A -- Work Year	Page 4
	B -- Work Week	Page 4
	C -- Work Day	Page 4
	D -- Sequence of Contract	Page 5
	E -- Vacancies	Page 5
	F -- Calamity Days	Page 5
	G -- Travel and Mileage	Page 6
	H -- Evaluation	Page 6
	I -- Job Descriptions	Page 6
	J -- Discipline	Page 6
	K -- Payroll	Page 7
	L -- Payroll Deductions	Page 7
	M -- SERS Pick-Up	Page 7
	N -- Personnel Files	Page 8
	O -- General Provisions	Page 8
	P -- Procurement of Substitutes	Page 8
ARTICLE 4 --	TRANSPORTATION	Page 8
	A -- Regular Routes	Page 8
	B -- Special Routes	Page 9
	C -- Shuttle Routes	Page 9
	D -- Temporary Routes	Page 9
	E -- Assignment of Routes	Page 9
	F -- Field Trips	Page 9
	G -- Miscellaneous	Page 10
	H -- Mechanics	Page 11
	I -- In-Service Meetings	Page 11

ARTICLE 5 --	LEAVE OF ABSENCE	Page 11
	A -- Sick Leave	Page 11
	B -- Personal Leave	Page 12
	C -- Assault Leave	Page 12
	D -- Military Leave	Page 13
	E -- Unpaid Leaves	Page 13
	F -- Maternity/Paternity Leave	Page 14
	G -- Sick Leave Bank	Page 14
	H -- Attendance Bonus	Page 16
ARTICLE 6 --	COMPENSATION	Page 16
	A -- Compensation	Page 16
	B -- Insurance	Page 18
	C -- Severance Pay	Page 21
	D -- Holidays	Page 21
	E -- Vacations	Page 22
	F -- Jury Duty	Page 23
	G -- Hiring Retired Employees	Page 23
ARTICLE 7 --	PERSONNEL ISSUES	Page 24
	A -- Transfers	Page 24
	B -- Food Service Employees	Page 25
	C -- Seniority	Page 25
	D -- Layoff and Recall Procedures	Page 25
	E -- Use of Tobacco on School Premises	Page 26
APPENDIX A		Page 27
APPENDIX B		Page 33