

MASTER CONTRACT

BETWEEN THE

FRANKLIN CITY SCHOOL DISTRICT
BOARD OF EDUCATION

AND

THE FRANKLIN CITY SCHOOL EMPLOYEES
ASSOCIATION

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES
CHAPTER 635

July 1, 2023 – June 30, 2026

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ARTICLE 1

TERM OF RECOGNITION

The Franklin City Board of Education does hereby recognize the Franklin City School Employees Association for the purpose of professional negotiations for the duration of this Agreement.

PARTIES OF THE AGREEMENT

This agreement is entered into between the Franklin City School District Board of Education, hereinafter referred to as the Board, and the Franklin City School Employees Association, comprising Chapter 635 of the Ohio Association of Public School Employees (OAPSE), hereinafter referred to as the Association.

PURPOSE

- 1.1 The parties do understand that the Board is charged by law with the duty and responsibility of operating a public school system within their district and in carrying out those duties and responsibilities in employing school employees in its operation.
- 1.2 The parties hereto do agree that the welfare of the children of the Franklin City School District is paramount in the operation of the schools of the District and to this end both parties will endeavor to promote same, and;
- 1.3 The parties hereto believe that the interest of the educational system is best served when mutual understanding, cooperation and communication exist among the Board of Education, the administration and the instructional staff, OAPSE, and when a free and open exchange of views and ideas are had.

ARTICLE 2

RECOGNITION

- 2.1 The Board recognizes the Association as the sole and exclusive bargaining representative for all non-certificated employees in the following described unit, except that of the Director of Transportation, Secretary to the Superintendent of Schools, the Secretary to the Assistant Superintendent, Payroll/Accounting Employees, and the Secretary to the Treasurer shall be excluded from the bargaining unit. The bargaining unit includes all full-time and regular short-hour employees in the following positions or classifications:

Custodians	Educational Aides
Transportation Employees	Secretaries
Mechanics	Maintenance Employees
Food Service Employees	Instructional Teaching Assistant
Media Center Facilitators	Health Aide
Bus Aides	Mail/Delivery
Grounds Employees	

- 2.2 For the purpose of this agreement, Article 2, Section 1 shall be considered as a combined single unit.
- 2.3 The term "employee" as used in this Agreement shall refer to those persons included in the bargaining unit.
- 2.4 The Board of Education and OAPSE recognize that classified personnel have the right to join, or not to join, any organization for their professional or economic improvement, and membership in any organization shall not be required as a condition of employment.

ARTICLE 3

ASSOCIATION SECURITY AND DUES CHECKOFF

- 3.1 The Board agrees to deduct from or check off on the wages of Association members for the payment of dues to the Association, upon presentation of a written authorization individually executed by any employee.
- 3.2 The Board agrees to deduct OAPSE State dues and Local dues set forth herein (current or as increased) from employee's salary or wages and remit the same to the OAPSE State Treasurer upon receipt of the employee's voluntary authorization. Such authorization shall be irrevocable, regardless of whether the employee remains a member of the Union or not, for the period stipulated in the employee's dues authorization application. Revocation of dues authorization shall be in accordance with the employee's dues authorization agreement.
- 3.3 Each employee covered by this Agreement, who fails voluntarily to acquire or maintain membership in the Association, shall be required as a condition of employment, sixty (60) calendar days following the beginning of employment, to pay to the Association a fair share fee, which shall not exceed the dues paid by members of the Association who are in the bargaining unit covered by this Agreement; provided that any employee who has been declared exempt for religious convictions by the SERB, shall not be required to pay said fair share fee. However, such employee shall pay, in lieu of such fair share fee, on the same time schedule as Association dues are payable, an amount of money equal to such fair share fee to a non-religious, charitable fund exempt from taxation under Sections 501 (c) (3) of the Internal Revenue Code, mutually agreed upon by such employee and the OAPSE State Treasurer. Such employee shall furnish to the Association State Treasurer written receipts evidencing payment to such agreed upon non-religious, charitable fund. Failure to make such payment or furnish such receipts as proof of payment shall subject such employee to the same sanctions as would non-payment of union dues under the Agreement.
- 3.4 Dues shall be collected in twenty-four (24) equal deductions during the school year and shall be submitted to the State OAPSE Treasurer monthly with a list of those employees for whom payment is made, amount deducted, and a copy of the list shall be submitted to the local Chapter Treasurer. In the event the Supreme Court of the

United States should determine sometime in the future that Fair Share Fees are constitutional, a fair share fee shall be implemented.

- 3.5 The Association agrees to indemnify and save the Board harmless against any and all claims that may arise out of or by any reason of action taken by the Board in reliance upon this Article.

ARTICLE 4

MANAGEMENT RIGHTS

- 4.1 Scope of bargaining; management rights; mandatory, permissive, and prohibited subjects.
- A. All matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement.
- B. Except as limited to terms and conditions of this agreement, nothing impairs the right and responsibility of Franklin City School District to:
- (1) Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employers, standards of services, its overall budget, utilization of technology, and organizational structure.
 - (2) Direct, supervise, evaluate, or hire employees;
 - (3) Maintain and improve the efficiency and effectiveness of governmental operations;
 - (4) Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
 - (5) Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
 - (6) Determine the adequacy of the workforce;
 - (7) Determine the overall mission of the employer as a unit of government;
 - (8) Effectively manage the workforce;
 - (9) Take actions to carry out the mission of the public employer as a governmental unit.

ARTICLE 5

NEGOTIATION PROCEDURES

RELEASE TIME

- 5.1 Release Time: Members of the negotiating committee shall be released from school duties to attend negotiating meetings. Such meetings shall be scheduled so as not to interfere with normal school schedules whenever possible. The employee member of the negotiating committee will be paid by the Board for time spent in negotiations, but only for straight time hours they would have otherwise worked.
- 5.2 Submission of Issues: Issues proposed for negotiations shall be submitted, in writing, by the Association to the Superintendent, or his designated representative, or by the Superintendent to the chairman of the Association or his designated representative.
- 5.3 Negotiating Team/Composition of Negotiating Teams:
- A. OAPSE shall be represented by not more than six (6) members of OAPSE and designated by OAPSE for this purpose. Chairman shall be designated in advance.
 - B. The Board of Education shall be represented by not more than six (6) persons recommended by the Superintendent and approved by the Board of Education. A chairman shall be designated in advance.
- 5.4 While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, to consider proposals, and to make concessions in the course of negotiations. All negotiations shall be conducted exclusively between said teams; each party shall be authorized to admit no more than two (2) observers to each meeting. Such observers shall be without the rights to speak or to otherwise comment to either party.
- 5.5 Any tentative agreement reached by the parties' negotiation teams will require the full endorsement of either the Board's and/or the Association's bargaining team when provided to the full membership or the full Board for a vote. Such endorsement will include the absolute recommendation to its bargaining team and/or its membership to vote affirmatively for the acceptance of the tentative agreement.
- 5.6 Negotiation Meetings: Written requests for meetings shall be made directly to the designated representative of the Board of Education with a copy to the Board Treasurer, and from the Board to the designated representative to the OAPSE Chapter. Upon receipt of a written request for a meeting, either party will have five (5) days to reply to the request. Within fifteen (15) days after receipt of the reply, both parties involved will establish a mutually agreeable site, date and time for the meeting.

5.7 All days referred to herein shall be construed as school days so designated in the calendar adopted by the Board of Education. Any procedure which would involve non-school days would require mutual agreement.

5.8 The Board team shall make arrangements for the place of the meeting. Once the meeting date, time and place have been agreed on by both parties, the following procedure will be used:

In the first meeting, the Association will present their written proposals and give an explanation. The second meeting will be scheduled to give the Board sufficient time to return with a written counter proposal and render an explanation. Subsequent meetings will be used to negotiate the proposals, until a tentative agreement is reached.

5.9 Each meeting will be held in an executive session.

5.10 Caucus: Upon the request of either party, the negotiation meeting shall be recessed to permit the requesting party a reasonable period mutually agreed upon to caucus.

5.11 Exchange of Information: The Superintendent shall furnish the Association, and the Association will furnish to the Superintendent, upon reasonable request, all available public information pertinent to the issues under negotiation, such as financial condition of the district. The Board and the Association will incur no special expense in providing such information to the other party.

5.12 Periodic written progress reports may be issued during negotiations to the public, provided that any such release shall have prior approval of both parties.

5.13 The Association retains the right to issue general reports to its membership on the progress of negotiations.

5.14 Upon the parties reaching an impasse in the negotiating procedures, the periodic written reports which may be issued to the public shall no longer require prior approval of both parties. Each party shall be free to engage in whichever communications that either party desires once impasse has been declared.

5.15 Agreement: When consensus is reached on those matters being negotiated, the understanding of the parties shall be reduced to writing and submitted to the Association for ratification and then to the Board for its approval. When approved, in accordance with the provisions of this section, the agreement shall be signed by both parties and shall become a part of the official minutes of the Board. All negotiations must be completed within ninety (90) days, or by a date mutually agreed upon by the Board and the Association.

5.16 Impasse Procedure: If an impasse develops between the negotiating teams, both of the parties shall request that the matter be submitted to Federal Mediation. The joint request for mediation shall be forwarded to the appropriate office of the Federal Mediation and Conciliation Service.

- 5.17 The assigned commissioner shall have full authority to call and conduct meetings between the two parties in order to secure an agreement.
- 5.18 The Association and the Board agree that this impasse procedure constitutes the parties' mutually agreed upon alternative dispute settlement procedure and replaces statutory impasse procedures as provided under Ohio Revised Code Chapter 4117.
- 5.19 Action by the Board: Within thirty (30) days from the time the agreement, ratified by the Association, is presented to the Board, the Board shall take action upon the recommendations submitted. Approval shall be final and shall become part of the official minutes of the Board with implementation by all parties concerned as soon as possible.

ARTICLE 6

CONSISTENCY WITH LAW

- 6.1. The parties agree that all items in this agreement which are different than state law and which may be different than state law pursuant to Section 4117.10(A), R.C. shall be as written in this Agreement. Should any article of the Agreement be held to be in violation of the law by a court of competent jurisdiction, then that article of this Agreement shall be null and void, but the balance of this Agreement shall remain in full force and effect. The parties shall meet within thirty (30) days to negotiate language on the null and void article.
- 6.2 The provisions of this contract supersede any inconsistent provisions of the Ohio Revised Code.

ARTICLE 7

PROBATION

- 7.1 Each newly hired regular employee, including Aides, shall serve a probationary period of one hundred (100) workdays, excluding summer break for 9 and 10 month employees. During the first sixty (60) days, an employee shall not be terminated except for cause.
- 7.2 All employees new to a classification or position shall serve a forty-five (45) actual working day trial period. The Board shall have the right to return the employee to his/her previous classification or position or one similar thereto, within that period of time. The employee shall be given the reason for his/her return. The employee shall have the right to return to his/her previous classification or position within five (5) actual working days.

ARTICLE 8

CORRECTIVE ACTION

- 8.1 No employee shall be disciplined, suspended, or discharged except for just cause. The forms of disciplinary action are:
- A. Documented Verbal Warning;
 - B. Written Warning;
 - C. A one (1) day Suspension without pay;
 - D. A three (3) day suspension without pay;
 - E. Discharge from employment.
- 8.2 Discipline will be applied in a progressive and uniform manner. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of job performance.
- 8.3 The Employer and the Union agree that all disciplinary procedures shall be carried out in a private and in a businesslike manner.
- 8.4 Whenever the Superintendent and/or his/her designee determine that an employee may be disciplined, a pre-disciplinary conference will be scheduled to give the employee an opportunity to respond to the charges of misconduct. The employee will be accompanied by a Union representative at the conference. Written notice of such conference will be mailed or personally delivered to the employee and the Union President. Such notice shall specify the time, date, and location of the conference.
- 8.5 In any investigatory interview between a bargaining unit employee and the Employer where it is reasonably expected that discipline of the employee being interviewed will result, the affected employee will have a Union representative present at such interview.
- 8.6 Any discipline which consists of a suspension of one (1) day or less shall not be subject to the Arbitration procedures set forth in Article 9. However, if such a level of disciplinary action is used to support a suspension of more than one (1) day or discharge, then such actions, including lower level warnings may be challenged along with the suspension or discharge through the grievance and arbitration procedures contained in Article 9. Verbal and written warnings and one (1) day suspensions are subject to the grievance procedure but alone are not subject to the arbitration procedure.

ARTICLE 9

OAPSE GRIEVANCE PROCEDURE

9.1 Any employee shall have the right to appeal the application of the Agreement affecting him through the grievance procedure. A grievance is defined as an alleged violation of the Contract between the parties. With respect to each personal grievance, he shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal. He shall have the right to present his own appeal or designate representatives of the Ohio Association of Public School Employees with him or for him at any step in the appeal. A grievance must be filed within thirty (30) calendar days of the time the Contract has alleged to have been violated.

Step I Any employee who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable), in an attempt to resolve the matter informally at that level.

If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) work days, he may proceed to Step II.

A grievance may be brought directly to Step II if the grievance is not within the realm of responsibility of the Principal or Immediate Supervisor.

Step II The employee may appeal the Principal's decision to the Superintendent of Schools or his designee within five (5) work days. The Superintendent or designee shall conduct a hearing within five (5) workdays. The Superintendent or designee shall communicate his decision in writing along with supporting reasons, to the employee, and OAPSE within five (5) workdays from the date of the hearing.

Step III If the grievance is not resolved at Step II, the grievance shall be referred to grievance mediation through F.M.C.S. Any grievance not resolved after mediation, shall be submitted to binding arbitration. This issue must be submitted to arbitration within thirty (30) calendar days of receiving the mediation decision. The cost of arbitration shall be borne by the losing party. If there is a split or partial award, then the Arbitrator shall assign the cost appropriately. A list of arbitrators shall be obtained from the arbitration services of the Federal Mediation and Conciliation Services. The arbitration shall be conducted by the voluntary rules of the source of the list(s) or arbitrators.

ARTICLE 10

PERSONNEL FILES

- 10.1 Each employee may inspect his/her personnel file which is maintained by the Employer at any reasonable time during business office hours provided that the employee gives the Employer reasonable advance notice, and that the inspection will be conducted at a time designated by the Employer, but not later than the close of business on the next business day. A Union representative, if desired by the employee, may accompany the employee to review the file. The Employer maintains the right to have a management representative present at all times during the inspection and to determine the site of the inspection. The employee shall have the right upon written request, to receive one (1) copy of any materials placed in his/her personnel file.
- 10.2 An employee may submit a statement of rebuttal or explanation which will be attached to such a document in the employee's personnel file.
- 10.3 No anonymous complaints will be placed in employee's personnel files.
- 10.4 All items of discipline will be removed from the employee's file after thirty-six (36) months. If intervening discipline, extend from that date thirty-six (36) months.

ARTICLE 11

EMPLOYMENT CONDITIONS

- 11.1 Job Descriptions and Classifications:
 - A. A complete job description shall be given to each employee for his particular job classification.
 - B. All or any changes in any job description must be given to that employee in writing by the administrator in charge.
 - C. The Superintendent or his designee shall be solely responsible for the development of job descriptions for classified employees. At least ten (10) days prior to the adoption or change of a job description, the Superintendent or his designee shall meet and consult with the OAPSE Chapter President or his/her designee, concerning the content of the job description. The final adoption or change of job description shall be within the sole discretion of the Superintendent or the Board of Education.

ARTICLE 12

POSITION BID PROCEDURE

- 12.1 All buildings owned and operated by the Board of Education and staffed by school employees shall be posted with bid notice procedure in an open area accessible to all employees covered in the bargaining unit.
- 12.2 All bids shall be posted for a minimum of three (3) school days. The Board of Education shall post any bid via electronic posting and the "one call" system, in addition to posting the bid in an open area accessible to all employees of the bargaining unit. The employee desiring the position shall submit their bid to the Administrator announcing the opening during this period. All bid positions shall contain qualifications, hours of work, shift, and hourly rate. The employee may submit his/her bid for the position via email.
- 12.3 All jobs to be filled that are vacated by retirement, resignation, termination, transfer or death shall be bid and filled within thirty (30) calendar days.
- 12.4 Employees shall have the right to advance to higher paid positions and newly created positions or similar positions in other locations when vacancies occur in their positions or classification in order of their seniority and qualifications. If qualifications are equal, seniority shall be the determining factor for placement. Employees or new hires must possess the necessary qualifications no later than the date the job posting comes down. An employee who bids on and receives a position during the work year shall not be eligible to bid on a new position for six (6) months from the day he/she was awarded the position pursuant to Article 12. An exception will be bidding on a position with a higher annual salary, higher hourly rate, more hours, preferred shift, or location.

Educational Aides:

When an educational aide applies and is awarded a position (position defined as 7 hour/3.5 hour day in a building) the aide may transfer to another position one time before March 1st. After March 1st any open aide positions will be filled by a long-term substitute for the remainder of the school year. During the third week of May each school year, the Special Education Supervisor will determine the needs for the next school year and hold a bid session for all open positions. During the first week of August each year, the Special Education Supervisor will post any changes and/or additional aide positions that have been created. During this week, a second bid will occur and aides will have the opportunity to re-bid. Bid sessions will be attended by all educational aides, the Business Manager and the OAPSE President or designee. The purpose of the bid sessions will be for employees to select the position that they wish to serve in for the next school year. Article 12.4 shall not apply to educational aides who choose to re-bid during the August bid session.

EXCEPTION:

During the school year an aide may apply for a posted position if the posted position represents an increase in hours or hourly wage.

- 12.5 When a position is to be filled in the same classification, such position shall be awarded to the employee with the greatest seniority in that classification who applies for the position. In the event that no employees within the classification elect to bid on the position in the classification, this position shall be posted system-wide and the employee with the greatest amount of system seniority having the necessary qualifications shall be given the job. All exams not conducted by the WCCC will be conducted at the Board office under standard environmental conditions (i.e., lighting, quiet, equipment).
- 12.6 The administrator has the right to establish the qualifications for any position within a classification which may be filled under this Article. At least ten (10) days prior to the adoption or change of qualifications for the position, the Superintendent or his designee shall consult with the OAPSE Chapter President or his/her designee. The administrator will notify the Staff of any new requirements, qualifications, credit hours, etc., at the time of the change.
- 12.7 When, as a result of being awarded a position through the bid procedure, an employee moves from one classification or position to another, he/she shall be placed at the step of the respective pay scale consistent with the employee's step in the employee's previous classification/position. (Step placement will be at the same step, which is a lateral move from one scale to another at the same step.). A person new to the school system, with the exception of Bus Drivers, shall be limited to be placed no higher than the Step Five of the pay scale, in consideration of prior like experience. Bus drivers shall be limited to be placed no higher than the 10th step of the pay scale, in consideration of prior like experience. New employees granted experience on the salary schedule must present verifiable documented evidence of their previous experience. Employees cannot bid on positions if it will cause the employee to exceed forty (40) hours per week.
- 12.8 Permanent job postings during the months of June, July and August will be in effect for five (5) days and sent out via "one call" and all summer postings will be emailed to all representatives by the Business Manager's office. Employees may bid for such open positions via email.
- 12.9 All summer work will be posted no later than April 1st annually. There shall be an annual bid on the 2nd Monday in April in order to bid on these summer positions. Summer positions (moving, paint crew, cleaning, mowing) shall be posted separately and bid in and awarded to based on system seniority. Employees are encouraged to bid if they want to work during the summer. If there are more employees who bid on summer work than there are summer positions, those employees will remain on a list throughout the summer. This list will be used by the Business Manager or designee to utilize employees as replacements when summer positions become vacant after they have initially been filled. The Business Manager or designee shall attempt to contact employees on the list by seniority by using "one call" before moving to the next senior employee on the list and so on until the position is filled. Summer employees who are not custodians but perform custodial, maintenance, or grounds duties (painting, mowing, cleaning, maintenance, etc.) shall be paid at the custodial,

maintenance, or grounds rate of pay to a maximum of five (5) years of continuous summer work. Those employees who work within their own classification during the summer (bus driver, custodian, aides, secretary, etc.) shall receive their regular rate of pay.

12.10 The Association shall be electronically provided with a current seniority list of all employees contained in the bargaining unit.

12.11 For the purpose of this section, the classifications shall be:

- | | |
|---------------------------|----------------------------------|
| Custodians | Educational Aides |
| Transportation Employees | Secretaries |
| Mechanics | Maintenance Employees |
| Food Service Employees | Instructional Teaching Assistant |
| Media Center Facilitators | Health Aide |
| Bus Aides | Mail/Delivery |
| Grounds Employees | |

ARTICLE 13

TRANSFERS

13.1 If, in the opinion of the Superintendent or his designee and the OAPSE President or his/her designee, a transfer within a classification would be in the best interest of the School District, and the well-being of the staff, or student(s), a transfer may be made. If a transfer is made under this procedure, the least senior employee of comparable responsibility in the same classification shall be moved to the transferee's post and the transferee moved to the least senior employee's post.

It is not considered a transfer when duties change within the current placement as long as those duties are consistent with the job description for that position and no additional hours or wage consequences occur.

ARTICLE 14

SICK LEAVE

14.1 All classified employees shall be granted sick leave in the amount of one and one-quarter (1-1/4) days per month for a total of fifteen (15) days of sick leave for each year under contract. The accumulation of unused sick leave shall be unlimited.

14.2 Sick leave may be used for absence due to personal illness, illness due to pregnancy, injury, exposure to contagious disease, and for absence due to illness, injury or death in the employee's immediate family. Doctor's excuse may be required after 5 continuous work days of absence due to illness.

- 14.3 For the purpose of illness, immediate family shall be defined as: mother, father, husband, wife, sibling/step, child (including step or foster parent or child, son-in-law, daughter-in-law, and mother-in-law or father-in-law), grandchildren or permanent residents other than paid border or renter. Absences for illness in the immediate family shall be limited to a maximum of three (3) days per incident (a total of 12 days per year). Additional days may be approved by the Superintendent or his designee.
- 14.4 Employees shall enter all absences into the Board's absence management computer system (which is currently KIOSK) within 48 hours of their return to work. Failure to enter absences into the Board's absence management computer system by this deadline shall result in the absences being considered unexcused, unpaid dock days.
- 14.5 For the death of family members, sick leave will be limited to 5 days. Family members shall be defined as: spouse, parent, child (including step parent or child), brother, sister, grandparent, or in-law bearing any of these relationships, grandchildren, aunt and uncle, niece, and nephew. Additional time of up to ten (10) days may be granted by the Board and approval shall not be unreasonably withheld.
- 14.6 Both parties agree that excessive absenteeism impacts the operations of the Board of Education. As such, it is agreed that employees are expected to attend work on a regular basis, and that improper use of sick leave, or the excessive use of sick leave, or the excessive use of sick leave not directly connected to a significant and long term illness of their immediate family, shall result in the employee being subject to discipline. Before discipline is imposed for excessive absenteeism, the employee will be advised of the Board's concern. Discipline for excessive absenteeism shall be administered in accordance with Article 43 of this Agreement.

ARTICLE 15

SICK LEAVE CONVERSION ON RETIREMENT

- 15.1 School employees retiring from Franklin City School District shall be eligible for severance pay based upon the following eligibility requirements:
- A. Be employed by Franklin City Schools at time of retirement
 - B. Have ten (10) or more years' service in the Franklin Schools
 - C. Have an application for retirement approved by School Employees Retirement System
- 15.2 The formula for payment shall be twenty-five percent (25%) of accrued sick leave days up through 300 days for a maximum of seventy-five (75) days. Payment shall be made by calculating the employee's daily base rate, excluding supplemental pay, at the time of retirement by the total number of days or fractional parts thereof. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time.

ARTICLE 16

REPLACEMENT WHILE ON SICK LEAVE

- 16.1 When an employee is on sick leave of five (5) consecutive days or more, and this leave is known in advance, the temporary position will be offered to those employees employed in the same building and general classification with the most seniority. An employee who assumes the work of the employee on sick leave shall be paid at the step on the salary schedule of the person they are replacing which corresponds to their own step placement based on years of service and their current rate of pay.

ARTICLE 17

PERFORMANCE OF WORK IN ANOTHER CLASSIFICATION

- 17.1 If any employee is required to perform work in another classification, such employee shall receive his/her regular rate plus an additional ten (\$10.00) dollars per hour. The rate of the other classification will be paid for all hours worked in the other classification (with a one (1) hour minimum then in 30 minute increments, thereafter) at the discretion of the Business Manager. (The explanation of how this Article is to be applied, see the Letter of Understanding attached at the end of this contract).

ARTICLE 18

PERSONAL OR EMERGENCY LEAVE

- 18.1 Employees are granted three (3) unrestricted personal leave days with pay each year.
- 18.2 Requests for personal leave shall be made in writing (using the Board's absence management computer system, which is currently KIOSK), at least two (2) days in advance. Personal leave requests made less than two (2) days in advance shall not be granted unless there is an emergency, in which case, the employee must explain the circumstances of the emergency to the immediate supervisor. The immediate supervisor may grant such leave without written request or the required two (2) days advance notice if he/she determines that the emergency request was justified. Personal leave should not be taken during the first five (5) days or last five (5) days of school, or one (1) day before or after a holiday or vacation. Personal leave may be used as quarter (1/4) day, whole days or half days.
- 18.3 Unused personal leave days will be converted to sick leave (1 personal day = 1 sick leave day) or fraction thereof.

- 18.4 Not more than two (2) members of the non-certificated staff in each classification, in each building may be absent due to personal leave on any given day, except as approved by the Superintendent. If a qualified person on the sub list is available, one (1) additional person may be approved by the immediate supervisor.
- 18.5 In the event an employee has exhausted all of his or her personal leave days, and is ineligible for other leave, the employee may request the use of unpaid dock days. Such request must be in writing (via e-mail or written letter) to the Superintendent. The employee must explain the circumstances of his or her request and the number of unpaid dock days needed. In the event the Superintendent decides to grant the use of unpaid dock days, he/she will notify the employee in writing. The employee should not assume that the use of unpaid dock days has been granted and should not use unpaid dock days unless the Superintendent has issued his or her written approval. In the event the Superintendent denies a request for unpaid dock days, such decision shall not be subject to the grievance or arbitration provisions of this Collective Bargaining Agreement.

ARTICLE 19

CHILD CARE LEAVE

- 19.1 Child Care Leave shall be available to all classified employees as follows:
- A. Upon determination of pregnancy, an employee shall inform her immediate supervisor of the approximate delivery date.
 - B. Employee will, whenever possible, give at least one (1) month notice prior to the beginning date of her leave.
- 19.2 Child Care Leave (with pay through the use of sick leave) shall be granted to classified employees for a period of up to six (6) weeks (thirty (30) work days).
- 19.3 Adoption. In cases of adoption, a member may utilize up to ten (10) days of accumulated sick leave for a child twelve months or younger; or five (5) days of accumulated sick leave for a child under school age. Additional days will be granted upon verification from a physician or the adoption agency.
- 19.4 Family Leave. A birth mother may use a maximum of six (6) calendar weeks of sick leave and such weeks must be taken within the first six (6) consecutive calendar weeks immediately following the day of birth. If the birth is caesarian, the maximum shall be eight (8) calendar weeks. If additional time is needed, a doctor must provide a written statement indicating that additional sick leave is necessary.
- 19.5 A member may use sick leave for absence to aid in the recover of their spouse or partner due to the delivery of their baby. The member may use sick leave during any

of the two (2) calendar weeks immediately following the date of the birth. Additional days may be granted due to unusual circumstances.

19.6 Holidays on the school calendar or other days where a member would not have been required to report to work during the contract year shall not count against the use of sick leave for the purposes of family leave.

19.7 Unpaid Child Care Leave.

- A. A member shall be granted unpaid leave to care for a newborn infant or newly adopted child. This leave is to provide options for a member if sufficient sick leave is not available to cover the period of illness due to pregnancy and/or the member wishes to extend his/her leave for child care purposes.
- B. The member shall give the Superintendent written notice of the date the member intends to commence leave at least one (1) month in advance. Such leave shall be granted up to one (1) year plus the remaining portion of the school year in which the leave commences. For purposes of adoption, the member shall notify the Superintendent that he/she has received approval for placement of an adopted child. When the member is officially informed of the placement date, he/she will immediately notify the Superintendent so arrangement can be made to commence leave.
- C. Leave will commence and end upon the designated date(s) unless medical complications verified by the member's physician necessitate other date(s).
- D. Upon return from the leave, the member is entitled to be placed in a position for which he/she is licensed.

ARTICLE 20

VACATION POLICY

20.1 Vacations are to be computed for eleven (11) and twelve (12) month personnel in continuous service with the Board of Education per the following schedule:

<u>Beginning Year</u>	<u>Ending Year</u>	<u>Vacation</u>
0	1	1 week paid vacation leave
2	6	2 weeks paid vacation leave
7	13	3 weeks paid vacation leave
14	19	4 weeks paid vacation leave
20	29	5 weeks paid vacation leave
30		6 weeks paid vacation leave

20.2 The maximum number of vacation days an employee shall accumulate shall be equal to what that employee has earned for a period of three (3) years. (i.e.: if you earn three (3) weeks paid vacation annually you could accumulate not more than forty-five

(45) days. Employees will no longer accrue additional vacation days once they have hit their maximum.

- 20.3 At the time of separation an employee shall be paid for no more than the total number of vacation days he/she was eligible to earn in the previous two (2) years plus the current year. In the event of an employee's death, accrued and unused vacation leave shall be paid in accordance with section 2113.04 of the Ohio Revised Code or to his/her estate.
- 20.4 Five (5) days of pay shall be added to the secretaries who work between 210 and 220 days annually. This will be added to the secretaries' spread pay and is provided to these employees in lieu of vacation days.

ARTICLE 21

UNION RIGHTS

- 21.1 Time off for OAPSE representatives to attend the Annual OAPSE Conference shall be limited to one delegate for each fifty (50) members of the Local and the Local President. Authorized delegates shall be permitted to attend the Annual OAPSE Conference without loss of pay. OAPSE will notify the Board of the delegates and alternates to the Conference at least thirty (30) days before the Conference. Release of anyone with less than thirty (30) days' notice will only be granted if a satisfactory substitute can be obtained.
- 21.2 The Union President or one (1) designee shall have the right to use and/or have access to Board equipment as follows: computers, copiers, other duplicating equipment, audio-visual equipment, and fax machines at reasonable times when such equipment is not otherwise in use on the condition that Union duties and use of machines does not interfere with the employment duties of the Union President or one (1) designee. The Association will reimburse the District for all costs associated with the use of the District equipment.
- 21.3 The Board shall grant as Union leave for the President, up to twenty-four (24) hours per year to conduct Union business during the work day, provided the time is pre-approved by the Superintendent or his/her designee. Time spent on the phone or email responding to the administration shall not count against this time. Approval by the Superintendent or his/her designee shall not be unreasonably withheld.
- 21.4 Provided prior approval from the Building Principal or Superintendent's Representative is attained, the Union and its Representatives shall have the right to use Board buildings prior to or at the conclusion of the employee workday. No charge shall be made for use of instructional rooms.
- 21.5 The Union shall have the right to post notices of activities and matters of Union concern on designated bulletin board space in each building at least one (1) of which shall be provided by the Board in each building or facility to which Bargaining Unit Members may be assigned.

- 21.6 Insurance Information. If requested, the Board shall provide the Union with all annual summary reports and rate increase data and information
- 21.7 The Board shall supply the Union a current electronic copy of Board Policy. Modifications and changes shall be sent electronically to the Local President.
- 21.8 Bargaining Unit List. The Union shall be electronically provided with the names and addresses of newly appointed Bargaining Unit Members within ten (10) days of employment.
- 21.9 The Board shall electronically provide to the Union public portion of the Board Agenda (and addendums) prior to the Board Meeting.
- 21.10 New Employee Orientation. The Union shall be permitted to speak with new employees for a period of no more than thirty (30) minutes to discuss Union membership and benefits. This meeting may take place on scheduled work time, in private, and on the new employee's first day of work, or at the next most reasonable opportunity.

ARTICLE 22

PROFESSIONAL MEETINGS AND/OR WORKSHOPS

- 22.1 Absence From Work - The Superintendent may, when he/she deems it proper, excuse an employee from work with no loss in pay for attendance at conventions, school workshops, or other meetings designed to assist the employee in the performance of his work.
- 22.2 Expenses - When the Board of Education approves an employee to attend such workshops, schools or conferences for the purpose of improving his/her work, they may, upon recommendation of the Superintendent, pay his/her expenses. Such payment may include mileage at the current rate set by the Board for transportation to and from the conference, registration fee charge, if any, and lodging if the meeting lasts more than one day. Payment will be made only upon the receipt of a purchase order properly prepared with the necessary receipts for paid expenses. No payment will be made to any school employee for meetings attended without prior approval.
- 22.3 The Board shall approve and pay for any schooling, licenses, training through Public School Works, and fees required for continuing employment, and promotion, July 1st through June 30th for all classifications. The Board, at its option, may schedule its own training program. Criminal background checks shall be paid for by the employer.

ARTICLE 23

EMERGENCY CLOSINGS

- 23.1 All bargaining unit employees shall be paid for time lost for up to five (5) days when the school(s) or location(s) in which they are employed are closed owing to an emergency, bad weather conditions, or other public calamity as determined by the Superintendent. Any bargaining unit employee required to work on a day that has been closed due to the reasons above, shall be paid in addition, their regular rate of pay for hours worked. If a make-up day is added to the school calendar because the calamity days exceeded the number allowed by the O.R.C., an employee will be required to work the scheduled make-up day(s) without additional pay providing the employee has been previously compensated for the day(s) in question. The Board agrees and commits by the signing of this document that if schools are closed for more than five (5) days, the Board shall "make up" those days beyond five (5).

In the event an employee is requested to report to work during a delay for both students and other employees in the bargaining unit, the employees reporting to work will receive two (2) times their rate of pay for working during the delay. This will only occur when the Board is on a delay for students and staff.

When the start of the students' school day is delayed due to cold weather conditions, bargaining unit members, with the exception of transportation employees, may be required to report at the employees' regular time. This will only occur when the Board requires staff to report at normal times and students are delayed.

ARTICLE 24

REDUCTION IN WORKFORCE PROCEDURE

- 24.1 Whenever it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds or lack of work, ("lay-off") the following procedure shall govern such layoffs:
- A. The number of people affected by reduction in the force will be kept to a minimum by not employing replacements insofar as practical for employees who resign or retire.
 - B. A laid-off employee may displace a less senior employee according to system seniority within the classification or a classification previously held. Seniority shall be defined as the uninterrupted length of continuous service with the Board of Education, as computed from the latest date of hire. In the case of identical seniority, the Administration and the Association shall meet to determine a fair and equitable means of deciding which employee shall be laid off first.

The following classifications shall be used in the event of layoff:

Custodians	Educational Aides
Transportation Employees	Secretaries
Mechanics	Maintenance Employees
Food Service Employees	Instructional Teaching Assistant
Media Center Facilitators	Health Aide
Bus Aides	Mail/Delivery
Grounds Employees	

- C. The Board of Education shall determine in which classifications the layoff should occur and the number of employees to be laid off. In the classifications of layoff, employees on probation shall be laid off before any employee in that classification employed under tenure is laid off.
- D. Each employee to be laid off shall be given a thirty (30) day advanced written notice of the layoff. Each notice of layoff shall state the following: (Replaces the 45-day notice)
- (1) Reasons for layoff or reduction;
 - (2) The effective date of layoff;
 - (3) A statement advising the employees of their rights of reinstatement from the layoff.
- E. For the classification in which the layoff occurs, the Board of Education shall prepare a reinstatement list and names of all employees shall be placed on the reinstatement list in the reverse order of layoff. Reinstatement shall be made from this list before any new employees are hired in that classification.
- F. Vacancies which occur in the classification of layoff shall be offered to or declined in writing within seven (7) days of receipt of notice by the employee standing highest on the layoff list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement list. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority and a notice of reinstatement shall be made by certified mail.
- G. All persons on layoff status will remain on the recall list for either the period of time that they were employed or thirty (30) months, whichever is shorter. An employee who is laid off under this procedure shall be paid a lump sum at the end of the next full term payroll period, at which time all benefits shall cease.
- H. Any employee displaced by layoff may displace a less senior employee within the current classification or in another classification provided the employee exercising bumping rights must have worked in the previous classification and still possesses the skills and requirements for that category. Any employee displaced by a senior employee through bumping may regress through his/her classification and exercise the same rights to return to a former classification. Employees unable to exercise displacement (bumping) rights set forth herein

shall be laid-off from employment. Employees will be allowed to gain any licenses, certification, etc. within the thirty (30) day period prior to bumping.

ARTICLE 25

SENIORITY

25.1 Seniority shall be defined as follows:

System seniority shall be defined as the length of continuous service with the Board of Education.

Classification seniority shall be defined as the length of continuous service in a particular job classification from the most recent date of entry into the classification.

- 25.2 Medical leave, military leave or layoff shall not constitute a break in service, but seniority shall not accrue for purposes of wage schedule placement.
- 25.3 Reinstatement - Any employee reinstated to a former classification within one year of the last day worked in a former classification, or returning from a predetermined period of sick leave, medical leave, military leave, maternity leave or layoff shall have previously accumulated classification seniority and the appropriate pay rate reinstated.
- 25.4 The President or his/her designee shall be provided an up-to-date seniority list once every three (3) months beginning every September.

ARTICLE 26

SALARIES

26.1 The Board of Education shall issue the payroll to all employees in twenty-six (26) payments, to occur every other Friday. The exception to the twenty-six payments shall be when the calendar dictates twenty-seven (27) payments in order for employees to be paid every other Friday.

All employees shall be required to receive their pay via direct deposit. The Board of Education shall supply electronic pay stubs to employees.

26.2 Salary schedules (copies to be attached)

26.3 During the term of said agreement, should the Board of Education determine to adjust the hours of work of the personnel (except Transportation) within any given job classification because of an increase or decrease of thirty (30) minutes or more, or number of weeks (more than ten (10) work days) or months required to be worked within said classification, said Board will abolish the current positions within the job classification and create new positions within the job classification which would

essentially perform the same duties as formerly, but for a different length of time. The filling of these new positions would be pursuant to the terms of the Master Agreement (Article 12).

- 26.4 Food Service Cashiers will work one (1) day before school begins. If the media center is to open prior to or on the 1st day of school, then media center facilitators may receive up to three (3) preparation days to be worked and reported on time sheet(s).
- 26.5 All Custodial positions shall become 12 month positions with the exception of four (4) hour custodial positions.
- 26.6 The guidance secretary at the high school shall remain a twelve (12) month position.

ARTICLE 27

HOLIDAY PAY

- 27.1 All employees who are eligible may receive up to ten (10) days, as per Revised Code.

Employees shall be paid their regular salary or their regular rate of pay provided each employee accrued earnings on his next preceding and his next following work days before and after such holidays. Holidays are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day.

In the event that an employee does not have scheduled work days after Memorial Day the employee shall be paid if he/she works his/her scheduled day preceding Memorial Day.

Employees shall receive the day before New Years off as an unpaid day(s) providing that students are not scheduled to attend school on those days.

ARTICLE 28

OVERTIME PAY

- 28.1 One and one-half (1-1/2) times the employee's regular straight time rate shall be paid for all hours physically worked: in excess of forty (40) in one week, or; in excess of thirty-two (32) if a holiday is involved. All hours worked on Sundays and holidays shall be paid at double time, unless regularly scheduled work hours. Vacation time off shall count as time worked toward the 40/32 hour requirement. Personal or Sick leave will not be counted toward the 40-hour or 32-hour requirement for overtime. The work week shall be Monday through Sunday. Holidays are those days as defined in Article 27.

- 28.2 The Immediate Supervisor in each building will maintain the overtime list for each classification. Overtime will be offered to employees within the classification by seniority rotation within the building first, then by classification on a district wide list. Grievances can be filed only if the supervisor fails to offer the overtime to the next person(s) on the overtime list.
- 28.3 An employee in the bargaining unit called back to work after completion of his/her regular assignment shall be compensated for at least two (2) hours pay, irrespective of the time required to be worked.
- 28.4 An employee in the bargaining unit called into work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours pay, irrespective of the time required to be worked.
- 28.5 Custodians will perform services for rentals/events in any school building during hours outside the custodians' normal working hours and will be compensated for all hours worked (overtime if applicable) for said groups. The work shall include, but not limited to, setting up chairs for the area use, monitoring the activity, being available to said group, protecting the security and care of the building, unlocking and securing the building, returning equipment to storage, closing down the area, cleaning, and having the building ready for school. When there is an activity in a building that involves the use of the kitchen equipment, a cafeteria employee shall be on duty and shall be compensated in accordance with applicable provisions of the negotiated agreement.
- 28.6 Employees shall be entitled to the following:
- A. Eight (8) hour employees get a thirty (30) minute paid, uninterrupted lunch break and two (2) fifteen (15) minute paid breaks per day.
 - B. Six (6) hour to 7.9 hour employees get a thirty (30) minute paid, uninterrupted lunch break and one (1) fifteen (15) minute paid break per day.
 - C. Four (4) to 5.9 hour employees get one (1) fifteen (15) minute paid break per day.

ARTICLE 29

TOOL REPLACEMENT

- 29.1 In the event a mechanic or maintenance employee breaks a personal tool in the course of their employment for the Board, the Board shall replace said tool with the same brand, if available, upon exchange of the broken tool and the approval of the responsible supervisor.
- 29.2 In the event of theft, replacement will be made on these conditions:

- A. Theft takes place on Board property
- B. Police report is filed
- C. Loss exceeds \$125
- D. The Board is given a complete list of tools used by employees on September 1 of each year (list includes tool brand name, approximate purchase date, approximate value)
- E. Board will pay the difference between the cost of replacement and the amount the employee's insurance pays.

ARTICLE 30

INSURANCES AND WORKERS' COMPENSATION

30.1 The Board shall provide a point of service managed health care plan which establishes a level of benefits for in-network providers and a level of benefits for out-of-network providers, dental and life insurance from a carrier licensed to sell insurance in Ohio.

If the Board changes insurance carriers, the Board will have similar and comparable coverages.

Any employee who is required to pay a portion of an insurance plan must do so through payroll deductions. Deductions are made for Board approved insurance plans only.

The Board shall pay eighty percent (80%) of the insurance premium and the member shall pay twenty percent (20%) of the insurance premium for hospitalization/medical insurance. In the event the premium amount increases by more than fifteen percent (15%) during the term of the Negotiated Labor Agreement, the Board and the member shall split the amount of increase greater than fifteen percent (15%) equally. (The premium split for increases greater than fifteen percent (15%) shall be suspended until July 1, 2026).

When both the wife and husband are employed by the Board, they shall select either two (2) single plans or one (1) family plan.

During the open enrollment period of each year, a member is entitled to select from either: (1) the PPO or (2) a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA).

- (1) The PPO:

- i. The plan year for the PPO shall be October 1st through September 30th. There will be an open enrollment period in 2020 for the new plan year beginning January 1, 2021.

Thereafter, PPO plan year will be the same as HDHP plan year (January 1st through December 31st).

(2) HDHP:

- i. The plan year for the HDHP shall be January 1st through December 31st.
- ii. The Board's contribution to a member's Health Savings Account is, as follows:

SINGLE:	\$1,000 per plan year
FAMILY:	\$2,000 per plan year

- iii. The Board contribution shall be made in two (2) equal payments with the first provided by the first pay in January and the second payment provided by the first pay in July.

The Board will make a pro-rata contribution on September 15th for all newly hired members. If a member leaves employment, retires or otherwise ineligible for insurance, the member may be responsible to reimburse the pro-rata share of the Board's most recent contribution. If a member is aware that he/she may be leaving, he/she can make arrangements with the Treasurer's office to provide a pro-rata contribution towards his/her deductible.

Additional pro-rata reimbursement to the Board or Board contribution may be necessary if a member alters his/her plan during the calendar year, such as changing from a family to single coverage, or alters working hours as defined in Article 30.2

- iv. Should the member experience hardship, the Board agrees to advance up to the full amount of the member's deductible as a loan if the member can demonstrate through documentation extreme hardship or exigent circumstances.

The Board shall pay 100% of the dental insurance premium extended to all members of the bargaining unit.

The Board shall provide a \$50,000 term life insurance policy for all members of the bargaining unit.

The Board shall pay 100% of the October 1, 2020, cost of VSP Vision Insurance. Any premium increase shall be shared equally by the Board and the member.

Twelve (12) month Pay Plan – Employees who have pay stretched over twenty-six (26) pays shall have employee contributions for insurance premiums will be deducted over twenty-four (24) pays.

- 30.2 All employees hired after July 1, 2011, who are regularly scheduled to work less than twenty (25) hours per week will receive none of the above benefits. If the new employee desires, they may make an application no later than thirty (30) days after employment for our current Basic Medical and Major Medical insurances through the Board of Education at their own expense. Payments can be made through payroll deduction.
- 30.3 Worker's Compensation - All classified employees will be advised of their rights in regards to use of sick leave or Worker's Compensation at the time of a work-related accident or injury. Any employee injured on the job shall continue to have benefits paid while drawing Workers Compensation for up to fifteen (15) months from the date of the injury, provided however, that a maximum of twelve (12) total months of benefits during the fifteen (15) month period shall be paid.
- 30.4 A joint insurance committee shall be formed, consisting of three (3) representatives from the Board of Education, Franklin Education Association OEA/NEA and the Ohio Association of Public School Employees, and OAPSE, with duties to study hospitalization/health care plan alternatives, to review potential premiums and to recommend the type and carrier of health insurance program and benefit levels to be provided. The committee will meet at least once per quarter and meetings will be scheduled through the Superintendent's office. Any changes in the type of benefit levels of the health insurance program will be contingent on approval of the interested parties.

ARTICLE 31

TRANSPORTATION

- 31.1 All routes for the school year shall be prepared by the Transportation Supervisor and posted and made available to all drivers for review at least seven (7) days prior to the two-year bid process. The route posting shall show a detailed route sheet and the time of the route. The posting shall contain the time and date of the route bidding.
- A. All regularly run routes, including kindergarten routes, shall be bid on the second (2nd) Monday of August each year. Drivers/Aides shall bid on routes with the most senior driver/aide bidding first and the remaining drivers/aides bidding in order of seniority until all routes have been bid on. The morning and afternoon runs on the same route shall be considered one route. Mid-day routes shall be bid separately on the same day, as the regular route bidding (after a.m. and p.m. routes have been bid) and shall be paid a minimum of one (1) hour. Drivers will be paid a minimum of two and one-half (2.5) hours in the a.m. and a minimum of two and one-half (2.5) hours in the p.m.

In the event a particular route should increase and/or decrease by more than thirty (30) minutes; or in the event a route decreases by less than thirty (30) minutes but the decrease results in the employee no longer meeting the threshold for the number of weekly hours to qualify for health insurance, the

Board will conduct a limited re-bid in accordance with the process provided for in this Article.

- B. Drivers shall receive fifteen (15) minutes in the a.m. and ten (10) minutes in the p.m. for pre-trip, and paperwork. Van drivers shall receive five (5) minutes in the a.m. and five (5) minutes in the p.m. for pre-trip and paperwork.
- C. If, prior to the first day of October, a driver's route consistently requires more or less time than the assigned time by fifteen (15) minutes, as verified by the Transportation Supervisor, the route pay and benefits will be adjusted to reflect the increase or decrease. The route will be posted on the first Monday of October if the route consistently requires more or less time than the assigned time by thirty (30) minutes, rounded up to the next quarter hour.
 - 1. The Transportation Supervisor or designee must ride the route(s) in order to verify any changes in time. The designee cannot be a bargaining unit member or substitute.
 - 2. The drivers start time will be set by October 1st.
- D. The addition of a full-time floater bus driver to be guaranteed a minimum of 2.5 hours in the a.m. and 2.5 hours in the p.m. to be paid at of the current bus driver schedule.

31.2 Field Trip Schedules - A minimum of forty-eight (48) hours' notice is to be given before field trip assignments, except in an emergency-type situation. Field trips will be assigned on a rotating basis beginning with the senior driver.

In the event that the driver next in the rotation is unable to drive a field trip that falls under the emergency-type situation, he/she will not lose his/her place in the rotation. Supervisor of Transportation shall be responsible for keeping track of field trip rotation.

Substitute bus drivers may be used for field trips if no regular drivers are available. Procedure will be as follows:

- A. All regular drivers will be given 48 hours' notice and advised of field trip based on seniority and rotation.
- B. If members of the transportation classification find no drivers available, the transportation supervisor will then obtain the services of substitute drivers.
- C. If an employee cancels a field trip less than twenty-four (24) hours prior to the date and time of a field trip, he/she will not be eligible for a field trip for one (1) rotation.
- D. In the event the Transportation Department receives notice of a trip less than 24 hours prior to the departure time of the trip, the Transportation Supervisor shall not be required to utilize the seniority trip rotation list. However, the Transportation Supervisor will make reasonable efforts to utilize the seniority

rotation list. It is agreed and understood by the Board and OAPSE that the Board shall not act arbitrary or capricious in determining the date/time of receipt of the trip.

- E. Afternoon extracurricular/field trips that are within a radius of 30 miles or less from the departure school and conflict with regular afternoon school routes may be assigned to a substitute driver for drop off at the trip destination. The seniority rotation list, in accordance with the terms of this Article, shall then be utilized to assign the next driver on the list to travel to the trip destination upon the completion of the Driver's regular route. The driver shall begin receiving field trip compensation upon the completion of the Driver's regular route time. In the event the trip is beyond the 30 mile radius of the school and the trip conflicts with regular afternoon routes, the seniority rotation list shall be utilized for assigning the trip.

31.3 Bus drivers will be given a two (2) hour notification, when possible, if a field trip is cancelled. If a driver is not notified and takes a vehicle to the building for a trip, he/she will be paid the minimum rate for the field trip. This only pertains to field trips not scheduled immediately after school hours.

31.4 Pay Scales – The rate of pay for field trips shall be the bus driver's hourly rate with a two (2) hour minimum.

The Board of Education agrees to pay each bus driver four (4) hours pay to clean the inside of his/her respective bus, prior to State Inspection. Date of cleaning to be specified by the Transportation Supervisor.

31.5 Bus Route Assignment - Extra runs in emergency situations must be left to the administrator in charge.

Only regular bus drivers are to be used for operation of the buses if enough qualified regular bus drivers are available to drive the school buses.

31.6 Physicals - The Board shall pay the full cost of bus driver physicals for the duration of this Agreement. The Board retains the right to select the doctor. The Board will pay each driver two (2) hours pay for physicals and have them done before the end of the school year.

31.7 Drivers shall be paid for all mandatory meetings.

31.8 If a field trip is canceled, the driver scheduled to drive it will be given the next unassigned trip.

31.9 If a driver is given two (2) field trips on the same day, the driver will drive the first trip and in place of the second trip, he/she will be given the next unassigned trip.

31.10 Weekly field trips scheduled between 9:00 a.m. and 1:00 p.m. will be considered "a.m. trips". All trips scheduled after 1:00 p.m. will be considered "p.m. trips". All weekend field trips will be considered "p.m. trips".

31.11 Drivers will be paid for all hours in attendance and travel to and from training associated with their recertification, at their regular rate of pay.

ARTICLE 32

LUNCHROOM REPORTS

32.1 Head cooks are to receive a financial report of the status of the Franklin City Schools cafeteria monthly. The report is to be provided by the Food Service Clerk or Business Manager.

32.2 Head cooks are authorized to request a substitute on delay days as a result of an employee who is unable to work due to bus driving responsibilities.

ARTICLE 33

MILEAGE REIMBURSEMENT

33.1 All employees using their own vehicle for approved school business shall be paid mileage at the rate established by the Board. A voucher showing miles driven shall be turned in and signed by the employee's immediate supervisor. Payment for mileage shall be made monthly.

ARTICLE 34

NO STRIKE/NO LOCK-OUT

34.1 The Association agrees that for the life of this Agreement the Association will not call for, sanction or participate in a work stoppage. The Board agrees that, for the life of this Agreement, that there will be no Lock-out of the bargaining unit employees.

ARTICLE 35

ASSAULT LEAVE

35.1 An employee who has been physically assaulted or verbally abused shall make an immediate oral report to the principal or designee. The employee shall make a complete written report of the incident to the principal as soon as physically able to do so.

A. The principal shall give a full report to the Superintendent who shall determine if any public authority should be contacted by the District and/or if proceedings should be initiated by the District against the assailant. Nothing in this section

prohibits the employee from personally initiating legal action; provided, however, prior to doing so the Superintendent must be notified.

- B. If court action results from action taken by the Superintendent (as opposed to civil action taken by the employee for his/her own benefit), the employee shall be granted leave of absence with no loss of pay for the days in court or consultation as may be requested by Board counsel, the County Prosecutor, the Court, or law enforcement officers.
- C. Any employee who is disabled and unable to perform his/her duties due to a physical assault upon the employee as certified by the employee's attending physician to the Superintendent, in writing, shall receive leave up to a maximum of twenty (20) regularly scheduled work days (not inclusive of calamity days). Upon request from the Superintendent, the employee may be required to be examined by a Board-designated physician to verify such disability. Leave is intended for use in cases of physical assault.
- D. In the event the employee's physician and the physician selected by the Superintendent do not agree on any matter, they shall jointly refer the matter to a third physician mutually acceptable to such physicians who shall consider the reports of the two physicians, examine the employee, if necessary, and determine the matter at issue. The determination of this third physician shall be binding on all concerned and is not subject to further appeal.
- E. The employee is responsible for all expenses incurred from his/her physician. The Board is responsible for all expenses incurred from the physician selected by the Superintendent and for the cost of the third physician.

ARTICLE 36

COURT LEAVE

- 36.1 Absence for jury duty or if subpoenaed to court by the Employer or in a criminal case is permissible. After absence for such duty, either reporting or serving, employee shall return payment (excluding transportation, meals, parking and lodging) received for such services to the Treasurer of the Board and at the next regular pay period, shall receive full payment of his regular salary from the Board for the day or days of excused absence for this purpose.

ARTICLE 37

SERVICE CREDIT

- 37.1 In order to be credited with a year's service for any purpose under this Agreement, an employee must be in paid status with the school district for the following minimum number of days during the previous school year:

<u>Months of Employment</u>	<u>Minimum Days</u>
9	Months 120 Days
10	Months 133 Days
11Months	147 Days
12	Months 160 Days

37.2 Our definition of "year" is July 1 through June 30.

ARTICLE 38

BOARD PICK-UP OF CLASSIFIED EMPLOYEE CONTRIBUTIONS TO SERS

38.1 Pursuant to Rulings 77-464 and 81-36 of the Internal Revenue Service and Opinion 82-097 of the Ohio Attorney General and as restricted by the School Employees Retirement System (SERS) and the rules of the Board, the employee contribution of the member of the bargaining unit shall be designated as paid by the Board

Replaces current 38.1

38.2 The total annual salary and salary per pay period for each member shall be the salary otherwise payable under this negotiated contract. The total annual salary and salary per pay period of each member shall be payable by the Board in two (2) parts: (1) deferred salary, and (2) cash salary.

A. **Deferred Salary:** A member's deferred salary shall be equal to that percentage of said member's annual salary or salary per pay period that is paid to the SERS by the member. The deferred salary shall be paid by the Board of the SERS on behalf of the member as a "pick-up" of the SERS employee contribution.

B. **Cash Salary:** A member's cash salary shall be equal to the member's total annual salary or salary per pay period less the amount of the pick-up for the member and shall be payable, subject to the applicable payroll deductions, to the member.

38.3 No employee's total earnings shall be increased by application of this plan nor shall the expenditures of the Board for the employee's total annual salary be increased by application of this plan. This provision shall apply uniformly to all members of the bargaining unit when this plan is implemented.

38.4 The Board shall compute and remit its employer contributions to SERS based upon total annual salary and the salary per pay period, including the deferred salary or "pick-up".

A. The Board shall report for federal and state income tax purposes as a member's gross income the member's total annual salary less the amount of the deferred salary or "pick-up" for the indicated tax year.

B. The Board shall report for municipal income tax purposes as a member's gross income the member's total annual salary including the amount of the deferred salary or "pick-up".

38.5 The Board agrees to include in the member's total annual salary the deferred salary (pick-up) for the purpose of computing daily rate of pay for severance, for determining paid salary and adjustments to be made due to absence, or for any other similar purpose. The deferred salary (pick-up) shall be included in the base salary for the purpose of determining supplemental duty salaries.

ARTICLE 39

AFSCME PEOPLE

39.1 The Board agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Board and the Union. The Board agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE 40

FAMILY MEDICAL LEAVE

40.1 The Board and the Association will comply with the provisions of the Family Medical Leave Act (FMLA).

ARTICLE 41

EVALUATIONS

41.1 Each employee shall be evaluated annually by his supervisor using a standard evaluation form.

The Employer shall provide to each employee a copy of the criteria and methods used by the Employer to evaluate an employee's work performance. The criteria and methods used by the Employer to evaluate an employee's work performance shall be relevant to the responsibilities and qualifications set forth in the employee's job description and the standards of conduct required by the Employer.

A copy of each evaluation shall be reviewed with the employee with a copy given to the employee. No evaluation of any employee shall be filed in the employee's personnel file without an opportunity for a discussion between the employee and the

evaluator. Each supervisor and employee shall sign the evaluation form. The signature by either party does not constitute approval or disapproval but only that the evaluation has been reviewed.

An employee may present written comments which shall be dated and entered as an attachment to the evaluation form.

Negative evaluations will include recommendations for improvement. An evaluator shall provide specific recommendations in cases where warranted.

ARTICLE 42

ATTENDANCE BONUS

42.1 Sick Leave Incentive – In an attempt to assure a high level of quality services and to recognize the dedication of bargaining unit members, the following Attendance Incentive shall be provided to those who achieve at least a ninety-seven percent (97%) attendance rate during these time periods based solely on their use of sick leave, but will not include bereavement leave for death.

1 st Quarter	One Hundred Dollars (\$100.00)
2 nd Quarter	One Hundred Dollars (\$100.00)
3 rd Quarter	One Hundred Dollars (\$100.00)
4 th Quarter	Three Hundred Dollars (\$300.00)

Payments shall be made in February and on or before July 15. The first quarter commences on July 1 and the fourth quarter ends on June 30.

ARTICLE 43

ABSENTEEISM DISCIPLINE PROCEDURES

If an employee is absent for more than six (6) "occurrences" in a work year, beginning with the sixth occurrence, the following discipline may be administered at the superintendent's discretion:

1. 6th occurrence, employee receives verbal reprimand
2. 7th occurrence, employee receives written reprimand
3. 8th occurrence, employee receives one (1) day suspension without pay
4. 9th occurrence, employee receives two (2) days suspension without pay
5. 10th occurrence, employee receives three (3) days suspension without pay
6. After the 11th occurrence, the Board may consider additional suspensions up to and including termination.

Definition of "Occurrence": An occurrence shall be defined as an absence from work for more than one-half (1/2) of the work day and one third (1/3) of the work day for bus drives and bus aides. If the absence is less than a full work day, the employee will be charged with either a one-half (1/2) or one-third (1/3) of an occurrence. Consecutive days absent from

work as a result of illness or injury will count as a single occurrence. Follow-up professional medical care for the same illness/injury and/or condition shall be considered as the same occurrence provided the employee provides medical verification in writing of the need for the treatment/follow-up care and the treatment or follow-up care's relation to the prior illness, injury or procedure. The following are not considered occurrences:

1. Vacation
2. Personal leave for reasons other than illness
3. Bereavement leave
4. FMLA
5. Union Leave
6. Religious Observance
7. Worker's Compensation Leave
8. As determined by Superintendent or Designee

The work year will be defined to be July 1st through June 30th for the purpose of this provision. Each July 1st, all employees shall start a new zero occurrences balance and discipline shall start at the beginning of the progression table. However, any employee who receives a suspension or greater related to the absenteeism discipline procedures contained herein, shall begin the next work year with a balance of three (3) occurrences.

All disciplinary procedures related to this provision shall supersede the procedures and due process requirements prescribed by Ohio Law. An employee may appeal discipline under this provision only through the Grievance process. Any employee disciplined under this provision shall be given the right to an informal hearing with the superintendent or his/her designee at least twenty-four (24) hours prior to receiving a reprimand, suspension or termination. At such meetings, the employee may provide written notice and/or documentation as to their illness and the purpose or the reason for the use of prior sick leave.

The Board reserves the right to accelerate disciplinary measures when an employee fraudulently reports the use of sick leave.

ARTICLE 44

DURATION OF AGREEMENT

44.1 This agreement shall be in effect from July 1, 2023 through June 30, 2026.

44.2 This collective bargaining agreement supersedes and cancels all previous agreements, commitments and policies applicable to employees represented by the Union, whether verbal or written or based upon past practice, and constitutes the entire Agreement between the parties hereto and the employees represented by the Union.

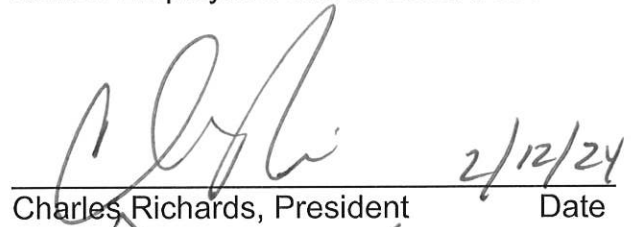
** Previously agreed upon terms for daily lunch and breaks shall be maintained.

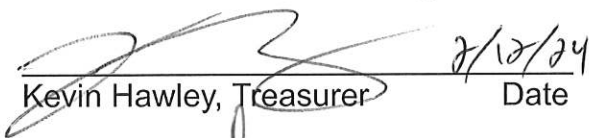
44.3 The parties acknowledge that during negotiations which resulted in this Agreement, they each had the right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that their understandings and agreements are set forth in the Agreement. Therefore, the Board and the Association for the life of this Agreement each voluntarily waive the right to bargain collectively with respect to any matter or subject contained in the Agreement or addressed in the parties' negotiations giving rise to the Agreement.

For the Franklin City School
Board of Education

For the Ohio Association of Public
School Employees and its Local #635


Lori Raleigh, President Date


Charles Richards, President 2/12/24 Date


Kevin Hawley, Treasurer 2/12/24 Date


Derryl Hall, Field Rep. 2/12/24 Date


Michael Sander, Superintendent 2/12/24 Date

LETTER OF UNDERSTANDING

This document contains the understanding of the parties (Franklin City Schools and the Franklin City Schools Employee Association, OAPSE Local #635) regarding Article 17, Performance of Work in Another Classification.

This Letter of Understanding is provided in response to the meeting which occurred on September 30, 2020. Present at the meeting were Derryl Hall, Field Representative OAPSE, Chuck Richards, President, Cristi Cress, Secretary, Michael Sander, Superintendent, Rodney Roberts, Business Manager and Bill Deters, Board Attorney. The purpose of the meeting was to discuss the fact that the parties clearly did not have an exact meeting of the minds concerning the new language in Article 17.1, its interpretation, and its operation during the negotiations which resulted in a pending Tentative Agreement. During our meeting, it was evident that both parties' intent for application of Article 17.1 was consistent. Therefore, it was determined that the best course of action to avoid any requirement for a Union and Board of Education re-vote on the Tentative Agreement would be to utilize the language in its current form with some modifications.

THEREFORE, the agreed interpretation is as follows:

1. An employee "pulled" from his or her classification is determined to occur when the employee is involuntarily assigned to work in a different classification and the initial assignment of the Board occurs in the employee's regular shift while the employee is working in their regular classification.
2. An employee pulled in accordance with Article 17.1 shall receive an additional \$10.00 per hour above his or her current rate of pay in his or her classification. If the assignment of the new classification based on the employee's place on the salary schedule between their current classification and the classification they are working in is more than \$10.00, the employee shall receive the higher rate.
3. An employee "impacted" any another employee being pulled from the classification results in a significant impact on the work environment. It is not the intent that impact pay would be provided for an inconvenience. It is acknowledged that impact pay could occur within the secretarial or food service classifications as well as positions within these classifications and would be considered on a case-by-case basis for all other classifications.
4. Tier II, Tier III, and Kitchen Employees "impacted" by lack of substitutes, and forced to do multiple jobs within their classification will be eligible for impact pay. All other classifications will be considered on a case-by-case basis for this situation.
5. Employees who are not involuntarily "pulled" during his or her shift but, instead, volunteer to work in another classification prior to their shift starting or after their shift ends or on the weekend will not be entitled to receive any payment pursuant to this Article.

FRANKLIN CITY SCHOOLS
 CLASSIFIED SALARY SCHEDULE 2023-2024
 HOURLY RATES INCREASED BY \$0.60

	<u>0 YEARS</u>	<u>1 YEARS</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>4 YEARS</u>	<u>5 YEARS</u>	<u>6 YEARS</u>	<u>7 YEARS</u>	<u>8 YEARS</u>	<u>9 YEARS</u>	<u>10 YEARS</u>	<u>15 YEARS</u>	<u>18 YEARS</u>	<u>20 YEARS</u>	<u>22 YEARS</u>	<u>25 YEARS</u>	<u>30 YEARS</u>
<u>Special Services Secretary & Food Service Clerk</u>	\$21.10	\$21.52	\$21.95	\$22.39	\$22.84	\$23.30	\$23.76	\$24.24	\$24.72	\$25.22	\$25.72	\$26.24	\$26.50	\$26.76	\$27.03	\$27.30	\$27.85
<u>Secretary HS Principal</u>	\$18.65	\$19.02	\$19.40	\$19.79	\$20.19	\$20.59	\$21.00	\$21.42	\$21.85	\$22.29	\$22.73	\$23.19	\$23.42	\$23.66	\$23.89	\$24.13	\$24.61
<u>Secretary Jr High Principal</u>	\$18.42	\$18.79	\$19.17	\$19.55	\$19.94	\$20.34	\$20.75	\$21.16	\$21.59	\$22.02	\$22.46	\$22.91	\$23.14	\$23.37	\$23.60	\$23.84	\$24.32
<u>Secretary - Asst Principal, Elementary, Guidance & Athletic Director</u>	\$18.27	\$18.64	\$19.01	\$19.39	\$19.78	\$20.17	\$20.58	\$20.99	\$21.41	\$21.84	\$22.27	\$22.72	\$22.94	\$23.17	\$23.41	\$23.64	\$24.11
<u>Head Cook - High School & Junior High</u>	\$18.20	\$18.56	\$18.93	\$19.31	\$19.70	\$20.09	\$20.50	\$20.91	\$21.32	\$21.75	\$22.18	\$22.63	\$22.85	\$23.08	\$23.31	\$23.55	\$24.02
<u>Cashier, Elementary Head Cook & Food Service Delivery</u>	\$17.94	\$18.30	\$18.67	\$19.04	\$19.42	\$19.81	\$20.21	\$20.61	\$21.02	\$21.44	\$21.87	\$22.31	\$22.53	\$22.76	\$22.99	\$23.22	\$23.68
<u>Cook & Dishwasher</u>	\$17.27	\$17.61	\$17.96	\$18.32	\$18.69	\$19.06	\$19.44	\$19.83	\$20.23	\$20.64	\$21.05	\$21.47	\$21.68	\$21.90	\$22.12	\$22.34	\$22.79
<u>Custodian & Groundskeeper - (\$.50/hour Differential for 2nd & 3rd Shift)</u>	\$17.95	\$18.31	\$18.68	\$19.05	\$19.43	\$19.82	\$20.22	\$20.62	\$21.04	\$21.46	\$21.88	\$22.32	\$22.55	\$22.77	\$23.00	\$23.23	\$23.69
<u>Skilled Maintenance / HVAC Technician, Electrician & Head Mechanic</u>	\$29.84	\$30.44	\$31.05	\$31.67	\$32.30	\$32.95	\$33.61	\$34.28	\$34.97	\$35.67	\$36.38	\$37.11	\$37.48	\$37.85	\$38.23	\$38.61	\$39.59
<u>Maintenance & Mechanic</u>	\$21.17	\$21.60	\$22.05	\$22.47	\$22.92	\$23.38	\$23.84	\$24.32	\$24.81	\$25.30	\$25.81	\$26.32	\$26.59	\$26.85	\$27.12	\$27.39	\$27.94
<u>Van Driver</u>	\$19.00	\$19.38	\$19.77	\$20.16	\$20.56	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98	\$20.98
<u>Health Aide</u>	\$21.00	\$21.42	\$21.85	\$22.28	\$22.73	\$23.18	\$23.65	\$24.12	\$24.60	\$25.09	\$25.60	\$26.11	\$26.37	\$26.63	\$26.90	\$27.17	\$27.71
<u>Media Center Facilitator & Instructional Teaching Asst</u>	\$17.03	\$17.37	\$17.72	\$18.07	\$18.43	\$18.80	\$19.18	\$19.56	\$19.95	\$20.35	\$20.76	\$21.18	\$21.39	\$21.60	\$21.82	\$22.04	\$22.48
<u>Educational Aide - (\$.100/hour differential for M/D Classroom)</u>	\$16.73	\$17.07	\$17.41	\$17.76	\$18.11	\$18.48	\$18.84	\$19.22	\$19.61	\$20.00	\$20.40	\$20.81	\$21.01	\$21.22	\$21.44	\$21.65	\$22.08
<u>Bus Aide</u>	\$16.07	\$16.39	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09	\$18.46	\$18.83	\$19.20	\$19.59	\$19.98	\$20.18	\$20.38	\$20.58	\$20.79	\$21.20
<u>Bus Driver</u>	\$22.67	\$23.12	\$23.58	\$24.06	\$24.54	\$25.03	\$25.53	\$26.04	\$26.56	\$27.09	\$27.63	\$28.19	\$28.47	\$28.75	\$29.04	\$29.33	\$29.92

FRANKLIN CITY SCHOOLS
 CLASSIFIED SALARY SCHEDULE 2024-2025
 HOURLY RATES INCREASED BY \$0.50

	0 YEARS	1 YEARS	2 YEARS	3 YEARS	4 YEARS	5 YEARS	6 YEARS	7 YEARS	8 YEARS	9 YEARS	10 YEARS	15 YEARS	18 YEARS	20 YEARS	22 YEARS	25 YEARS	30 YEARS
<u>Special Services Secretary & Food Service Clerk</u>	\$21.60	\$22.03	\$22.47	\$22.92	\$23.38	\$23.85	\$24.33	\$24.81	\$25.31	\$25.81	\$26.33	\$26.86	\$27.13	\$27.40	\$27.67	\$27.95	\$28.51
<u>Secretary HS Principal</u>	\$19.15	\$19.53	\$19.92	\$20.32	\$20.73	\$21.14	\$21.57	\$22.00	\$22.44	\$22.89	\$23.34	\$23.81	\$24.05	\$24.29	\$24.53	\$24.78	\$25.27
<u>Secretary Jr High Principal</u>	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.62	\$23.07	\$23.53	\$23.77	\$24.00	\$24.24	\$24.49	\$24.98
<u>Secretary - Asst Principal, Elementary, Guidance & Athletic Director</u>	\$18.77	\$19.15	\$19.53	\$19.92	\$20.32	\$20.72	\$21.14	\$21.56	\$21.99	\$22.43	\$22.88	\$23.34	\$23.57	\$23.81	\$24.05	\$24.29	\$24.77
<u>Head Cook - High School & Junior High</u>	\$18.70	\$19.07	\$19.45	\$19.84	\$20.24	\$20.65	\$21.06	\$21.48	\$21.91	\$22.35	\$22.79	\$23.25	\$23.48	\$23.72	\$23.95	\$24.19	\$24.68
<u>Cashier, Elementary Head Cook & Food Service Delivery</u>	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.16	\$23.39	\$23.63	\$23.86	\$24.34
<u>Cook & Dishwasher</u>	\$17.77	\$18.12	\$18.48	\$18.85	\$19.23	\$19.62	\$20.01	\$20.41	\$20.82	\$21.23	\$21.66	\$22.09	\$22.31	\$22.53	\$22.76	\$22.99	\$23.45
<u>Custodian & Groundskeeper - (\$1.50/hour Differential for 2nd & 3rd Shift)</u>	\$18.45	\$18.82	\$19.20	\$19.58	\$19.97	\$20.37	\$20.78	\$21.20	\$21.62	\$22.05	\$22.49	\$22.94	\$23.17	\$23.41	\$23.64	\$23.88	\$24.35
<u>Skilled Maintenance / HVAC Technician, Electrician & Head Mechanic</u>	\$30.34	\$30.95	\$31.57	\$32.20	\$32.84	\$33.50	\$34.17	\$34.85	\$35.55	\$36.26	\$36.99	\$37.73	\$38.11	\$38.49	\$38.87	\$39.26	\$40.05
<u>Maintenance & Mechanic</u>	\$21.67	\$22.11	\$22.55	\$23.00	\$23.46	\$23.93	\$24.41	\$24.89	\$25.39	\$25.90	\$26.42	\$26.95	\$27.22	\$27.49	\$27.76	\$28.04	\$28.60
<u>Van Driver</u>	\$19.50	\$19.89	\$20.29	\$20.69	\$21.11	\$21.53	\$21.95	\$22.38	\$22.81	\$23.25	\$23.69	\$24.13	\$24.36	\$24.59	\$24.81	\$25.03	\$25.53
<u>Health Aide</u>	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.73	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.00	\$27.27	\$27.54	\$27.81	\$28.37
<u>Media Center Facilitator & Instructional Teaching Asst</u>	\$17.53	\$17.88	\$18.24	\$18.60	\$18.98	\$19.36	\$19.74	\$20.14	\$20.54	\$20.95	\$21.37	\$21.80	\$22.02	\$22.24	\$22.46	\$22.68	\$23.14
<u>Educational Aide - (\$1.00/hour differential for MD Classroom)</u>	\$17.23	\$17.58	\$17.93	\$18.29	\$18.65	\$19.03	\$19.41	\$19.80	\$20.19	\$20.60	\$21.01	\$21.43	\$21.64	\$21.86	\$22.08	\$22.30	\$22.74
<u>Bus Aide</u>	\$16.57	\$16.90	\$17.24	\$17.58	\$17.93	\$18.29	\$18.66	\$19.03	\$19.41	\$19.80	\$20.20	\$20.60	\$20.81	\$21.01	\$21.22	\$21.44	\$21.86
<u>Bus Driver</u>	\$23.17	\$23.63	\$24.10	\$24.59	\$25.08	\$25.58	\$26.09	\$26.61	\$27.15	\$27.69	\$28.24	\$28.81	\$29.09	\$29.39	\$29.68	\$29.98	\$30.58

FRANKLIN CITY SCHOOLS
 CLASSIFIED SALARY SCHEDULE 2025-2026
 HOURLY RATES INCREASED BY \$0.50

	0 YEARS	1 YEARS	2 YEARS	3 YEARS	4 YEARS	5 YEARS	6 YEARS	7 YEARS	8 YEARS	9 YEARS	10 YEARS	15 YEARS	18 YEARS	20 YEARS	22 YEARS	25 YEARS	30 YEARS
<u>Special Services Secretary & Food Service Clerk</u>	\$22.10	\$22.54	\$22.99	\$23.45	\$23.92	\$24.40	\$24.89	\$25.39	\$25.89	\$26.41	\$26.94	\$27.48	\$27.75	\$28.03	\$28.31	\$28.59	\$29.17
<u>Secretary HS Principal</u>	\$19.65	\$20.04	\$20.44	\$20.85	\$21.27	\$21.70	\$22.13	\$22.57	\$23.02	\$23.48	\$23.95	\$24.43	\$24.68	\$24.92	\$25.17	\$25.42	\$25.93
<u>Secretary Jr High Principal</u>	\$19.42	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45	\$21.88	\$22.31	\$22.76	\$23.21	\$23.68	\$24.15	\$24.39	\$24.64	\$24.88	\$25.13	\$25.64
<u>Secretary - Asst Principal, Elementary, Guidance & Athletic Director</u>	\$19.27	\$19.66	\$20.05	\$20.45	\$20.86	\$21.28	\$21.70	\$22.14	\$22.58	\$23.03	\$23.49	\$23.96	\$24.20	\$24.44	\$24.69	\$24.98	\$25.43
<u>Head Cook - High School & Junior High</u>	\$19.20	\$19.58	\$19.97	\$20.37	\$20.78	\$21.20	\$21.62	\$22.05	\$22.49	\$22.94	\$23.40	\$23.87	\$24.11	\$24.35	\$24.60	\$24.84	\$25.34
<u>Cashier, Elementary Head Cook & Food Service Delivery</u>	\$18.94	\$19.32	\$19.71	\$20.10	\$20.50	\$20.91	\$21.33	\$21.76	\$22.19	\$22.64	\$23.09	\$23.55	\$23.79	\$24.03	\$24.27	\$24.51	\$25.00
<u>Cook & Dishwasher</u>	\$18.27	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.71	\$22.94	\$23.17	\$23.40	\$23.63	\$24.11
<u>Custodian & Groundskeeper - (\$0.50/hour Differential for 2nd & 3rd Shift)</u>	\$18.95	\$19.33	\$19.72	\$20.11	\$20.52	\$20.93	\$21.34	\$21.77	\$22.21	\$22.65	\$23.10	\$23.57	\$23.80	\$24.04	\$24.28	\$24.52	\$25.01
<u>Skilled Maintenance / HVAC Technician, Electrician & Head Mechanic</u>	\$30.84	\$31.46	\$32.09	\$32.73	\$33.39	\$34.05	\$34.73	\$35.43	\$36.14	\$36.86	\$37.60	\$38.35	\$38.73	\$39.12	\$39.51	\$39.91	\$40.70
<u>Maintenance & Mechanic</u>	\$22.17	\$22.62	\$23.07	\$23.55	\$24.00	\$24.48	\$24.97	\$25.47	\$25.98	\$26.50	\$27.03	\$27.57	\$27.84	\$28.12	\$28.40	\$28.69	\$29.26
<u>Van Driver</u>	\$20.00	\$20.40	\$20.81	\$21.22	\$21.65	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08
<u>Health Aide</u>	\$22.00	\$22.44	\$22.89	\$23.34	\$23.81	\$24.29	\$24.77	\$25.27	\$25.77	\$26.29	\$26.81	\$27.35	\$27.62	\$27.90	\$28.18	\$28.46	\$29.03
<u>Media Center Facilitator & Instructional Teaching Asst</u>	\$18.03	\$18.39	\$18.76	\$19.13	\$19.52	\$19.91	\$20.31	\$20.71	\$21.13	\$21.55	\$21.98	\$22.42	\$22.64	\$22.87	\$23.10	\$23.33	\$23.80
<u>Educational Aide - (\$1.00/hour differential for Mid Classroom)</u>	\$17.73	\$18.09	\$18.45	\$18.82	\$19.20	\$19.58	\$19.97	\$20.37	\$20.78	\$21.19	\$21.62	\$22.05	\$22.27	\$22.49	\$22.72	\$22.94	\$23.40
<u>Bus Aide</u>	\$17.07	\$17.41	\$17.76	\$18.11	\$18.47	\$18.84	\$19.22	\$19.60	\$20.00	\$20.40	\$20.80	\$21.22	\$21.43	\$21.65	\$21.86	\$22.08	\$22.52
<u>Bus Driver</u>	\$23.67	\$24.14	\$24.62	\$25.12	\$25.62	\$26.13	\$26.65	\$27.19	\$27.73	\$28.29	\$28.85	\$29.43	\$29.72	\$30.02	\$30.32	\$30.62	\$31.24