

MASTER CONTRACT AGREEMENT

NORTHWEST LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

AND

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES
LOCAL NO. 230

EFFECTIVE JULY 1, ~~2021-2024~~ - JUNE 30, ~~2024~~2027

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**NORTHWEST LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

AND

**OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES
LOCAL NO. 230**

ARTICLE 1 - RECOGNITION AND DEFINITIONS

- 1.1 The Board recognizes the Ohio Association of Public School Employees (OAPSE) and its Local No. 230 AFSCME, AFL-CIO, as the sole and exclusive representative of all employees in the Bargaining Unit as hereinafter described. The Bargaining Unit includes all full-time and regular short-hour employees in the following positions or classifications:

Assistants
Bus Drivers
Van Drivers
Driver Trainer
Head Mechanic
Mechanics
Mechanic Helper

(NOTE: Assistants are not required to be a certified bus driver.)

- 1.2 The following positions are excluded from the Bargaining Unit:

Management Level Employees
Professional Employees
Supervisors Transportation Secretary Transportation Supervisor
And all other employees in the transportation department including substitutes

- 1.3 The term "Board," as used in this agreement shall refer to the Board of Education of the Northwest Local School District, and person(s) authorized to act on its behalf.
- 1.4 The term "employee," as used in this agreement, shall refer to those persons included in the Bargaining Unit.
- 1.5 The term "OAPSE," as used in this agreement, shall refer to the Ohio Association of Public School Employees, Local No. 230, and person(s) authorized to act on its behalf.

- 1.6 The term "exclusive representative," as used in this agreement, refers to the employee organization certified or recognized as an exclusive representative under Section 4117.05 of the Ohio Revised Code.
- 1.7 The term "Day" as used in this Agreement, unless otherwise stated, refers to Northwest Local School District scheduled work day.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.1 The Union recognizes that the Board has the sole responsibility for the management and control of the Northwest Local School District and that the Board is specifically vested by law with the authority and responsibility of making the rules and regulations by which the school district will be governed. The Union agrees that, unless such authority is specifically limited by a specific provision of the agreement, the Board has and retains all of its rights and authority to manage and control the School District which the Board of Education possesses under Ohio law and the following:
 - A. Determine matters of inherent managerial policy as provided in the Ohio Revised Code which include, but are not limited to, areas of discretion of policy such as functions and programs of the Board, standards of school activities, its overall budget, utilization of technology, and the school district organizational structure;
 - B. Direct, supervise, evaluate or hire employees;
 - C. Maintain and improve the efficiency and effectiveness of Board operations;
 - D. Determine the overall methods, process, means or personnel by which school district operations are to be conducted;
 - E. Discipline, non-renew, demote, terminate for just cause, layoff, recall, transfer, assign, schedule, promote or retain employees; the Superintendent/designee may suspend a bargaining unit member without pay for just cause.
 - F. Determine the adequacy of the workforce;
 - G. Determine the overall mission of the school district;
 - H. Effectively manage the work force in all aspects;
 - I. Take action to carry out the mission of the school district;

- J. Make the rules and regulations by which the students and employees of the Board will be governed.
- 2.2 The parties agree, notwithstanding any provision of R.C. 4117.08, that the Board of Education may exercise any right or authority retained by it, pursuant to 2.1 of the contract and by Ohio law, which is not specifically limited by the terms of this agreement, without bargaining with the Union with respect to the exercise of such right or authority, except that the Board shall bargain with respect to the effect of such exercise of authority may have on wages and working conditions.

ARTICLE 3 - BARGAINING PROCEDURE

3.1 Negotiation Meetings

The Board's bargaining team shall meet with the Union's bargaining team for the purpose of discussing and reaching agreement on matters being negotiated. All negotiations shall be conducted exclusively between said teams. The Board's negotiating team and the Union's negotiating team shall be limited to four (4) members each. Neither party shall have control over the selection of the other parties' team members. While no final agreement shall be executed without ratification by the Union and ratification by the Board, the negotiating teams shall have the authority to make proposals, consider proposals and determine items acceptable to both parties involved in negotiations.

Each team may have one person to act as an observer. The observer shall not participate in the negotiation discussions unless mutually agreed.

3.2 Request for Meeting

Upon receipt of written notice to negotiate properly filed in accordance with the provisions of Article 3 of this contract, the chairpersons of the bargaining teams shall contact each other and arrange for an agreeable date for the first meeting. The Parties agree to begin negotiations for successor agreements in March of the year of expiration. OAPSE negotiation team members shall be paid their contracted rate per Sections 8.7 and 8.8 for negotiations occurring on contract workdays, but shall not be paid for hours beyond their contracted route time or for negotiations not on contracted workdays.

3.3 Submission of Issues

At the first meeting, both bargaining teams shall exchange written proposals which shall set forth each team's items for negotiations. No additional issues for negotiation may be submitted by either party after the initial meeting unless mutually agreed.

3.4 Negotiation Procedures

The parties shall meet at places and times agreed upon and the meetings shall be conducted in private session.

3.5 Caucus

Upon request of either party, the negotiation meeting shall be recessed to permit the requesting bargaining team a period in which to caucus in privacy.

3.6 News Releases

No information pertinent to matters involved in negotiations shall be given or released to the news media or the public without mutual consent of the parties until the impasse provisions of this contract have been completed.

3.7 Item Agreement

As items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered as a final agreement by the parties and it is expressly understood by the parties that the tentative agreement reached on any items may be revised or withdrawn at any time during the negotiation process.

3.8 Agreement

When agreement is reached through negotiations, the outcome will be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted first to the Union for ratification and then to the Board if the Union approves the agreement. If ratified by the Board, the agreement shall become part of the official board minutes. Said agreement shall be signed by the Board's representative and by the Union's representative.

3.9 Intent to Recommend

Prior to the tentative agreement being presented to the Union and to the Board, the bargaining teams agree that they shall favorably recommend the tentative agreement to their membership.

3.10 Impasse

In the event that agreement cannot be obtained on all issues being negotiated within sixty days of the first negotiation session, either team may declare impasse on all issues being negotiated except that the teams may mutually agree to withdraw any negotiation issues and submit them to the ratification

procedures as hereinbefore described.

If an impasse is declared, the spokesperson for the bargaining team declaring impasse shall contact the Federal Mediation and Conciliation Service (FMCS) and request the appointment of a mediator. If a settlement is not reached within thirty (30) days of the first bargaining session with the mediator present, the impasse procedures of this contract shall be deemed to have been completed and an impasse shall exist.

This impasse procedure shall supersede and replace the impasse procedures of 4117 of the Ohio Revised Code.

ARTICLE 4 - GRIEVANCE PROCEDURE

4.1 Definition

- A. Grievance - A grievance is a complaint involving an alleged misapplication, misinterpretation or violation of the contract.
- B. Grievant - Grievant is the employee/group of employees or the union allegedly harmed by a violation of the contract or the Union.
- C. Day - Day shall mean calendar day.

4.2 Step One

The Employee who believes a contract provision has been violated shall first discuss such grievance with his/her supervisor. The employee shall advise the supervisor that this is Step One of the grievance procedure before the discussion begins.

4.3 Step Two

If the discussion at Step One does not resolve the grievance to the satisfaction of the Grievant, the Grievant shall have the right to file a written grievance with his/her supervisor. If such grievance is not filed in writing with the supervisor within fifteen (15) days of the occurrence of the event which is the basis for said grievance, the Grievant shall have waived the right to file a grievance. If a grievance is filed, the supervisor hearing the Step Two grievance shall provide a copy of the grievance to the Local President. The grievant shall state the specific provisions of the contract violated and a statement of the facts involved in the matter.

4.4 If requested, the Grievant shall be entitled to a hearing on the grievance before the transportation supervisor or designee. Such hearing shall be at a time

mutually agreeable to the Grievant and the supervisor and held within seven (7) days of the supervisor's receipt of the request for a hearing unless otherwise mutually agreed.

4.5 The supervisor or designee shall file a written decision on the grievance within seven (7) days after the conclusion of the hearing or seven (7) days after the supervisor receives the grievance if no hearing is requested. Copies of the written decision shall be provided to the Grievant, the president of the Union and the Superintendent/designee.

4.6 Step Three

If the action taken by the supervisor or designee does not resolve the grievance to the satisfaction of the Grievant, the Grievant may appeal in writing to the Superintendent/designee. If the Grievant fails to file a written appeal with the Superintendent/designee with seven (7) days of the Grievant's receipt of the supervisor's decision at Step Two, the Grievant shall be deemed to have waived the right to appeal the grievance to Step Three of the grievance procedure. If properly appealed, the hearing shall be conducted by the Superintendent/designee within seven (7) days after the receipt of the appeal from Step Two of the grievance procedure. The Grievant shall be advised in writing of the time, place and date of the appeal hearing.

4.7 The Superintendent/designee, shall issue a written decision on the grievance within (7) seven days of the hearing or if no hearing is requested, within seven (7) days of the Superintendent/designee's receipt of the Notice of Appeal. The Superintendent/designee's decision shall be written with copies provided to the Grievant, the Union president and the Transportation Supervisor.

4.8 Step Four

At the option of either the Grievant or the administration, FMCS Grievance Resolution will be utilized, if a settlement is not obtained, the grievance will automatically move to Step Five, Binding Arbitration.

4.9 Step Five

If the action taken by the Superintendent/designee does not resolve the grievance to the satisfaction of the Union or the Grievant, the Union may appeal in writing to Step Five, Binding Arbitration. Failure to file such Notice of Appeal with the Board Treasurer within seven (7) days of the Grievant's receipt of the decision by the Superintendent/designee at Step Three and/or failure to timely file a request for mediation pursuant to Step Four shall be deemed a waiver of the right to appeal.

4.10 Within 20 days after notice of impasse at Step 4, or the filing of the Notice of

Appeal with the Board Treasurer if Step 4 was not invoked, the parties shall jointly request a list of 7 names from the Federal Mediation & Conciliation Service from which the arbitrator may be selected by agreement or alternate striking; the parties will take turns striking first. The list will be limited to members of the National Academy of Arbitrators who have offices in Ohio, Indiana or Kentucky.

- 4.11 Each party may reject one list in its entirety.
- 4.12 After a full hearing on the matter, the arbitrator shall render his/her decision as soon as possible. Reports shall be transmitted simultaneously to the Union and the Board.
- 4.13 The decisions and recommendations of the arbitrator shall be binding upon the Board, the Grievant or Union. Each party shall pay 50% of the cost of arbitration.
- 4.14 A grievance may be withdrawn at any level without prejudice or record.
- 4.15 Both parties agree that the grievance(s) shall be handled confidentially to the extent that such effort to maintain confidentiality does not violate the laws of the State of Ohio pertaining to the keeping of public records.
- 4.16 The Board shall furnish the grievant and/or the Union representatives with all available public information it or they may request for the process of a grievance.
- 4.17 All documents, communications, and records dealing with the processing of each grievance shall be filed in a confidential file separately from the grieving party.

ARTICLE 5 - DISCIPLINE

- 5.1 Standards of progressive discipline will be applied in normal circumstances when disciplining employees. If the infraction is of a serious nature, any or all of these steps may be waived. The steps are:
 - 1. Verbal warning
 - 2. Written reprimand
 - 3. One-day suspension without pay
 - 4. Five to 10-day suspension
 - 5. Termination
- 5.2 Suspensions for Cause

The Superintendent/designee may suspend a bargaining unit employee without pay for just cause. If the Superintendent/designee suspends an employee, a

grievance challenging the suspension shall be initiated at Step 3 of the grievance procedure within seven (7) days of receipt of the Superintendent's/designee's action. Failure to file a grievance at Step 3 within said seven (7) day period shall constitute a waiver of the right to appeal the Superintendent's/designee decision to arbitration.

If a suspension is based on prior reprimands, the merit and accuracy of those reprimands shall be considered by the arbitrator at the hearing challenging the suspension.

- 5.3 Employees being terminated shall be terminated pursuant to 3319.081 of the Ohio Revised Code.
- 5.4 An employee will be allowed to have a representative present at any meeting which could lead to disciplinary action being taken against the employee.
- 5.5 The following are infractions of a serious nature for which an employee may be suspended without pay for 5 to 10 days by the Superintendent or discharged by the Board, regardless of length of service or prior record:
 1. Incompetence, i.e. inability or unwillingness to safely and effectively perform the essential functions of the position.
 2. Inefficiency, i.e. poor performance that interferes with the safe and timely transportation of students, or threatens to do so.
 3. Dishonesty, including: a) removing or attempting to remove property belonging to the School District or another from District property or vehicle without authorization; b) falsification of records or supplying false information (time, payroll, medical, insurance, employment application, etc.); c) offering to take, or taking a bribe or kickback; or d) any other work-related deception.
 4. Violation of School District's Drug & Alcohol Policy.
 5. Immoral or indecent conduct on or in School District property or vehicle or during work hours.
 6. Insubordination, including refusal or intentional failure to perform assigned work.
 7. Abusive conduct, including a) assault, or deliberate attempt to injure another; b) threatening another with injury to person or property; c) fighting; d) possession of explosives, firearms or other weapons on or in School District property or vehicles; e) intentional abuse or destruction of property belonging to the School District or another; e) any other act

that is intended to cause or threaten injury to person or property; f) deliberate interference with the transportation of students or the work of another District employee; or g) verbal abuse or other discourteous treatment of another while on or in District property or vehicle or during work hours.

8. Neglect of duty that interferes with the safe and timely transportation of students, or threatens to do so, including: a) leaving a student on bus; b) failure to use required safety equipment or follow required safety rules; c) leaving School District property or vehicle during work hours without permission; d) failure to report to work on 3 consecutive work days without calling in; ore) any other similar failure to perform.
9. To protect privacy, employees may not use cameras or other visual or recording devices on or in School District property or vehicle without authorization.
10. Commission of a crime on or in School District property or vehicle, during work hours, or (if job related) otherwise; any other act of misfeasance, malfeasance or non-feasance; or any other act or omission that is grounds for termination under Ohio Revised Code Section 3319.081 (or its successor).

5.6 Attendance Policy. The following are the definitions and actions in effect regarding attendance:

Absence - Failure to report to work when scheduled, and stay until regular quitting time.

Tardiness - Clocking in after the employee's scheduled work time.

Leaving Early - Clocking out before the end of the scheduled work time.

Occurrence - Calculated at one-half (1/2) for A.M. and P.M. routes. An absence of one or more consecutive days for the same reason will be considered a single occurrence, if that reason is a single illness or injury or leave of absence granted in advance by the Administration. Absences for any other reason will be considered an occurrence for each full or partial (more than 30 minutes) day of absence. Tardiness, leaving early, or other absence will be considered as half of an occurrence if it is equal to or less than 30 minutes. The Administration reserves the right to require verification of reason for absence (e.g. health care provider's statement for office visit, funeral notice for bereavement leave, verbal notice plus electronic leave request from employee for illness not requiring treatment by health care provider).

Drivers who are assigned midday routes and miss work for sick leave shall not receive an occurrence.

Late Call - Anytime an employee is absent, or more than 30 minutes tardy, and does not call in one-half hour before the start of his shift or route, employee shall be docked pay for the appropriate portion of the route and shall receive a one-half (1/2) occurrence.

The only absences not counted as occurrences are absences for personal leave, contractual funeral leave, adoption, childbirth, military leave, contractual union leave, jury duty, lawful subpoena, required court appearances in civil cases, vacation, holiday, work related injury, illness or injury requiring hospitalization, absences covered by Family and Medical Leave Act, CDL recertification, or an extraordinary circumstance as determined at the sole discretion of the Superintendent or designee. The "not-counted" exceptions must be verified in writing. Also, absences for follow-up professional medical treatment for an illness or injury will be considered the same occurrence, even if on non-consecutive days, provided that the need for follow-up treatment, and that it is for the same illness or injury, is verified in writing by the treating health care professional.

The Board will use the standard listed below in determining whether absenteeism is of a serious nature.

During any work year (July 1 through June 30):

- 1) An employee has five occurrences; the employee will meet with their supervisor to discuss the reasons behind the occurrences and a plan for how the employee will work towards better attendance.
- 2) An employee has six occurrences; the employee will receive a written warning.
- 3) An employee has seven occurrences; the employee will receive a one-day suspension without pay.
- 4) An employee has eight occurrences; termination is warranted.
- 5) If employee reaches eight occurrences before serving a one-day suspension for the seventh occurrence, then the one-day suspension step may be waived.
- 6) Employees will begin with a clean slate each work year. However, if an employee reaches six occurrences three times in any rolling five-year period, termination is warranted.

All discipline and termination procedures related to this provision shall supersede the procedures and due process requirements prescribed by Ohio law.

An employee may appeal discipline and termination under this provision only through the Grievance process provided in Article 4. (As to termination, this is the sole exception to Section 5.3 above.) 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 discipline or termination under this Section. At such meeting the employee may provide documentation and explanation as to any disputed occurrences.

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

The Board and Union encourage all employees to have good attendance. Absenteeism and tardiness hurts the students and their families, the employees involved and their co-workers.

5.7 Attendance Incentive.

(A) For 9 or 10 month employees:

An employee who is absent a total of three (3) days or less in the first semester shall receive an attendance incentive payment of \$400.00. Payment will be made the last pay period in February.

An employee who is absent a total of three (3) days or less in the second semester shall receive an attendance incentive payment of \$400.00. Payment will be made the last pay period in June.

For the purpose of this subsection, semester shall be the entire academic semesters determined by the Board-approved District calendar. In order to be eligible for this incentive, an individual must be employed by the District for the entire applicable period (i.e. entire semester).

(B) For 11 and 12 month employees:

An employee who is absent a total of six (6) days or less July 1st through December 31st shall receive an attendance incentive payment of \$400.00. Payment will be made the last pay period in February.

An employee who is absent a total of six (6) days or less January 1st through June 30th shall receive an attendance incentive payment of \$400.00. Payment will be made the last pay period in September.

In order to be eligible for this incentive, an individual must be employed by the District for the entire applicable period (i.e. entire six months).

(C) For the purposes of this section, an absence shall include, but not be limited to, the following: sick leave, medical leave, vacation leave, leave of absence

without pay, military leave, assault leave, jury duty leave, FMLA, workers' compensation leave.

ARTICLE 6 - EMPLOYEE SAFETY

- 6.1 Bargaining Unit employees will not be required to carry students' medication.
- 6.2 Bargaining unit employee(s) will not be held responsible if he/she unknowingly transports a suspended or expelled student(s).
- 6.3 If the district administration/supervisor receives a substantiated complaint that a student has threatened to physically harm an employee, the transportation supervisor/designee will notify the threatened employee of the nature of the threat.

ARTICLE 7 - CLASSIFICATIONS, SENIORITY & JOB BIDDING

- 7.1 Whenever a vacancy occurs in one of the recognized classifications as determined by the Board, that vacancy shall be posted by the administration for a minimum of 5 days. For the purposes of this article, a vacancy shall be defined as any opening occurring as the result of the death, resignation, termination, non-renewal or retirement of any employee or any newly created position.
- 7.2 Employees interested in a vacancy shall file a written application within five (5) days of the original posting with the appropriate supervisor. The most senior employee bidding on the position who is then working in the classification of the vacancy shall be awarded the position.
 - (A) If no employee bids from the classification of the posted position, the vacancy will be awarded to the employee who meets the qualifications of the position by seniority with no regards to current classification within the bargaining unit.
 - (B) However, in order for an employee to be an applicant for the position of head mechanic, the employee must meet all of the qualifications for the head mechanic position and be ASE school bus certified.
- 7.3 All positions shall be awarded in accordance with this provision within 30 days unless formal Board action is required.
- 7.4 For the purposes of this contract, seniority shall be defined as the length of continuous employment with the Board from the most recent date of hire with the Board.

- (A) While on unpaid leave of absence of any kind, or on layoff pursuant to the reduction in force provision of this contract, an employee shall not receive credit for seniority purposes for time on leave. However, time on leave shall not constitute a break in service for seniority purposes.
- (B) All time on approved paid leave of absence shall count as time worked toward seniority.

7.5 Seniority will be earned by an employee in a job classification or classifications.

7.6 If two or more employees within a classification have the same length of continuous service in that classification, seniority shall be determined by position on service credit list (first day as a substitute or regularly contracted employee). If a tie remains, then it reverts to the application date.

7.67.7 Seniority lists for all classifications under this Agreement shall be updated every other month (odd month on yearly calendar) and a hard copy posted in the Transportation office, the list shall include a current midday driver list.

ARTICLE 8 - ROUTE BIDDING

8.1 Routes for the school year shall be posted for bid in the transportation office three (3) business days prior to route picking day. Route information shall also be sent to employees via e-mail. Hard copies of all route sheets and yearly calendars for all schools transported will be available at the transportation office.

- (A) Posted route information shall include, but is not limited to: vehicle number, route start/end times, schools, school calendars, daily time plus float time, equals total daily hours, and total yearly hours.
- (B) The posted route information shall be updated quarterly on a spreadsheet and posted in drivers' lounge and distributed via e-mail to all employees.

8.2 At the time of the postings, the estimated number of hours for each route will be posted as determined by the Supervisor of Transportation.

8.3 When the Supervisor establishes the length of the routes, he/she shall add thirty (30) minutes to the length of the regular/special needs routes and fifteen (15) minutes for midday routes for bus checkout, cleaning, sweeping fueling, route sheets and seating charts.

8.4 Route-picking and the annual in-service shall be no more than ten (10) business days prior to the first Northwest school day.

- 8.5 Bidding on routes shall be done on a seniority basis with the most senior employee picking the route he or she desires first and with the routes being selected thereafter on a seniority basis until all routes have been assigned.
- (A) Employees will begin their picked assignments the day after route bid day when scheduled.
 - (B) If any school starts prior to route bid day, these assignments will be posted according to Article 12.5 [Section C Summer trips-Extra-Work-Detail](#).
- 8.6 Assistants will bid first by seniority followed by the van drivers then the bus drivers.
- 8.7 An individual selecting a route will be guaranteed compensation for the number of hours of the route indicated on the posting for the current school year.
- 8.8 Routes will be calculated by hours per days that each school is in session. The routes will be put on a spreadsheet calendar, which will reflect total hours driven, per day, each day of the school year.
- (A) Employees are expected to report on all scheduled days. This includes nonpublic, charter school, vocational and special ed. routes selected by driver in bidding process.
 - (B) Employees with a past history or developing a pattern of not driving scheduled routes when Northwest Schools are not session will be disciplined accordance with Article #5 for non-performance of duties.
 - 1. Discipline will also include the employee being ineligible to pick routes containing Non-Northwest schools the following year.
- 8.9 If a route becomes vacant during the school year as a result of an employee leaving the employment of the Board or entirely new routes being created, the vacant routes will be put up for a bid for a period of five (5) workdays. Drivers wishing to bid on the posted vacant route shall file a written bid with the Transportation Supervisor within the five (5) day period. The route will be awarded to the most senior driver bidding on the route.
- (A) The employee's name who was awarded the route will be posted for view on the drivers' board.
 - (B) Once a route is awarded, the employee may begin the new assignment immediately or no later than the beginning of the next pay period.

- 8.10 If a route is bid on and awarded as provided herein, the successful bidder's route will be posted as soon as possible and the bidding on that route will be conducted in the same manner. The vacancy then created as a result of the movement of the second successful bidder will be filled by a new regular employee if the vacancy is filled before February 1 or by substitute if filled after February 1. However, by mutual agreement of the Board and OAPSE, a regular employment contract may be awarded if a vacancy is filled after February 1.
- 8.11 If no one bids on the route the next new driver will be contracted and placed on the route through the end of the year. If no one bids on the vacant route and the vacancy to be filled is after February 1, then a substitute will be placed on the route for the remainder of the school year. However, upon mutual agreement of the Board and OAPSE, a contract may be awarded to a regular employee to fill this vacant position for the remainder of the school year.
- 8.12 No employee shall be permitted to bid on a route, in their classification, if a route becomes vacant during the school year if he or she has bid on a vacant route during the school year and been awarded a route.
- 8.13 Once routes are picked and there is a discrepancy on route time causing a driver to be put into overtime at no fault of their own, a driver will not be held liable for the overtime specifications listed in Article #26 Overtime, until Management resolves the issue.
- 8.14 If an employee receives a permanent time increase adjustment in his/her daily contracted time, the Treasurer's Department, after written verification by the Transportation Supervisor, will recalculate the employee's pay.
- (A) The Transportation Supervisor shall submit the adjustment no later than ten (10) business days to the Treasurer's office.
 - (B) An updated hard copy spreadsheet of the wage recalculation shall be given to the employees.

ARTICLE 9 - BIDDING ON SPECIAL NEEDS RUNS

- 9.1 Drivers wishing to drive special needs runs shall complete the availability sheet prior to the end of the previous school year and turning it in to the Supervisor of Transportation.
- 9.2 All employees shall be required to complete on-line training in-service each year for which they will be compensated one (1) hour at their regular hourly rate. This in-service shall be related to driving special needs routes and shall be a requirement for eligibility to bid on special needs runs.

- 9.3 If the Transportation Supervisor believes that a driver wishing to sign up for special needs runs is qualified and able to handle special needs runs and special needs students and has completed the required in-service, he/she shall be placed on the special needs route eligibility list.
- 9.4 Only employees who are eligible to drive special needs routes may bid on a special needs route.
- 9.5 If an employee is removed from a special needs run during the school year, the employee may grieve the removal if the employee believes he/she was qualified to handle the special needs route.

9-59.6 A special needs route driver with less than ninety-five percent (95%) attendance shall be excluded from picking any special needs routes during pick day for the following school year, unless the special needs route is the last route available.

ARTICLE 10 - MIDDAY ROUTE BIDDING

- 10.1 Midday routes will be bid on the same day as the regular route bidding.
- 10.2 The midday list for the next school year shall be the same as the midday list at the end of the previous school year except that additional persons may be added upon the request of an individual and he/she shall be placed at the bottom of the midday list.
- 10.3 Seniority on the list shall be developed on the basis of the length of time on the list and bidding shall occur beginning with the person with the greatest length of service on the midday list picking first and so on until all routes are covered. However, contracted employees who wish to forego their mid-day routes for one (1) year, shall not lose their seniority for that year. The next employee on the list shall receive a contract for that year and may lose the midday shift the following year if the more senior contracted employee returns to the midday shift.
- 10.4 All midday routes are guaranteed a minimum of one (1) hour daily.
- (A) It is the employee's responsibility to pick a combination of routes, A.M./P.M. plus middays, that does not physically exceed eight (8) hours daily.
- 10.5 A driver may not bid on a midday run if it conflicts with the driver's regular route assignment.
- 10.6 A midday route driver who misses ten (10) unexcused midday routes only will move to the bottom of the midday list for pick day for the following school year. A midday route driver who misses fifteen (15) unexcused midday routes only will move to the bottom of the midday substitute list and shall not be eligible to pick a

midday route.

A missed midday route shall be considered excused if documentation is provided to support the use of personal leave, contractual funeral leave, adoption, childbirth, military leave, contractual union leave, lawful subpoena, required court appearances in civil cases, vacation, holiday, work-related injury, illness or injury requiring hospitalization, absences covered by FMLA, CDL recertification, or extraordinary circumstances as determined at the sole discretion of the Superintendent or designee.

ARTICLE 11 - SUBSTITUTING FOR MIDDAY ROUTES

FOR THE PURPOSE OF THIS ARTICLE THE DEFINITION OF A SUBSTITUTE IS A CONTRACTED BUS DRIVER.

- 11.1 The midday substitute list for the current school year shall be the same as the midday substitute list from the end of the previous year.
- 11.2 Management will begin the substitute rotation list with the driver with the most seniority on the midday substitute list at the beginning of the school year.
- 11.3 Additional persons may be added upon the request of an individual at the end of the school year or upon issuance of a contract, and he/she shall be placed at the bottom of the current seniority midday substitute list.
- 11.4 Drivers will be charged for a pass when they are called during their scheduled work times and do not respond. If a driver does not answer after one radio attempt, it will be considered a pass. Four (4) passes will move a driver to the bottom of the current midday rotation list. Six (6) passes will move a driver to the bottom of the midday rotation list and not be called on the midday rotation list but they can accept an all call.
 - (A) Drivers will not be charged for a pass if they are assigned other work by the District, or they provide advance notice by 7:00 A.M. for a reason that would normally qualify under sick or personal leave.
- 11.5 Substitute midday assignments will be assigned as follows:

(A) Rotation Order

1. Routes will be assigned midday substitute drivers in rotation on the midday sub list by seniority and rotation will be continuous.
2. In the event no midday substitute drivers take the midday route, routes will be offered to current, contracted midday drivers by seniority and rotation will be continuous. Contracted midday drivers are not permitted to accept a trip if it conflicts with their contracted

midday route and shall not be subject to Section 11.4.

3. In the event no midday substitute driver and no contracted midday driver takes the midday route, routes will be filled by the first contracted driver accepting an all call.

4.4. Substitute drivers.

(B) When a route is going to be available for an extended period of time, that route will be awarded to the most senior driver on the list. This driver will remain on the route until the regular driver returns. These assignments will be given as they become available without consideration to the amount of the route time.

1. Previous picked day trips must be turned in as soon as possible.
2. The driver will start the extended route the next calendar day.

The extended period shall be defined as "Any sick or personal leave that the Transportation Department is notified in advance of with at least five (5) or more days."

When a driver accepts an extended route and has an appropriate documentation, the route will be covered by the next driver on the midday rotation list for no more than three (3) days. If after three (3) days the driver who originally accepted the route can forego the route and they will not lose their seniority spot on the midday substitute rotation list.

If a driver foregoes an extended route or turns it back, they will not lose their seniority on the midday rotation list. If a driver on a long-term substitute midday route foregoes the route or has the route taken away, s/he does not receive the first opportunity on the next available extended midday route.

- 11.6 When a route is available for more than one day, the regular sub driver assigned to the route may stay on the route until they turn back the work or the office is notified that the route will be open for an extended period of time. When the office is notified, the route will be reassigned to the senior driver as soon as possible.
- 11.7 When a midday route becomes available during the school year, the top substitute midday driver will drive the open route through the route bidding process. Top midday substitute will get the midday route that is left available after route bidding process.
- 11.8 Drivers who hold other midday positions outside of the transportation department but within the Northwest Local School District will not lose their place on the midday substitute list.
- 11.9 When a driver's name comes up for a contracted midday route, he/she must accept the position with no consideration of time or he/she will be placed at the

bottom of the current substitute list.

~~11.10 Midday route(s) rotation call off order:~~

- ~~1. Daily midday substitute drivers on the substitutes' rotation list~~
- ~~2. All call announcement for any contracted driver~~
- ~~3. Substitute drivers~~

11.104 Midday substitutes drivers will receive the higher of either the guaranteed minimum hours detailed in Section 10.4 or drive time for the midday substitute route. Contracted midday drivers who accept a midday substitute route will receive picked up trip time as recorded in the timeclock system provided the time is outside of their contracted midday route. It is the driver's responsibility to enter a note into the timeclock system for their midday route if it is under the minimum hours in Section 10.4.

ARTICLE 12 – EXTRA WORK DETAIL

12.1 TRIP LISTS

(A) Definitions: There will be three lists for Extra Work Detail:

1. Day List – trips that will be run from 9:00 a.m. – 2:00 p.m. on days that Northwest Local School District is in session with the exception of trips on the early courtesy assignments.
2. Night/Weekend List – trips during evenings, weekends, and days when Northwest Local School District is not in session.
3. Emergency Lists – trips that have no driver assigned or have been requested late

a) Emergency Rotation Lists are comprised of drivers who wish to be contacted when unassigned / emergency trips arise as follows:

1. There will be a Day Emergency Rotation List.
2. There will be a Night/Weekend Emergency Rotation List.

b) Emergency Rotation Lists call (via radio, phone) off order:

1. Contracted drivers on the rotation list
2. All Call for any contracted driver during NWLSD school business hours

3. Substitute drivers/Mechanics

- c) One attempt will be made to reach drivers on this list
 - 1. Drivers will be charged for a pass when they are called and do not respond.
- d) Drivers are responsible for keeping their phone numbers current with the office.
- e) It is a driver's responsibility to speak up immediately if they are available to take the trip or if their name has been inadvertently skipped during the emergency lists call off if they are available to take the extra work being offered.

Midday drivers will receive a pass on the Day Emergency Rotation List and will not be called on the radio.

- f) Emergency trips will be called off before midday routes that need to be covered.
- g) If an Emergency trip/route coverage arises it will be called-off at 8:00 a.m.
- h) The office will use the Night/Weekend Emergency Rotation List after office hours by phone. If the office is unable to reach the driver, the list will continue on and the driver will be passed on that rotation.

- (B) These lists shall be by seniority and rotated according to seniority.
- (C) All eligible drivers, within their classification, will be given the opportunity to make themselves available for the Day List, the Night/Weekend List, and the Emergency Lists. (Exceptions: after school tutoring programs and summer trips.) by indicating on an availability sheet distributed each May, their desire to take extra trips for the next school year.
- (D) Drivers may request Transportation Administration remove them from or be passed until further notice for any of these lists at any time.
- (E) Drivers can only request their name be added to any/all of the trip list(s) prior to the first day of each month during the school year. Drivers' names will added at the beginning of the month.

12.2 TRIP SELECTION PROCESS (DAY LIST, NIGHT/WEEKEND LIST, EMERGENCY LISTS)

- (A) No driver shall be on the clock for any trip picking process excluding in-service meetings.
- (B) At the yearly in-service meeting, the trip lists will begin with the driver that has the most seniority.
- (C) Anytime a driver takes a trip it will be counted on the trip list in their spot on the rotation. When management deems necessary to utilize a driver for forty minutes or less, before 9:00 A.M. or before 4:00 P.M., it will not count as a trip. This extra time will not be counted towards overtime restrictions.
- (D) Trips will be posted on the first day of business for the week
 - 1. Trips will be posted two weeks in advance
 - 2. Trips will remain posted until filled
 - 3. All documents pertaining to all trip pickings will be dated, the time trips were posted and numbered in order of posting prior to the lists being posted.
- (E) Picking Trips:
 - 1. A minimum of seven (7) drivers will be called to pick/pass when their name is up on the trip board ~~before~~during their A.M. routes and their P.M. routes.

The office staff will notify drivers on or about 8:00 A.M. or as soon as possible thereafter who need to pick/pass by 10 A.M. The office staff will notify drivers on or about 2:00 P.M. or as soon as possible thereafter who need to pick/pass by 5:00 p.m.
 - 2. Failure to pick when a driver is called to pick by the time described above will result in a pass on that list.
 - a) If a driver is absent or unavailable to report when his/her turn comes around on either list, it is the responsibility of the driver to have someone pick for them, utilize the posted official note list or it will result in a pass.
 - 3. A driver must sign/initial their pick(s) on the posted trip list. Failure to do so may cause the driver to lose their picks.
 - 4. Drivers may not choose extra trips that interfere with their daily assigned routes.

5. If a driver completes a trip that s/he was not eligible to pick, or management has to take back a trip, the employee may be disciplined in addition to having penalties applied pursuant to Article 12.3 under turn back penalties.
 6. Drivers will be able to pick trips/extra work until the driver has accumulated forty (40) hours of scheduled work for that week.
 - a. If a driver has forty hours or less and they are up to pick a trip, that driver will be able to pick a field trip, (one time that week only) that may put that driver into overtime.
 - b. Any additional time a driver has as a result of mandatory early dismissal or random drug testing shall not be counted as time worked for the purpose of this paragraph.
 - c. When the emergency trip list(s) are utilized to cover unassigned emergency extra work detail, a driver is able to accept this work without regard to this provision.
- (F) The list will start with the next driver in line who did not receive a trip.
- (G) Assigned trips will be issued by the end of the business week.
- (H) There will be no trading of trips or driving an assignment that has been awarded to another driver. Both drivers involved in either of these infractions may be disciplined in addition to having penalties applied pursuant to Article 12.3 under turn back penalties.
- (I) Drop/Pick: On all night/weekend trips listed where the driver drops off and goes back later to pick-up at time set by the coach or person in charge, the driver will be guaranteed a minimum of two (2) hours for the drop and two (2) hours for the pick-up.
1. Drivers are required to make pick-ups at designated time.
 2. However, if mutually agreed upon drivers and coaches may to exchange contact phone numbers for pick-up arrangements. (Phone number exchange is optional).
- (J) Drivers are responsible for the trips they pick. Drivers shall not rely on trip tickets being placed in their box. If a driver picks a trip and does not receive a trip ticket within a few days, the driver shall ask the administrator of that trip list for the trip ticket.
- (K) Early Courtesy Assignments:

1. Early Courtesy Assignments are defined as extra work detail that starts before 9:00 A.M. or prior to 4:00 P.M. that may be taken by a contract driver who has early return times.
2. If a driver is available for Early Courtesy Assignments, they need to notify management of their availability.
3. A driver that takes an Early Courtesy Assignment will be counted on the regular rotation lists as follows:
 - (a) Trips starting before 2:00 P.M. will be counted on the Day Trip List.
 - (b) Trips starting at or after 2:00 P.M. will be counted on the Night/Weekend List.
4. A driver who passes on an Early Courtesy Assignment will not receive a pass on the regular rotation lists.

(L) Overnight Trip

1. Drivers will be paid for their exact time on arrival and departure days.
2. Full days out-of-town shall be calculated from the time of the first pick-up to the time the bus is parked at the end of the day. Any full day out-of-town trip, the driver will receive a minimum of eight hours.
3. Sponsoring group will be expected to provide suitable accommodations. Drivers of the same sex will be expected to share a double room.

(M) TBA (To Be Announced)

1. Extra work detail that the time has yet to be announced by the school employees who request the trip.
2. A driver who signs up for a "tba" for that day on the posting, acknowledges that he/she is accepting this extra work detail for the day and are open to any times that will be allocated including trips marked as drop/pick.

(N) When Northwest schools are not in session, extra work lists will not be posted and picks will not have to be made.

1. The Emergency List do not apply to this provision.

12.3 DRIVER “NO SHOW”, “LATE”, AND “TURNBACKS” OF TRIPS:

- (A) Definition of No Show: Driver does not appear/arrive for a designated trip they were assigned/selected.
- (B) Definition of Late: A trip that has been delayed due to the direct failure of the assigned driver. When management is notified that a driver is not where he/she should be as specified on the trip ticket time.
- (C) Definition of a Turnback: A driver returns a trip they had selected/assigned that the driver returns to Transportation Administration because they cannot complete the trip. The driver must personally/directly inform Transportation Administration of the Turnback.
 - 1. TURNBACKS: If a driver turns back an assigned trip for any reason, the driver loses that trip and may not take that trip on any trip list plus the consequences described herein. Exceptions: Work assignment has changed, or subpoenaed to a court hearing with official documentation given to management.
 - 2. DRIVER CALLS OFF ON A TRIP DATE: If a driver accepts a trip and calls off the day of the trip (a.m., midday, or p.m. routes) the driver will be charged for that trip and will be ineligible to take the trip and it will be considered a turnback. This does not apply to prescheduled time off.
- (D) Driver Consequences of Late and Turnbacks
 - 1. First Offense: The driver will receive one pass on the rotation list that the infraction occurred
 - 2. Second Offense: The driver will receive two passes on the rotation list that the infraction occurred.
 - 3. Third Offense: The driver will receive three passes on the rotation list that the infraction occurred.
 - 4. Fourth Offense: The driver is removed from the list the infraction occurred on until the beginning of the next school year.
 - 5. Infractions extend into the following school year if they are not completely served by the end of the NWLSD school year. Serving infractions/penalties will extend into the following school year. Once fully served, drivers shall start over at zero under Section 12.3.

(E) Driver Consequences for No Show:

1. First Offense: The driver will be removed from all picked lists for a period of thirty (30) calendar days.
2. Second Offense: The driver will be removed from all picked lists for a period of sixty (60) calendar days.
3. Third Offense: The driver will be removed from all picked lists for a period of ninety (90) calendar days.
4. Fourth Offense: The driver will be removed from all picked lists for a period of One Hundred Eighty (180) calendar days.
5. The penalty will start the day after the infraction occurred. Infractions extend into the following school year if they are not completely served by the end of the NWSLD school year. Serving infractions/penalties will extend into a following school year. Once fully served, drivers shall start over at zero under Section 12.3.
 - a) The driver will lose any trips that they have been awarded during the penalty period and will not be permitted to take those trips lost on the Emergency Trip Lists if offered unless all other drivers on the Emergency Trip Lists pass including subs.
 - b) The driver will be permitted to take any other emergency call off work.

12.4 CANCELLED and CHANGED TRIPS:

(A) Cancelled Trips

1. If a trip is cancelled before reporting for the trip, the driver will be eligible to pick first from the next posted list (the list the trip originated from).
 - a) If multiple employees have a canceled trip, re-picking will go by whose trip was canceled first and so on.
 - i. Exception for this provision: If all activities are canceled for the same day, (example: inclement weather) then the re-picking would begin with the driver who picked their trip first (per picking rotation), then second and so on.

2. If the trip is canceled after the driver reports to the bus lot for said trip, the driver will be paid two (2) hours' time and get to re-pick on the trip list with the stipulations set forth above.
3. If management/office staff is notified in advance of the cancellation and notifies the driver at least one hour in advance of the start time of the trip, the driver would not get a paid (2) hours show up time. However, they would be eligible to re-pick on that rotation list with the stipulations set forth above.
4. EMERGENCY TRIPS CANCELLATIONS: If a driver's emergency trip is cancelled, the driver will be the first driver called for the next emergency list opportunity.

(B) Changed Trips

1. If a trip time of day, date, or location has been changed, the driver is given one of two options:
 - a) keeping the trip
 - b) picking another trip from the next posted list set forth in the process for cancelled trips
2. If a driver returns/refuses a changed trip to the office for any reason that driver is ineligible for that trip whether the trip is reposted or in emergency call off and counted as a pass.

12.5 SUMMER TRIPS, SUMMER ROUTES and AFTER SCHOOL TUTORING

- (A) After school tutoring programs, summer routes, and summer trips will be posted separately and picked by seniority. All drivers will be given the opportunity to sign up for this extra work.
- (B) After school tutoring programs:
 1. After school tutoring programs will be taken away from a driver who calls in sick on a day they are scheduled to drive.
 2. The driver will be counted with a turn back on the Night/Weekend List.
 3. The remainder of the work detail will be filled off this rotation list.
 4. If no driver on this list accepts the work, then it will be called off the regular emergency list.

(C) Summer trips:

1. Administration can use summer workers for emergency summer trips without going through the rotation list only in emergency circumstances.
2. Administration will use the rotation list for short term work when given appropriate time to find a driver on the summer emergency list.
 - a) The summer driver rotation list will be used as the summer emergency contact list.
3. Any turnback will be filled off the summer emergency rotation list when administration is given appropriate time to find a driver on the list.
4. Any driver not fulfilling their committed obligations will be penalized as per the No Show, Late to Trip, Turnback consequences policy).

(D) Summer Routes:

1. Summer routes are defined to be extra duty assignments that occur in the summer outside of an employee's annual contracted work hours that last more than one week.

12.6 EXTRA WORK/EXTRA PAY

- (A) Drivers cannot take it upon themselves to seek extra work for pay. Drivers who wished to be considered for extra work when NWLSD are not in session must sign up on the extra work list that is posted.
- (B) On early release days, drivers who have been given additional assignments, that are not part of their regular route, can take an emergency trip over the extra assignment. The extra assignment would then have to be covered by another driver. The bargaining unit member will be held harmless to this change.

12.7 USE OF GARAGE STAFF

- (A) When management deems it necessary to utilize any of the garage staff in the bargaining unit to cover any driving assignments, these assignments will be allocated by seniority rotation.

- (B) For purposes of this provision only, seniority classifications for this rotation will not be recognized when driving assignments must be covered by these members of our bargaining unit.
- (C) Mechanics that are on call during weekends and holidays shall be compensated for two (2) hours plus additional call out time worked.

ARTICLE 13 - REDUCTION IN FORCE

- 13.1 When the Board determines to reduce the number of bargaining unit positions because of lack of funds, abolishment of positions or lack of work, the following procedure shall be used:
 - A. The Board will determine in which classifications the reduction will occur and the number of positions to be eliminated.
 - B. The administration shall prepare a seniority list in the classification affected by the layoff listing employees in their order of classification/seniority.
 - C. Employees will be laid off with the employee with the least seniority in the classification affected by the layoff being laid off first, etc.
- 13.2 Any employee who was laid off shall be placed on a recall list for a period of two (2) years from the effective date of the employee's layoff. After the provisions of Article 7 are met, if a vacancy occurs in the classification from which the employee was laid off, the most senior employee on the recall list in that classification shall be offered the vacancy.
 - (A) If an employee refuses an offered vacancy in his/her classification, his/her name shall be removed from the recall list and the Board's obligation hereunder terminated. The position will then be offered to the next person on the recall list. The procedure shall be repeated until the vacancy is filled or there are no longer persons on the recall list in the classification effected.
- 13.3 The Board has fulfilled its responsibility herein by sending a notice of recall to an employee at his/her last address left with the EAC. This notification of recall shall be sent by certified mail. Unclaimed, refused or non-deliverable letters or failure to respond within ten (10) days of the mailing of the notice will constitute refusal of the vacancy.
- 13.4 It is understood and agreed that the Board of Education may make a reduction in force utilizing the procedures set forth in this article.

- 13.5 Bargaining Unit employees laid off shall be offered substitute positions that occur before other substitute employees in their job classification and paid at step one (1) of the pay schedule for that classification.

ARTICLE 14 - COMPLAINTS ABOUT BARGAINING UNIT EMPLOYEES

- 14.1 If the administration receives a verbal or written complaint against a member of the bargaining unit and the supervisor intends to investigate the complaint, the supervisor shall meet with the employee as part of the investigation in order to allow the employee to respond to the complaint and state his or her view of what happened prior to completing the investigation. During the course of the investigation, the employee may have Union representation.
- 14.2 If the administrator concludes that there was no basis for the complaint, then there shall be no record of the investigation in the employee's personnel file and the administrator will report this result to the employee in written form.
- 14.3 Complaints made directly to the Board will be referred to the administration before they are considered directly by the Board.

This provision does not apply to nor must it be followed in cases of alleged child abuse which shall be reported to the proper authorities as required by law.

ARTICLE 15 - PERSONNEL FILE

- 15.1 The official personnel file of each member shall be maintained in the office of the Human Resources Administrator. This shall be considered a confidential file, except for that information which is directory information, and an official file of recorded information on members maintained by the Board and administration. Although supervisors and other administrators may maintain separate anecdotal records, these anecdotal records will not be considered part of the employee's employment record unless they are included in the official file. Anecdotal records not included in the official file will be destroyed four years after being made.
- 15.2 Upon advance written request, a member shall be able to review his/her personnel file during the regular work hours of the office in which the file is kept. The official file may be reviewed in the office of the Human Resources Administrator and in the presence of the Human Resources Administrator or his/her designee. The member shall have the right to be accompanied by a Union representative. A representative of a member shall be given access to the file of said member upon presentation of written authorization from the member, including the signature of said member.
- 15.3 Nevertheless, in addition to the member, the individual members of the Board

of Education, Superintendent/designee, Assistant Superintendent, Human Resources Administrator, Transportation Supervisor or any other administrator/supervisor who has a legitimate district-related reason for reviewing the employee's file shall have access to same. All materials placed in the personnel file of members shall include the date the items were placed in the file.

- 15.4 Prior to the placement of evaluative or disciplinary material in a member's file, the member shall be shown the material to be placed in his/her file and may initial said material indicating that he/she has seen it. The initialing of the material does not indicate agreement with the contents of same.
- 15.5 A member shall have the right at any time to attach a written reply to any material being placed in his/her file and this reply shall be attached to the material in question.
- 15.6 Any member shall have the right to obtain a photo static copy of any item(s) (except confidential pre-employment items) in his/her personnel file upon the payment of the reasonable cost of photocopying said material.
- 15.7 Anonymous complaints which cannot be verified for accuracy will not be included in the personnel file of any member of the bargaining unit. The provisions of this section of the contract shall not be construed as limiting the rights accorded to a member pursuant to Chapter 1347 of the Ohio Revised Code.
- 15.8 Any material may be removed from the personnel file of an employee with mutual consent of the employee and the Superintendent/designee or his/her designee.

ARTICLE 16 - PERSONAL LEAVE

- 16.1 Each employee shall be entitled to three (3) days of leave annually.

During their first year, new hires who start before November 1 shall be entitled to three days of leave with pay, those who start from November 1 through January 31 shall be entitled to two days of leave with pay, and those who start on or after February 1 shall be entitled to one day of leave with pay, for the above purposes." "Start date" is the first day of contracted employment.

- 16.2 No more than five (5) bargaining unit members in a classification may miss work on personal leave on the same day. Personal leave may not be used for extending a weekend, vacation or holiday period; or for pursuing or engaging in gainful employment elsewhere. Personal leave shall not be available on in-service days, Fridays in May, and the first ten (10) student days each year.

Employees needing a personal leave day(s) immediately preceding or following any weekend, holiday or vacation period, graduations of spouse or children, weddings or military deployments, shall submit written reasons for such requests to the administrator in charge of Human Resources. The reasons for the personal leave requests for the day(s) immediately preceding or following any weekend, holiday or vacation period must be approved by the Superintendent/designee before it can be taken.

16.3 If in any one work year, an employee requires the use of more than three personal leave days, the employee shall submit a written request citing the reasons for said leave and if the administrator in charge of Human Resources or designee acting in his/her sole discretion approves the request for additional leave days, they shall be granted.

16.4 An employee must complete a personal leave request electronic form and submit it to the Supervisor for approval at least three (3) work days in advance of the requested day.

16.5 At the end of a work year, an employee's unused personal leave will be rolled into his/her sick leave accumulation to the maximum accumulation allowed by the contract. If an employee has reached his/her maximum sick leave accumulation, then the employee shall be paid forty-eighty and 00/100 dollars (~~\$80.00~~~~40.00~~) for each unused personal leave day that could not be rolled into the employee's sick leave accumulation balance.

At the end of a work year, any employee, provided they have had ninety-five percent (95%) attendance, may notify Human Resources in writing by June 1, of their decision to roll up to one (1) unused personal leave day into the next school year so that the employee can carry a maximum total of four (4) personal leave days in a school year.

16.6 Personal leave will be applied as actual time taken off divided by bid time to get a percentage of a day off, then rounded up to the nearest one quarter (1/4) or one third (1/3) up to one (1) day and loaded into eFP based on the below:

Leave Applied:	Percentage of Bid Time:
.25	.00 - .30
.33	.31 - .43
.50	.44 - .60
.66	.61 - .73
.75	.74 - .99
1.0	1.0

ARTICLE 17 - SICK LEAVE

17.1 Each classified employee shall be granted sick leave with pay at the rate of

one and one-quarter (1 1/4) days per month of completed service to a maximum of 15 days per year. Each classified employee employed by the District on a part-time basis shall be granted sick leave for his/her time employed at the same rate as that granted members who are employed on a full-time basis. Each newly employed classified employee shall be advanced five (5) days of sick leave. Each employee who has exhausted his/her accumulated sick leave shall be advanced up to five (5) additional days unless the employee is going on disability retirement, or the employee's termination is imminent.

17.2 Classified employees may use sick leave for absence in the following situations:

- A. Personal illness, injury or pregnancy.
- B. Exposure to a contagious disease which could be communicated to others.
- C. Illness, injury or death in the employee's immediate family "Immediate family" means spouse, child/children, father, mother brother(s), sister(s), member(s) of the immediate household, and person(s) who have assumed a similar legal responsibility to the employee and/or his/her spouse.
- D. In the event of an illness, injury or death of an employee's father-in-law, mother-in-law, brother(s)-in-law, sister(s)-in-law, grandmother(s), grand-mother-in-law, grandfather(s), grandfather-in-law, grandchild/grand-children, the employee is limited to a leave of a maximum of five (5) days' absence with full pay. Additional days beyond the five (5) days may be granted by the Superintendent/designee.

Leave of one day may be granted with pay to an employee because of the death of any other person, with approval of the Superintendent/designee. Additional days may be granted by the Superintendent/designee.

17.3 Any employee who has been absent ~~ten-eight (8)(10)~~ or more consecutive work days must present a satisfactory report from a licensed physician, that the employee is able to resume normal duties. The employee will not be permitted to assume his/her normal duties until the physician's report has been presented to the school authorities.

17.4 Pursuant to the Ohio Revised Code, each classified employee who has been separated from public service in the state of Ohio shall have his/her accumulated sick leave reinstated provided he/she has not used such sick leave in the employ of another Board of Education and/or other public agency(s) of the state of Ohio, and that such re-employment takes place within 10 years of the date of his/her separation. Further, each employee who transfers from another public agency in the state of Ohio to the District shall receive full credit for his/her accumulated sick leave to a maximum allowed by the Board of Education. ORC 3319.141.

- 17.5 Unused sick leave for members of the bargaining unit excluding mechanics shall be a maximum accumulation of 250 days. Mechanics shall accumulate sick leave to a maximum of 272 days.
- 17.6 Sick leave will be applied as actual time taken off divided by bid time to get a percentage of a day off, then rounded up to the nearest one quarter (1/4) or one third (1/3) up to one (1) day and loaded into eFP based on the below:

Leave Applied:	Percentage of Bid Time:
.25	.00 - .30
.33	.31 - .43
.50	.44 - .60
.66	.61 - .73
.75	.74 - .99
1.0	1.0

ARTICLE 18 - MEDICAL LEAVE

- 18.1 Classified employees who are unable to work because of illness and/or other disability, including, but not limited to pregnancy, and who have exhausted or chosen not to utilize their sick leave benefits, shall be placed on an unpaid medical leave of absence for the period of time they are medically unable to perform their duties to a maximum of two (2) consecutive years at their request. Upon subsequent request, the Board may grant a medical leave and renewal(s) thereof to any employee because of illness and/or other disability in accordance with Ohio Revised Code.
- 18.2 The treasurer shall pay the Board's share of the premiums for group insurance plans for each employee on an unpaid medical leave of absence in the manner and to the extent required by the Family Medical Leave Act.
- 18.3 After payment of the group insurance plans has been paid by the Board on behalf of the employee to the extent required by FMLA, said employee remaining on unpaid leave may continue to participate in any and all of the group insurance plans provided that employee pays 100% of all his/her premiums of his/her choice for the insurance which he/she wishes to maintain for the remainder of the medical leave.
- 18.4 If the Superintendent/designee believes that employees are medically unable to perform their duties, the Superintendent/designee may request that the employees submit a written statement from their physicians attesting to their ability to return to and continue working.
- 18.5 Upon the return to service at the expiration of such leave, the employee shall resume the contract status which was held prior to such leave.

ARTICLE 19 - LEAVE OF ABSENCE WITHOUT PAY

- 19.1 Upon a written request, the Board of Education may grant a leave of absence for a period of not more than two (2) years for educational, professional or other purposes.
- 19.2 Upon the return of an employee from a leave, the Board may terminate the employment of the person hired for the purpose of replacing the returning employee while he/she was on leave. The employee shall return to the position held before the approved leave of absence.
- 19.3 An employee on leave pursuant to this provision may maintain insurance benefits by paying 100% of the premium for the benefits desired.
- 19.4 A driver who is out on a leave at the beginning of a school year with documentation requesting leave for the entirety of the school year (with or without pay), shall pick a route time on pick day but shall not be assigned to any route as they are on leave. This route time shall be the route time that is utilized for any pay and benefits the driver may be entitled to during the school year s/he is on leave (ex. if utilizing any sick leave), but shall not guarantee the driver pay and benefits during any unpaid portion of leave.

ARTICLE 20 - MILITARY LEAVE

- 20.1 The Board shall re-employ a former classified employee who left employment with the Northwest Local School District Board of Education for the purpose of entering military service of the United States. Such re-employment will be in accordance with 3319.085 of the Ohio Revised Code.
- 20.2 Upon reapplying with the District, such employee shall be re-employed at the first of the next school semester, if such application is made not less than thirty days prior to the first of such next school semester, in which case such employee shall be re-employed the first of the following school semester, unless the Board waives the requirement of such thirty day period.
- 20.3 For the purpose of seniority and placement on the salary schedule, years of absence while serving in the Armed Services of the United States or auxiliary shall be counted as though the employee had been performing employment services with the Board during such time.
- 20.4 The Board may suspend the contract of a bargaining unit employee whose services became unnecessary by reason of the return of the employee from service in the Armed Services or auxiliaries thereof in accordance with Article

#13, Reduction in Force, of this Contract.

ARTICLE 21- ASSAULT LEAVE

- 21.1 An employee who is absent due to physical disability resulting from a clearly unprovoked attack upon said employee, which assault occurs on Board premises or while in attendance at an official school function, and which arises out of the course of said employee's employment, shall, subject to the approval of the Superintendent/designee, be granted up to forty (40) working days of assault leave which shall not be deducted from sick leave. During assault leave, said employee shall be maintained on full pay status. Assault leave will not be granted under this policy unless said employee:
- A. Has signed a written statement justifying the granting and use assault leave.
 - B. Provides a certificate from a licensed physician stating the nature and duration of the disability and the necessity of absence from regular employment.
 - C. Agrees to file criminal charges against the person or persons involved. Falsifications of these statements shall be grounds for suspension or termination of employment.

ARTICLE 22 - JURY DUTY LEAVE

- 22.1 The classified employees shall receive their regular rate of pay while serving on jury duty.
- 22.2 Remuneration for serving as a juror may be retained by the employee.

ARTICLE 23 - SUBPOENAED WITNESS

- 23.1 Any bargaining unit employee who is subpoenaed to a hearing involving a student(s) and/or court involving a matter arising out of the performance of his/her contractual duties shall receive no loss in salary while responding to said subpoena. However, no employee of the bargaining unit shall be compensated pursuant this provision if he/she is a party to the litigation against the Board or its administrative employees.

ARTICLE 24 - HOLIDAYS

24.1 Personnel employed on a nine (9) or (10) month basis are entitled to the following holidays with pay:

New Year's Day	Christmas Day
Martin Luther King Day	Presidents' Day
Labor Day	Veterans' Day (if observed by District)
Thanksgiving Day	

In addition to the above holidays, personnel employed on an eleven (11) or twelve (12) month basis will be given Juneteenth, Independence Day, Memorial Day and two (2) unspecified holidays. The two unspecified holidays will be designated by the administration and included in the employee's work calendar for the next year which he/she will receive by June 30.

A nine (9) or ten (10) month employee who works in the summer, after Northwest District is out of session, shall receive payment for a Memorial Day holiday and/or Independence Day holiday provided the employee works the last work day prior to and next work day after Memorial Day and/or Independence Day.

- 24.2 Should an employee be asked to work on a holiday stated above, he/she will be paid time and one-half for that time in addition to regular scheduled holiday pay.
- 24.3 Each employee shall be on paid status before and after the holiday to be eligible for and receive holiday pay.
- 24.4 If the holiday falls on a Saturday, the preceding day shall be observed. If a holiday falls on a Sunday, the following day shall be observed.

ARTICLE 25 - VACATIONS

- 25.1 All eleven and twelve month classified employees who are continuing their employment with the Northwest Local School District shall be entitled to annual vacation with pay in accordance with the District's vacation procedures.
- 25.2 All classified employees entitled to vacation allowance are permitted to accumulate vacation days up to four (4) years (current year) and three (3) years (preceding years). Classified employees may not use more than twenty (20) consecutive days, in any one year. During the first five (5) full years of employment, each eleven (11) and twelve (12) month employees are entitled to ten (10) days of paid vacation. During the fifteen (15) succeeding years of continuous employment, each classified employee is entitled to fifteen (15) days of paid vacation. After twenty (20) full years of continuous service each eleven (11) and twelve (12) month employee will be entitled to twenty (20) days of

paid vacation annually.

<u>Years of Employment</u>	<u>Vacation Earned</u>
1 – 5 Years	10 days
6 – 20 Years	15 days
20 + Years	20 days

25.3 Upon separation from employment with the Northwest Local School District, the classified employees may be paid for accumulated vacation leave, not to exceed the amount accrued during the last three (3) years of employment.

In case of the death of an employee, such accrued and unused leave will be paid to the Estate of the deceased.

25.4 Vacation leave will be applied as actual time taken off divided by bid time to get a percentage of a day off, then rounded up to the nearest one quarter (1/4) or one third (1/3) up to one (1) day and loaded into eFP based on the below:

Leave Applied:	Percentage of Bid Time:
.25	.00 - .30
.33	.31 - .43
.50	.44 - .60
.66	.61 - .73
.75	.74 - .99
1.0	1.0

ARTICLE 26 - OVERTIME

26.1 One and one-half (1 1/2) times the employee's regular straight time will be paid for assigned and approved hours physically worked in excess of forty (40) hours in one (1) week. Work week begins Sunday 12:01 a.m. and ends Saturday at 12:00 midnight.

26.2 All bargaining unit members working any position in the school district counts towards forty (40) hours.

26.3 If a holiday falls during the week for regular twelve (12) month employees, the hours will count as hours worked and overtime will be paid.

26.4 The District may require participation of classified employees in Professional Development activities throughout the school year.

ARTICLE 27- DRUG AND ALCOHOL TESTING

27.1 The employees of the Bargaining Unit agree that they will submit to a drug and

alcohol test if requested to do so by the Transportation Supervisor whenever the driver is involved in an accident or if the Supervisor has reasonable cause to believe that the employee may be under the influence of drugs or alcohol. If directed to take a drug and alcohol test, the full cost of the testing will be paid by the Board.

- 27.2 Members of the Bargaining Unit who undergo drug/alcohol testing will be paid two (2) hours pay if the testing takes place during time they are not being paid to work by Board. If a member is required to go off-site and use his/her own vehicle to go for drug/alcohol testing, the member will be reimbursed for mileage at the district reimbursement rate.
- 27.3 If an employee fails to take a test after being directed to do so as provided herein, the employee may be terminated by the Board.
- 27.4 It is understood that the Board of Education will initiate any and all additional drug and alcohol testing required to be in compliance with the regulations issued by the Ohio Department of Transportation and upon the request of the union, shall meet with the union to bargain over the effects of those changes if they are broader in scope than Article 27 of this contract.

ARTICLE 28 - CALAMITY DAYS

- 28.1 Employees will not lose pay for all regular hours of work lost when schools are closed because of bad weather or a calamity based on their strip hours for that day.
- 28.2 If the day closed is rescheduled and made up, the employee will not receive additional compensation.
- 28.3 The Board agrees that all notices for delayed start or closing of schools as a result of a calamity shall be decided upon by the administration and notice given to bargaining unit members prior to 5:15 A.M.
- 28.4 In the event that this decision/notice of delay/closing is not made prior to 5:15 A.M., any employee who arrives at the work location shall be compensated for two (2) additional hours on that work day.
- 28.5 If the decision/notice is made prior to 5:15 A.M. for a calamity delay/closing, employees shall only be compensated based on the amount of hours they are normally scheduled and shall not receive any additional compensation as a result of the delayed start/closing.

ARTICLE 29 - SEVERANCE PAY

- 29.1 Upon retirement from the District and participation in and receipt of benefits from

the School Employees Retirement System, a member of the Bargaining Unit will receive severance pay in an amount equal to 25% of his/her unused accumulated sick leave at the time of the employee's retirement from the District. This payment shall eliminate all sick leave accumulated by the employee at that time. Such payment may be made only once to an employee.

ARTICLE 30 - PAY PLANS

- 30.1 Members of the bargaining unit shall be paid on the basis of twenty-four (24) paychecks of equal amounts to be distributed to the member on the 10th and 25 of each month beginning on September 10. Deductions will be spread over two pay periods.
- 30.2 Payment to employee shall be implemented and paid to the employee through direct deposit at the bank and in the account directed by the employee. Payment of employee wages will no longer be done by payroll check.
- 30.3 Employees who participate in a tax-sheltered annuity program shall have the option of their deductions for TSA's to be withheld in ~~either twelve (12) or~~ twenty-four (24) equal deductions.

ARTICLE 31 - UNION DUES CHECKOFF

- 31.1 The Board agrees to deduct from the wages of Union members, the payment of dues to the Union, upon presentation of a written authorization, from the employee. The dues as calculated based on a formula provided by the Union shall be withheld and remitted to Ohio Association of Public School Employees, 6805 Oak Creek Drive, Columbus, Ohio 43229. Dues deductions shall be continuous except any member may revoke a written authorization for dues deduction and membership in a manner consistent with the withdraw procedures set forth in the OAPSE membership application signed by the employee.
- 31.2 Current employees who have not authorized union dues deduction during the term of the contract shall notify the Treasurer by October 1 each year of their desire to deduct dues and the Treasurer shall initiate dues deduction for that year.

For those employees who have authorized dues deduction as provided herein, the Treasurer/designee shall begin equal deductions with the first pay in October and continue said deductions with each paycheck up to and including the last paycheck in August except as otherwise provided for new hires or new members in the following paragraph.

- 31.3 New hires or new members that have authorized dues deduction after the first pay in October, shall have their dues spread equally through the remainder of the year.

- 31.4 The Employer 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.
- A. 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 Employer and the Union.
 - B. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the names of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.
- 31.5 The Union agrees to indemnify and hold harmless the Board against any and all claims that may arise out of and/or by any reason of any action taken by the Board in implementing this provision and/or in reliance upon any authorization submitted by the Union to the Board.

ARTICLE 32 - UNION RIGHTS

- 32.1 Up to two (2) delegates to the OAPSE delegate conference shall be granted a maximum of three (3) days off with pay each year to attend the conference. The Board is not obligated to pay any expenses related to such attendance.
- 32.2 The Union shall have the use of the bulletin board at the Transportation Office for posting Union material.
- 32.3 The Union shall have the right to use the District mail system for the distribution of Union materials to its membership provided the materials are not defamatory, obscene, libelous, derogatory or disruptive to the normal operations of the District.
- 32.4 The Union may use the copying machine at the Transportation Office provided it supplies the paper and pays one (1) cent per copy for all pages run.
- 32.5 A Union representative may meet with an employee at the employee's job site before or after the employee's work day or while the employee is on lunch break. The Union shall be permitted to speak with new employees for a period of no more than ten (10) minutes to discuss Union Membership and Benefits. This meeting can take place on paid time, in private, and in the new employees' first week of work or at the next most reasonable opportunity.
- 32.6 A Labor-Management Committee consisting of up to five (5) persons appointed by the Union and five (5) persons appointed by the Administration shall meet ~~once a month~~ to discuss matters affecting the Bargaining Unit and the Administration. Union members of the LMC will be paid to attend up to four (4) LMC meetings. LMC meetings may be cancelled should there not be topics for discussion at the

discretion of the Administration, and Union LC members shall not be paid for that meeting(s).

- 32.7 The Union shall be granted the right to receive a copy of all agendas and minutes of all Board meetings. In addition, the Union President or his/her designee shall be informed at the same time the Board members are informed of any agenda changes made after the above materials have been distributed to the Board members.

ARTICLE 33 – MECHANIC UNIFORM, TOOLS, AND SHIFT BIDDING

- 33.1 The District shall provide uniforms to mechanics and mechanic helpers which they shall be required to wear. An allowance of \$200.00 per year shall be provided for shoes for mechanics and mechanic helpers which they shall be required to wear. A uniform allowance of up to \$600 per year per person shall be provided to mechanics and mechanic helpers for uniforms. Receipts for uniform must be provided before the allowance will be paid.
- 33.2 Mechanics must provide their own hand tools as required by the District. Mechanics will be responsible for replacing their own lost, worn and broken tools; however, the District will reimburse each mechanic up to ~~\$600.00~~400 per year to replace worn and broken tools. The District requires verification of the need an cost of replacement as well as the mechanic turning over ownership of the worn or broken tool to the District or tool vendor. If provided to tool vendor, the mechanic must provide receipt showing core charge. ~~reserves the right to require verification of the need and cost of replacement.~~
- 33.3 Mechanic Shift Bid. At the beginning of each school year (first week of August) the mechanics will pick work shifts by seniority. Management reserves the right to adjust their times in the event of emergencies, summer hours, and/or inclement weather.

ARTICLE 34 - WAGES

- 34.1 Salary schedules attached.

The following shall be the base increases for the corresponding school years:

~~_____ 2021/2022 _____ 2% increase on base~~
~~_____ 2022/2023 _____ 2% increase on base~~
~~_____ 2023/2024 _____ 2% increase on base~~ 2024/2025 3% increase on base
2025/2026 3% increase on base
2026/2027 3% increase on base

- 34.2 All mechanics who are A.S.E. School Bus (S Series) certified or other certified training deemed beneficial in advance by the Transportation Supervisor shall

receive a \$500 lump sum bonus each year they are so certified.

- 34.3 District will pay for annual driver abstracts.
- 34.4 District will reimburse driver for cost of CDL - difference between regular license and CDL.
- 34.5 Assistant Head Mechanic - One (1) mechanic will annually be designated as the Assistant Head Mechanic. The Assistant Head Mechanic will assume the responsibilities of the Head Mechanic in the absence of the Head Mechanic. The designated Assistant Head Mechanic will receive an additional \$.50 per hour when assuming these responsibilities, but only when the Head Mechanic is absent for 10 consecutive work days or longer.
- 34.6 Wage Placement After Transfer

In the event an employee is moving to a higher paying job classification, they shall be placed in the new position at a pay rate closest to, but not less than, their current rate. If an employee elects to move to a lower paying classification, they shall do so with the knowledge that their rate of pay will be determined by their years of seniority (total years of district employment), on the salary scale of the new position. District Seniority shall not be affected. Classification Seniority shall begin on 1st day of work in new classification.

ARTICLE 35 - INSURANCE BENEFITS

- 35.1 Health Insurance:
 - (A) The Board shall purchase through a carrier licensed in the State of Ohio, health insurance coverage that meets or exceeds the current specifications for health insurance carrier to the extent that it is commercially available. In addition, the Board will make available to members of the Bargaining Unit as an option, any other available health insurance carrier offerings available to other classifications of employees in the district.
 - (B) For all members of the bargaining unit regularly assigned to work seven hours or more per day annually, the Board shall pay 85% of the family or 90% of the single premium for the health insurance plan selected by the member of the bargaining unit.
 - (C) All members of the bargaining unit regularly assigned to work at least four but less than seven hours per day annually, and all members of the bargaining unit regularly assigned to work less than six hours per day annually who are "full time" as defined by the Affordable Care Act, shall have the Board pay 65% of the family or 90% of the single premium.

- (D) All members of the Bargaining Unit regularly assigned to work less than four (4) hours per day annually and who are not "full time" as defined by the Affordable Care Act will not be entitled to health insurance Benefits.
- (E) In the event the family or single premium for the health insurance increased by more than 10% annually for the plan year, the member shall be responsible for the amount of the premium above the 10% increase in addition to the amount of premium contribution from the previous year. The first 10% of any annual increase shall be split at the current contribution rates. For example, if the health insurance premiums increase 15% in the 2022 plan year, the member's contribution coverage shall increase to cover the full amount of any increase above 10%. The contribution percentage will then be adjusted accordingly. The Board and the Union may, through recommendations per the Health Insurance Committee, consider changes in plan design to reduce the increase.

35.2 Dental Insurance:

- (A) The Board shall continue to provide the dental plan currently in effect or its equivalent, and pay an amount equal to 100% of either the single or family premium for those employees regularly scheduled to work a minimum of six (6) hours per day for the entire work year.
- (B) Employees regularly scheduled to work a minimum of four (4) hours per day, but less than six (6) per day for the entire work year shall be eligible to receive dental insurance with the Board contributing an amount equal to 100% of the single plan premium rate for the coverage selected.
- (C) Drivers who work four (4) hours per day may pay for family dental insurance if they choose this coverage.

35.3 Life Insurance:

- (A) The Board shall provide \$29,000 life insurance per year, 100% Board paid for all employees regularly scheduled to work seven (7) hours per day for a full work year.
- (B) The Board shall provide \$22,000 life insurance per year, 100% Board paid for all employees regularly scheduled to work a minimum of six (6) hours but less than seven (7) hours per day for the full work year.
- (C) The Board shall provide \$15,000 life insurance per year, 100% Board paid for all employees regularly scheduled to work four (4) hours per day, but less than six (6) hours per day for the entire work year.

35.4 A 125 Flex Plan shall be made available to members of the bargaining unit in the

same manner and to the same extent as teaching employees of the Board.

ARTICLE 36 - RETIREMENT PROGRAM

- 36.1 Any member of the bargaining unit who retires when first eligible for full retirement benefits through SERS will receive severance pay from the Board in an amount equal to 50% of his/her unused accumulated sick leave provided the employee remains until the end of the school year.
- 36.2 Employees applying for and/or receiving disability retirement are not eligible to participate in this plan.
- 36.3 In order to implement this provision, an eligible member must resign for retirement purposes effective the last day of his/her work year with said resignation being received by the human resources office no later than ~~April~~February 1 of the year the employee first meets any one of the above retirement criteria.

A member must take advantage of this plan whenever he/she first meets the criteria for retirement eligibility set forth above or he/she shall forfeit the right to this early retirement incentive program forever and shall be eligible for regular severance as set forth in Article 29 of this Agreement.

ARTICLE 37 – CHARTER BUS SERVICES

- 37.1 Charter buses shall be allowed for any trips outside the State of Ohio in which the mileage outside the state line is equal to or exceeds 220 miles round trip, providing a good-faith attempt is made to utilize the shortest allowable route by via safe roadways.
- 37.2 The Board shall provide the Union with advance written notice of its intent to use charter buses for Board-approved curricular or extra-curricular activities.
- 37.3 The Union shall have two school days from its receipt of advance written notice by the Board to file its objection to the proposed use of a charter bus.
- 37.4 Special exemptions in which charter bus services may be used for Board-approved curricular or extra-curricular activities at the Board's sole discretion:
- (A) State championships for athletics;
 - (B) Board-approved student groups, clubs and organizations, including athletics, may use charter bus service for a total of ten trips District-wide per school year, separate from and in addition to the above exemptions. These trips may be paid for by private funds provided to the Board.

(C) Summer school transportation when the routes have been offered to the Association membership yet remain unfilled.

37.5 This provision does not prohibit student groups, clubs, organizations or athletic groups from utilizing Northwest transportation, in accordance with the Ohio Revised Code, if so desired.

ARTICLE 38 – PRINTING & DISTRIBUTING THE CONTRACT

38.1 At the conclusion of negotiations, upon ratification from both parties and approval of the final draft of the new agreement, OAPSE will print the agreement and each party will pay fifty (50%) percent of the printing cost.

38.2 When new employees are awarded a first contract, management will provide the new employee with a copy of the negotiated agreement and notify the Union President of the new employee's identity.

ARTICLE 39 – WORKPLACE SHORTAGES

39.1 Bus Assistants Used as Van Drivers. In the event a bus assistant is utilized as a van driver, they will be paid on the van driver salary schedule at their current step. Bus assistants will rotate van driver work opportunities by qualified seniority rotation.

39.2 Assistance Beyond Typical Routes.

Employees who assist in the below situations will receive an extra fifteen (15) minutes of pay at their hourly rate.

1. Double run – running two routes in a single tier.
2. Divided Route – the students from one bus are divided among other buses.
3. Reassigned to a different route – driver is taken off of their contracted route to cover for another route.

This section does not apply to permanent route readjustment, to extra work detail, or to times when a driver is already in a paid status without a route. The Transportation Supervisor will enter this time into the time clock system which will be subject to approval by the employee.

ARTICLE 40 - DURATION

40.1 This contract shall be effective upon its execution by the parties and shall expire on June 30, 20274.

IN WITNESS WHEREOF, the duly authorized representatives of the Northwest Local School District Board of Education and the Ohio Association of Public School Employees, Local No. 230 have executed this contract on the ____ day of ~~August~~July, 2024.

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES, Local No. 230

NORTHWEST LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

By: _____
President

By: _____
President

By: _____
Vice President

By: _____
Treasurer

NORTHWEST LOCAL SCHOOL DISTRICT SALARY SCHEDULES

NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT	
Salary Schedule		Salary Schedule		Salary Schedule	
2024-25		2024-25		2024-25	
Mechanic		Head Mechanic		Mechanic Helper	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$26.70	1	\$29.83	1	\$16.43
2	\$27.23	2	\$30.43	2	\$16.98
3	\$27.77	3	\$31.04	3	\$17.56
4	\$28.33	4	\$31.66	4	\$18.01
5	\$28.90	5	\$32.29	5	\$18.57
6	\$29.48	6	\$32.94	6	\$19.19
7	\$30.07	7	\$33.60	7	\$19.77
8	\$30.67	8	\$34.27		
9	\$31.28	9	\$34.96		
10	\$32.53	10	\$36.36		
11	\$33.18	11	\$37.09		
12	\$33.84	12	\$37.83		
13	\$34.52	13	\$38.59		
14	\$35.21	14	\$39.36		
15	\$36.62	15	\$40.93		
16	\$37.35	16	\$41.75		
17	\$38.10	17	\$42.59		
18	\$38.86	18	\$43.44		
19	\$39.64	19	\$44.31		
20	\$41.23	20	\$46.08		

NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT	
Salary Schedule		Salary Schedule		Salary Schedule	
2024-25		2024-25		2024-25	
Bus Drivers		Van Drivers		Bus Assistant	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$21.63	1	\$18.39	1	\$16.22
2	\$22.06	2	\$18.76	2	\$16.54
3	\$22.50	3	\$19.14	3	\$16.87
4	\$22.95	4	\$19.52	4	\$17.21
5	\$23.41	5	\$19.91	5	\$17.55
6	\$23.88	6	\$20.31	6	\$17.90
7	\$24.36	7	\$20.72	7	\$18.26
8	\$24.85	8	\$21.13	8	\$18.63
9	\$25.35	9	\$21.55	9	\$19.00
10	\$26.36	10	\$22.41	10	\$19.76
11	\$26.89	11	\$22.86	11	\$20.16
12	\$27.43	12	\$23.32	12	\$20.56
13	\$27.98	13	\$23.79	13	\$20.97
14	\$28.54	14	\$24.27	14	\$21.39
15	\$29.68	15	\$25.24	15	\$22.25
16	\$30.27	16	\$25.74	16	\$22.70
17	\$30.88	17	\$26.25	17	\$23.15
18	\$31.50	18	\$26.78	18	\$23.61
19	\$32.13	19	\$27.32	19	\$24.08
20	\$33.42	20	\$28.41	20	\$25.04

NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT	
Salary Schedule		Salary Schedule		Salary Schedule	
2025-26		2025-26		2025-26	
Mechanic		Head Mechanic		Mechanic Helper	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$27.50	1	\$30.72	1	\$16.92
2	\$28.05	2	\$31.33	2	\$17.49
3	\$28.61	3	\$31.96	3	\$18.09
4	\$29.18	4	\$32.60	4	\$18.55
5	\$29.76	5	\$33.25	5	\$19.13
6	\$30.36	6	\$33.92	6	\$19.77
7	\$30.97	7	\$34.60	7	\$20.36
8	\$31.59	8	\$35.29		
9	\$32.22	9	\$36.00		
10	\$33.51	10	\$37.44		
11	\$34.18	11	\$38.19		
12	\$34.86	12	\$38.95		
13	\$35.56	13	\$39.73		
14	\$36.27	14	\$40.52		
15	\$37.72	15	\$42.14		
16	\$38.47	16	\$42.98		
17	\$39.24	17	\$43.84		
18	\$40.02	18	\$44.72		
19	\$40.82	19	\$45.61		
20	\$42.45	20	\$47.43		

NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT	
Salary Schedule		Salary Schedule		Salary Schedule	
2025-26		2025-26		2025-26	
Bus Drivers		Van Drivers		Bus Assistant	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$22.28	1	\$18.94	1	\$16.71
2	\$22.73	2	\$19.32	2	\$17.04
3	\$23.18	3	\$19.71	3	\$17.38
4	\$23.64	4	\$20.10	4	\$17.73
5	\$24.11	5	\$20.50	5	\$18.08
6	\$24.59	6	\$20.91	6	\$18.44
7	\$25.08	7	\$21.33	7	\$18.81
8	\$25.58	8	\$21.76	8	\$19.19
9	\$26.09	9	\$22.20	9	\$19.57
10	\$27.13	10	\$23.09	10	\$20.35
11	\$27.67	11	\$23.55	11	\$20.76
12	\$28.22	12	\$24.02	12	\$21.18
13	\$28.78	13	\$24.50	13	\$21.60
14	\$29.36	14	\$24.99	14	\$22.03
15	\$30.53	15	\$25.99	15	\$22.91
16	\$31.14	16	\$26.51	16	\$23.37
17	\$31.76	17	\$27.04	17	\$23.84
18	\$32.40	18	\$27.58	18	\$24.32
19	\$33.05	19	\$28.13	19	\$24.81
20	\$34.37	20	\$29.26	20	\$25.80

NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT	
Salary Schedule		Salary Schedule		Salary Schedule	
2026-27		2026-27		2026-27	
Mechanic		Head Mechanic		Mechanic Helper	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$28.33	1	\$31.64	1	\$17.43
2	\$28.90	2	\$32.27	2	\$18.01
3	\$29.48	3	\$32.92	3	\$18.63
4	\$30.07	4	\$33.58	4	\$19.11
5	\$30.67	5	\$34.25	5	\$19.70
6	\$31.28	6	\$34.94	6	\$20.36
7	\$31.91	7	\$35.64	7	\$20.97
8	\$32.55	8	\$36.35		
9	\$33.20	9	\$37.08		
10	\$34.53	10	\$38.56		
11	\$35.22	11	\$39.33		
12	\$35.92	12	\$40.12		
13	\$36.64	13	\$40.92		
14	\$37.37	14	\$41.74		
15	\$38.86	15	\$43.41		
16	\$39.64	16	\$44.28		
17	\$40.43	17	\$45.17		
18	\$41.24	18	\$46.07		
19	\$42.06	19	\$46.99		
20	\$43.74	20	\$48.87		

NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT		NORTHWEST LOCAL SCHOOL DISTRICT	
Salary Schedule		Salary Schedule		Salary Schedule	
2026-27		2026-27		2026-27	
Bus Drivers		Van Drivers		Bus Assistant	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$22.95	1	\$19.51	1	\$17.21
2	\$23.41	2	\$19.90	2	\$17.55
3	\$23.88	3	\$20.30	3	\$17.90
4	\$24.36	4	\$20.71	4	\$18.26
5	\$24.85	5	\$21.12	5	\$18.63
6	\$25.35	6	\$21.54	6	\$19.00
7	\$25.86	7	\$21.97	7	\$19.38
8	\$26.38	8	\$22.41	8	\$19.77
9	\$26.91	9	\$22.86	9	\$20.17
10	\$27.99	10	\$23.77	10	\$20.98
11	\$28.55	11	\$24.25	11	\$21.40
12	\$29.12	12	\$24.74	12	\$21.83
13	\$29.70	13	\$25.23	13	\$22.27
14	\$30.29	14	\$25.73	14	\$22.72
15	\$31.50	15	\$26.76	15	\$23.63
16	\$32.13	16	\$27.30	16	\$24.10
17	\$32.77	17	\$27.85	17	\$24.58
18	\$33.43	18	\$28.41	18	\$25.07
19	\$34.10	19	\$28.98	19	\$25.57
20	\$35.46	20	\$30.14	20	\$26.59