

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

***Revised December 11, 2023***

***Effective July 1, 2023***

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## ARTICLE 1 – FULL-TIME/PART-TIME

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### A. EMPLOYMENT CLASSIFICATIONS

- a. Full-Time: An employee regularly employed at least 35 hours per week and who is contracted to work a minimum of 180 days or more in a work year.
- b. Part-Time: An employee regularly employed fewer than 35 hours per week or who is contracted to work fewer than 180 days in a work year.
- c. For the purpose of calculating insurance benefits only those employees who the District is required to cover under the Affordable Care Act (124 Stat. 119) shall be eligible for District-supplied Medical/Prescription Insurance.

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## ARTICLE 2 – GRIEVANCE PROCEDURE

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### A. PURPOSE

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

### B. DEFINITIONS

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

### C. GENERAL PROVISIONS

- a. The grievance form appears in Appendix B.

### D. TIME LIMITS

- a. Time limits at any step of the grievance procedure may be extended only by written mutual agreement of the parties.
- b. Failure of the grievant to comply within any time limit in this grievance procedure shall result in the grievance being deemed withdrawn and void.
- c. A grievance shall be initiated at the informal step within ten days of when the grievant knew or should have known of the act, omission, or condition upon which the grievance is based.
- d. A grievance may be withdrawn at any time without prejudice.

## **E. PROCEDURAL STEPS**

### **a. Informal Step**

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

### **b. Step One**

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

### **c. Step Two**

1. Within ten days of his/her receipt of the filed Step Two grievance form from the grievant, the Superintendent or his/her designee, shall arrange and conduct a conference in the same manner as set forth in Step One.
2. Within ten days after such conference, the Superintendent, or designee, will provide a written final response to the grievant. The decision of the Superintendent is final and cannot be appealed.

## **F. MISCELLANEOUS**

- a. All communications, regarding grievances, shall be reduced to writing and be hand delivered or sent through district email.
- b. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all necessary persons to attend.
- c. No reprisals or recriminations shall be taken against an employee who files or takes part in a grievance.

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**ARTICLE 3 – WORKING CONDITIONS**

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

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

**B. WORK DAY**

- a. Scheduled hours will be established by the immediate supervisor and building principals. All overtime hours must be pre-approved by the immediate supervisor and/or the building principal, in writing, prior to overtime being worked. The only exception will be in the case of an emergency situation.
- b. The normal workday shall be as follows unless written permission for variation from the superintendent is received:
- c. Full-Time

Day Custodian	7:00 a.m. – 3:30 p.m.
Evening Custodian	3:00 p.m. – 11:30 p.m.
Secretary	7:15 a.m. – 3:45 p.m.
Mechanic	7:00 a.m. – 3:30 p.m.
Exec. Secretary/EMIS/Treasurer’s Assistant	8:00 a.m. – 4:00 p.m.

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

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

superintendent will give the employee written advance notice of the change no less than 30 calendar days prior to the effective date of the change. Any notice given under this provision will specify the change in the affected employee's work schedule, the effective date of such change, and the anticipated duration of the change.

- j. This provision does not apply to temporary work schedule adjustments that may arise due to factors such as employee vacations or short-term absences due to illness. If a circumstance that was not reasonably foreseeable necessitates a change in an employee's work schedule, the superintendent's obligation under this provision will be to furnish the employee with as much advance written notice as is practicable under the particular circumstances.

#### **C. SEQUENCE OF CONTRACT**

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

#### **D. VACANCIES**

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

#### **E. CALAMITY DAYS**

No personal leave, vacation days, or dock days may be used during a make-up day. No days will be made up at the end of the school year unless the district falls below the state minimum number of hours as determined by the sum of delays and closures, in which case a sufficient number of days shall be made-up such that the district meets or exceeds the minimum number of hours required by R.C. 3313.48. After five (5) calamity days, if teachers are permitted to teach via remote learning on a subsequent calamity day rather than report to the building, then non-teaching employees in the District will report to work as follows:

- a. If road conditions are poor, as determined by the Superintendent, the District will run a two-hour delay schedule. If an employee is unable to get to school because of road conditions, he/she must take one of their three (3) personal days.
- b. If school is cancelled due to cold temperatures, employees will report to work at their regularly scheduled time.

**F. TRAVEL TIME AND MILEAGE**

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

**G. EVALUATION**

- a. Purposes
  - 1. To assess an employee's work performance.
  - 2. To help the employee to achieve greater effectiveness in the performance of his/her work assignment.
  - 3. To provide information relevant to personnel decisions.
- b. Procedures
  - 1. Employees shall be evaluated at least once per contract year. The employee's evaluator will be the principal of the school to which the employee is assigned or the employee's immediate supervisor.
  - 2. A copy of the employee's annual evaluation will be given to the employee at a conference to be scheduled promptly after the evaluation and shall be signed by both the employee and the evaluator.

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

**I. DISCIPLINE**

- a. The Board and administration will follow traditional principles of progressive discipline with the further understanding that serious misconduct may warrant immediate suspension without pay or termination.
- b. No employee will be suspended without pay or terminated under R.C. 3319.081(C) without an opportunity for an informal conference, unless the nature of the alleged misconduct makes immediate removal of the employee appropriate. In that case, the employee will be afforded a conference as soon as reasonably practical under the circumstances. Prior to the conference, the employee will be given notice of the allegations against him/her. At the conference, the employee will be afforded an opportunity to respond to the allegations.
- c. A verbal or written reprimand may be issued by the employee's supervisor or the superintendent. A suspension without pay or termination may only be issued by the Board and is governed exclusively by R.C. 3319.081 with such due process rights as the courts require under that statute.
- d. Non-renewal of an employee's contract is governed exclusively by Ohio law.

**J. PAYROLL**

- a. Pay Periods
  - 1. The total amount of an employee's compensation shall be paid in twenty-four (24) equal installments on the 5th and 20th day of each month. A pay date falling on a weekend or holiday will be paid the first business day prior to the normal pay date
  - 2. The treasurer shall normally distribute salary notices to each employee no later than July 1 for the succeeding school year.
  - 3. All regular employees' pay will be directly deposited in the employee's bank accounts specified to the treasurer.
  - 4. All employees shall receive their pay stubs by email.

**K. PAYROLL DEDUCTIONS**

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

**L. SERS PICK-UP**

- a. The Board agrees to continue to designate each employee's mandatory contributions to the School Employees Retirement System ("SERS") as "picked up" (paid directly) by the Board.
- b. This provision applies without exception to all employees. The amount to be tax-sheltered on behalf of each employee shall be that percentage imposed by the SERS as required employee contributions.

**M. PERSONNEL FILES**

- a. The official personnel file of each employee shall be maintained in the office of the Board.
- b. The employee shall have access to his/her personnel file upon request, in accordance with Ohio law.

**N. GENERAL PROVISIONS**

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

- O. PROCUREMENT OF SUBSTITUTES** – All employees shall notify their immediate supervisor or designee of an intended absence as far in advance as reasonable possible, but not less than at least two hours before the start time of their job assignment.

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**ARTICLE 4 – TRANSPORTATION**

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**A. REGULAR ROUTES**

- a. Transportation employees in this classification shall include all bus drivers and mechanics.
- b. A regular route shall be defined as a route driven on a daily basis during the regularly scheduled school year.
- c. Any modification to an individual route will have the approval of the Director of Transportation.
- d. A regular bus driver's first responsibility is to complete his/her assigned route before accepting field trips unless the Director of Transportation makes a specific assignment.



- e. Each regular driver will provide the building principal and Director of Transportation a detailed roster of students and seating chart no later than ten days after the start of the school year.

**B. SPECIAL ROUTES**

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

**C. SHUTTLE ROUTES**

- a. Shuttle routes are pick-up or drop-off points within the district.
- b. Regular route drivers will handle most shuttle routes. Individuals other than regular route drivers may be assigned shuttle routes if determined necessary by the Director of Transportation.

**D. TEMPORARY ROUTES**

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

**E. ASSIGNMENT OF ROUTES**

- a. Regular Routes
  - 1. Changes will need to be made on occasion by the Director of Transportation.
  - 2. Any change will not affect an employee's placement on the salary schedule.
- b. Special Routes
  - 1. Each situation will be determined by the most economical and practical solution.
  - 2. A driver's seniority will be given consideration when filling the position.
  - 3. The Director of Transportation will approve any modification of an assignment.

**F. FIELD TRIPS**

- a. A field trip is defined as any extracurricular, co-curricular, athletic, or band trip outside of the driver's normal assignment.
- b. Field trips shall be awarded to bus drivers on a numerical (bus number) rotation basis giving each driver an opportunity to drive field trip runs if

desired. Whenever possible, the driver will be assigned to use their regular bus on the field trip. The first eligible person chooses which trip he/she desires to take. If refused, the offer goes to the next eligible driver. The system will continue until all drivers have had an opportunity to accept or not accept the field trips.

- c. All field trips paid through the district's general fund will be assigned on a rotation basis.
- d. The adult chaperone(s), coach(es) and/or assistant coaches of any field trip shall help assume the responsibility of the passengers on the bus.
- e. A bus must be swept at the end of each field trip.
- f. A field trip request may be cancelled for any reason including a decision to use alternate means of transportation. If a field trip request is cancelled, the bus driver will be offered the next available field trip.
- g. All field trip request cancellations that occur without notification to the bus driver shall result in payment of two hours (field trip pay) to the bus driver involved in the trip assignment. Payment will not occur if phone contact has been attempted at least two hours before the cancellation. The call will be verified by a secretary.
- h. The compensation for overnight trips shall be the same as any regular field trip. The driver shall not be compensated for eight hours during the night. The Board shall provide overnight lodging and meal expenses. Meals will be reimbursed for activities occurring fifty (50) or more miles from the point of departure for the activity. This will be limited to no more than \$10 for breakfast, \$10 for lunch and \$20 for dinner. Reimbursement will be made only if the employee submits detailed receipts for such meals to the Treasurer's office.
- i. All field trips will be provided a specific route to arrive at the destination. Failure to follow that route will be cause for the driver to be removed from all future field trips except for incorrect directions or unforeseen detours.
- j. Section 6A will address compensation for field trips.

## **G. MISCELLANEOUS**

- a. The Board shall pay all charges and/or fees involved with acquiring licenses, driving abstracts, training, and required physicals for bus drivers after they have been employed for at least 20 trips and/or routes.
- b. The Board shall equip all buses with first aid equipment, hazardous waste kits, brooms, waste containers, and window cleaner and paper towels at no cost to the employee.
- c. If a breakdown extends the driver's regularly scheduled workday or extends the hours of a field trip, the driver will be paid for all field time at their regular hourly rate.
- d. Each regular driver shall wash the bus monthly as directed by the Director of Transportation.
- e. Bus radios shall be monitored with all busses (regular and special runs only) during morning and afternoon runs by the administrative office and

Director of Transportation or his/her designee. During the field trips, the driver shall radio or call the supervisor or superintendent when there is a breakdown or emergency.

- f. Drivers required to submit to a mandatory drug screening will be paid for a minimum of two (2) hours of pay at the hourly bus driver rate based upon the Board adopted pay schedule, provided the screening produces a result of negative for the presence of drugs and alcohol.

## **H. MECHANICS**

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

## **I. INSERVICE MEETINGS**

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

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## **ARTICLE 5 – LEAVES OF ABSENCE**

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### **A. SICK LEAVE**

- a. Sick leave may be used in accordance with R.C. 3319.141.
- b. Sick leave shall be tracked in hours. A "day" of sick leave shall be equal to the employee's regularly assigned daily work hours.
- c. In cases of sick leave for illness or injury, "immediate family" shall be defined as: husband, wife, domestic partner, children, father, mother, brother, sister, father-in law, mother-in-law, grandchildren and grandparents (only in the case of hospitalization) or any individual living in the same household as the school employee. For purposes of this Section, "domestic partner" is defined to mean: the employee and domestic partner must have a committed relationship of mutual caring which has existed with cohabitation for at least twenty-four (24) months and who can demonstrate financial interdependence; neither the employee nor the domestic partner are married to someone else; and the relationship is mutually exclusive.
- d. In case of death, "immediate family" shall be extended to also include, step-brother, step-sister, brother-in-law, sister-in-law, step-parents, step-

children, grandparents, grandchildren, uncle, aunt, nephew, niece, or anyone who has held the position of parent or child of the employee. Exceptions to these definitions may be made with the approval of the superintendent.

- e. Each employee shall be credited with one and one-fourth days of sick leave with pay for each month to a total of 15 days per year. Sick leave shall be accumulated to a maximum of 250 days. Pursuant to R.C. 3319.141 and 124.38, part-time employees shall be entitled to four and six-tenths (4.6) hours of paid sick leave for each completed eighty (80) hours of service to the District.
- f. If needed, each employee may be advanced up to 5 sick days per contract year.
- g. Total accumulated sick leave shall appear on each employee's pay stub.
- h. Use of sick leave must be requested electronically through the district's "SC View" system.

## **B. PERSONAL LEAVE**

- a. Each employee shall be entitled to three days of personal leave per year. Personal leave limitations are:
  - 1. Twenty-four hours of advance written notice is required (if possible).
  - 2. Consecutive personal leave days may be granted for special circumstances by approval at the discretion of the Superintendent upon at least thirty (30) calendar days' written notice to the Superintendent, except that personal leave days will not be granted before or after a holiday. Dock days may not be used to circumvent a consecutive work day or break.
  - 3. Any employee having unused personal leave days remaining at the end of the school year, may have those days converted to sick on the District's Staff Intentions Sheet circulated in March of each school year, will specify whether he/she opts to convert unused personal leave days at the end of that year (if any): to (A) a payment of \$125 (less required payroll withholdings) for each unused day; or (B) to sick leave. An employee who makes no specification, will be treated as having selected the conversion to the sick leave option. For part time employees, the payment amount will be multiplied by the percentage of employment.
  - 4. Personal leave shall not be used for gainful employment.
- b. Use of personal leave must be preapproved electronically through the district's "SC View" system.

### **C. ASSAULT LEAVE**

- a. The Board will grant up to 15 days of assault leave to employees absent due to a physical and/or emotional disability resulting from assault under the following conditions:
  1. Assault shall be defined as a physical attack upon an employee by another person, occurring during the work day, while the employee is performing the duties of his/her employment, which results in serious bodily injury to the employee, rendering him/her unable to perform the duties of employment.
  2. The employee shall furnish to the superintendent a written, signed statement describing the circumstances and events surrounding the assault, plus names and addresses, phone numbers, and e-mail addresses of witnesses, if known.
  3. The employee shall also furnish a written, signed statement from a physician as to the nature of the disability, its probable duration, and the need to be absent from work.
  4. Upon request of the Board, the employee shall obtain a second opinion from a Board designated physician at no expense to the employee.
  5. The employee shall file a police report against the person who assaulted him/her and shall fully cooperate with any criminal prosecution which may result therefrom.

### **D. MILITARY LEAVE**

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

### **E. FAMILY MEDICAL LEAVE**

Notwithstanding the above provisions, an employee eligible for leave under the federal Family and Medical Leave Act of 1993 [which generally provides for up to twelve (12) weeks of unpaid leave within a twelve-month period to care for the employee's child after birth or placement for adoption or foster care, to care for the employee's spouse, child or parent

with a serious health condition, or for the employee's own serious health condition, during which leave insurance fringe benefits are maintained] may use such leave for the purposes and on the conditions appearing in the Act with the following understandings:

- a. The twelve (12) month period in which the employee's entitlement to leave may occur is a rolling twelve (12) month period measured backward from the first date the employee uses any leave under the Act;
- b. Should an eligible employee opt to take unpaid leave under the above provisions in conjunction with leave under the Act, leave under the Act must be taken first; and
- c. The eligible employee and the Board may elect to exercise those options available to each under the terms of the Act and its implementing regulations.
- d. Under no circumstance during a rolling twelve (12) month period will employer paid insurance exceed twelve (12) weeks; and
- e. The prescribed notice to employees of their rights under the Act will be posted in accordance with law. Additionally, employees will be provided annually with a leave checklist, which clarifies steps for applying for all paid leaves.

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

- a. An employee may request a leave of absence without pay for a period of up to two consecutive school years due to physical and/or mental inability to perform required duties.
- b. Such request shall be submitted in writing to the Superintendent, accompanied by a doctor's statement relative to the condition. Such leave shall be approved by the Board for any period up to two consecutive school years. The beginning date of disability and the termination of disability shall be established by written statement of the employee's doctor.
- c. Upon the return to service, the employee shall resume the contract status held prior to such leave.
- d. During such leave, the employee shall have the option to participate in insurance benefits under COBRA.
- e. The leave of absence for medical reasons shall not prejudice the employee's position on the salary schedule, seniority or sick leave provided the employee returns to the same or similar position. Sick leave, vacation leave, and seniority shall not accumulate during the period of the leave.

- f. The employee returning from an unpaid leave of absence shall submit in writing their intent to the superintendent at least 30 days prior to when he/she plans on returning the following year to regular employment.

**G. MATERNITY/PATERNITY/ADOPTION LEAVE**

- a. An employee is entitled to unpaid leave for the purpose of maternity/paternity, childcare for the newborn or adoption. An employee is entitled to use accumulated sick leave for the period of disability resulting from maternity, paternity and/or parent-child bonding in the case of adoption. After six weeks, a note is required from the doctor indicating that the employee is unable to return to work, and identifying the likely return date. After a review, a reasonable extension may be available.
- b. An employee requesting an unpaid leave for maternity/paternity, childcare or adoption shall be entitled to such leave with 30 days of advance written notice. If 30 days of notice cannot reasonably be given, notice shall be given as soon as possible in advance of the leave. Such notification may be amended as circumstances warrant.
- c. Unpaid leave may be for up to one year.
- d. During such leave, the employee shall have the option to participate in insurance benefits under COBRA.
- e. Upon returning from leave, the employee will resume the contract status held prior to such leave and will return to the same assignment held prior to such leave, if such assignment still exists, or to another assignment within the district.
- f. An employee returning from leave shall submit a letter to the superintendent on or before 30 days before the expected return.

**H. ATTENDANCE BONUS**

- a. Full time employees who are employed the entire school year and have perfect attendance by not using sick leave or personal leave during the school year, shall receive a bonus of \$300 for each semester of perfect attendance.

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

Such payments will be made no later than the second pay dates of January and June.

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## ARTICLE 6 – COMPENSATION AND BENEFITS

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### A. COMPENSATION

#### a. Wages

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

#### b. Field Trip Pay

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

#### c. Shift Differential

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

#### d. Overtime

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

#### e. Custodian Bus Substitution.

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

#### f. Job Classifications

1. Bus Drivers
2. Cafeteria Workers
5. Custodians
6. Mechanic



7. Instructional Aides
8. High School Secretary
9. Monitor
10. Elementary Secretary
11. Administrative Secretary
12. Administrative Secretary/EMIS Coordinator
13. Payroll/Accounts Payable Clerk
14. Technician (Information Technology)

g. Supplemental Contracts

1. Supplemental positions issued to a classified employee shall be paid at the Federal or State minimum wage (whichever is the greatest) per hour worked in accordance with the Federal Fair Labor Act. Employees in supplemental positions will be required to submit time sheets for hours worked each pay period during the supplemental position's work schedule.

- h. Saturday School Monitor – Any employee performing Saturday school duties shall be paid \$20.00 per hour

**B. INSURANCE**

The District shall offer employees their choice of two (2) insurance plans: a traditional PPO and a High Deductible Plan (HDP) with a Health Savings Account (HSA).

In the event the North Central Ohio Trust, the District's insurance consortium, requires member districts to transition to a standardized plan, the District reserves the right to offer employees only such standardized plan.

Effective July 1, 2023 the Board's monthly premium contribution for a single or family PPO plan shall be 92.5% of the monthly premium for the respective plan, with the employee paying 7.5%. Effective July 1, 2024 the Board's monthly premium contribution for a single or family PPO plan shall be 91% of the monthly premium for the respective plan, with the employee paying 9%. Effective July 1, 2025 the Board's monthly premium contribution for a single or family PPO plan shall be 89% of the monthly premium for the respective plan, with the employee paying 11%.

Effective July 1, 2023 the Board's monthly premium contribution for a single or family HDP plan shall be 92.5% of the monthly premium for the respective plan, with the employee paying 7.5%. Effective July 1, 2024 the Board's monthly premium contribution for a single or family HDP plan shall be 92% of the monthly premium for the respective plan, with the employee paying 8%. Effective July 1, 2025 the Board's monthly premium contribution for a single

or family HDP plan shall be 91% of the monthly premium for the respective plan, with the employee paying 9%.

New employees and their dependents that are eligible for any insurance coverage may enroll within thirty (30) days of the employee's first date of employment with an effective coverage date to begin on the first day of the month following their enrollment.

Employees who are eligible for insurance coverage who have not elected to carry insurance will have additional opportunities to enroll during the District's open enrollment month. The open enrollment month shall be November for an effective date of January 1. Enrollment at any other time may occur only when there is a qualifying event per the plan. Subsequent to January 1, 2024, an employee enrolled in the HDP plan may not change enrollment to the PPO plan, unless the employee elected in writing at the time of enrollment in the HDP plan to forego any Board contributions to the tax-free Health Savings Account ("HSA") referenced below, and has not received any payments by the Board into the HSA.

Employees who select the HDP plan will receive a payment of \$1,000 for selecting a family plan and \$500 for selecting a single plan for the 2023-2024 and 2024-2025 plan years. Such compensation will be paid in one lump sum by the first pay in the month of enrollment in the HDP plan in a tax-free Health Savings Account.

Only those employees who the District is required to cover under the Affordable Care Act shall be eligible for the Medical/Prescription Insurance. For part-time employees who are eligible for the Medical/Prescription Insurance and whose regular work day is less than seven (7) hours or whose regular work week is less than five (5) days, the Board shall pay a percentage of the Medical/Prescription Insurance premiums which is equal to the percentage of time worked multiplied by the Board premium paid for full time employees. The balance of the premium shall be paid by the employee through payroll deduction.

- a. Specification of Benefits are shown in the plan document as posted on the district web site. Benefit levels may decrease to previous levels that were in effect before the implementation of the provisions of the Affordable Care Act if this law is found to be unconstitutional or is repealed by Congress. The single and family deductible levels for the high deductible health plan will be the minimum permitted by law in order to be HSA qualified. These minimums are \$3,000 for single and \$6,000 for family in 2023, and subject to change annually. The maximum out-of-pocket for the HDP may increase automatically at the same dollar increase as the deductible, but never higher than the maximum permitted by law.

b. Case Management

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

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

c. SERS Retired Employees

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

d. Dental Insurance – Beginning in July, 2023, the Board will pay 92.5% of the cost of dental insurance for employees enrolled with District medical insurance, and 87.5% in July, 2024, and 85% in July, 2025. Beginning in July, 2023, the Board will pay 77.5% of the dental insurance for employees not on the District's medical plan, 72.5% in July, 2024, and 70% in July, 2025. For part-time employees, the Board shall pay dental premiums prorated based upon a percentage of the time worked for those taking medical, or those not taking medical insurance as indicated above. The balance of the premium shall be paid by the employee through payroll deduction. Specification of Benefits are shown in the plan document as posted on the District website.

e. Life Insurance –The Board shall pay 100% of the premium for a \$25,000 term life insurance policy with an accidental death and dismemberment provision for all employees. Additional life insurance will be available as a payroll deduction on an individual basis. Specification of Benefits are shown in the plan document as posted on the district web site.

f. Vision Insurance – Beginning in July, 2023, the Board shall pay 92.5% of the cost of vision insurance for employees enrolled with District medical insurance, 87.5% in July, 2024, and 85% in July, 2025. Beginning in July, 2023, the Board will pay 77.5% of the vision insurance for employees not on the District's medical plan, 72.5% in July, 2024, and 70% in July, 2025. For part-time employees, the Board shall pay vision premiums prorated based

upon a percentage of the time worked for those taking medical, or those not taking medical insurance as indicated above. The balance of the premium shall be paid by the employee through payroll deduction. Specification of Benefits are shown in the plan document as posted on the District website.

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

- h. Hospitalization Reimbursement

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

**C. SEVERANCE PAY**

- a. An employee with ten or more years of service to the Board shall, upon service retirement under Chapter 3309 of the Ohio Revised Code, receive severance pay equal to one-fourth (1/4) of the value of the employee's accrued but unused sick leave days up to two hundred twenty days (220).
- b. Payment shall be based on the employee's regular straight-time rate at the time of retirement. Payment under this Article shall eliminate all accrued sick leave credited to the employee. Payment will be made by not later than the second regularly scheduled payday following receipt of confirmation that the employee has service retired under Chapter 3309.

**D. HOLIDAYS**

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

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Presidents' Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Day
Juneteenth Day	

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

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Christmas Day

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

**E. VACATIONS**

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

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

- b. Pay for vacation days shall be at the employee's current rate of pay.
- c. The anniversary date for all vacation computations shall be the bargaining unit employee's initial date of hire.
- d. Vacation requests shall be made at least ten days in advance for the requested day(s) to their immediate supervisor and superintendent. Requests for vacation shall be returned to the employee within five days of the advance notice.
- e. To the extent practical, vacations will be scheduled during the summer at the time requested by the employee, but the superintendent shall have the final right of approval in order to prevent undue disruption of school operations.
- f. Five days of vacation may be saved for use during the school year.
- g. If a holiday falls during the scheduled vacation of an employee, the employee shall be granted the holiday pay and the day will not be charged against the employee's vacation days.
- h. Vacation days may not be accumulated beyond the schedule above.
- i. Upon separation from employment, except in the case of termination for misconduct or resignation while under investigation for misconduct, an employee shall be given the option of using or receiving cash for all

accrued and unused vacation. In the case of death, such compensation shall be paid in accordance with R.C. 2113.04 or to the employee's estate.

**F. JURY DUTY**

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

**G. HIRING OF RETIRED EMPLOYEES**

- a. The Board is authorized to fill any vacancy, with a previously retired applicant (i.e., retired from any public school district in Ohio, including the Mohawk Local School District) subject to conditions provided below.
- b. For purposes of salary schedule placement, a previously retired employee ("PRE") will be granted at the Board's option a minimum of zero (0) years of service credit to a maximum of ten (10) years service credit upon initial employment. A PRE who is rehired may not advance beyond Step 10 on the appropriate salary schedule.
- c. For purposes of Section 7, D, Reduction in Force, PREs will not accrue seniority.
- d. Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if hired. A current employee who retires and intends to return under provisions of this Article must completely fulfill the provisions of his/her last pre-retirement individual contract of employment in order to be considered for additional employment.
- e. PREs shall be entitled to all other contract benefits available to non-certified employees unless otherwise limited by specific provisions of this contract.

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## ARTICLE 7 – PERSONNEL ISSUES

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### A. TRANSFERS

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

### B. FOOD SERVICE EMPLOYEES

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

### C. SENIORITY

- a. The employee's length of continuous service in his/her job assignment with the district measured from the employee's first day of actual work.
- b. The Board shall have on file a seniority list which shall include the employee's name, job assignment and placement date, classification(s), and years of continuous service in the district.
- c. If two or more employees have the same seniority, the tie shall be broken by review of the Board minutes. The first name in the minutes will be deemed to have more seniority.
- d. An employee will be credited with one year of seniority for each school year in which the employee actually worked at least 120 regularly scheduled days. A school year shall be from July 1 to June 30.
- e. Seniority will be severed when an employee retires, resigns, is terminated, or otherwise leaves the employment of the district.

- f. An unpaid leave of absence or layoff shall not constitute a break in seniority but will not be counted in seniority.
- g. Any employee who requests a voluntary transfer to another job assignment will be placed at the bottom of the new job assignment ranking. Any employee who is involuntarily transferred shall carry all accrued seniority with him/her to that job assignment.
- h. In cases of reduction in force, seniority accrued from any previous job assignment(s) may not be used by the employee to exercise his/her rights to bump into a job assignment previously held by the employee.

**D. LAYOFF AND RECALL PROCEDURES**

- a. If the Board decides to reduce the number of employees within a job classification for any reason permitted under law, and such reduction is not accomplished through normal attrition, the procedures of this Article shall apply.
- b. The Board shall proceed to suspend contracts in accordance with the recommendation of the superintendent of the district who shall, within each pay classification affected, give preference first to employees under continuing contracts and then to employees on the basis of seniority.
- c. A laid-off employee shall be placed on a recall list for three months from the effective date of the layoff. The laid-off employee is responsible for providing the superintendent with a current mailing address and telephone number during the period of layoff. Employees on the recall list shall have the right of restoration to continuing service status by the Board in order of seniority of service in the District, if and when a nonteaching position for which the employee is qualified becomes vacant or is created. No nonteaching employee whose continuing contract has been suspended shall lose that right of restoration to continuing service status by reason of having declined recall to a position requiring fewer regularly scheduled hours of work than required by the position the employee last held while employed in the District.

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

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

**F. PROFESSIONAL DEVELOPMENT/TRAINING**

An employee may apply for professional leave using the SC View. Such leave is subject to approval of the building principal and Superintendent, based upon whether the proposed activity is aligned to building and personal professional goals. Such application is to be submitted at least five (5) work days in advance. The Board shall provide reasonable and necessary overnight lodging and meal expenses if permission for same is obtained in advance. Three (3) meals per day will be compensated up to a maximum of \$35 per



day. Meals will be reimbursed for activities occurring fifty (50) or more miles away from the point of departure for the activity. This will be limited to no more than \$10 for breakfast, \$10 for lunch and \$20 for dinner. To be reimbursed, an employee must first submit detailed receipts for all such expenses.

APPENDIX A

Salary Schedule 2023-2024

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Driver	Cafeteria Worker	Custodian	Mechanic	Instructional Aide	H.S. Secretary
0	25.93	11.68	15.83	23.53	12.26	13.72
1	26.43	12.11	16.22	24.04	12.72	14.20
2	26.98	12.58	16.63	24.57	13.17	14.65
3	27.48	13.03	17.02	25.07	13.64	15.12
4	28.00	13.47	17.42	25.57	14.10	15.59
5	28.53	13.89	17.81	26.09	14.57	16.07
6	29.04	14.35	18.21	26.59	15.04	16.53
7	29.57	14.78	18.62	27.10	15.50	17.01
8	30.09	15.23	19.00	27.61	15.98	17.49
9	30.09	15.23	19.00	27.61	15.98	17.49
10	30.61	15.67	19.38	28.12	16.44	17.93
11	30.61	15.67	19.38	28.12	16.44	17.93
12	30.61	15.67	19.38	28.12	16.44	17.93
13	31.10	16.13	19.79	28.63	16.95	18.41
14	31.10	16.13	19.79	28.63	16.95	18.41
15	31.63	16.56	20.19	29.15	17.52	18.87
16	31.63	16.56	20.19	29.15	17.52	18.87
17	31.63	16.56	20.19	29.15	17.52	18.87
18	32.16	17.01	20.58	29.66	18.10	19.36
19	32.16	17.01	20.58	29.66	18.10	19.36
20	32.68	17.46	20.98	30.16	18.67	19.83
21	32.68	17.46	20.98	30.16	18.67	19.83
22	32.68	17.46	20.98	30.16	18.67	19.83
23	32.68	17.46	20.98	30.16	18.67	19.83
24	32.68	17.46	20.98	30.16	18.67	19.83
25	33.20	17.89	21.37	30.66	19.24	20.29
26	33.20	17.89	21.37	30.66	19.24	20.29
27	33.20	17.89	21.37	30.66	19.24	20.29
28	33.20	17.89	21.37	30.66	19.24	20.29
29	33.20	17.89	21.37	30.66	19.24	20.29
30	33.69	18.26	21.81	31.16	19.62	20.70
31	33.69	18.26	21.81	31.16	19.62	20.70
32	33.69	18.26	21.81	31.16	19.62	20.70
33	34.19	18.63	22.25	31.64	20.01	21.10

Salary Schedule 2023-2024

	Per Hour	Per Hour	Annual Salary	Annual Salary	Annual Salary
Step	Monitor	Elem. Secretary	Administrative Secretary	Administrative Secretary/EMIS	Technology Assistant
0	12.26	13.72	28,349	35,436	30,529
1	12.72	14.20	29,427	36,573	31,689
2	13.17	14.65	30,503	37,705	32,849
3	13.64	15.12	31,582	38,841	34,009
4	14.10	15.59	32,659	39,974	35,169
5	14.57	16.07	33,735	41,109	36,329
6	15.04	16.53	34,814	42,242	37,489
7	15.50	17.01	35,893	43,375	38,649
8	15.98	17.49	36,968	44,511	39,810
9	15.98	17.49	36,968	44,511	39,810
10	16.44	17.93	38,046	45,643	40,970
11	16.44	17.93	38,046	45,643	40,970
12	16.44	17.93	38,046	45,643	40,970
13	16.89	18.41	39,123	46,777	42,130
14	16.89	18.41	39,123	46,777	42,130
15	17.37	18.87	40,200	47,912	43,290
16	17.37	18.87	40,200	47,912	43,290
17	17.37	18.87	40,200	47,912	43,290
18	17.84	19.36	41,279	49,046	44,450
19	17.84	19.36	41,279	49,046	44,450
20	18.30	19.83	42,355	50,179	45,610
21	18.30	19.83	42,355	50,179	45,610
22	18.30	19.83	42,355	50,179	45,610
23	18.30	19.83	42,355	50,179	45,610
24	18.30	19.83	42,355	50,179	45,610
25	18.77	20.29	43,432	51,314	46,770
26	18.77	20.29	43,432	51,314	46,770
27	18.77	20.29	43,432	51,314	46,770
28	18.77	20.29	43,432	51,314	46,770
29	18.77	20.29	43,432	51,314	46,770
30	19.16	20.70	44,301	52,341	47,716
31	19.16	20.70	44,301	52,341	47,716
32	19.16	20.70	44,301	52,341	47,716
33	19.53	21.10	45,187	53,387	48,663

Salary Schedule 2023-2024

	<b>Annual Salary</b>	<b>Annual Salary</b>	<b>Annual Salary</b>	<b>Annual Salary</b>	<b>Annual Salary</b>
<b>Step</b>	<b>Food Service Supervisor</b>	<b>Transportation Supervisor</b>	<b>Maintenance Supervisor</b>	<b>Payroll/Accounts Payable Clerk</b>	<b>Assistant Treasurer (Licensed)</b>
0	23,543	41,450	41,450	35,436	64,454
1	24,428	42,942	42,942	36,573	65,550
2	25,332	44,434	44,434	37,705	66,664
3	26,230	45,926	45,926	38,841	67,797
4	27,126	47,419	47,419	39,974	68,950
5	28,021	48,911	48,911	41,109	70,122
6	28,915	50,403	50,403	42,242	71,314
7	29,811	51,895	51,895	43,375	72,526
8	30,705	53,388	53,388	44,511	73,759
9	30,705	53,388	53,388	44,511	75,013
10	31,602	54,879	54,879	45,643	76,289
11	31,602	54,879	54,879	45,643	77,585
12	31,602	54,879	54,879	45,643	78,904
13	32,497	56,370	56,370	46,777	80,246
14	32,497	56,370	56,370	46,777	80,246
15	33,392	57,863	57,863	47,912	80,246
16	33,392	57,863	57,863	47,912	80,246
17	33,392	57,863	57,863	47,912	80,246
18	34,286	59,356	59,356	49,046	80,246
19	34,286	59,356	59,356	49,046	80,246
20	35,182	60,848	60,848	50,179	80,246
21	35,182	60,848	60,848	50,179	80,246
22	35,182	60,848	60,848	50,179	80,246
23	35,182	60,848	60,848	50,179	80,246
24	35,182	60,848	60,848	50,179	80,246
25	36,077	62,341	62,341	51,314	80,246
26	36,077	62,341	62,341	51,314	80,246
27	36,077	62,341	62,341	51,314	80,246
28	36,077	62,341	62,341	51,314	80,246
29	36,077	62,341	62,341	51,314	80,246
30	36,799	63,587	63,587	52,341	80,246
31	36,799	63,587	63,587	52,341	80,246
32	36,799	63,587	63,587	52,341	80,246
33	37,535	64,859	64,859	53,387	80,246

Salary Schedule 2024-2025

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Driver	Cafeteria Worker	Custodian	Mechanic	Instructional Aide	H.S. Secretary
0	26.90	12.12	16.42	24.41	12.72	14.23
1	27.42	12.56	16.83	24.94	13.20	14.73
2	27.99	13.05	17.25	25.49	13.66	15.20
3	28.51	13.52	17.66	26.01	14.15	15.69
4	29.05	13.98	18.07	26.53	14.63	16.17
5	29.60	14.41	18.48	27.07	15.12	16.67
6	30.13	14.89	18.89	27.59	15.60	17.15
7	30.68	15.33	19.32	28.12	16.08	17.65
8	31.22	15.80	19.71	28.65	16.58	18.15
9	31.22	15.80	19.71	28.65	16.58	18.15
10	31.76	16.26	20.11	29.17	17.06	18.60
11	31.76	16.26	20.11	29.17	17.06	18.60
12	31.76	16.26	20.11	29.17	17.06	18.60
13	32.27	16.73	20.53	29.70	17.59	19.10
14	32.27	16.73	20.53	29.70	17.59	19.10
15	32.82	17.18	20.95	30.24	18.18	19.58
16	32.82	17.18	20.95	30.24	18.18	19.58
17	32.82	17.18	20.95	30.24	18.18	19.58
18	33.37	17.65	21.35	30.77	18.78	20.09
19	33.37	17.65	21.35	30.77	18.78	20.09
20	33.91	18.11	21.77	31.29	19.37	20.57
21	33.91	18.11	21.77	31.29	19.37	20.57
22	33.91	18.11	21.77	31.29	19.37	20.57
23	33.91	18.11	21.77	31.29	19.37	20.57
24	33.91	18.11	21.77	31.29	19.37	20.57
25	34.45	18.56	22.17	31.81	19.96	21.05
26	34.45	18.56	22.17	31.81	19.96	21.05
27	34.45	18.56	22.17	31.81	19.96	21.05
28	34.45	18.56	22.17	31.81	19.96	21.05
29	34.45	18.56	22.17	31.81	19.96	21.05
30	34.95	18.94	22.63	32.33	20.36	21.48
31	34.95	18.94	22.63	32.33	20.36	21.48
32	34.95	18.94	22.63	32.33	20.36	21.48
33	35.47	19.33	23.08	32.83	20.76	21.89

Salary Schedule 2024-2025

	Per Hour	Per Hour	Annual Salary	Annual Salary	Annual Salary
Step	Monitor	Elem. Secretary	Administrative Secretary	Administrative Secretary/EMIS	Technology Assistant
0	12.72	14.23	29,412	36,765	31,674
1	13.20	14.73	30,530	37,944	32,877
2	13.66	15.20	31,647	39,119	34,081
3	14.15	15.69	32,766	40,298	35,284
4	14.63	16.17	33,884	41,473	36,488
5	15.12	16.67	35,001	42,650	37,692
6	15.60	17.15	36,120	43,826	38,895
7	16.08	17.65	37,239	45,001	40,099
8	16.58	18.15	38,354	46,180	41,302
9	16.58	18.15	38,354	46,180	41,302
10	17.06	18.60	39,473	47,355	42,506
11	17.06	18.60	39,473	47,355	42,506
12	17.06	18.60	39,473	47,355	42,506
13	17.52	19.10	40,590	48,531	43,710
14	17.52	19.10	40,590	48,531	43,710
15	18.02	19.58	41,707	49,709	44,913
16	18.02	19.58	41,707	49,709	44,913
17	18.02	19.58	41,707	49,709	44,913
18	18.51	20.09	42,826	50,885	46,117
19	18.51	20.09	42,826	50,885	46,117
20	18.99	20.57	43,943	52,061	47,320
21	18.99	20.57	43,943	52,061	47,320
22	18.99	20.57	43,943	52,061	47,320
23	18.99	20.57	43,943	52,061	47,320
24	18.99	20.57	43,943	52,061	47,320
25	19.47	21.05	45,061	53,238	48,524
26	19.47	21.05	45,061	53,238	48,524
27	19.47	21.05	45,061	53,238	48,524
28	19.47	21.05	45,061	53,238	48,524
29	19.47	21.05	45,061	53,238	48,524
30	19.88	21.48	45,963	54,304	49,506
31	19.88	21.48	45,963	54,304	49,506
32	19.88	21.48	45,963	54,304	49,506
33	20.26	21.89	46,882	55,389	50,488

Salary Schedule 2024-2025

	<b>Annual Salary</b>	<b>Annual Salary</b>	<b>Annual Salary</b>	<b>Annual Salary</b>	<b>Annual Salary</b>
<b>Step</b>	<b>Food Service Supervisor</b>	<b>Transportation Supervisor</b>	<b>Maintenance Supervisor</b>	<b>Payroll/Accounts Payable Clerk</b>	<b>Assistant Treasurer (Licensed)</b>
0	24,426	43,005	43,005	36,765	66,871
1	25,344	44,553	44,553	37,944	68,008
2	26,282	46,100	46,100	39,119	69,164
3	27,213	47,648	47,648	40,298	70,339
4	28,143	49,197	49,197	41,473	71,536
5	29,072	50,745	50,745	42,650	72,752
6	29,999	52,293	52,293	43,826	73,988
7	30,929	53,841	53,841	45,001	75,246
8	31,856	55,390	55,390	46,180	76,525
9	31,856	55,390	55,390	46,180	77,826
10	32,787	56,936	56,936	47,355	79,150
11	32,787	56,936	56,936	47,355	80,494
12	32,787	56,936	56,936	47,355	81,863
13	33,716	58,484	58,484	48,531	83,255
14	33,716	58,484	58,484	48,531	83,255
15	34,644	60,033	60,033	49,709	83,255
16	34,644	60,033	60,033	49,709	83,255
17	34,644	60,033	60,033	49,709	83,255
18	35,572	61,582	61,582	50,885	83,255
19	35,572	61,582	61,582	50,885	83,255
20	36,501	63,129	63,129	52,061	83,255
21	36,501	63,129	63,129	52,061	83,255
22	36,501	63,129	63,129	52,061	83,255
23	36,501	63,129	63,129	52,061	83,255
24	36,501	63,129	63,129	52,061	83,255
25	37,430	64,678	64,678	53,238	83,255
26	37,430	64,678	64,678	53,238	83,255
27	37,430	64,678	64,678	53,238	83,255
28	37,430	64,678	64,678	53,238	83,255
29	37,430	64,678	64,678	53,238	83,255
30	38,179	65,971	65,971	54,304	83,255
31	38,179	65,971	65,971	54,304	83,255
32	38,179	65,971	65,971	54,304	83,255
33	38,943	67,291	67,291	55,389	83,255

Salary Schedule 2025-2026

	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Step	Bus Driver	Cafeteria Worker	Custodian	Mechanic	Instructional Aide	H.S. Secretary
0	27.98	12.60	17.08	25.39	13.23	14.80
1	28.52	13.06	17.50	25.94	13.73	15.32
2	29.11	13.57	17.94	26.51	14.21	15.81
3	29.65	14.06	18.37	27.05	14.72	16.32
4	30.21	14.54	18.79	27.59	15.22	16.82
5	30.78	14.99	19.22	28.15	15.72	17.34
6	31.34	15.49	19.65	28.69	16.22	17.84
7	31.91	15.94	20.09	29.24	16.72	18.36
8	32.47	16.43	20.50	29.80	17.24	18.88
9	32.47	16.43	20.50	29.80	17.24	18.88
10	33.03	16.91	20.91	30.34	17.74	19.34
11	33.03	16.91	20.91	30.34	17.74	19.34
12	33.03	16.91	20.91	30.34	17.74	19.34
13	33.56	17.40	21.35	30.89	18.29	19.86
14	33.56	17.40	21.35	30.89	18.29	19.86
15	34.13	17.87	21.79	31.45	18.91	20.36
16	34.13	17.87	21.79	31.45	18.91	20.36
17	34.13	17.87	21.79	31.45	18.91	20.36
18	34.70	18.36	22.20	32.00	19.53	20.89
19	34.70	18.36	22.20	32.00	19.53	20.89
20	35.27	18.83	22.64	32.54	20.14	21.39
21	35.27	18.83	22.64	32.54	20.14	21.39
22	35.27	18.83	22.64	32.54	20.14	21.39
23	35.27	18.83	22.64	32.54	20.14	21.39
24	35.27	18.83	22.64	32.54	20.14	21.39
25	35.83	19.30	23.06	33.08	20.76	21.89
26	35.83	19.30	23.06	33.08	20.76	21.89
27	35.83	19.30	23.06	33.08	20.76	21.89
28	35.83	19.30	23.06	33.08	20.76	21.89
29	35.83	19.30	23.06	33.08	20.76	21.89
30	36.35	19.70	23.54	33.62	21.17	22.34
31	36.35	19.70	23.54	33.62	21.17	22.34
32	36.35	19.70	23.54	33.62	21.17	22.34
33	36.89	20.10	24.00	34.14	21.59	22.77



Salary Schedule 2025-2026

	Per Hour	Per Hour	Annual Salary	Annual Salary	Annual Salary
Step	Monitor	Elem. Secretary	Administrative Secretary	Administrative Secretary/EMIS	Technology Assistant
0	13.23	14.80	30,589	38,236	32,941
1	13.73	15.32	31,752	39,462	34,192
2	14.21	15.81	32,913	40,684	35,444
3	14.72	16.32	34,077	41,910	36,696
4	15.22	16.82	35,239	43,132	37,948
5	15.72	17.34	36,401	44,356	39,199
6	16.22	17.84	37,564	45,579	40,451
7	16.72	18.36	38,728	46,801	41,703
8	17.24	18.88	39,888	48,027	42,954
9	17.24	18.88	39,888	48,027	42,954
10	17.74	19.34	41,052	49,249	44,206
11	17.74	19.34	41,052	49,249	44,206
12	17.74	19.34	41,052	49,249	44,206
13	18.22	19.86	42,213	50,472	45,458
14	18.22	19.86	42,213	50,472	45,458
15	18.74	20.36	43,376	51,697	46,710
16	18.74	20.36	43,376	51,697	46,710
17	18.74	20.36	43,376	51,697	46,710
18	19.25	20.89	44,540	52,920	47,961
19	19.25	20.89	44,540	52,920	47,961
20	19.75	21.39	45,701	54,143	49,213
21	19.75	21.39	45,701	54,143	49,213
22	19.75	21.39	45,701	54,143	49,213
23	19.75	21.39	45,701	54,143	49,213
24	19.75	21.39	45,701	54,143	49,213
25	20.25	21.89	46,863	55,368	50,465
26	20.25	21.89	46,863	55,368	50,465
27	20.25	21.89	46,863	55,368	50,465
28	20.25	21.89	46,863	55,368	50,465
29	20.25	21.89	46,863	55,368	50,465
30	20.68	22.34	47,801	56,476	51,486
31	20.68	22.34	47,801	56,476	51,486
32	20.68	22.34	47,801	56,476	51,486
33	21.07	22.77	48,757	57,604	52,507

Salary Schedule 2025-2026

	Annual Salary	Annual Salary	Annual Salary	Annual Salary	Annual Salary
Step	Food Service Supervisor	Transportation Supervisor	Maintenance Supervisor	Payroll/Accounts Payable Clerk	Assistant Treasurer (Licensed)
0	25,403	44,725	44,725	38,236	69,546
1	26,358	46,335	46,335	39,462	70,728
2	27,334	47,945	47,945	40,684	71,930
3	28,302	49,554	49,554	41,910	73,153
4	29,269	51,165	51,165	43,132	74,397
5	30,234	52,774	52,774	44,356	75,662
6	31,199	54,385	54,385	45,579	76,948
7	32,166	55,995	55,995	46,801	78,256
8	33,130	57,606	57,606	48,027	79,586
9	33,130	57,606	57,606	48,027	80,939
10	34,099	59,214	59,214	49,249	82,316
11	34,099	59,214	59,214	49,249	83,714
12	34,099	59,214	59,214	49,249	85,137
13	35,064	60,823	60,823	50,472	86,585
14	35,064	60,823	60,823	50,472	86,585
15	36,030	62,434	62,434	51,697	86,585
16	36,030	62,434	62,434	51,697	86,585
17	36,030	62,434	62,434	51,697	86,585
18	36,995	64,045	64,045	52,920	86,585
19	36,995	64,045	64,045	52,920	86,585
20	37,962	65,655	65,655	54,143	86,585
21	37,962	65,655	65,655	54,143	86,585
22	37,962	65,655	65,655	54,143	86,585
23	37,962	65,655	65,655	54,143	86,585
24	37,962	65,655	65,655	54,143	86,585
25	38,927	67,265	67,265	55,368	86,585
26	38,927	67,265	67,265	55,368	86,585
27	38,927	67,265	67,265	55,368	86,585
28	38,927	67,265	67,265	55,368	86,585
29	38,927	67,265	67,265	55,368	86,585
30	39,706	68,610	68,610	56,476	86,585
31	39,706	68,610	68,610	56,476	86,585
32	39,706	68,610	68,610	56,476	86,585
33	40,500	69,983	69,983	57,604	86,585

APPENDIX B

MOHAWK LOCAL SCHOOL  
GRIEVANCE FORM

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

A. STATEMENT OF GRIEVANCE

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B. DATE GRIEVED ACTION OCCURRED \_\_\_\_\_

C. IDENTIFY HANDBOOK PROVISION VIOLATED, MISINTERPRETED, OR MISAPPLIED

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D. RELIEF SOUGHT:

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\_\_\_\_\_  
SIGNATURE OF AGGRIEVED

\_\_\_\_\_  
DATE

(For Administrative Use Only)

RECEIPT OF GRIEVANCE BY ADMINISTRATIVE PERSONNEL

Supervisor – Step 1

Superintendent – Step 2

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

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

\_\_\_\_\_  
DATE

Disposition of Supervisor (Attach and sign written response)

## TABLE OF CONTENTS

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

ARTICLE 5 --	LEAVE OF ABSENCE	Page 11-15
	A -- Sick Leave	Page 11-12
	B -- Personal Leave	Page 12
	C -- Assault Leave	Page 13
	D -- Military Leave	Page 13
	E -- Family Medical Leave	Page 13-14
	F -- Unpaid Leaves	Page 14-15
	G -- Maternity/Paternity Leave	Page 15
	H -- Attendance Bonus	Page 15
ARTICLE 6 --	COMPENSATION AND BENEFITS	Page 16-22
	A -- Compensation	Page 16-17
	B -- Insurance	Page 17-20
	C -- Severance Pay	Page 20
	D -- Holidays	Page 20-21
	E -- Vacations	Page 21-22
	F -- Jury Duty	Page 22
	G -- Hiring Retired Employees	Page 22
ARTICLE 7 --	PERSONNEL ISSUES	Page 23-25
	A -- Transfers	Page 23
	B -- Food Service Employees	Page 23
	C -- Seniority	Page 23-24
	D -- Layoff and Recall Procedures	Page 24
	E -- Use of Tobacco on School Premises	Page 24
	F -- Professional Development/Training	Page 24-25
APPENDIX A	Salary Schedule	Page 26-34
APPENDIX B	Grievance Form	Page 35-36