

MOHAWK LOCAL SCHOOL DISTRICT
NON-CERTIFIED EMPLOYEE HANDBOOK

Revised July 13, 2020

Effective July 1, 2020

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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- d. A grievance may be withdrawn at any time without prejudice.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 be hand delivered or sent through district email.
- 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. All overtime hours must be pre-approved by the immediate supervisor and/or the building principal prior to overtime being worked. The only exception will be in the case of an emergency situation.
- 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	7:15 a.m. – 3:45 p.m.
Mechanic	7:00 a.m. – 3:30 p.m.
Exec. Secretary/EMIS/Treasurer’s Assistant	8:00 a.m. – 4:00 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. The Calendar Committee shall build up to five (5) make-up days into the school calendar for use if the district has more than five (5) calamity days. No personal leave, vacation days, or dock days may be used during a make-up day. No days will be made up at the end of the school year unless 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 access 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 compensation shall be paid in twenty-four (24) equal installments on the 5th and 20th day of each month. A pay date falling on a weekend or holiday will be paid the first business day prior to the normal pay date.
- 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 drivers 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. Meals will be reimbursed for activities occurring fifty (50) or more miles from the point of departure for the activity. 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.
- f. Drivers required to submit to a mandatory drug screening will be paid for a minimum of two (2) hours of pay at the hourly bus driver rate based upon the Board adopted pay schedule.

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 hours of advance written notice is required (if possible).
 - 2. Consecutive personal leave days may be granted for special circumstances by approval at the discretion of the Superintendent upon at least thirty (30) calendar days' written notice to the Superintendent, except that personal leave days will not be granted before or after a holiday. Dock 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. An employee 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 of advance written notice. If 30 days of 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

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, 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 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.

- i. 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	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving
Good Friday	Christmas Day
Memorial Day	
Independence 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	Labor Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving
Good Friday	Christmas Day
Memorial 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	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial 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 of 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.

F. Professional Development/Training

An employee may apply for professional leave using the SC View. Such leave is subject to approval of the building principal and Superintendent, based upon whether the proposed activity is aligned to building and personal professional goals. Such application is to be submitted at least five (5) work days in advance. The Board shall provide overnight lodging and meal expenses. Three (3) meals per day will be compensated up to a maximum of \$35 per day. Meals will be reimbursed for activities occurring fifty (50) or more miles away from the point of departure for the activity. This will be limited to no more than \$10 for breakfast, \$10 for lunch and \$20 for dinner.

G. Dock Days

If an employee must be absent from duty and has no form of leave available, the employee's obligation is to inform employer of the need to be absent as soon as possible under the particular circumstances so that arrangements can

be made to handle the situation. If no alternative arrangement is feasible, a dock day may be authorized, which authorization will not be arbitrarily withheld. If the request for dock day is denied, the employee will receive a written explanation as to the reason for denial. Dock days may not be used to avoid requesting personal leave on consecutive work days or before or after a scheduled break of three (3) days or more. If the dock day is granted, it shall be without pay or any fringe benefits of any kind. The per-diem cost of the employee's fringe benefits, including but not limited to, insurance, retirement, Medicare and Workers' Compensation premiums, shall be deducted from the employee's pay.

APPENDIX A

Salary Schedule 2020-2021

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Driver	Cafeteria Worker	Custodian	Mechanic	Instructional Aide	H.S. Secretary
0	24.14	10.87	14.74	18.67	11.41	12.77
1	24.61	11.27	15.10	19.15	11.84	13.23
2	25.11	11.71	15.48	19.64	12.26	13.64
3	25.58	12.13	15.84	20.11	12.70	14.08
4	26.06	12.54	16.22	20.58	13.13	14.52
5	26.56	12.93	16.58	21.06	13.57	14.96
6	27.03	13.35	16.95	21.53	14.00	15.39
7	27.53	13.75	17.33	22.00	14.43	15.83
8	28.01	14.18	17.69	22.47	14.87	16.28
9	28.01	14.18	17.69	22.47	14.87	16.28
10	28.50	14.59	18.05	22.94	15.30	16.70
11	28.50	14.59	18.05	22.94	15.30	16.70
12	28.50	14.59	18.05	22.94	15.30	16.70
13	28.95	15.02	18.42	23.42	15.78	17.14
14	28.95	15.02	18.42	23.42	15.78	17.14
15	29.44	15.42	18.79	23.90	16.31	17.57
16	29.44	15.42	18.79	23.90	16.31	17.57
17	29.44	15.42	18.79	23.90	16.31	17.57
18	29.93	15.83	19.16	24.38	16.84	18.03
19	29.93	15.83	19.16	24.38	16.84	18.03
20	30.42	16.25	19.53	24.84	17.38	18.46
21	30.42	16.25	19.53	24.84	17.38	18.46
22	30.42	16.25	19.53	24.84	17.38	18.46
23	30.42	16.25	19.53	24.84	17.38	18.46
24	30.42	16.25	19.53	24.84	17.38	18.46
25	30.90	16.66	19.89	25.31	17.91	18.89
26	30.90	16.66	19.89	25.31	17.91	18.89
27	30.90	16.66	19.89	25.31	17.91	18.89
28	30.90	16.66	19.89	25.31	17.91	18.89
29	30.90	16.66	19.89	25.31	17.91	18.89
30	31.36	17.00	20.29	25.77	18.26	19.27
31	31.36	17.00	20.29	25.77	18.26	19.27
32	31.36	17.00	20.29	25.77	18.26	19.27
33	31.82	17.34	20.71	26.23	18.63	19.65

Salary Schedule 2020-2021

	Per Hour	Per Hour	Annual Salary	Annual Salary
Step	Monitor	Elem. Secretary	Administrative Secretary	Administrative Secretary/EMIS
0	11.41	12.77	26,390	32,987
1	11.84	13.23	27,393	34,045
2	12.26	13.64	28,395	35,099
3	12.70	14.08	29,399	36,157
4	13.13	14.52	30,402	37,211
5	13.57	14.96	31,404	38,268
6	14.00	15.39	32,408	39,323
7	14.43	15.83	33,412	40,377
8	14.87	16.28	34,413	41,435
9	14.87	16.28	34,413	41,435
10	15.30	16.70	35,417	42,489
11	15.30	16.70	35,417	42,489
12	15.30	16.70	35,417	42,489
13	15.73	17.14	36,419	43,544
14	15.73	17.14	36,419	43,544
15	16.17	17.57	37,422	44,601
16	16.17	17.57	37,422	44,601
17	16.17	17.57	37,422	44,601
18	16.61	18.03	38,426	45,656
19	16.61	18.03	38,426	45,656
20	17.04	18.46	39,428	46,712
21	17.04	18.46	39,428	46,712
22	17.04	18.46	39,428	46,712
23	17.04	18.46	39,428	46,712
24	17.04	18.46	39,428	46,712
25	17.47	18.89	40,431	47,768
26	17.47	18.89	40,431	47,768
27	17.47	18.89	40,431	47,768
28	17.47	18.89	40,431	47,768
29	17.47	18.89	40,431	47,768
30	17.83	19.27	41,240	48,724
31	17.83	19.27	41,240	48,724
32	17.83	19.27	41,240	48,724
33	18.18	19.65	42,065	49,697

Salary Schedule 2020-2021

	Annual Salary	Annual Salary	Annual Salary	Annual Salary
Step	Food Service Supervisor	Transportation Supervisor	Maintenance Supervisor	Payroll/Accounts Payable Clerk
0	21,916	38,586	38,586	32,987
1	22,740	39,975	39,975	34,045
2	23,582	41,363	41,363	35,099
3	24,417	42,752	42,752	36,157
4	25,251	44,142	44,142	37,211
5	26,084	45,530	45,530	38,268
6	26,916	46,920	46,920	39,323
7	27,751	48,309	48,309	40,377
8	28,583	49,698	49,698	41,435
9	28,583	49,698	49,698	41,435
10	29,418	51,086	51,086	42,489
11	29,418	51,086	51,086	42,489
12	29,418	51,086	51,086	42,489
13	30,251	52,475	52,475	43,544
14	30,251	52,475	52,475	43,544
15	31,084	53,864	53,864	44,601
16	31,084	53,864	53,864	44,601
17	31,084	53,864	53,864	44,601
18	31,917	55,254	55,254	45,656
19	31,917	55,254	55,254	45,656
20	32,751	56,643	56,643	46,712
21	32,751	56,643	56,643	46,712
22	32,751	56,643	56,643	46,712
23	32,751	56,643	56,643	46,712
24	32,751	56,643	56,643	46,712
25	33,584	58,032	58,032	47,768
26	33,584	58,032	58,032	47,768
27	33,584	58,032	58,032	47,768
28	33,584	58,032	58,032	47,768
29	33,584	58,032	58,032	47,768
30	34,256	59,192	59,192	48,724
31	34,256	59,192	59,192	48,724
32	34,256	59,192	59,192	48,724
33	34,941	60,377	60,377	49,697

Salary Schedule 2021-2022

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Driver	Cafeteria Worker	Custodian	Mechanic	Instructional Aide	H.S. Secretary
0	24.62	11.09	15.03	19.04	11.64	13.03
1	25.10	11.50	15.40	19.53	12.08	13.49
2	25.61	11.94	15.79	20.03	12.51	13.91
3	26.09	12.37	16.16	20.51	12.95	14.36
4	26.58	12.79	16.54	20.99	13.39	14.81
5	27.09	13.19	16.91	21.48	13.84	15.26
6	27.57	13.62	17.29	21.96	14.28	15.70
7	28.08	14.03	17.68	22.44	14.72	16.15
8	28.57	14.46	18.04	22.92	15.17	16.61
9	28.57	14.46	18.04	22.92	15.17	16.61
10	29.07	14.88	18.41	23.40	15.61	17.03
11	29.07	14.88	18.41	23.40	15.61	17.03
12	29.07	14.88	18.41	23.40	15.61	17.03
13	29.53	15.32	18.79	23.89	16.10	17.48
14	29.53	15.32	18.79	23.89	16.10	17.48
15	30.03	15.73	19.17	24.38	16.64	17.92
16	30.03	15.73	19.17	24.38	16.64	17.92
17	30.03	15.73	19.17	24.38	16.64	17.92
18	30.53	16.15	19.54	24.87	17.18	18.39
19	30.53	16.15	19.54	24.87	17.18	18.39
20	31.03	16.58	19.92	25.34	17.73	18.83
21	31.03	16.58	19.92	25.34	17.73	18.83
22	31.03	16.58	19.92	25.34	17.73	18.83
23	31.03	16.58	19.92	25.34	17.73	18.83
24	31.03	16.58	19.92	25.34	17.73	18.83
25	31.52	16.99	20.29	25.82	18.27	19.27
26	31.52	16.99	20.29	25.82	18.27	19.27
27	31.52	16.99	20.29	25.82	18.27	19.27
28	31.52	16.99	20.29	25.82	18.27	19.27
29	31.52	16.99	20.29	25.82	18.27	19.27
30	31.99	17.34	20.70	26.29	18.63	19.66
31	31.99	17.34	20.70	26.29	18.63	19.66
32	31.99	17.34	20.70	26.29	18.63	19.66
33	32.46	17.69	21.12	26.75	19.00	20.04

Salary Schedule 2021-2022

	Per Hour	Per Hour	Annual Salary	Annual Salary
Step	Monitor	Elem. Secretary	Administrative Secretary	Administrative Secretary/EMIS
0	11.64	13.03	26,918	33,647
1	12.08	13.49	27,941	34,726
2	12.51	13.91	28,963	35,801
3	12.95	14.36	29,987	36,880
4	13.39	14.81	31,010	37,955
5	13.84	15.26	32,032	39,033
6	14.28	15.70	33,056	40,109
7	14.72	16.15	34,080	41,185
8	15.17	16.61	35,101	42,263
9	15.17	16.61	35,101	42,263
10	15.61	17.03	36,125	43,339
11	15.61	17.03	36,125	43,339
12	15.61	17.03	36,125	43,339
13	16.04	17.48	37,147	44,415
14	16.04	17.48	37,147	44,415
15	16.49	17.92	38,170	45,493
16	16.49	17.92	38,170	45,493
17	16.49	17.92	38,170	45,493
18	16.94	18.39	39,194	46,569
19	16.94	18.39	39,194	46,569
20	17.38	18.83	40,216	47,646
21	17.38	18.83	40,216	47,646
22	17.38	18.83	40,216	47,646
23	17.38	18.83	40,216	47,646
24	17.38	18.83	40,216	47,646
25	17.82	19.27	41,239	48,723
26	17.82	19.27	41,239	48,723
27	17.82	19.27	41,239	48,723
28	17.82	19.27	41,239	48,723
29	17.82	19.27	41,239	48,723
30	18.19	19.66	42,065	49,698
31	18.19	19.66	42,065	49,698
32	18.19	19.66	42,065	49,698
33	18.54	20.04	42,906	50,691

Salary Schedule 2021-2022

	Annual Salary	Annual Salary	Annual Salary	Annual Salary
Step	Food Service Supervisor	Transportation Supervisor	Maintenance Supervisor	Payroll/Accounts Payable Clerk
0	22,354	39,357	39,357	33,647
1	23,195	40,774	40,774	34,726
2	24,053	42,191	42,191	35,801
3	24,905	43,607	43,607	36,880
4	25,756	45,025	45,025	37,955
5	26,606	46,441	46,441	39,033
6	27,455	47,858	47,858	40,109
7	28,306	49,275	49,275	41,185
8	29,154	50,692	50,692	42,263
9	29,154	50,692	50,692	42,263
10	30,006	52,108	52,108	43,339
11	30,006	52,108	52,108	43,339
12	30,006	52,108	52,108	43,339
13	30,856	53,524	53,524	44,415
14	30,856	53,524	53,524	44,415
15	31,706	54,942	54,942	45,493
16	31,706	54,942	54,942	45,493
17	31,706	54,942	54,942	45,493
18	32,555	56,359	56,359	46,569
19	32,555	56,359	56,359	46,569
20	33,406	57,775	57,775	47,646
21	33,406	57,775	57,775	47,646
22	33,406	57,775	57,775	47,646
23	33,406	57,775	57,775	47,646
24	33,406	57,775	57,775	47,646
25	34,256	59,193	59,193	48,723
26	34,256	59,193	59,193	48,723
27	34,256	59,193	59,193	48,723
28	34,256	59,193	59,193	48,723
29	34,256	59,193	59,193	48,723
30	34,941	60,376	60,376	49,698
31	34,941	60,376	60,376	49,698
32	34,941	60,376	60,376	49,698
33	35,640	61,584	61,584	50,691

Salary Schedule 2022-2023

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Driver	Cafeteria Worker	Custodian	Mechanic	Instructional Aide	H.S. Secretary
0	25.17	11.34	15.37	19.47	11.90	13.32
1	25.66	11.76	15.75	19.97	12.35	13.79
2	26.19	12.21	16.15	20.48	12.79	14.22
3	26.68	12.65	16.52	20.97	13.24	14.68
4	27.18	13.08	16.91	21.46	13.69	15.14
5	27.70	13.49	17.29	21.96	14.15	15.60
6	28.19	13.93	17.68	22.45	14.60	16.05
7	28.71	14.35	18.08	22.94	15.05	16.51
8	29.21	14.79	18.45	23.44	15.51	16.98
9	29.21	14.79	18.45	23.44	15.51	16.98
10	29.72	15.21	18.82	23.93	15.96	17.41
11	29.72	15.21	18.82	23.93	15.96	17.41
12	29.72	15.21	18.82	23.93	15.96	17.41
13	30.19	15.66	19.21	24.43	16.46	17.87
14	30.19	15.66	19.21	24.43	16.46	17.87
15	30.71	16.08	19.60	24.93	17.01	18.32
16	30.71	16.08	19.60	24.93	17.01	18.32
17	30.71	16.08	19.60	24.93	17.01	18.32
18	31.22	16.51	19.98	25.43	17.57	18.80
19	31.22	16.51	19.98	25.43	17.57	18.80
20	31.73	16.95	20.37	25.91	18.13	19.25
21	31.73	16.95	20.37	25.91	18.13	19.25
22	31.73	16.95	20.37	25.91	18.13	19.25
23	31.73	16.95	20.37	25.91	18.13	19.25
24	31.73	16.95	20.37	25.91	18.13	19.25
25	32.23	17.37	20.75	26.40	18.68	19.70
26	32.23	17.37	20.75	26.40	18.68	19.70
27	32.23	17.37	20.75	26.40	18.68	19.70
28	32.23	17.37	20.75	26.40	18.68	19.70
29	32.23	17.37	20.75	26.40	18.68	19.70
30	32.71	17.73	21.17	26.88	19.05	20.10
31	32.71	17.73	21.17	26.88	19.05	20.10
32	32.71	17.73	21.17	26.88	19.05	20.10
33	33.19	18.09	21.60	27.35	19.43	20.49

Salary Schedule 2022-2023

	Per Hour	Per Hour	Annual Salary	Annual Salary
Step	Monitor	Elem. Secretary	Administrative Secretary	Administrative Secretary/EMIS
0	11.90	13.32	27,523	34,404
1	12.35	13.79	28,570	35,507
2	12.79	14.22	29,615	36,607
3	13.24	14.68	30,662	37,710
4	13.69	15.14	31,708	38,809
5	14.15	15.60	32,753	39,911
6	14.60	16.05	33,800	41,012
7	15.05	16.51	34,847	42,111
8	15.51	16.98	35,891	43,214
9	15.51	16.98	35,891	43,214
10	15.96	17.41	36,938	44,314
11	15.96	17.41	36,938	44,314
12	15.96	17.41	36,938	44,314
13	16.40	17.87	37,983	45,415
14	16.40	17.87	37,983	45,415
15	16.86	18.32	39,029	46,516
16	16.86	18.32	39,029	46,516
17	16.86	18.32	39,029	46,516
18	17.32	18.80	40,076	47,617
19	17.32	18.80	40,076	47,617
20	17.77	19.25	41,121	48,718
21	17.77	19.25	41,121	48,718
22	17.77	19.25	41,121	48,718
23	17.77	19.25	41,121	48,718
24	17.77	19.25	41,121	48,718
25	18.22	19.70	42,167	49,820
26	18.22	19.70	42,167	49,820
27	18.22	19.70	42,167	49,820
28	18.22	19.70	42,167	49,820
29	18.22	19.70	42,167	49,820
30	18.60	20.10	43,011	50,816
31	18.60	20.10	43,011	50,816
32	18.60	20.10	43,011	50,816
33	18.96	20.49	43,871	51,832

Salary Schedule 2022-2023

	Annual Salary	Annual Salary	Annual Salary	Annual Salary
Step	Food Service Supervisor	Transportation Supervisor	Maintenance Supervisor	Payroll/Accounts Payable Clerk
0	22,857	40,243	40,243	34,404
1	23,717	41,692	41,692	35,507
2	24,594	43,140	43,140	36,607
3	25,466	44,588	44,588	37,710
4	26,336	46,038	46,038	38,809
5	27,205	47,486	47,486	39,911
6	28,072	48,935	48,935	41,012
7	28,943	50,384	50,384	42,111
8	29,810	51,833	51,833	43,214
9	29,810	51,833	51,833	43,214
10	30,682	53,280	53,280	44,314
11	30,682	53,280	53,280	44,314
12	30,682	53,280	53,280	44,314
13	31,551	54,728	54,728	45,415
14	31,551	54,728	54,728	45,415
15	32,420	56,178	56,178	46,516
16	32,420	56,178	56,178	46,516
17	32,420	56,178	56,178	46,516
18	33,287	57,627	57,627	47,617
19	33,287	57,627	57,627	47,617
20	34,157	59,075	59,075	48,718
21	34,157	59,075	59,075	48,718
22	34,157	59,075	59,075	48,718
23	34,157	59,075	59,075	48,718
24	34,157	59,075	59,075	48,718
25	35,026	60,525	60,525	49,820
26	35,026	60,525	60,525	49,820
27	35,026	60,525	60,525	49,820
28	35,026	60,525	60,525	49,820
29	35,026	60,525	60,525	49,820
30	35,727	61,735	61,735	50,816
31	35,727	61,735	61,735	50,816
32	35,727	61,735	61,735	50,816
33	36,442	62,970	62,970	51,832

APPENDIX B

MOHAWK LOCAL SCHOOL
GRIEVANCE FORM

Name of Grievant _____ Position _____

A. STATEMENT OF GRIEVANCE

B. DATE GRIEVED ACTION OCCURRED _____

C. IDENTIFY HANDBOOK PROVISION VIOLATED, MISINTERPRETED, OR MISAPPLIED

D. RELIEF SOUGHT:

SIGNATURE OF AGGRIEVED
(For Administrative Use Only)

DATE

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 8
	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 10
	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 13
	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 24
	C -- Seniority	Page 24
	D -- Layoff and Recall Procedures	Page 25
	E -- Use of Tobacco on School Premises	Page 25
APPENDIX A		Page 26
	Salary Schedule	Page 26
	Grievance Form	Page 35
APPENDIX B		Page 36