**MOORE** PUBLIC SCHOOLS
**LEARNING FOR LIFE**

# 2026 - 2027

# NEGOTIATED CONTRACT

# BETWEEN

# EDUCATIONAL SUPPORT PROFESSIONALS OF MOORE

# AND

# MOORE BOARD OF EDUCATION

**IT IS THE POLICY OF THE MOORE SCHOOL DISTRICT TO PROVIDE EQUAL OPPORTUNITIES FOR EMPLOYMENT, RETENTION, TRANSFER, REASSIGNMENT, ADVANCEMENT, AND REHIRE OF ALL PERSONS REGARDLESS OF AGE, GENDER, RACE, COLOR, CREED, NATIONAL ORIGIN, POLITICAL AFFILIATION, PHYSICAL/MENTAL DISABILITY OR RELIGION. THE DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO OTHERWISE QUALIFIED EMPLOYEES AND APPLICANTS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA).**

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## I. SCOPE OF CONTRACT

### 1.01 RECOGNITION

RECOGNITION: The Association having been certified to the Board as having the majority vote in the Moore election, is hereby recognized as the bargaining agent for all employees who are not required by their job description to be a principal, licensed or certified teacher, superintendent or other certified or noncertified administrator as provided in Oklahoma Statutes. Employees with access to confidential, labor relations information of the school district, or managerial employees whose responsibilities include making employment recommendations to the superintendent and for which their position does not require a certificate, shall be excluded from the bargaining unit.

SCOPE OF BARGAINING: The scope of bargaining shall include wages, hours, fringe benefits and other terms and conditions of employment. There shall be no negotiations on inherent managerial policy. Board and Association shall abide by all applicable state and federal statutes, rules and regulations. This agreement shall not abrogate, limit, or restrict the legal rights, obligations and powers of the Board, including its power to make policy, rules or regulations that are not inconsistent with law or the negotiated agreement.

### 1.02 SEVERABILITY

If any provision(s) of this Contract or any application of the provisions of this Contract to any person(s) is found, by a court of competent jurisdiction, to be in conflict with any federal or state law, regulation, ruling, or order, now or hereinafter enacted or issued, such provision or application shall be inoperative but the remaining provisions hereof shall continue in effect. Upon request of the Association or the Board, within ten (10) days after such finding, the parties will meet solely for the purpose of negotiating the provision(s) affected.

### 1.03 DEFINITIONS

1. **Association** is defined as the collective bargaining unit recognized for all employees who are covered by this negotiated contract.
2. **Support employee** is defined as an employee of a school district who provides those services, not performed by professional educators or licensed teachers, that are necessary for the efficient and satisfactory functioning of a school district.
3. **Full-time employee** is defined as an employee who works in a position for 6.0 or more hours in a regular or TE position.
4. **Part-time employee** is defined as any support employee contracted for less than 6.0 hours a day in a regular or TE position.
5. **Last Known Address** is defined as the support employee's personal contact mailing address, for which the employee is solely responsible for ensuring is updated with the district in a timely manner.
6. **Seniority** is defined as a support employee's length of uninterrupted service within the Bargaining Unit since the initial date of employment without regard to part-time or full-time service. When employees share the same hire date, priority shall be determined by using the date of the employee's application. If the dates of the applications are identical, then priority must first be given to the employee with prior Bargaining Unit service for that position, and second priority given to the employee with any prior Bargaining Unit service, or last by lot.
7. **Summer Employment** is defined as employment by an extra employee hired to work in a position that is needed due to extra workload in any department over the months between school sessions.
8. **Duration of Need (DON) Employee** is defined as any NEW employee hired to fill a position needed to perform any workload in any department, or a CURRENT employee, regular or temporary, filling a summer employment position upon completing his/her primary contract calendar for the current school year.
9. **Temporary Employment (TE) Employee** is defined as any NEW classroom instructional employee who has been hired to fill a growth position needed after the completion of the first school day of the current school year OR a NEW employee hired to fill in for a current employee who is on extended leave or leave of absence.
10. **Supplemental Position (SP) Employee** is defined as a CURRENT employee (regular or temporary) who is already employed in a contract position and elects an additional job during the fulfillment of his/her primary job to help the district ease the workload in any department.
11. A **grievance** is defined as an alleged violation of the items within the Contract.
12. **Grievant** is defined as an employee(s) who is/are making a grievance claim.
13. **Days** is defined as working weekdays, excluding holidays.

14. A **department** is defined as all categories that make up a specific section of business. For example the department of transportation includes bus assistants and bus drivers.
15. A **salary schedule** is defined as a pay scale devised for Moore Public School's Support Personnel that is separated into departments and broken down into categories. Compensation for any previous year(s) experience will be awarded only when two-thirds (2/3) of any given contract year has been completed.
16. A **full year of service** is defined as the number of days required (at least the completion of two-thirds of a contract year) for the position from July 1 to June 30 of any school year.
17. **Dock status** is defined as a status during a period of time in which a support employee remains employed but has exhausted all available leave and is in an unpaid employment status.
18. **Leave of absence** is defined as a period of time during which an employee remains employed but is not currently performing work.
19. **Immediate family member** is defined as the employee's spouse, child(ren), stepchild(ren), grandchild(ren), parents, grandparents, stepparents, or any person whom the employee is legally responsible.

## II. EMPLOYMENT PROVISIONS

### 2.01 JOB DESCRIPTIONS

Each job classification filled by a support employee shall have a job description containing the following:

1. Department
2. Position
3. Category
4. Term of employment
5. License requirements (if applicable)

Job descriptions may be revised at any time as needed. All proposed revisions in job descriptions will be provided in writing to the Association and the employee(s) at least ten (10) business days prior to being submitted to the Board. The Association and the employee(s) will have the opportunity to review the proposed revisions and to offer input. The Association shall submit its feedback in writing to the Administration via an Association Acknowledgement Form, which shall be signed by the Association President. Both the revised job description(s) and Association Acknowledgement Form(s) shall be submitted to the Board for consideration.

An employee may ask his/her immediate supervisor to review his/her job description and compare it with his/her work assignment at any time. When a job description is updated and approved by the Board, a copy will be sent to the affected employee(s), the employee(s)' immediate supervisor and the personnel department.

Job description should be specific, especially as it relates to license requirements and liabilities. If a job description is changed requiring a license or additional training, the employee shall be granted sufficient amount of time to update skills and/or license.

Upon written request, employees shall be provided a copy of his/her job descriptions.

The supervisor/coordinator in charge may request from the Director of Personnel a physical evaluation at the District's expense, when through the annual evaluation process reasonable cause exists that an employee does not meet the requirements of the district job description for that position.

*Revised 2012-13.*

### 2.02 NONDISCRIMINATION POLICY

There shall be no discrimination against any support employee covered by this Contract in a manner which would violate any applicable laws on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, or marital status or disability as defined in the Americans with Disabilities Act in the evaluation, employment, or promotion of personnel.

## 2.03 PROCEDURES FOR RESOLVING SUPPORT EMPLOYEE ISSUES

In order to comply with Title 70 of the Oklahoma Statutes, Sections 6-101.40 *et seq*., the Moore Board of Education hereby adopts the following procedure for the suspension, demotion or termination of support employees.

Support employees of Moore Public Schools may be suspended or recommended for demotion or termination by support employee's immediate administrator in accordance with contract Articles 2.04, 2.05 and 2.06 respectively. The immediate administrator shall have the approval of the Director of Personnel.

1. Prior to taking action, the administrator must: (a) conduct an inquiry into the alleged violation, (b) determine the facts and circumstances, (c) advise the support employee of the circumstances drawn and the facts upon which they are based and (d) provide the support employee with an opportunity to dispute the allegations and/or provide additional facts. In deciding upon the course of action, the administrator shall take into consideration the seriousness of the violation, the previous work record of the support employee, and any extenuating circumstances related to the violation. An action that will become a part of the support employee's official personnel file must be reviewed and signed by the support employee before it is placed in the support employee's official personnel file. The support employee's signature on documents filed indicates that the support employee has read the document and does not necessarily mean agreement with statements therein. The support employee will have the right to submit a written answer or rebuttal to such material and have it attached to the file copy. At the request of the employee, documents relative to a particular disciplinary action filed in the support employee's official personnel file, shall be removed and destroyed after two (2) years from the date of the first entry concerning a violation, if there have been no further entries pertaining to the original violation. Said documents may be removed from the personnel file at an earlier date by mutual agreement of the affected support employee and the administrator who initiated the document or the head of Human Resources. Documents related to the following violations shall not be removed:

   - Unauthorized possession or use of firearms.
   - Threatening, intimidating, coercing or interfering with employees/students.
   - Creating disturbances on the premises.
   - Reporting to work under the influence.
   - Immoral or indecent behavior.
   - Walking off the job.

2. Employee discipline procedures are designed to give each employee a full opportunity for work success. Each employee has the right to representation during steps b, c, and d of these procedures.

   The normal discipline procedure involves four (4) steps:

   a. ORAL REMINDER – Step one consists of a conference between the employee and the supervisor concerning the employee's performance.
   b. WRITTEN REMINDER – Step two consists of a letter detailing the area(s) of concern and allowing time for correction of problem(s). A copy of the letter will be given to the employee and a copy shall be placed in the employee's official personnel file.
   c. LETTER OF REPRIMAND – Step three consists of a letter accompanied by a plan for improvement which details the problem(s) and steps which the employee must take towards improvement. Refusal to accept the plan of improvement will result in either resignation or dismissal. The letter shall be placed in the employee's official personnel file.
   d. DECISION-MAKING CONFERENCE – Step four consists of a conference between the employee and the supervisor to discuss the situation and review if successful completion of the plan for improvement has been made and whether further disciplinary action is warranted. Failure to comply with the conditions of a plan of improvement may lead to disciplinary action up to and including dismissal.

Disciplinary action may be initiated at any step depending upon the severity of the infraction.
Incidents that result in disciplinary action must be documented within ten (10) work days in which the affected Member is present at work after the Administrator/Supervisor has been made aware of said incident.

*Revised 2018-19.*

## 2.04 SUSPENSION

Suspension with or without pay may be used whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.07. Suspension with or without pay may also be used as a disciplinary action whenever the administrator is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the support employee may be suspended and removed from the immediate environment pending the outcome of any investigation, court proceeding, medical evaluation of the support employee, or exhaustion of internal appeal procedures.

After any suspension, the support employee shall receive notice of the right to a hearing by regular/certified mail or by personal delivery. Failure of the employee to request a hearing within ten (10) workdays shall be considered a waiver of the employee's right to a hearing.

If an employee is to be suspended for a period to exceed ten (10) days, the Superintendent shall initiate proceedings for termination.

Suspension may be appealed to the next higher administrative level.

## 2.05 DEMOTION

Prior to any demotion, the support employee shall receive notice of the right to a hearing by certified mail. If the hearing is requested, it shall be conducted by the Moore Board of Education.

Demotion may be recommended whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.07 of this agreement.

Demotion may be appealed to the next higher administrative level.

## 2.06 TERMINATION

Any support employee who has been employed for at least 172 days may be terminated for just cause as provided in Article 2.07 of this agreement. Prior to termination, the support employee shall receive notice of the right to a hearing by certified mail. If the hearing is requested, it shall be conducted by the Moore Board of Education.

If the support employee wants a hearing, the support employee shall make the request in writing directly to the Clerk of the Board within ten (10) working days of said notice. Failure of the support employee to request the hearing within ten (10) working days of such notice shall be considered waiver of the support employee's right to a hearing.
If the support employee requests a hearing, the hearing shall be conducted, if possible, at the next or next succeeding regularly scheduled meeting of the Moore Board of Education if the request is received by the Clerk of the Board at least ten (10) working days prior to aforesaid meeting. The hearing may be conducted at a special meeting of the Moore Board of Education. The special meeting shall be conducted no sooner than ten (10) working days and no later than thirty (30) working days after receipt of support employee's request for hearing.

The decision of the Moore Board of Education shall be final. Nothing in the above stated policy shall be construed to prevent layoffs or demotions for lack of funds or lack of work.

## 2.07 JUST CAUSE FOR SUSPENSION, DEMOTION, OR TERMINATION

In order to comply with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the Moore Board of Education hereby adopts the following causes for suspension, demotion, or termination of support employees:

1. Absence from workstation or school premises without authorization prior to lunch periods or end of workday.

2. Excessive (unexcused) absenteeism. (Dock Status)

3. Chronic Absenteeism for any reason.

4. Excessive tardiness.

5. Persistently wasting time or distracting others during working hours.

6. Leaving work area during working hours without proper notification and permission.

7. Unauthorized possession of weapons on the premises at any time.

8. Falsification and/or removing without authority, district property, records or confidential information.

9. Removing district property, records, or confidential information from premises without proper authority.

10. Willful abuse, misuse, defacing, destruction, or unauthorized operation of district property, including tools, equipment, machines, or other property of other support employees.

11. Theft, misappropriation, or sabotage of property of support employees, students, or of the district.

12. Refusal to follow instructions of supervisor.

13. Refusal or failure to do work assignment.

14. Unauthorized or unsafe operation of vehicles, machines, tools, or equipment.

15. Threatening, intimidating, coercing or interfering with support employees or supervision at any time.

16. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, student, or the district.

17. Creating or contributing to unsanitary, unsafe, or unhealthy conditions.

18. Creating disturbances on the premises at any time.

19. Possession, consumption, sale of, or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances on the job or on school premises.

20. Disregard of known safety rules or common safety practices.

21. Operating machines or equipment without safety devices provided.

22. Participating in or witnessing gambling, lottery, or any other game of chance on district property.

23. Unauthorized distribution of literature, written, or printed matter of any description of district property.

24. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.

25. Poor workmanship.

26. Failure or inability to satisfactorily perform the required duties of the position.

27. Immoral or sexual conduct or indecency including abusive and/or foul language or behavior.

28. Making or receiving personal telephone calls or texting or posting or use of personal social media during working hours.

29. Walking off the job and/or failure to report to work without following leave procedures.

30. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.

31. Smoking or vaping on school property or while on duty.

32. Failure to dress appropriately for work assignment.

33. Refusal of job transfer within the district when transfer does not result in demotion.

34. Abuse of break or rest periods or meal period procedures.

35. Pushing, pulling, grabbing, or otherwise inappropriately touching students, staff, or others.

36. Inappropriate or unauthorized use of the school district's computer network or internet connections.

37. Insubordination of any kind.

38. Discrimination in violation of board policy through inappropriate words or actions directed toward another employee, student, or other person.

39. Violation of any administrative rule or district policy that the support employee knows or should have known.

40. Job abandonment, including no call/no show for three (3) consecutive work days, walking off the job and/or failure to report to work without notification to the direct supervisor.

41. Failure to notify of criminal charges, the conviction, or guilty plea or entering of nolo contendere of a felony.

42. Lack of funds and/or lack of work.

43. Texting while driving a school district vehicle.

44. Sleeping on the job during work hours or while on duty.

45. Acting to embarrass or harass or abuse a child mentally or physically.

46. If it is in the best interest of the school district.

VIOLATIONS FOR ANY OF THE ABOVE SHALL BE SUFFICIENT GROUNDS FOR THE SUSPENSION, DEMOTION, OR TERMINATION OF THE SUPPORT EMPLOYEE.

*Revised 2015-16, 2016-17, 2025-2026*

## 2.08 RELEASE FROM CONTRACT AND RESIGNATION

In order to leave the Moore Public School District in good standing, support employees must request release from contract at least ten (10) working days by the employee to requested departure date specifying the exact effective date.

Failure to give ten (10) working days notice and receive release from contract shall be sufficient reason to deny an applicant consideration for employment at a later date. **Any unused leave earned by the employee must be paid.**

Release from contract shall be granted when "release from contract" requirements have been met.

Notice of intention to resign for the next contract period must be given at least ten (10) weekdays prior to the employees reporting date for that contract period.

*Revised 2012-13.*

## 2.09 POSTING/FILLING JOB VACANCIES

A written notice of all job vacancies, duration of need, temporary, and supplemental workload positions, posted with department and category information when applicable, whether existing or newly created, shall be posted online. When the District creates a new job description, ESPM shall be notified in writing at least ten business days prior to the position being presented to the Board. The Association shall submit its feedback in writing to the Administration via an Association Acknowledgement Form, which shall be signed by the Association President. The new job description and the Association Acknowledgement Form shall both then be submitted to the Board for consideration. Notification shall include all information listed below. Said notice of vacancies will be posted for at least five (5) days prior to being filled. The notice shall include:

A. Title of the position
B. Location of position
C. Category
D. Summary job description
E. Number of working days required
F. List of the qualifications for the position
G. Department
H. Hours per day
I. Hourly rate of pay

Positions that become vacant as a result of transfer of a current employee to a vacancy that has been posted will be posted but the vacancy may be filled immediately from those who apply for the job vacancy originally posted. The application for any position will indicate that the person wishing to transfer is seeking only the specific position posted or that the person would be interested in any opening.

Job vacancy notices will specify the time limit for submitting application for the vacancy and the date when the position may be filled. Posting job vacancies during the summer months will be online. A copy of the posting will also be provided to the Association at the time it is posted.

Consideration will be given to all applicants who meet the established qualifications for the vacancy. The administration shall determine the importance of the qualification or qualifications required for the vacancy being filled. When the administration determines that all other qualifications are equal, seniority shall be a determining factor in placement.

The responsible administrator or supervisor shall be required to interview a minimum of three (3) current employee applicants, if available before filling a position. Employee applicants who have been interviewed for the same or similar positions within the last six (6) months need not be interviewed again.

When it becomes necessary to reassign or transfer an employee from one position to another or from one school, work site, or department to another, a conference shall be held with the employee who will be affected by the change prior to reassignment or transfer of the employee. A person's individual problems concerning a transfer or reassignment may be presented at the aforementioned conference. The District reserves the right to reassign route busses to serve the students or other District needs.

Transportation:

All existing or newly created bus routes or shuttles shall be posted, and when the administration determines that all other qualifications are equal, the position shall be filled first by the senior support drivers or senior bus assistants desiring those routes. Drivers and bus assistants shall be limited to one such change per school year, except in unusual circumstances, as determined by the supervisor.

When an A.M. or P.M. half route becomes vacant, the driver for the other half of the route shall have first option to pick up the route.

The seniority list for Transportation bus drivers is to be separate from the seniority list for Transportation assistants. If applying for Assistant positions, Drivers shall not use their Driver Seniority date and Assistants shall not use their Assistant Seniority date if applying for a Driver position.

Driving positions that are open at the end of a school year or become open over the summer will be posted in the normal manner but will be awarded at the conclusion of the last in-service training session. Selection will occur prior to the beginning of the school year, usually the week before school starts.

*Revised 2009-10, 2012-13, 2014-15, 2015-16, 2016-17.*

## 2.10 SUMMER EMPLOYMENT

All summer employment will be posted. Those support employees who are employed during the school year will be given priority and keep their same level and category. Support summer positions are part-time temporary positions and support employees hired for these positions will receive no benefits associated with said position. All effort shall be made to fill summer positions by support employees only. If the position is filled by someone outside the bargaining unit, the administration will notify ESPM in writing.

Support employees hired for summer employment in part-time temporary maintenance positions shall be employed at a rate not less than $7.25 per hour and not to exceed the category and rate of pay on the zero (0) level for the position hired.

The hourly rate for those employees filling support professionals positions to be hired for the summer school program shall be as follows:

| | |
|---|---|
| Secretary | Category C, zero (0) level, Clerical |
| Assistant | Category A, zero (0) level, Instructional |
| Paraprofessional | Category C, zero (0) level, Instructional |
| Bus Driver | Category C, zero (0) level, Transportation (not to exceed 4 ½ hours) |
| Bus Driver/Teacher Assistant | Category C, zero (0) level, Trans./Category A, zero (0) level, Instr. |

Technology summer employees shall not be paid more than the zero (0) level of the custodian full-time pay scale.

Pay shall not be less than (0) level of schedule employee is currently on.

All employees who work the ESY Program for special needs children shall be compensated according to funds available from the applicable Federal grants. However, these employees shall not receive less than the zero (0) level and their appropriate salary schedules.

*Revised 2009-10, 2014-15, 2015-16, 2018-19.*

## 2.11 CONTRACT EXTENSION

When an administrator deems it necessary that a support employee work more than the days contracted, the administrator, with the approval of the Personnel Director may extend said support employee's contract, with the support employee agreeing to the extension. When an extension is granted in his/her contracted position, all salary and benefits applicable to the extended position shall apply.

## 2.12 HIGH SCHOOL STUDENTS

High school students employed by the Moore schools are excluded from coverage of this Contract and their conditions of employment shall be set by the Board of Education.

## 2.13 REDUCTION IN STAFF

In the event it is necessary, due to lack of work or lack of funds, to have a reduction in staff, the Board of Education shall determine which positions are to be retained. In implementing a reduction in staff, the Board of Education shall follow this procedure:

1. The Board and/or administration shall advise the Association that reduction in staff is necessary.

2. A hiring freeze shall be imposed.

3. Losses through normal attrition (retirement, resignation, or a position otherwise vacated) shall, insofar as is practical, not be replaced. Support employees declared to be excess in a building in a given department shall be transferred, when qualified, to fill vacancies in other buildings within their department or another department.

4. Certified employees in support positions shall be laid off from support positions.

5. Probationary employees shall be laid off.

6. Seniority shall determine any further reduction in force within a department.

Due process procedures will be implemented in accordance with board policy and state law.

SENIORITY

Seniority shall be defined as a support employee's length of uninterrupted service within the Bargaining Unit since his/her initial date of employment without regard to part-time or full-time service. When employees share the same hire date, priority shall be determined by using the date of the employee's application. If the dates of the applications are identical, then priority must first be given to the employee with prior Bargaining Unit service for that position, and second priority given to the employee with any prior Bargaining Unit service, or last by lot.

NOTICE OF LAYOFF

Whenever layoffs become necessary all notices of layoffs shall be in writing (certified mail), and shall specify the reason for layoff. Said notice of layoff should be given at least two (2) weeks prior to layoff date.

REEMPLOYMENT

Laid off persons are eligible for reemployment in the department from which they were laid off for a twelve (12) month period and shall be reemployed in the reverse order of layoff. No new support employees in that department shall be hired for positions during the period of support employee layoff if a qualified support employee is available on the reemployment list.

NOTIFICATION OF REEMPLOYMENT OPENINGS

Any support employee who is laid off and is subsequently eligible for reemployment shall be notified in writing by the Board of an opening. Such notice shall be sent by certified mail to the last address given the Board by the support employee.

SUPPORT EMPLOYEE NOTIFICATION TO BOARD

A support employee shall notify the Board of his/her intent to accept or refuse employment within five (5) working days following receipt of the reemployment notice. If the support employee accepts reemployment, the support employee must report to work within ten (10) days following receipt of the reemployment notice.

Any support employee refusing reemployment releases the Board from further obligation. No response from the support employee is considered such a release.

REEMPLOYMENT IN HIGHEST POSITION

Support employees shall be reemployed in the highest position available, for which they are qualified, in the laid off department. When a support employee who was terminated due to reduction in force is reemployed, all accumulated applicable seniority, salary, and benefits that he/she had at the time of termination will be restored.

*Revised 2014-15.*

## 2.14 OVERTIME

Overtime will be allowed upon authorization from the administrator in charge and approved by the office of personnel. Time and one-half will be paid for all authorized overtime pay over forty (40) hours worked per week.

Holiday pay shall consist of double time.
All approved overtime must be documented before an employee is paid.

*Revised 2014-15.*

## 2.15 COMPENSATORY TIME

Compensatory (Comp) Time will be allowed upon authorization from the administrator in charge and approved by the office of personnel when an employee chooses Comp Time in lieu of pay. Time and one-half will be figured for all authorized Comp Time over forty (40) hours worked per week.

All Comp Time for hourly support employees must be clocked in on a time card except in emergency situations. Comp Time for hourly and salaried support employees must be signed by the administrator/supervisor in charge and used at the administrators/supervisors discretion..

All Comp Time acquired after July 1 must be used by the end of the calendar year. All Comp Time acquired after January 1 must be used by the end of the fiscal year (June 30).

*Revised 2014-15, 2015-16, 2017-18.*

## 2.16 DURATION OF NEED, TEMPORARY, SUPPLEMENTAL POSITIONS

Employees working at least four (4) hours per day or 20 hours per week shall, if requested, receive a district-paid health benefit in the amount of fifty percent (50%) for the cost of the individual's health care premium when an employee agrees to pay the other half of their health premium. (788.1 School State Laws)

A. Duration of Need (DON) Employees

DON positions shall be posted and when applicable shall include all posting information to comply with Article II, 2.09.

DON employees are employees who do not satisfy the definition of a part-time or a full-time employee.

DON employees hired for a position listed in the support salary schedule(s) shall not be paid less than the current zero (0) level for that salary schedule when applicable.

DON employees serving as CDL Instructors/Examiners will receive compensation at $23.00 per hour.

B. Temporary Employment (TE) employees

TE positions shall be posted and when applicable shall include all posting information to comply with Article II, 2.09.

TE employees hired to fill growth positions or to fill in for current employees who are on extended leave or leave of absence shall be entitled to receive eligible benefits as defined for full-time or part-time employees listed above.

TE employees shall not be hired until the first day of the current school year has passed, unless they are hired to replace an employee on an approved leave of absence.

TE employees shall have the right to apply and accept support positions that have been posted any time during the school year.
TE employees who complete two-thirds (2/3) of their contract shall earn one (1) year of Moore Public School experience.

TE employees shall be notified in writing by May 15th regarding the status of their current temporary employment for the next school year.

TE employees shall be considered and included in the same manner as other support employees as described in the negotiated contract between Moore Public Schools Board of Education and ESPM with the exception of the right to guaranteed re-employment in a continued temporary status.

When a regular contracted employee accepts a TE position, the ESP job status as a regular district employee remains the same. It is only the position that is considered temporary. If the temporary position is absorbed, the district will place the ESP in another comparable position.

*Revised 2010-11, 2011-12, 2012-13.*

C. Supplemental Position (SP) Employees

Employees (regular or temporary) who are already employed in a contract position shall have the right to elect an additional job during the fulfillment of his/her primary position to help the district ease the workload in any department during the regular school year.

SE positions shall be posted and when applicable shall include all posting information to comply with Article II, 2.09.

The District shall require time documentation detailing the number of hours employees worked on a daily basis for all positions, and the total number of hours the employee worked for the week.

SP employees shall be paid overtime, one and one half (1.5) times the current hourly rate of pay, for all hours worked beyond forty (40) hours for any given work week. A blended hourly rate of pay will be used to calculate overtime. The work week is defined as Monday through Sunday.

SP employees shall be paid no less than the current hourly rate of pay that is paid for work completed on his/her primary contracted position when performing the same job duties as the primary assignment; i.e. Interpreters, etc.

NEW SP employees' contracts for certified stipend positions, i.e. before & afterschool care shall be paid no less than 90% of the current certified stipend rate. Athletic tutor coaches will be paid on the Board-approved scale.

*Revised 2009-10.*

## 2.17 PROBATIONARY SUPPORT EMPLOYEE

The first ninety (90) contracted days of initial employment shall be considered to be a probationary period in which the immediate supervisor shall evaluate the support employee's ability to perform the functions required of the position. At any time prior to the conclusion of the probationary period, the support employee may be recommended for termination if it is determined that the support employee is unable to perform the required functions of the position.

## 2.18 BUS DRIVER/ASSISTANT DOWN TIME

Full time bus drivers and assistants are required to notify the office of down times and changes in their daily schedule. They will be on call to assist as needed throughout the day.

## 2.19 ACCIDENT REVIEW BOARD

An accident review board will review all bus related accidents once per month. The accident review board will consist of the following: a) driver involved, b) an ESPM representative, c) Transportation Director or Assistant Director, d) Law Enforcement Officer, and e) District Safety Officer. The Accident Review Board may recommend that drivers involved in an accident which could have been avoided by the driver will attend a mandatory four-hour driver improvement in-service without pay.
Mandatory post-accident drug testing shall be implemented for bus drivers.

## 2.20 TWO-POSITION EMPLOYEES

An employee who works in two positions for the district and whose total working hours are thirty (30) or more hours per week shall be considered a full-time employee and entitled to all qualifying benefits. When an employee accepts the full-time status under these circumstances he/she cannot accept a position or extra duty in one of his/her positions that would interfere with the defined workday.
Compensation shall be calculated by blending the hourly rates of pay of both positions using the full time compensation pay scales (8.01) based on years of experience according to each start date. Employees will not receive the same years of experience for both positions unless their start dates are the same.

Sick leave will be accrued on each position based on the start date. If employees exhaust their sick leave in one of their positions but they still have sick leave remaining in their other position, the sick leave remaining cannot be transferred to the position that has no leave. When employees have to be docked on one of their positions for thirty (30) days or more due to exhausted leave, employees will lose their benefits.

No two-position employee will be permitted to use leave for one position in order to work more hours in the other position. This also means that those employees who are in Transportation cannot take activity trips in the place of their other position.

Drivers who both drive and work as a bus assistant shall be placed on the driver's schedule they qualify for at the pay level reflected by their years of service to the district.

*Revised 2009-10, 2013-14.*

## 2.21 JOB OVERSIGHT COMMITTEE

ESPM and the Administration are committed to working collaboratively on behalf of all ESPs in regards to changing department job descriptions and salary schedules. The Association reserves the right to work with the Administration to continue to evaluate ESP job descriptions in an effort to stay competitive with comparable positions/salaries of other local, state, and industry standards. Priority may be given to the departments which have the greatest discrepancies between the median salaries of other said school districts and/or "other duties" have increased. This may be determined during the negotiation process and department(s) may be identified by the Association or by the Administration to be mutually agreed upon. The Association shall submit revised job description(s) and the Administration shall have sixty (60) days to make adjustment of their own. If the job description meets Administration approval, the revised job description(s) shall be submitted to the Board for consideration/approval.

*Revised 2012-13, 2013-14, 2017-18.*

## 2.22 TRAINING/PROFESSIONAL DEVELOPMENT

The district will provide training for support employees as job responsibilities/requirements change. Training will be offered in areas of job responsibilities to include but not be limited to technology, secretarial responsibilities, administration of medication, CPR, child abuse reports, etc. If any support employee feels additional training is necessary, he/she may submit a request for further training through his/her immediate supervisor.

In-service days for professional enrichment leave will be provided to the employees to attend workshops and/or seminars directly related to their specific job classifications upon approval of the assigned administrator.

Note: All paraprofessionals will be granted paid leave time to attend the paraprofessional training offered during the school year.

ESPs will be granted leave time to attend training offered during the school year that is essential to the performance of their jobs or will contribute to the safety of saving the lives of students or co-workers on a case by case basis. Written request for this leave shall be made to the head of Human Resources in a timely manner.

Paraprofessionals shall be trained and shall have access to EROS to track continuing education.
For the Transportation Department, monthly training/safety meetings will replace in-service Zone training days. These monthly training sessions are to last one (1) hour and shall be attended by all Transportation Department employees. Transportation Department employees will be given two (2) weeks prior notice of monthly meeting. All Transportation employees will complete enough monthly training periods (one hour each) to cover their contracted daily hours.

*Revised 2011-12, 2014-15, 2015-16, 2016-17.*

2.23 DUTIES

All reasonable efforts will be made to ensure that support employees will perform their regularly assigned job duties. All possible efforts shall be made to hire substitute teachers, drivers, etc. However if neither a substitute or a qualified volunteer is available, support employees may be required to cover classes or attend to other duties as assigned that have to do with student supervision and/or student safety.

## III. INDIVIDUAL RIGHTS

3.01 RIGHT TO REPRESENTATION

Members of the Bargaining Unit shall have the right to be accompanied by a representative at all conferences with Administrators and/or the Board of Education which deal with issues of performance. Prior to the conference, the Member shall notify the affected Administrator and/or the Board of Education of his/her intention to be accompanied by a representative. When a conference dealing with issues of performance is Scheduled, the Administrator shall, in writing:

A. Give, at least, twenty-four (24) hour notice of the scheduled conference(s) and refrain from giving notice on last day worked before a holiday or weekend, except in those instances where, in the judgment of the Administrator, the seriousness of the situation requires immediate attention.

B. Inform Member of the specific nature of the subject to be discussed.

C. Inform Member of his/her right to representation.

*Revised 2015-16, 2022-23*

3.02 SUPPORT EMPLOYEE RIGHTS

A. No support employee shall be harassed or discriminated against by the Superintendent or any other administrative officer of the district or by the certified or support organization, its officers or any member thereof because of the exercise or non-exercise of his/her rights as guaranteed by any article covered in this contract. It shall be prohibited for a support employee organization, support employee or employer, to impede, restrain, or coerce a support employee or support employees in the exercise of his/her rights guaranteed by Sections 509.1 through 509.11 of Oklahoma State School Law.

B. The Board and Association agree that discipline, reprimand or discussion of issues or problems specific to the support employee in question should be done in privacy between the administrator and

the employee. However, when in the opinion of the immediate supervisor/administrator, it is in the best interests of the district, said discipline, reprimand or discussion may be immediate. If there is need for representation it will be provided as in Article 3.01 of this contract.

C. The Board shall, in compliance with city, state, and federal statutes and/or regulations governing such conditions, maintain healthy and safe working conditions at each work location.

D. Members shall not be required to work under unsafe or hazardous conditions as determined by the proper regulatory authority, such as the Oklahoma State and Federal Departments of Health and Human Services, OSHA, local police and fire departments. Member concerns shall be reported in writing to his/her principal/supervisor, and the report shall be forwarded to the Superintendent or designee.

Parents/Guardians are expected to treat members with respect. Any Member who is threatened with harm while performing his/her duties shall notify the building principal/supervisor. If an administrator/supervisor becomes aware that a member has been threatened with harm by a third party, the administrator/supervisor shall notify the member. The principal/supervisor shall notify the proper authorities, if necessary, and shall provide such assistance, advice and moral support as required. When a member has been physically assaulted by a student, a administrator/supervisor will make a bona fide attempt to communicate with the member the plan for the student's return prior to the student's return to ensure safety for all.

Any member who is unable to continue his/her contract of employment as a result of injury sustained in the reasonable performance of his/her duties from

1. Assault by a pupil, relative of a pupil or person of the pupil's household; or
2. Injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity shall be paid his/her full contract salary for the period of time as he/she is prevented from working as a result of injuries sustained during the performance of his/her duties up to the remainder of the contract year in which he/she injured.

In all circumstances local, state, and Federal law as well as board policy will be followed.

Nothing in this article should be construed to limit a Member's right to contact law enforcement when warranted or to seek additional legal recourse such as filing criminal charges or pursuing other criminal or civil law remedies available to the Member.

No member shall be subject to retaliation or discrimination for reporting safety concerns, threats, or incidents under this provision.

E. Employees shall be made aware of departmental rules and regulations relating to the employee's safety in that individual's particular job. Employees shall receive training in accordance with the Hazardous Communications Act. Such training will be updated when a new product that requires new specific safety precautions is placed into use.

F. Discipline reports filed by bus drivers will be acted upon as soon as possible and the driver will receive a report of any action taken within seven (7) working days from the time the administrator received the report.

G. Bus drivers shall be advised in writing of any administrative changes in those eligible to ride his/her bus.

H. Support employees shall have the right to receive an accurate paycheck. Once an error has been reported to the payroll office, a check shall be processed within three to five business days. Such requests and approvals will be approved by the Director of Personnel after meeting with the employee to discuss the need and the amount of the adjustment.

I. All support employees shall have the right to have access and view their personal employee information including but not limited to payroll, leave balances, and contract information. The district shall provide training and continuing education to all support employees including but not limited to the

following: how to access the information at each work site, how to obtain a printed copy of his/her information, and when they shall be able to access this information during the work day.

*Revised 2012-13.*

## 3.03 EVALUATION

All support personnel will be evaluated in writing, a minimum of one time annually prior to April 1. New employees will be evaluated within ninety (90) days of employment.

A committee shall review employee evaluation forms when necessary and recommend changes to the Superintendent. There shall be no other evaluation forms used. This committee shall consist of at least one support employee from each classification or department.

Each evaluation will be followed by a conference between the evaluator and the support employee. The conference will be held within five (5) working days of the evaluation and the employee will be given a copy of the evaluation report at that time. The supervisor will discuss the strengths and weaknesses of the employee's work and will make suggestions as to how the employee may improve his/her performance. The employee shall acknowledge the written evaluation by his/her signature on the evaluation report.

One copy of the evaluation report shall be given to the employee being evaluated, a copy shall be given to the administrator of the building/ work site, and the administrator shall forward the report with their recommendations to the District Personnel Office.

After the evaluating conference the employee may respond in writing and this response shall be a part of the record. Such response must be made within ten (10) working days of the receipt of the evaluation.

Except by order of a court of competent jurisdiction, evaluation documents and the responses of the employee shall be available only to the evaluated employee, and the Board or administrative staff making the evaluation, and the Board or administrative staff of any school to which the employee applies for employment, and other such persons specified by the employee in writing.

If the evaluation indicates “unsatisfactory”, a program for improvement will be developed by the administrator with specific written suggestions for improvement in the area(s) where an “unsatisfactory” has been indicated.

The supervisor/coordinator in charge may request from the head of Human Resources a physical evaluation at the district’s expense, when through the annual evaluation process, reasonable cause exists that an employee does not meet the requirements of the district job description for that position.

## 3.04 GRIEVANCE PROCEDURE

### PURPOSE

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a claim of the grievant.

### STRUCTURE AND TIME LIMITS

A. If any of the time limits outlined herein are not met by the grievant, the grievance shall lapse.

B. If any of the time limits outlined herein are not met by the affected supervisor/administrator, in any step, the grievant may proceed to the next higher step.

C. All documents, communications, or records dealing with the grievance shall be filed separately from the personnel file of the grievant.

D. Both parties agree that the written records pertaining to the grievance shall be kept confidential.

E. The grievant must be present at all stages and shall be afforded the right to representation at any conference or hearing relating to the grievance. Options for representation afforded the grievant shall include but not be limited to:

1. Association Representative at the grievant's building site;
2. Association Member at the grievant's building site;
3. Association Officer;
4. Non-association employee at grievant's building site;
5. Other representation of grievant's choice; or
6. No representation.

If the grievant retains an attorney as a representative, notification must be made immediately in writing to the MPS attorney to properly schedule for both attorneys to be present.

F. Steps shall be followed in sequence, subject to being discontinued by grievant at any point in this procedure.

Informal Procedure

Within twenty (20) working days after the discovery of the occurrence or the act of omission giving rise to the grievance, the employee shall (a) promptly notify his/her immediate supervisor of the alleged violation, stating that a grievance may exist; (b) discuss the alleged grievance with the supervisor; and (c) attempt to resolve the issue. Any written record of a complaint shall be destroyed if the grievance does not go beyond Step 1.

Level One

A. If the grievance is not resolved through discussion, the grievant may submit a Level One grievance form to the immediate supervisor within ten (10) days after the initial discussion.

B. The immediate supervisor shall convene a hearing with the grievant within ten (10) days of receipt of the Level One grievance.

C. The immediate supervisor shall reply on the Level One form to the grievant within ten (10) days of the hearing.

Level Two

A. If the grievant is not satisfied with the Level One decision, the grievant may submit the Level Two grievance form to the Superintendent/Designee within ten (10) days of receiving the Level One decision.

B. The Superintendent/Designee shall convene a hearing with the grievant within ten (10) days of receipt of the Level Two grievance.

C. The Superintendent/Designee shall reply on the Level Two grievance form to the grievant within ten (10) days of the hearing.

Level Three

A. If the grievant is not satisfied with the Level Two decision, the grievant may submit the Level Three grievance form to the Clerk of the Board within ten (10) days of receiving the Level Two decision.

B. The Board shall convene a hearing with the grievant at the next regular board meeting unless said meeting will occur in less than ten (10) days. The hearing shall then be scheduled for the next succeeding board meeting or for a special board meeting.

**Note:** A copy of each completed Grievance Report Form shall be received by the head of the Human Resources, affected supervisor, grievant, and ESPM. (Refer to the form attached hereto on page 63.)

## IV. ASSOCIATION RIGHTS AND PRIVILEGES

### 4.01 ASSOCIATION LEAVE

A pool of thirty (30) days shall be provided to the Association for the purpose of legislative visits, Association related professional meetings, and Association business. No more than seven (7) days shall be used from this pool on a given day except for Delegate Assembly. No individual Member, other than the ESPM President, Vice-President, Treasurer and Secretary shall use more than four (4) days from the pool during the school year. Days from the pool may not be approved for use by individual Members who have exhausted all other sources of leave. Association leave may be granted on an hourly basis.

Written request for use of Association leave shall be made to the Vice-Superintendent or designee through the President of the Association twenty-four (24) hours in advance of the anticipated absence.

Substitutes shall be provided by the District where needed.

*Revised 2016-17.*

### 4.02 ACCESS TO BUILDINGS

The representatives of ESPM may have access to all school buildings provided that the exercise of this right does not interfere with the educational program.

During the work shift, representatives of ESPM may have access to all members of the bargaining unit during the members' break time or lunch time.

### 4.03 USE OF SCHOOL BUILDINGS AND FACILITIES

The Association (ESPM) may use school facilities where no conflict exists, without cost, at reasonable times for meeting, with approval of the building principal. Approval for use of buildings and facilities may be granted only one day at a time. Request for use of a building shall be made to the principal of the respective building two (2) workdays in advance of the planned meeting date.

### 4.04 ACCESS TO EMPLOYEES

The Association (ESPM) shall have the right to place one (1) mailbox for each class of support employees in each building or school and to place notices, circulars and other material in these boxes. The Association shall also have the right to post and maintain a bulletin board at each of the aforementioned locations. The size and placement of the board shall be determined by mutual agreement between the President of the Association and the building administrator. Electronic communication may be used for Association business in accordance with Board policy. School mail and bulletin boards shall not be used for campaign material during a representation challenge election.

*Revised 2024-2025.*

### 4.05 ATTENDANCE AT ASSOCIATION MEETINGS

Any support employee wishing to attend any ESPM Association meeting during work hours may do so provided the support employee notifies his/her immediate administrator at least one day in advance and the time taken from that shift must be made up in that work day.

If time is not made up, a full dock of pay for the time missed will be reflected in the next pay period.

Meetings applicable to this article shall be restricted to evening meetings and limited to no more than nine (9) per fiscal year.

4.06 ATTENDANCE AT RATIFICATION BALLOTING

The Board recognizes the need for a ratification balloting; therefore, support employees shall be allowed sufficient time to attend the ratification balloting provided the time is made up. Time for the balloting will be mutually agreed upon by the head of human Resources and the President of ESPM.

4.07 BOARD MINUTES

Each official school board meeting agenda and subsequently approved minutes of the Board are now available online.

4.08 DEPARTMENT HANDBOOKS

When needed or desired, a department handbook may be written by a committee of no more than three (3) administrators (to be selected by the Superintendent) and no more than two (2) support employees (to be selected by ESPM). The handbook will be subject to approval by the Superintendent. This handbook shall establish rules, regulations, and guidelines for the department, but SHALL NOT establish anything dealing with support employee wages, hours, fringe benefits nor other terms and conditions of employment.

4.09 PRINTING/DISTRIBUTION OF NEGOTIATED CONTRACT

The contract shall be printed in the school facilities. Prior to printing of the agreement, the Board and the Association shall be furnished a draft copy so they can proof read and mark for corrections. The spokesperson for the respective teams shall sign off on the final copy prior to printing in book form. Printing of the contract book shall be accomplished within forty-five (45) working days of ratification. The full contract is also available online.
A copy of this Agreement shall be provided to ESPM Executive Board Members, Site/School Representatives and Departmental Directors.

*Revised 2015-16*.

4.10 COMMITTEE APPOINTMENTS

The Association shall have the right to appoint one (1) member to the District Calendar Committee.
*Added 2009-10.*

## V. LEAVE PROVISIONS

5.01 SICK LEAVE

Sick Leave may be used in hourly, ½ day or full day increments. Leave shall be recorded by hours. A day is defined as hours worked daily not to exceed eight (8) hours (i.e., three (3) hour employee times six (6) days equals eighteen (18) hours). Each support employee shall accrue sick leave days each fiscal year. Sick leave is accrued at the rate of one (1) day per month of service, not to exceed the number of hours per day for which they are regularly employed, to a maximum of twelve (12) per fiscal year with unlimited accumulation. New support employee's date-of-accrual is based on each employee's anniversary date-of-hire. The support employee's immediate administrator must be notified as soon as the support employee knows sick leave is to be used. When there appears to be a pattern of absenteeism, the head of Human Resources or the immediate administrator may request an investigation based upon documentation provided by the immediate supervisor. The investigation will be conducted by the Human Resources Department under the direction of the head of Human Resources.

The following are examples of patterns of absenteeism, which may lead to disciplinary action:

a. There is an established pattern of sick leave use on days immediately preceding or following a holiday.
b. There is an established pattern of sick leave use on days following warrant/pay days.
c. There is an established pattern of sick leave use on the first (1st) or last days of a work week.

Sick leave may be used for accidental injury, illness, pregnancy or temporary disability of the support employee or support employee's immediate family.

In case of substantiated extended personal disability and after all sick leave, sick leave sharing days (if available), and family medical leave (if eligible) are used, a support employee will be placed on leave without pay.

After thirty (30) calendar days on leave without pay status, or upon completion of the allowable family medical leave, the support employee must request a leave of absence. All school provided benefits will cease at the time the support employee goes on leave without pay. The District will continue to pay the support employee's health insurance benefits while on approved family medical leave. When a disability goes past the contract period, then the support employee may apply for leave of absence as noted in Section 5.04 of this contract. Provisions will be made whereby the employee can arrange payment of all professional dues and insurance as permitted by the insurance carrier. When the support employee recovers sufficiently to perform regular duties and returns to work, the support employee shall be restored to a position of like seniority status and pay. Benefits will resume at this time.

When an employee is off work because of a work related injury, that employee shall draw from his or her sick leave the amount of time necessary to make up the difference in what his or her regular check was and what the Workers Compensation Insurance is paying the employee. Pending a doctor's report, support employees who have earned emergency leave or sick leave may have the choice as to which leave they will use for work days missed during the first three (3) calendar days, in addition to the date of injury, for which they are not eligible to receive temporary total disability benefits.

Sick leave is not to be used for vacation time or recreational purposes.

Years of experience for sick leave accumulation shall be the number of years of continuous employment by the Moore School District.

Individual leave status will be recorded on each statement of earnings and deductions to reflect use/balance.

When support employees notified their administrator about not working that day because of illness, the support employee must give at least one hour notice before an employee starts their contracted hours or when a situation occurs that they must leave while on their contracted hours.

DOCK Status:

A support employee that has a documented illness from a medical doctor that has caused them to use accrued sick leave, personal business leave and vacation leave may be granted by the head of Human Resources to receive additional non-paying sick leave for any future illnesses. The support employee shall submit a written request asking for more un-paid sick leave so they will not be subjected to termination. The head of Human Resources will review requests for special circumstances on an individual basis.

<u>0 Years Service</u>

Each new support employee will be credited with one (1) day of sick leave on employee's first month anniversary of date-of-hire and will continue to accrue sick leave at the rate of one (1) day per month on employee's monthly anniversary of date-of-hire to a maximum of twelve (12) days per fiscal year.

<u>Employees Under Contract as of June 30</u>

The first day that the support employee reports to work on or after July 1, each support employee under contract as of June 30 will be credited with one (1) day sick leave per month of service to a maximum of twelve (12) days per fiscal year.

Individuals employed by the district in more than one position receive, accrue, and shall utilize sick leave in each position independent of the other. Sick leave earned in one position is not available for use by the employee in the employee's other position.

When a special needs bus driver or bus assistant is sick for an extended period of time (one week or more), a substitute driver, when possible, shall be assigned to that route for the entire period of time the regular driver is gone. This would provide the special needs students with a minimal amount of disruption in their daily routine.

*Revised 2012-13, 2014-15, 2016-17, 2022-2023*

## 5.02 PERSONAL BUSINESS LEAVE

Five (5) days of personal business leave shall be granted to each Member during the school year; these days shall not be chargeable to sick leave and are noncumulative. Unused personal business leave shall be converted into sick leave at the end of the fiscal year.

Each new support employee will be credited with one (1) day of personal leave on employee's first month anniversary of date-of-hire and will continue to accrue personal leave at the rate of one (1) day per month on employee's monthly anniversary of date-of-hire to a maximum of five (5) days per fiscal year.

Each support employee under contract as of June 30 will receive five (5) days personal leave on July 1, or the first day the support employee reports to work after July 1.

The support employee's immediate administrator/supervisor shall be notified at least one hour before employee reporting time.

Personal business leave will be granted as provided for in board policy except for certain circumstances:
- The first three (3) or last five (5) student days of the school year, and
- Any workday preceding or following a state holiday or school break which constitutes paid day(s) off for the employee category.

Special circumstances shall be requested through the Human Resources department. Any unused personal business leave not used in a school year will either convert to sick leave for future use or will be paid out according to board policy.

Exceptions for personal business leave may be granted by the head of Human Resources for special circumstances on an individual basis. The employee shall submit a written request. The request must be approved for review by the immediate supervisor. All requests will be reviewed for "extraordinary circumstances" or "once-in-a-lifetime" status. The request must be received by the head of Human Resources at least five (5) working days prior to the requested date, whenever possible.

Personal Business Leave may be used in hourly, 1/2 day or full day increments.

*Revised 2009-10, 2013-14, 2014-15, 2016-17, 2017-18.*

## 5.03 LEAVES OF ABSENCE

A support employee who has been employed by Moore Public Schools at least three (3) contract years (i.e., 2/3 of contracted days) may be granted a leave of absence without pay upon Board approval. Support employees may be granted leaves of absence of up to one (1) year. Leaves of absence may be extended for up to one year upon approval of the Board.

Support employees may be granted leaves of absence for the following reasons:

A. Extended Personal Disability - After all sick leave has been expended, a leave of absence may be granted to a support employee for substantiated extended personal disability. **NOTE – EXCEPTION TO THE THREE YEAR RULE: Those employees with fewer than three (3) contract years may apply for a leave of absence for extended personal disability for the employee only**. Support employees may also apply for a leave of absence for a substantiated extended disability of the

employee's immediate family. Support employees who are off due to a work related injury shall be granted a leave of absence for an extended personal disability. If the support employee returns to duty and is qualified to perform regular duties, the support employee shall be restored to such position of like seniority, status and pay. If the position of the support employee is eliminated during the leave of absence, the support employee shall be returned to an equivalent position, if possible.

B. Educational Improvement - A leave of absence may be granted to a support employee with three (3) or more years uninterrupted service for educational improvement in his/her present job field. If the support employee returns to the Moore Public Schools, he/she shall be restored to such position of like seniority, status and pay. If the position of the support employee is eliminated during the leave of absence, the support employee shall be returned to an equivalent position, if possible.

C. Family and Medical Leave - In accordance with the Family and Medical Leave Act, a support employee may qualify for up to twelve (12) workweeks of unpaid leave for certain circumstances, including the birth of a child or placement of a child for adoption or foster care; to care for a child, spouse, or parent; who has a serious medical condition; or the support employee's own serious health condition that makes the employee medical unable to perform work.

D. Good Cause - Other leaves of absence may be granted as justified by the member and approved by the immediate administrator and the Personnel Office. If the position of the support employee is eliminated during the leave of absence, the support employee shall be returned to an equivalent position, if possible.

Support employees desiring a leave of absence shall submit a written request for such leave to the immediate administrator and the Human Resources Office. Said request shall state the reason for requesting the leave and the beginning and ending dates of the leave requested. Upon approval, the request shall be signed by the employee's immediate administrator and the Human Resources Office. All leaves of absence will be effective on the morning of the beginning date of the approved leave of absence.

In a leave of absence of six (6) months or longer duration, it shall be the responsibility of the support employee to notify personnel in writing thirty (30) days prior to returning to work for leaves of absence of less than one (1) year, and by June 1 for leaves of absence of one (1) year. Leaves of absences are granted to June 30th of the year in which the leave commences.

Since the support employee is only on leave of absence, provisions may be made with the Board whereby payment can be made to retain all professional memberships and insurance, where legal.

## 5.04 JURY DUTY LEAVE AND COMPENSATION

If a support employee, while on jury duty, needs a substitute, this substitute will be paid by the Board. The support employee will incur no loss of salary and shall be entitled to keep all monies paid by the court for jury services.

A support employee will be paid by the school district for only the actual number of days of jury duty for which the support employee has been reimbursed by the court. If the support employee is excused from jury duty for an entire day or a portion of the day, the support employee is expected to be on duty at the support employee's regular assignment. An employee will be paid by the school district for only the actual number of days of jury duty for which the employee has been reimbursed by the court. If the employee serves on jury duty for a period of time equal to at least 75% of his/her normal workday, it will be considered as a full workday. If the employee serves on jury duty for a period of less than 75% of his/her normal workday, the employee shall report for work for the period of time remaining in the workday.

## 5.05 MILITARY LEAVE

Support employees who are either officers or enlisted members of the Reserve Corps of the Army, the Navy, the Marine Corps, the Coast Guard, or any other component of the Armed Forces of the United States, including support employees of the National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from their employment for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

5.06 LEGAL PROCEEDINGS

A support employee will be granted, on a day-to-day basis, an absence with pay for court appearances as an agent of the school district.

5.07 SICK LEAVE SHARING PROGRAM

A. This "Sick Leave Sharing Program" adopted by the Board of Education of Moore Public Schools on March 11, 1996 permits district employees to donate sick leave to a fellow district employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical, or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

B. Definition of Terms used in this program:

1. "Relative" of the employee means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;

2. "Household Members" means those persons who reside in the same house, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the same household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune;

3. "Severe" or "Extraordinary" means serious, extreme, or life threatening including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery there from.

4. "District Employee" means any full or part time employee of the school district.

C. A district employee may be eligible to receive shared leave pursuant to the following conditions:

1. The receiving employee has exhausted, or will exhaust, all earned sick leave;

2. The receiving employee has submitted a statement of need to the Superintendent or designee;

3. The receiving employee has presented a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition;

4. The condition has caused or is likely to cause the receiving employee to go on leave without pay or to terminate employment;

5. The receiving employee has abided by district policies regarding use of sick leave.

6. When an employee anticipates the need of shared leave, he/she needs to request it prior to exhausting his/her own leave time.

7. All requests shall be approved by the Superintendent or designee and the ESPM Association President.

D. General Provisions

1. A district employee will be allowed to donate up to twenty (20) sick leave days per year to a fellow district employee;

2. The district employee desiring to donate sick leave shall complete a "Sick Leave Donation Form" authorizing the deduction from his/her sick leave accumulation. The donor will also specify how many hours/days are to be donated and the name of the District employee who

is to receive said hours/days. The District employee may donate sick leave hours/days provided that the donating employee's total sick day balance does not fall below twenty (20) days.

3. District employees may not donate excess leave that the donor would not be able to otherwise take;

4. The receiving employee may receive no more than one hundred (100) shared sick leave days per year;

5. Donated sick leave may only be used by the recipient for purposes set forth in this program;

6. Any shared sick leave not used by the recipient during the occurrence for which the leave was donated shall be returned to the donor. The shared sick leave remaining shall be divided among the donors on a prorated basis based on the original donated value and reinstated to the sick leave balance of each donor.

7. Shared leave records shall be kept separate from other leave records;

8. Sick leave days may not be shared between school districts;

9. In case of disputes, the decision of the Board of Education shall be final.

5.08 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) provides a maximum of twelve (12) workweeks of job protected leave for certain family and medical reasons. To use this provision, support employees must have been employees of the district for at least one (1) year and must have worked 1,250 hours during the 12 months prior to the start of family medical leave. Leave provided through FMLA shall run concurrently with paid sick leave, emergency leave, and vacation leave until all such leave is exhausted. Such time remaining days under the FMLA provision will be unpaid. For the duration of FMLA and as long as the employee maintains the district's "group health plan", the district will pay the district's portion of the employee's health insurance premium.

*Revised 2024-2025.*

5.09 BEREAVEMENT LEAVE

Each support staff member shall be provided a total of two (2) days of bereavement leave annually without loss of pay. If an employee's effective date of employment is not at the beginning of the school year, the number of days allowed for bereavement leave shall be prorated. Support employees working the than full time will receive time in proportion to time worked. These days may be used for the death of the following: mother, father, child, including pregnancy loss, stepmother, stepfather, sister-in-law, mother-in-law, father-in-law, brother-in-law, grandchild, grandparent, sibling, daughter-in-law, son-in-law, aunt, uncle, niece, nephew or persons who live in the employee's home.

Bereavement leave is non-cumulative.
If during the same school year, a support employee or the support employee's spouse suffers an additional death of a parent, spouse, or child, the employee may request additional days of bereavement (up to two (2)) if the two (2) allowable bereavement days have already been exhausted. This request shall be made to the Human Resources Department.

## VI. FRINGE BENEFITS

No support employee can draw benefits for more than one (1) job with Moore Public Schools when the total hours worked are greater than the FTE for the support employee's primary job.

## 6.01 SICK LEAVE ACCUMULATION REIMBURSEMENT

Upon death or resignation of employment with Moore Public Schools, support employees shall be reimbursed at a daily rate of ten dollars ($10.00) per day for every one (1) day of accumulated sick leave up to 120 accumulated days. Upon death or resignation of employment with Moore Public Schools, support employees shall be reimbursed at a daily rate of fifty dollars ($50) per day for every one (1) day of accumulated sick leave above 120 accumulated days.

For purposes of sick leave reimbursement only, sick leave days during the current year shall be prorated per month of employment. Those staff members who are employed with two (2) positions will be reimbursed only for the position with the most days.
*Information Only*: Under current guidelines of teacher retirement, one hundred twenty (120) days of accumulated sick leave may be used as one year toward the retirement formula. Sick leave may be transferred to or from another district.

*Revised 2012-13, 2018-19.*

## 6.02 RETIREMENT CONTRIBUTION

The Moore Board of Education will pay one hundred percent (100%) after the full-time support employee has met the established vesting schedule as established by OKTRS and opted in as of July 1, 2021. (Pursuant to OKLA. STAT. tit.70, § 17-103) Support employees hired as of July 1st, 2020 must opt in to participate in OKTRS. Full-time employees shall be defined as employees working six (6) hours per day, thirty (30) hours or more per week. A part-time employee working 20 plus hours a week and opted into contributing to OKTRS will receive one hundred percent (100%) of their support employee's contribution to the OKTRS paid for by the Moore Board of Education, when eligible according to OKTRS vestment schedule. Employees as of July 1st, 2021 must elect whether or not to become a participant in the TRS within 30 days of initial date of employment. Failure to elect an option automatically deems n employee a participant after 30 days with the employee paying out of pocket for their portion of contribution until full vestment has been met. Contributions made by employees are eligible to be considered the employee's individual contribution and will not count as part of MPS district paid retirement. All support employees hired after July 1st, 2021 and working more than 20 hours per week must elect to participate in the Teachers Retirement System to ever be eligible for this benefit. If an employee opts out they will never be eligible to participate unless they become certified personnel during their employment with a public school. (Pursuant to OKLA. STAT. tit. 70 § 17-103)
*Revised 2012-13, 2016-17, 2017-18, 2021-22, 2022-23*

## 6.03 PAID HOLIDAYS

A. Support employees working 195 days per year or less are entitled to time off and are paid for six (6) holidays as follows:

Labor Day - First Monday in September
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving - Fourth Friday in November
Day before Christmas - December 24
Christmas Day - December 25
New Year's Day - January 1
Note: Those employees whose contracted days go beyond Memorial Day shall be paid for the Holiday.

B. Support employees working 200 days per year are entitled to time off and are paid for seven (7) holidays as follows:

Labor Day - First Monday in September
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving - Fourth Friday in November
Day before Christmas - December 24
Christmas Day - December 25
New Year's Day - January 1
Memorial Day - Last Monday in May (subject to change)

C. Support employees working 220-225 contract days are entitled to time off and are paid for eight (8) holidays as follows:

Labor Day - First Monday in September
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving - Fourth Friday in November
Day before Christmas - December 24
Christmas Day - December 25
Day before New Year's Day - December 31
New Year's Day - January 1
Memorial Day - Last Monday in May

D. Support employees working 251 contract days are entitled to time off and are paid for eleven (11) holidays as follows:

Labor Day - First Monday in September
Day before Thanksgiving – Fourth Wednesday in November
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving - Fourth Friday in November
Day before Christmas - December 24
Christmas Day - December 25
Day before New Year's Day - December 31
New Year's Day - January 1
Martin Luther King Day – Third Monday in January
Memorial Day - Last Monday in May
Independence Day - July 4

Support employees contracted for 251 days may work on any non-contract or “unpaid day” including, but not limited to, fall, winter, and spring breaks to complete their contracts with administrative approval.

E. Support employees working 260/261 contract days are entitled time off and are paid for eleven (11) holidays as follows:

Labor Day - First Monday in September
Day before Thanksgiving – Fourth Wednesday in November
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving - Fourth Friday in November
Day before Christmas - December 24
Christmas Day - December 25
Day before New Year's Day - December 31
New Year's Day - January 1
Martin Luther King Day – Third Monday in January
Memorial Day - Last Monday in May
Independence Day - July 4

In order to receive pay for a holiday, a support employee must work or be on paid leave on last workday prior to the holiday and the holiday must fall within the support employee's contract period.

Time off for holidays falling on Saturday will be observed on Friday and holidays falling on Sunday will be observed on Monday.

*Revised 2013-14.*

## 6.04 VACATION

Vacation time is accumulated by support employees who are employed on a twelve-month (251-261 day) basis as follows:

After twelve (12) months of continuous service in a full-time 251-261 day position, support employees shall be eligible for six (6) days paid vacation to be taken prior to the support employee's next anniversary date. On the support employee's anniversary date, thereafter, the support employee shall be eligible for accrued vacation days as follows:

| | |
|---|---|
| 2nd through 5th years | 11 days |
| 6th year | 12 days |
| 7th year | 13 days |
| 8th year | 14 days |
| 9th year | 15 days |
| 10th year | 16 days |

Support employees hired prior to July 1, 1984, and currently on a July 1st anniversary date (for vacation purposes) shall go to an anniversary date of June 1st (for vacation purposes), and will be eligible to take their full number of vacation days after June 1st. Exception: Those employees who have worked in a less than 251-261 day position in the Moore School District for five (5) years or more and who has transferred into a 251-261 day position shall after twelve months of continuous service be eligible for eight (8) days of paid vacation to be taken prior to the employee's next anniversary date. On the employee's anniversary date, thereafter, the employee shall be eligible for accrued vacation days as listed above.

A maximum of ten (10) vacation days not used prior to the employee's accrual date may be rolled over into the next school year. Vacation days shall not exceed twenty-six (26) days after year 8.

The number of support employees taking vacation at one time may be restricted at the discretion of the support employee's administrator. Support employees must request vacation leave in advance. All requests are to be approved by the immediate administrator. Vacation time may be used by the hour.

Support employees who leave the system due to resignation or termination shall be paid at their current daily rate of pay for vacation days which they are eligible to take provided the support employee has met the provisions of "Release from Contract". Support employees who retire from the system via the Oklahoma Teachers' Retirement System prior to the end of their contract shall have his/her vacation days for that year prorated on the number of days worked that final year. These days may, upon approval of the immediate supervisor, be used prior to retirement or payment for said days will be made upon retirement. Earned vacation time of a support employee who becomes deceased shall be paid to his/her estate.

Vacation time taken and remaining shall be reported on the employee's statement of earnings and deductions.

One (1) day vacation added to zero (0) level to be given on the ESP's vacation accrual date changing the maximum number of vacation days from fifteen (15) to sixteen (16).

*Revised 2011-12, 2017-18, 2020-21*

## 6.05 UNIFORM/CLOTHING ALLOWANCE

All child nutrition employees whose job assignment is a cook, cashier, assistant manager and manager shall be required to wear a uniform, except on spirit days when they are permitted to wear a spirit shirt and jeans/slacks. The Child Nutrition Department will purchase two sets for each new employee and all other employees shall receive a minimum of one new uniform per year. The employee may have the option of purchasing more if they so choose.

<u>The district will provide back support belts to those support personnel who expect to do lifting. Failure to wear the back support belt when lifting may be considered cause for suspension, demotion, or termination.</u>

## 6.06 WORKERS COMPENSATION

The Moore School District shall maintain Workers Compensation coverage on all support employees.

Support employees who experience on-the-job related injury must make a complete written report on approved forms to their immediate administrator as soon as possible and not to exceed twelve (12) working hours from time of the injury, except when the support employee is incapacitated and cannot fill out the form. This form

must be received by the Personnel Clerk before claim papers will be processed. Unless the support employee is incapacitated, the injured support employee must bring a disability slip from a doctor to the Personnel Clerk immediately following his/her doctor's appointment. At that time the support employee will meet with the Personnel Clerk to answer questions and to fill out paper work.

When a support employee is off work because of a work related injury, that employee shall draw from his or her sick leave the amount of time necessary to make up the difference in what his or her regular check was and what the Workers Compensation Insurance is paying the employee. Pending doctor's report, support employees who have earned emergency leave or sick leave may have the choice as to which leave they will use for work days missed during the first three (3) calendar days in addition to the date of injury, for which they are not eligible to receive temporary total disability benefits.
NOTE: At the time of the injury if the employee is unable to take him/her self to the designated doctor, arrangements shall be made by the immediate administrator as to who will transport the employee. The transporting employee shall suffer no loss in pay or leave benefits.

A. Any employee, who is unable to continue his or her contract of employment as a result of injury sustained in the reasonable performance of his or her duties from:

   1. Assault by a pupil, relative of a pupil or person of the pupil's household, or

   2. Injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity,

   shall be paid his or her full contract salary for the remainder of that school year or contract year or period, whichever is applicable, or for such period of time thereof as he or she is prevented from working as a result of the injuries sustained or job loss caused by such injuries during said school year or contract year or period for which he or she had been employed and during which he or she was injured not to exceed in any event the term of the contract; and directing that such school district paying the balance of the contract payments, may file suit against such person or persons or their guardian or guardians for reimbursement of payments so made.

B. Employees of the district who suffer job-related injuries, other than those enumerated in subsection A of this section, which qualify for temporary total disability benefits under the Workers' Compensation Act, Section I et seq. of Title 85 of the Oklahoma Statutes, may utilize accumulated sick leave or personal leave on a prorated basis as follows:

   At the option of the employee, temporary total disability benefits shall be supplemented by any sick leave or personal leave, or fractional use thereof available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and
   sick leave or personal leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay, as it existed prior to injury.

C. Nothing in the provisions of this section shall affect the right of the employee or the employer pursuant to the Workers' Compensation Act.

D. Whenever possible, restricted duty (i.e., limited duty) may be made available by administrative approval for a limited time depending on the employee's injury and job duties.

E. An employee who is injured as a result of assault or battery while the employee is in the performance of any duty as an education employee shall be entitled to leave from employment as governed by Worker's Compensation provisions. This leave shall be granted without loss of leave benefits to the employee (ref. HB 1598, Sec. 9, 2009).

*Revised 2009-10.*

## 6.07 FRINGE BENEFIT PROGRAM

The Board shall continue to provide a ten thousand dollar ($10,000) life insurance policy for each full time member of the Bargaining Unit and shall continue to pay the cost of administering Section 125 of the IRS Code.

## 6.08 STATE FLEXIBLE BENEFIT ALLOWANCE

Each employee who participates in the school district's major medical health insurance plan and is under contract to work six (6) or more hours per day and one hundred seventy-two (172) days per year, shall receive, as part of Total Compensation, five hundred ninety-four dollars and ninety cents ($594.90) per month from July, 2019, through December, 2019, and six hundred fifteen dollars and ninety cents ($615.90) per month from January, 2020, through June, 2020, in the form of a Flexible Benefit Allowance (FBA) paid by the State of Oklahoma.

Available programs shall include but not be limited to:

1. Major Medical
2. Vision
3. Group Life
4. Dental
5. Long Term Disability

Employees working at least four (4) hours per day or 20 hours per week shall, if requested, receive a district-paid health benefit in the amount of fifty percent (50%) for the cost of the individual's health care premium when an employee agrees to pay the other half of their health premium. (788.1 School State Laws)

All other employees who **DO NOT** participate in the school district's major medical health insurance plan and are under contract to work six (6) or more hours per day and one hundred seventy-two (172) days per year, shall receive, as part of Taxable Compensation, one hundred eighty-nine dollars and seventy cents ($189.70) per month in the form of a Flexible Benefit Allowance (FBA) paid by the State of Oklahoma.

Support employees who do not fulfill their contract period shall have no right to receive any cash compensation for the portion of the school year after the employee has quit his/her position or whose employment is terminated.
*Revised 2009-10, 2010-11.*

## 6.09 BREAK TIME

Support employees working over three (3) hours and under five (5) hours per day shall get a fifteen (15) minute break. Support employees working five (5) to eight (8) hours per day shall get two (2) fifteen (15) minute breaks per day.

This break time can be adjusted at each school or department as long as each support employee receives his or her allotted break time. Breaks shall be restricted to the support employee's current work site unless prior approval to leave the current work site is granted by the immediate supervisor. If an employee's daily functions require him/her to perform duties outside of his/her work site, reasonable accommodations must be made to allow breaks to be taken outside of the work site, i.e. bus drivers, bus assistants, technology and maintenance workers, or traveling employees.

*Revised 2014-15.*

## 6.10 ATHLETIC PASSES

Passes to local athletic events of Moore Public Schools shall be provided to all full-time support personnel. Passes will also be provided for part-time support personnel who have been employed with the district for two years or more.

## VII. COMPENSATION

### 7.01 TRAVEL REIMBURSEMENT

Each support employee required by assignment to travel from building to building during the school day and not already or otherwise compensated, shall be paid for the use of a personal automobile. Compensation shall be calculated on the current prevailing IRS per-mile rate. Any assignments requiring mileage reimbursement must have prior authorization from the personnel office and of the administrator from whose budget the support employee is paid.

When a support employee reports to his/her regular assignment and is directed by an administrator to go to another location to work that day, said employee will be reimbursed for mileage as provided above. In such cases the reassignment by the administrator shall be considered as prior authorization for mileage reimbursement.

### 7.02 PAYROLL DEDUCTIONS

Payday shall follow the regular pay cycle of the district, as approved by the Board of Education.

In addition to those deductions required by state and federal law, each support employee may, upon written authorization, initiate the following payroll deductions:

(a) Oklahoma Educators Credit Union
(b) School approved health, hospital, life and cancer, dental and vision insurance
(c) Annuities
(d) Association dues
(e) Teacher's Retirement System
(f) Other items as approved by Board of Education policy.

Employees wishing to voluntarily cancel any part of their payroll deductions options (except for deductions which fall under Section 125 of the IRS Code) may do so by giving notice in writing
to the Benefits Clerk. Upon receipt of any written request, pursuant to Oklahoma school law at Title 70 O.S. section 5-139, the school district shall within five (5) business days or by the next pay period, whichever is earlier, terminate or initiate any future payroll deductions.

The Association shall be notified within fifteen (15) business days of the cancellation of ESPM contributions when a request for cancellation is received by the administration.

### 7.03 MANDATORY MEETINGS

A maximum of twelve (12) paid hours in-service may be required of each bus driver, bus assistant and child nutrition employee.

A required meeting by support employee's immediate administrator which exceeds the support employee's regular working day will be subject to time and one-half of overtime pay unless the meeting is required as per job description.

The support employee shall be informed before attendance at a meeting if the meeting carries points toward meeting required improvement points.

### 7.04 COMPENSATION

The compensation of all support employees covered by this contract is set forth in APPENDIX 8.01, which is attached hereto and made a part hereof. The administration shall have the option to set the salary on a newly created position.

All Support Employees shall receive two steps on their salary schedules for the 26-27 school year.

A. Each support employee currently employed by the Moore School District in the same position shall receive no less than the hourly rate of pay for the 2025-2026 school year with the exception of demotion for just cause as provided in Section 2.05 and Section 2.07 of this Agreement.

B. Support employees new to the Moore School District shall be placed at the zero (0) level on the appropriate salary schedule. At the discretion of the immediate administrator and the Director of Personnel, support employees may receive credit for outside experience to a maximum of five (5) years for salary purposes only. Support employees who have previously worked for the Moore School District and left the district in good standing shall for pay purposes be put on the pay level reflected by their years of service to the district in the same or like position. At the discretion of the immediate administrator and the Director of Personnel, outside experience above 5 years (for salary purpose), may be granted at the start of employment for any position that requires licensure. The 90-day probationary and evaluation period are still required for retention. Proof of licensed work history and/or proof of relevant work experience will be required and verified for eligible years of outside experience. Approved/Verified outside experience is on a go forward basis and is not eligible for any retro compensation.

*Revised 2015-16, 2017-18, 2019-20.*

C. Any support employee who transfers from one department to another shall go to zero (0) pay level on the salary schedule unless the employee can prove prior experience with Moore Schools related to the new department. Any support employee who has been with the district for five (5) or more years and transfers from one department to another, shall be compensated at the new position's rate of pay in accordance with the employee's longevity step. The Employee may submit request for prior experience through the department supervisor and the head of Human Resources.

Clerical employees who transfer to another clerical job from one school or department shall retain their pay in the Moore Schools.

When an employee moves to another position or category within their department he/she shall be paid at their current years of service level.

D. Support employees who complete one year of service or at least two-thirds (2/3) of the contracted days for that year in the same department, will be considered to have gained one year of service. Service is earned on July 1 after a full year of service in the same department has been completed.

E. Support employees who are called in to work during their off duty hours shall be paid a minimum of one (1) hour work time. Support employees extending their contracted hours by working as a substitute for another support employee in a same or like job description, with approval of the appropriate administrator or designee, shall receive their own regular rate of pay.

F. Regular drivers who substitute on another route shall receive their own pay rate for hours worked in addition to their regular contracted schedule.

G. Employees who have met the certification requirements of a Paraprofessional shall be entitled and paid as a Paraprofessional.

Adjustments in pay for **new** Paraprofessionals will be made once a semester. A request for compensation along with a notarized copy of the current year's certification from the Oklahoma State Department of Education must be submitted to the Personnel Support Clerk by September 1 for the first semester's salary adjustment and by February 1 for the second semester's salary adjustment effective with the 2001-02 school year.

Adjustments in pay for a **current** Paraprofessional will be made once a semester. Verification for the renewal of a Paraprofessional certificate must be submitted to the Personnel Support Clerk by September 1 for the first semester, and by February 1 for the second semester. Salary will then be adjusted accordingly.

Employees who have met the requirements for a Certified Interpreter shall be entitled and paid for that position. Adjustments in pay for new Certified Interpreters shall be made once a semester.

Certification and verification for renewal must be submitted to the Personnel Support Clerk by September 1 for the first semester, and by February 1 for the second semester. Salary will then be adjusted accordingly.

H. Maintenance employees who have been an apprentice for four (4) years shall have their salary frozen until which time they have passed the test. If the employee's salary has been frozen for a period of eighteen (18) months he/she shall be moved to the position he/she held prior to their apprenticeship at his/her appropriate pay level. If hired from out of district he/she shall become a class one (1) general maintenance on his/her appropriate pay level. This will allow another employee the opportunity to become a journeyman.

*Revised 2022-23*

I. Cooks, Cashiers, Assistant Managers, and Managers who have met the certification requirements shall be paid at the beginning of the following school year. Once certification has been issued, it must be kept current. Failure to maintain current certification will result in the loss of pay and certification. Salaries will be adjusted accordingly at the beginning of each new school year,

J. Transportation Bus Assistants who hold a valid Commercial Driver's License (CDL) and State of Oklahoma School Bus Driver's Certificate, may be paid at a driver's rate of pay with the same seniority, if they agree to drive a special needs bus when there is a shortage of drivers. This applies only to 4.5-hour assistants who meet bus driver requirements.

K. In the event of a shortage of drivers, the Director of Transportation may utilize people with proper certifications to drive bus routes and pay them at the rate of a Stand-by Driver. These individuals will be offered a temporary contract and paid for the days they drive.

L. Maintenance employees shall be moved up to their next appropriate category when they have shown knowledge and ability to do so. If an employee has not been moved to their next appropriate category after a period of two (2) years, the employee may appeal in writing to the Personnel Department and to ESPM to seek justification as to the reason(s) why he/she cannot qualify for the move.

M. Licensed Foreman (HVAC, Electrical, Plumbing) will receive a stipend each year. To be eligible for the stipend ($15,500), the Foreman must register his/her contractor license with DBA Moore Public Schools.

## 7.05 ACTIVITY TRIP ASSIGNMENT

A. Support drivers and driver's assistants employed by Moore Public Schools who desire to drive or assist on an activity may sign for activity trips. Assistants may be assigned to trips when requested by the activity sponsor. Assistants will be assigned to trips in the same manner that drivers will be assigned.

B. Each activity will be assigned a driver/bus assistant based first on length of time since the employee was last assigned an activity trip and second on seniority. Once the activity supervisor receives a transportation order requiring a driver/bus assistant and places a sign-up sheet in the activity notebook, any non-probationary employee may sign for that activity. The activity will normally be posted a minimum of three days. The Activity Supervisor will assign the activity to the employee who has gone the longest since an activity was assigned to him/her. Should two or more employees be tied for the longest period since having an activity trip assigned, the trip will be awarded to the employee with the greatest seniority. Employees may remove their name from the activity sign-up roster at any time before the activity trip is assigned. However, any employee awarded a trip who later decides that he or she cannot or will not make the trip will be treated for future assignments as if he/she had made the trip. If all qualified employees decline a trip, the Activity Supervisor may assign the trip to any available employee.

Should an activity need to be filled with less than a 24-hour notice for any reason (assigned employee not available/assigned employee declining, short notice of trip, etc.) the Activity Supervisor will do a radio "all call" to all non-probationary employees and the first non-probationary employee to respond will be awarded the trip. If no non-probationary employee responds, the Activity Supervisor will do a radio "all call" to all probationary employees and the first probationary employee to respond will be

awarded the trip. If there is no response from any employee, the Activity Supervisor may assign any available employee to the trip.

Employees will not be allowed to perform an activity trip if the employee is absent either the day before or day of the activity.

Drivers will be excluded from being awarded bus assistant activities unless no bus assistant signs up for the trip.

*Revised 2015-16, 2019-20.*

C. A rating scale for drivers is to be developed by the Director of Operations. The rating scale shall include but not be limited to:
   1. Attitude and conduct of driver
   2. Ability to get along with others
   3. Cleanliness of bus
   4. How rated by the sponsors

   If a driver fails to maintain a satisfactory rating, he/she shall be removed from the Activity Driver Selection List until such time as he/she receives satisfactory rating. A driver who has been removed from the Activity Driver Selection List may request a review of his/her rating at any time he/she and the Director of Operations mutually agree that improvement has been made in the areas where deficiencies were noted. After receiving a satisfactory rating said driver will, upon written request, be placed at the bottom of the Activity Driver Selection List.

   *Revised 2015-16.*

D. All new drivers and bus assistants shall be on probation for thirty (30) calendar days before being allowed to do activity trips or mid-day routes/shuttles. After thirty (30) calendar days probation, the Director of Transportation shall evaluate the employee and determine eligibility for activity trips and mid-day routes/shuttles. If a qualified employee is not available, a probationary employee may be assigned the activity or mid-day route/shuttle

   *Revised 2026-27.*

E. Activity trips shall be posted at least five (5) days prior to trip date. Trip sheets shall be in a notebook in the driver's lounge and shall remain posted for three (3) days to allow drivers to sign up for trips they want. After the three (3) days posting, the driver will be assigned as per Part B and be given forty-eight hours notice when possible.

F. A full day driver may take a local activity if it does not interfere with the driver's regular responsibilities.

G. Bus drivers who are contracted to work a specific number of hours per day by the Moore Public Schools in other work areas cannot accept activity trips that will overlap their primary obligation, unless an emergency is declared by the Director of Transportation.

H. As approved by the Director of Transportation, coaches and/or teachers who are properly certified may be permitted to drive activity trips or shuttle runs at no pay.

I. During activities, drivers and assistants are required to stay on-site of their activity. Drivers and Assistants may leave the immediate area to get something to eat, however must provide their trip POC with their contact information (cell phone number) in case of emergencies and will not go further away than 2 miles of their assigned activities.

   *Revised 2015-16.*

7.06 ACTIVITY DRIVER PAY SCHEDULE

A. When a driver is on an activity trip during his/her regular route time, the driver shall be paid only for the activity trip in keeping with the pay for that activity trip. School hour in-district activities shall be paid as a shuttle.

A substitute for the regular run shall be provided by the school district. Drop-offs may be made with approval of the Transportation Director and will be paid only one-way mileage and actual driving time. If required by the Transportation Director, pay will be for round trip mileage and actual driving time.

B. Activity Driver Pay Schedule

Activity trips shall be calculated at the employee's regular hourly rate, with a minimum of three (3) hours pay. Pay will accrue in fifteen (15) minute increments. When an overnight trip is required, the driver will be paid for a maximum of sixteen (16) hours plus hotel and meals. School hour in-district activities one way shall be paid at a rate of seven dollars ($7.00) per trip.
*Revised 2022-23*

C. Any driver required to show up for an activity trip, and then is not required to make the trip, shall be paid at "0" step of part time transportation "C" scale for show-up time.

7.07 DRUG AND ALCOHOL TESTING - SCHEDULING AND COST

Drug and/or alcohol testing required by the district shall occur before, during or immediately after the regular work period of current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

7.08 REPAYMENT OF EXPENSES

Bus drivers who resign prior to completing six months of service shall be required to repay the district for the cost of their Department of Transportation (DOT) physical, pre-employment drug screening and school bus certificate training ($100 for training if the training was completed at Moore Public Schools).

Child Nutrition employees who resign prior to completing six months of service shall be required to repay the Child Nutrition Department for the cost of their uniforms.

## VIII. APPENDIX

8.01 COMPENSATION SCHEDULE

Following are pay scales for support employees.


| DEPARTMENT | PAGE |
|---|---|
| Part Time | 39 |
| Child Nutrition | 40-44 |
| Clerical | 45 |
| Custodial | 47 |
| Instructional | 46 |
| Interpreter | 50 |
| Maintenance | 48 |
| School Support | 51 |
| Technology | 52 |
| Transportation | 49 |


Below six (6) hour employees will use the part time support employee pay scale.
*Revised 2012-13, 2016-17.*

# Moore Public Schools
# Part Time Support Employee Pay Scale 2026-2027

| Pay | Category | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Level** | **A** | **B** | **C** | **A** | **A** | **A** | **B** | **C** | **A** | **B** |
| | CNS 2 | Cler 3 | Cler 4 | Cust 5 | Instr 6 | Trans 7 | Trans 8 | Trans 9 | SS 10 | SS 11 |
| 0 | 13.75 | 11.95 | 12.45 | 13.25 | 11.75 | 12.00 | 12.25 | 12.50 | 10.50 | 17.00 |
| 1 | 14.00 | 12.15 | 12.70 | 13.50 | 11.95 | 12.20 | 12.45 | 12.70 | 10.70 | 16.75 |
| 2 | 14.25 | 12.35 | 12.95 | 13.75 | 12.15 | 12.40 | 12.65 | 12.90 | 10.90 | 17.00 |
| 3 | 14.50 | 12.55 | 13.20 | 14.00 | 12.35 | 12.60 | 12.85 | 13.10 | 11.10 | 17.25 |
| 4 | 14.75 | 12.75 | 13.45 | 14.25 | 12.55 | 12.80 | 13.05 | 13.30 | 11.30 | 17.50 |
| 5 | 15.00 | 12.95 | 13.70 | 14.50 | 12.75 | 13.00 | 13.25 | 13.50 | 11.50 | 17.75 |
| 6 | 15.25 | 13.15 | 13.95 | 14.75 | 12.95 | 13.20 | 13.45 | 13.70 | 11.70 | 18.00 |
| 7 | 15.50 | 13.35 | 14.20 | 15.00 | 13.15 | 13.40 | 13.65 | 13.90 | 11.90 | 18.25 |
| 8 | 15.75 | 13.55 | 14.45 | 15.25 | 13.35 | 13.60 | 13.85 | 14.10 | 12.10 | 18.50 |
| 9 | 16.00 | 13.75 | 14.70 | 15.50 | 13.55 | 13.80 | 14.05 | 14.30 | 12.30 | 18.75 |
| 10 | 16.25 | 13.95 | 14.95 | 15.75 | 13.75 | 14.00 | 14.25 | 14.50 | 12.50 | 19.00 |
| 11 | 16.50 | 14.15 | 15.20 | 16.00 | 13.95 | 14.20 | 14.45 | 14.70 | 12.70 | 19.25 |
| 12 | 16.75 | 14.35 | 15.45 | 16.25 | 14.15 | 14.40 | 14.65 | 14.90 | 12.90 | 19.50 |
| 13 | 17.00 | 14.55 | 15.70 | 16.50 | 14.35 | 14.60 | 14.85 | 15.10 | 13.10 | 19.75 |
| 14 | 17.25 | 14.75 | 15.95 | 16.75 | 14.55 | 14.80 | 15.05 | 15.30 | 13.30 | 20.00 |
| 15 | 17.50 | 14.95 | 16.20 | 17.00 | 14.75 | 15.00 | 15.25 | 15.50 | 13.50 | 20.25 |
| 16 | 17.75 | 15.15 | 16.45 | 17.25 | 14.95 | 15.20 | 15.45 | 15.70 | 13.70 | 20.50 |
| 17 | 18.00 | 15.35 | 16.70 | 17.50 | 15.15 | 15.40 | 15.65 | 15.90 | 13.90 | 20.75 |
| 18 | 18.25 | 15.55 | 16.95 | 17.75 | 15.35 | 15.60 | 15.85 | 16.10 | 14.10 | 21.00 |
| 19 | 18.50 | 15.75 | 17.20 | 18.00 | 15.55 | 15.80 | 16.05 | 16.30 | 14.30 | 21.25 |
| 20 | 18.75 | 16.00 | 17.45 | 18.25 | 15.80 | 16.00 | 16.25 | 16.50 | 14.50 | 21.50 |
| 21 | 19.00 | 16.25 | 17.70 | 18.50 | 16.05 | 16.20 | 16.45 | 16.70 | 14.70 | 21.75 |
| 22 | 19.25 | 16.50 | 17.95 | 18.75 | 16.30 | 16.40 | 16.65 | 16.90 | 14.90 | 22.00 |
| 23 | 19.50 | 16.75 | 18.20 | 19.00 | 16.55 | 16.60 | 16.85 | 17.10 | 15.10 | 22.25 |
| 24 | 19.75 | 17.00 | 18.45 | 19.25 | 16.80 | 16.80 | 17.05 | 17.30 | 15.30 | 22.50 |
| 25 | 20.00 | 17.25 | 18.70 | 19.50 | 17.05 | 17.00 | 17.25 | 17.50 | 15.50 | 22.75 |
| 26 | 20.25 | 17.50 | 18.95 | 19.75 | 17.30 | 17.20 | 17.45 | 17.70 | 15.70 | 23.00 |
| 27 | 20.50 | 17.75 | 19.20 | 20.00 | 17.55 | 17.40 | 17.65 | 17.90 | 15.90 | 23.25 |
| 28 | 20.75 | 18.00 | 19.45 | 20.25 | 17.80 | 17.60 | 17.85 | 18.10 | 16.10 | 23.50 |
| 29 | 21.00 | 18.25 | 19.70 | 20.50 | 18.05 | 17.80 | 18.05 | 18.30 | 16.30 | 23.75 |
| 30 | 21.25 | 18.50 | 19.95 | 20.75 | 18.30 | 18.00 | 18.25 | 18.50 | 16.50 | 24.00 |
| 31 | 21.50 | 18.75 | 20.20 | 21.00 | 18.55 | 18.20 | 18.45 | 18.70 | 16.70 | 24.25 |
| 32 | 21.75 | 19.00 | 20.45 | 21.25 | 18.80 | 18.40 | 18.65 | 18.90 | 16.90 | 24.50 |
| 33 | 22.00 | 19.25 | 20.70 | 21.50 | 19.05 | 18.60 | 18.85 | 19.10 | 17.10 | 24.75 |
| 34 | 22.25 | 19.50 | 20.95 | 21.75 | 19.30 | 18.80 | 19.05 | 19.30 | 17.30 | 25.00 |
| 35 | 22.50 | 19.75 | 21.20 | 22.00 | 19.55 | 19.00 | 19.25 | 19.50 | 17.50 | 25.25 |

| 2026 - 2027 FISCAL YEAR | | |
|---|---|---|
| | | 26-27 |
| Category A | **Cooks** | **Hr. Rate** |
| **C O O K S** | Year 0 | $13.75 |
| | 1 | $14.00 |
| | 2 | $14.25 |
| | 3 | $14.50 |
| | 4 | $14.75 |
| | 5 | $15.00 |
| | 6 | $15.25 |
| | 7 | $15.50 |
| | 8 | $15.75 |
| | 9 | $16.00 |
| | 10 | $16.25 |
| | 11 | $16.50 |
| | 12 | $16.75 |
| | 13 | $17.00 |
| | 14 | $17.25 |
| | 15 | $17.50 |
| | 16 | $17.75 |
| | 17 | $18.00 |
| | 18 | $18.25 |
| | 19 | $18.50 |
| | 20 | $18.75 |
| | 21 | $19.00 |
| | 22 | $19.25 |
| | 23 | $19.50 |
| | 24 | $19.75 |
| | 25 | $20.00 |
| | 26 | $20.25 |
| | 27 | $20.50 |
| | 28 | $20.75 |
| | 29 | $21.00 |
| | 30 | $21.25 |
| | 31 | $21.50 |
| | 32 | $21.75 |
| | 33 | $22.00 |
| | 34 | $22.25 |
| | 35 | $22.50 |
| | 36 | $22.75 |
| | 37 | $23.00 |
| | 38 | $23.25 |
| | 39 | $23.50 |
| | 40 | $23.75 |
| | 41 | $24.00 |
| | 42 | $24.25 |
| | 43 | $24.50 |
| | 44 | $24.75 |
| | 45 | $25.00 |
| | 46 | $25.25 |
| | 47 | $25.50 |
| | 48 | $25.75 |
| | 49 | $26.00 |
| | 50 | $26.25 |

**Assistant Manager**

**ASSISTANT MANAGER B(7)**

| 7.5 hr-190 days | 26-27 Hr. Rate |
|---|---|
| Year 0 | $14.75 |
| 1 | $15.00 |
| 2 | $15.25 |
| 3 | $15.50 |
| 4 | $15.75 |
| 5 | $16.00 |
| 6 | $16.25 |
| 7 | $16.50 |
| 8 | $16.75 |
| 9 | $17.00 |
| 10 | $17.25 |
| 11 | $17.50 |
| 12 | $17.75 |
| 13 | $18.00 |
| 14 | $18.25 |
| 15 | $18.50 |
| 16 | $18.75 |
| 17 | $19.00 |
| 18 | $19.25 |
| 19 | $19.50 |
| 20 | $19.75 |
| 21 | $20.00 |
| 22 | $20.25 |
| 23 | $20.50 |
| 24 | $20.75 |
| 25 | $21.00 |
| 26 | $21.25 |
| 27 | $21.50 |
| 28 | $21.75 |
| 29 | $22.00 |
| 30 | $22.25 |
| 31 | $22.50 |
| 32 | $22.75 |
| 33 | $23.00 |
| 34 | $23.25 |
| 35 | $23.50 |
| 36 | $23.75 |
| 37 | $24.00 |
| 38 | $24.25 |
| 39 | $24.50 |
| 40 | $24.75 |

**Elem / JH Manager**

**ELEM/JH MANAGER C(7)**

| 7.5 hr-190 days | 26-27 Hr. Rate |
|---|---|
| Year 0 | $15.75 |
| 1 | $16.00 |
| 2 | $16.25 |
| 3 | $16.50 |
| 4 | $16.75 |
| 5 | $17.00 |
| 6 | $17.25 |
| 7 | $17.50 |
| 8 | $17.75 |
| 9 | $18.00 |
| 10 | $18.25 |
| 11 | $18.55 |
| 12 | $18.85 |
| 13 | $19.15 |
| 14 | $19.45 |
| 15 | $19.75 |
| 16 | $20.05 |
| 17 | $20.35 |
| 18 | $20.65 |
| 19 | $20.95 |
| 20 | $21.25 |
| 21 | $21.55 |
| 22 | $21.85 |
| 23 | $22.15 |
| 24 | $22.45 |
| 25 | $22.75 |
| 26 | $23.05 |
| 27 | $23.35 |
| 28 | $23.65 |
| 29 | $23.95 |
| 30 | $24.25 |
| 31 | $24.55 |
| 32 | $24.85 |
| 33 | $25.15 |
| 34 | $25.45 |
| 35 | $25.75 |
| 36 | $26.05 |
| 37 | $26.35 |
| 38 | $26.65 |
| 39 | $26.95 |
| 40 | $27.25 |

**HS Manager**

**HS MANAGER C(8)**

| 8 hr - 190 days | 26-27 Hr. Rate |
|---|---|
| Year 0 | $17.00 |
| 1 | $17.25 |
| 2 | $17.50 |
| 3 | $17.75 |
| 4 | $18.00 |
| 5 | $18.25 |
| 6 | $18.50 |
| 7 | $18.75 |
| 8 | $19.00 |
| 9 | $19.25 |
| 10 | $19.50 |
| 11 | $19.75 |
| 12 | $20.00 |
| 13 | $20.25 |
| 14 | $20.50 |
| 15 | $20.75 |
| 16 | $21.00 |
| 17 | $21.25 |
| 18 | $21.50 |
| 19 | $21.75 |
| 20 | $22.00 |
| 21 | $22.25 |
| 22 | $22.50 |
| 23 | $22.75 |
| 24 | $23.00 |
| 25 | $23.25 |
| 26 | $23.50 |
| 27 | $23.75 |
| 28 | $24.00 |
| 29 | $24.25 |
| 30 | $24.50 |
| 31 | $24.75 |
| 32 | $25.00 |
| 33 | $25.25 |
| 34 | $25.50 |
| 35 | $25.75 |
| 36 | $26.00 |
| 37 | $26.25 |
| 38 | $26.50 |
| 39 | $26.75 |
| 40 | $27.00 |

**Area Managers**

**AREA MANAGER**

**D(7)**

| 7 hr - 195 days | 26-27 Hr. Rate |
|---|---|
| Year 0 | $18.50 |
| 1 | $18.75 |
| 2 | $19.00 |
| 3 | $19.25 |
| 4 | $19.50 |
| 5 | $19.75 |
| 6 | $20.00 |
| 7 | $20.25 |
| 8 | $20.50 |
| 9 | $20.75 |
| 10 | $21.00 |
| 11 | $21.25 |
| 12 | $21.50 |
| 13 | $21.75 |
| 14 | $22.00 |
| 15 | $22.25 |
| 16 | $22.50 |
| 17 | $22.75 |
| 18 | $23.00 |
| 19 | $23.25 |
| 20 | $23.50 |
| 21 | $23.75 |
| 22 | $24.00 |
| 23 | $24.25 |
| 24 | $24.50 |
| 25 | $24.75 |
| 26 | $25.00 |
| 27 | $25.25 |
| 28 | $25.50 |
| 29 | $25.75 |
| 30 | $26.00 |
| 31 | $26.25 |
| 32 | $26.50 |
| 33 | $26.75 |
| 34 | $27.00 |
| 35 | $27.25 |
| 36 | $27.50 |
| 37 | $27.75 |
| 38 | $28.00 |
| 39 | $28.25 |
| 40 | $28.50 |

**Quality Control Managers**

**QUALITY CONTROL**

**D(7)**

| 7 hr - 195 days | 26-27 Hr. Rate |
|---|---|
| Year 0 | $18.50 |
| 1 | $18.75 |
| 2 | $19.00 |
| 3 | $19.25 |
| 4 | $19.50 |
| 5 | $19.75 |
| 6 | $20.00 |
| 7 | $20.25 |
| 8 | $20.50 |
| 9 | $20.75 |
| 10 | $21.00 |
| 11 | $21.25 |
| 12 | $21.50 |
| 13 | $21.75 |
| 14 | $22.00 |
| 15 | $22.25 |
| 16 | $22.50 |
| 17 | $22.75 |
| 18 | $23.00 |
| 19 | $23.25 |
| 20 | $23.50 |
| 21 | $23.75 |
| 22 | $24.00 |
| 23 | $24.25 |
| 24 | $24.50 |
| 25 | $24.75 |
| 26 | $25.00 |
| 27 | $25.25 |
| 28 | $25.50 |
| 29 | $25.75 |
| 30 | $26.00 |
| 31 | $26.25 |
| 32 | $26.50 |
| 33 | $26.75 |
| 34 | $27.00 |
| 35 | $27.25 |
| 36 | $27.50 |
| 37 | $27.75 |
| 38 | $28.00 |
| 39 | $28.25 |
| 40 | $28.50 |

| Warehouse | | | | F(8) Warehouse | | | | Warehouse | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 8 hr - 261 days | | 26-27 | | 8 hr - 261 days | | 26-27 | | 8 hr - 261 days | | 26-27 |
| | | Hr. Rate | | | | Hr. Rate | | | | Hr. Rate |
| | Year 0 | $15.50 | | | Year 0 | $15.50 | | | Year 0 | $16.50 |
| | 1 | $15.75 | | | 1 | $15.75 | | | 1 | $16.75 |
| | 2 | $16.00 | | | 2 | $16.00 | | | 2 | $17.00 |
| | 3 | $16.25 | | | 3 | $16.25 | | | 3 | $17.25 |
| | 4 | $16.50 | | | 4 | $16.50 | | | 4 | $17.50 |
| | 5 | $16.75 | | | 5 | $16.75 | | | 5 | $17.75 |
| | 6 | $17.00 | | | 6 | $17.00 | | | 6 | $18.00 |
| | 7 | $17.25 | | | 7 | $17.25 | | | 7 | $18.25 |
| | 8 | $17.50 | | | 8 | $17.50 | | | 8 | $18.50 |
| | 9 | $17.75 | | | 9 | $17.75 | | | 9 | $18.75 |
| | 10 | $18.00 | | | 10 | $18.00 | | | 10 | $19.00 |
| | 11 | $18.25 | | | 11 | $18.25 | | | 11 | $19.25 |
| | 12 | $18.50 | | | 12 | $18.50 | | | 12 | $19.50 |
| | 13 | $18.75 | | | 13 | $18.75 | | | 13 | $19.75 |
| | 14 | $19.00 | | | 14 | $19.00 | | | 14 | $20.00 |
| | 15 | $19.25 | | | 15 | $19.25 | | | 15 | $20.25 |
| | 16 | $19.50 | | | 16 | $19.50 | | | 16 | $20.50 |
| | 17 | $19.75 | | | 17 | $19.75 | | | 17 | $20.75 |
| | 18 | $20.00 | | | 18 | $20.00 | | | 18 | $21.00 |
| | 19 | $20.25 | | | 19 | $20.25 | | | 19 | $21.25 |
| | 20 | $20.50 | | | 20 | $20.50 | | | 20 | $21.50 |
| | 21 | $20.75 | | | 21 | $20.75 | | | 21 | $21.75 |
| | 22 | $21.00 | | | 22 | $21.00 | | | 22 | $22.00 |
| | 23 | $21.25 | | | 23 | $21.25 | | | 23 | $22.25 |
| | 24 | $21.50 | | | 24 | $21.50 | | | 24 | $22.50 |
| | 25 | $21.75 | | | 25 | $21.75 | | | 25 | $22.75 |
| | 26 | $22.00 | | | 26 | $22.00 | | | 26 | $23.00 |
| | 27 | $22.25 | | | 27 | $22.25 | | | 27 | $23.25 |
| | 28 | $22.50 | | | 28 | $22.50 | | | 28 | $23.50 |
| | 29 | $22.75 | | | 29 | $22.75 | | | 29 | $23.75 |
| | 30 | $23.00 | | | 30 | $23.00 | | | 30 | $24.00 |
| | 31 | $23.25 | | | 31 | $23.25 | | | 31 | $24.25 |
| | 32 | $23.50 | | | 32 | $23.50 | | | 32 | $24.50 |
| | 33 | $23.75 | | | 33 | $23.75 | | | 33 | $24.75 |
| | 34 | $24.00 | | | 34 | $24.00 | | | 34 | $25.00 |
| | 35 | $24.25 | | | 35 | $24.25 | | | 35 | $25.25 |
| | 36 | $24.50 | | | 36 | $24.50 | | | 36 | $25.50 |
| | 37 | $24.75 | | | 37 | $24.75 | | | 37 | $25.75 |
| | 38 | $25.00 | | | 38 | $25.00 | | | 38 | $26.00 |
| | 39 | $25.25 | | | 39 | $25.25 | | | 39 | $26.25 |
| | 40 | $25.50 | | | 40 | $25.50 | | | 40 | $26.50 |

WAREHOUSE E(8)

WAREHOUSE F(8)

WAREHOUSE FOREMAN F(8)

| Procurement | | |
|---|---|---|
| 8 hr - 261 days | | 26-27 |
| PROCUREMENT G(8) | | Hr. Rate |
| | Year 0 | $18.50 |
| | 1 | $18.75 |
| | 2 | $19.00 |
| | 3 | $19.25 |
| | 4 | $19.50 |
| | 5 | $19.75 |
| | 6 | $20.00 |
| | 7 | $20.25 |
| | 8 | $20.50 |
| | 9 | $20.75 |
| | 10 | $21.00 |
| | 11 | $21.25 |
| | 12 | $21.50 |
| | 13 | $21.75 |
| | 14 | $22.00 |
| | 15 | $22.25 |
| | 16 | $22.50 |
| | 17 | $22.75 |
| | 18 | $23.00 |
| | 19 | $23.25 |
| | 20 | $23.50 |
| | 21 | $23.75 |
| | 22 | $24.00 |
| | 23 | $24.25 |
| | 24 | $24.50 |
| | 25 | $24.75 |
| | 26 | $25.00 |
| | 27 | $25.25 |
| | 28 | $25.50 |
| | 29 | $25.75 |
| | 30 | $26.00 |
| | 31 | $26.25 |
| | 32 | $26.50 |
| | 33 | $26.75 |
| | 34 | $27.00 |
| | 35 | $27.25 |
| | 36 | $27.50 |
| | 37 | $27.75 |
| | 38 | $28.00 |
| | 39 | $28.25 |
| | 40 | $28.50 |

# Moore Public Schools
# Full-Time Support Employee Pay Scale 2026-2027

| Pay Level Clerical | Category A | B | C | D | E |
|---|---|---|---|---|---|
| 0 | 15.00 | 16.00 | 17.00 | 18.00 | 21.00 |
| 1 | 15.25 | 16.25 | 17.25 | 18.25 | 21.25 |
| 2 | 15.50 | 16.50 | 17.50 | 18.50 | 21.50 |
| 3 | 15.75 | 16.75 | 17.75 | 18.75 | 21.75 |
| 4 | 16.00 | 17.00 | 18.00 | 19.00 | 22.00 |
| 5 | 16.25 | 17.25 | 18.25 | 19.25 | 22.25 |
| 6 | 16.50 | 17.50 | 18.50 | 19.50 | 22.50 |
| 7 | 16.75 | 17.75 | 18.75 | 19.75 | 22.75 |
| 8 | 17.00 | 18.00 | 19.00 | 20.00 | 23.00 |
| 9 | 17.25 | 18.25 | 19.25 | 20.25 | 23.25 |
| 10 | 17.50 | 18.50 | 19.50 | 20.50 | 23.50 |
| 11 | 17.75 | 18.75 | 19.75 | 20.75 | 23.75 |
| 12 | 18.00 | 19.00 | 20.00 | 21.00 | 24.00 |
| 13 | 18.25 | 19.25 | 20.25 | 21.25 | 24.25 |
| 14 | 18.50 | 19.50 | 20.50 | 21.50 | 24.50 |
| 15 | 18.75 | 19.75 | 20.75 | 21.75 | 24.75 |
| 16 | 19.00 | 20.00 | 21.00 | 22.00 | 25.00 |
| 17 | 19.25 | 20.25 | 21.25 | 22.25 | 25.25 |
| 18 | 19.50 | 20.50 | 21.50 | 22.50 | 25.50 |
| 19 | 19.75 | 20.75 | 21.75 | 22.75 | 25.75 |
| 20 | 20.00 | 21.00 | 22.00 | 23.00 | 26.00 |
| 21 | 20.25 | 21.25 | 22.25 | 23.25 | 26.25 |
| 22 | 20.50 | 21.50 | 22.50 | 23.50 | 26.50 |
| 23 | 20.75 | 21.75 | 22.75 | 23.75 | 26.75 |
| 24 | 21.00 | 22.00 | 23.00 | 24.00 | 27.00 |
| 25 | 21.25 | 22.25 | 23.25 | 24.25 | 27.25 |
| 26 | 21.50 | 22.50 | 23.50 | 24.50 | 27.50 |
| 27 | 21.75 | 22.75 | 23.75 | 24.75 | 27.75 |
| 28 | 22.00 | 23.00 | 24.00 | 25.00 | 28.00 |
| 29 | 22.25 | 23.25 | 24.25 | 25.25 | 28.25 |
| 30 | 22.50 | 23.50 | 24.50 | 25.50 | 28.50 |
| 31 | 22.75 | 23.75 | 24.75 | 25.75 | 28.75 |
| 32 | 23.00 | 24.00 | 25.00 | 26.00 | 29.00 |
| 33 | 23.25 | 24.25 | 25.25 | 26.25 | 29.25 |
| 34 | 23.50 | 24.50 | 25.50 | 26.50 | 29.50 |
| 35 | 23.75 | 24.75 | 25.75 | 26.75 | 29.75 |
| 36 | 24.00 | 25.00 | 26.00 | 27.00 | 30.00 |
| 37 | 24.25 | 25.25 | 26.25 | 27.25 | 30.25 |
| 38 | 24.50 | 25.50 | 26.50 | 27.50 | 30.50 |
| 39 | 24.75 | 25.75 | 26.75 | 27.75 | 30.75 |
| 40 | 25.00 | 26.00 | 27.00 | 28.00 | 31.00 |
| 41 | 25.25 | 26.25 | 27.25 | 28.25 | 31.25 |
| 42 | 25.50 | 26.50 | 27.50 | 28.50 | 31.50 |
| 43 | 25.75 | 26.75 | 27.75 | 28.75 | 31.75 |
| 44 | 26.00 | 27.00 | 28.00 | 29.00 | 32.00 |
| 45 | 26.25 | 27.25 | 28.25 | 29.25 | 32.25 |
| 46 | 26.50 | 27.50 | 28.50 | 29.50 | 32.50 |
| 47 | 26.75 | 27.75 | 28.75 | 29.75 | 32.75 |
| 48 | 27.00 | 28.00 | 29.00 | 30.00 | 33.00 |
| 49 | 27.25 | 28.25 | 29.25 | 30.25 | 33.25 |
| 50 | 27.50 | 28.50 | 29.50 | 30.50 | 33.50 |

| Category | Days | Hours |
|---|---|---|
| A | 180 | 6.75 |
| | 184 | 6.75 |
| | 185 | 6.75 |
| | 185 | 7.5 |
| | 185 | 7.5 |
| | 190 | 7.5 |
| | 200 | 7.5 |
| | 251 | 7.5 |
| | | |
| B | 196 | 7.5 |
| | 200 | 7.5 |
| | 225 | 7.5 |
| | 251 | 7.5 |
| | | |
| C | 251 | 7.5 |
| | | |
| D | 251 | 7.5 |
| | | |
| E | 251 | 7.5 |

| | Category | | | |
|---|---|---|---|---|
| **Pay Level** | **A** | **B** | **C** | **D** |
| Days/ | 180 | 180 | 180 | 180 |
| Hrs | 6.75 | 6.75 | 6.75 | 6.75 |
| | **INSTRUCTIONAL:** | | | |
| 0 | 14.75 | 15.00 | 16.60 | 17.00 |
| 1 | 15.00 | 15.25 | 16.85 | 17.25 |
| 2 | 15.25 | 15.50 | 17.10 | 17.50 |
| 3 | 15.50 | 15.75 | 17.35 | 17.75 |
| 4 | 15.75 | 16.00 | 17.60 | 18.00 |
| 5 | 16.00 | 16.25 | 17.85 | 18.25 |
| 6 | 16.25 | 16.50 | 18.10 | 18.50 |
| 7 | 16.50 | 16.75 | 18.35 | 18.75 |
| 8 | 16.75 | 17.00 | 18.60 | 19.00 |
| 9 | 17.00 | 17.25 | 18.85 | 19.25 |
| 10 | 17.25 | 17.50 | 19.10 | 19.50 |
| 11 | 17.50 | 17.75 | 19.35 | 19.75 |
| 12 | 17.75 | 18.00 | 19.60 | 20.00 |
| 13 | 18.00 | 18.25 | 19.85 | 20.25 |
| 14 | 18.25 | 18.50 | 20.10 | 20.50 |
| 15 | 18.50 | 18.75 | 20.35 | 20.75 |
| 16 | 18.75 | 19.00 | 20.60 | 21.00 |
| 17 | 19.00 | 19.25 | 20.85 | 21.25 |
| 18 | 19.25 | 19.50 | 21.10 | 21.50 |
| 19 | 19.50 | 19.75 | 21.35 | 21.75 |
| 20 | 19.75 | 20.00 | 21.60 | 22.00 |
| 21 | 20.00 | 20.25 | 21.85 | 22.25 |
| 22 | 20.25 | 20.50 | 22.10 | 22.50 |
| 23 | 20.50 | 20.75 | 22.35 | 22.75 |
| 24 | 20.75 | 21.00 | 22.60 | 23.00 |
| 25 | 21.00 | 21.25 | 22.85 | 23.25 |
| 26 | 21.25 | 21.50 | 23.10 | 23.50 |
| 27 | 21.50 | 21.75 | 23.35 | 23.75 |
| 28 | 21.75 | 22.00 | 23.60 | 24.00 |
| 29 | 22.00 | 22.25 | 23.85 | 24.25 |
| 30 | 22.25 | 22.50 | 24.10 | 24.50 |
| 31 | 22.50 | 22.75 | 24.35 | 24.75 |
| 32 | 22.75 | 23.00 | 24.60 | 25.00 |
| 33 | 23.00 | 23.25 | 24.85 | 25.25 |
| 34 | 23.25 | 23.50 | 25.10 | 25.50 |
| 35 | 23.50 | 23.75 | 25.35 | 25.75 |
| 36 | 23.75 | 24.00 | 25.60 | 26.00 |
| 37 | 24.00 | 24.25 | 25.85 | 26.25 |
| 38 | 24.25 | 24.50 | 26.10 | 26.50 |
| 39 | 24.50 | 24.75 | 26.35 | 26.75 |
| 40 | 24.75 | 25.00 | 26.60 | 27.00 |
| 41 | 25.00 | 25.25 | 26.85 | 27.25 |
| 42 | 25.25 | 25.50 | 27.10 | 27.50 |
| 43 | 25.50 | 25.75 | 27.35 | 27.75 |
| 44 | 25.75 | 26.00 | 27.60 | 28.00 |
| 45 | 26.00 | 26.25 | 27.85 | 28.25 |
| 46 | 26.25 | 26.50 | 28.10 | 28.50 |
| 47 | 26.50 | 26.75 | 28.35 | 28.75 |
| 48 | 26.75 | 27.00 | 28.60 | 29.00 |
| 49 | 27.00 | 27.25 | 28.85 | 29.25 |
| 50 | 27.25 | 27.50 | 29.10 | 29.50 |

| Pay | Category | | | |
|---|---|---|---|---|
| Level | A | C | D | E |
| | 261 | 261 | 261 | 261 |
| Hrs | 8 | 8 | 8 | 8 |
| | CUSTODIAL: | | | |
| 0 | 13.75 | 15.25 | 16.50 | 16.75 |
| 1 | 14.00 | 15.50 | 16.75 | 17.00 |
| 2 | 14.25 | 15.75 | 17.00 | 17.25 |
| 3 | 14.50 | 16.00 | 17.25 | 17.50 |
| 4 | 14.75 | 16.25 | 17.50 | 17.75 |
| 5 | 15.00 | 16.50 | 17.75 | 18.00 |
| 6 | 15.25 | 16.75 | 18.00 | 18.25 |
| 7 | 15.50 | 17.00 | 18.25 | 18.50 |
| 8 | 15.75 | 17.25 | 18.50 | 18.75 |
| 9 | 16.00 | 17.50 | 18.75 | 19.00 |
| 10 | 16.25 | 17.75 | 19.00 | 19.25 |
| 11 | 16.50 | 18.00 | 19.25 | 19.50 |
| 12 | 16.75 | 18.25 | 19.50 | 19.75 |
| 13 | 17.00 | 18.50 | 19.75 | 20.00 |
| 14 | 17.25 | 18.75 | 20.00 | 20.25 |
| 15 | 17.50 | 19.00 | 20.25 | 20.50 |
| 16 | 17.75 | 19.25 | 20.50 | 20.75 |
| 17 | 18.00 | 19.50 | 20.75 | 21.00 |
| 18 | 18.25 | 19.75 | 21.00 | 21.25 |
| 19 | 18.50 | 20.00 | 21.25 | 21.50 |
| 20 | 18.75 | 20.25 | 21.50 | 21.75 |
| 21 | 19.00 | 20.50 | 21.75 | 22.00 |
| 22 | 19.25 | 20.75 | 22.00 | 22.25 |
| 23 | 19.50 | 21.00 | 22.25 | 22.50 |
| 24 | 19.75 | 21.25 | 22.50 | 22.75 |
| 25 | 20.00 | 21.50 | 22.75 | 23.00 |
| 26 | 20.25 | 21.75 | 23.00 | 23.25 |
| 27 | 20.50 | 22.00 | 23.25 | 23.50 |
| 28 | 20.75 | 22.25 | 23.50 | 23.75 |
| 29 | 21.00 | 22.50 | 23.75 | 24.00 |
| 30 | 21.25 | 22.75 | 24.00 | 24.25 |
| 31 | 21.50 | 23.00 | 24.25 | 24.50 |
| 32 | 21.75 | 23.25 | 24.50 | 24.75 |
| 33 | 22.00 | 23.50 | 24.75 | 25.00 |
| 34 | 22.25 | 23.75 | 25.00 | 25.25 |
| 35 | 22.50 | 24.00 | 25.25 | 25.50 |
| 36 | 22.75 | 24.25 | 25.50 | 25.75 |
| 37 | 23.00 | 24.50 | 25.75 | 26.00 |
| 38 | 23.25 | 24.75 | 26.00 | 26.25 |
| 39 | 23.50 | 25.00 | 26.25 | 26.50 |
| 40 | 23.75 | 25.25 | 26.50 | 26.75 |
| 41 | 24.00 | 25.50 | 26.75 | 27.00 |
| 42 | 24.25 | 25.75 | 27.00 | 27.25 |
| 43 | 24.50 | 26.00 | 27.25 | 27.50 |
| 44 | 24.75 | 26.25 | 27.50 | 27.75 |
| 45 | 25.00 | 26.50 | 27.75 | 28.00 |
| 46 | 25.25 | 26.75 | 28.00 | 28.25 |
| 47 | 25.50 | 27.00 | 28.25 | 28.50 |
| 48 | 25.75 | 27.25 | 28.50 | 28.75 |
| 49 | 26.00 | 27.50 | 28.75 | 29.00 |
| 50 | 26.25 | 27.75 | 29.00 | 29.25 |

| Pay | Category | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Level | A | B | C | D | E | F | G | H | I | J |
| Days/ | 261 | 261 | 261/251 | 261 | 261 | 261 | 261 | 261 | 261 | 260 |
| Hrs | 8 | 8 | 8/7.5 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| | **MAINTENANCE:** | | | | | | | | | |
| 0 | 14.00 | 14.45 | 15.50 | 16.50 | 17.85 | 18.50 | 19.50 | 21.00 | 21.50 | 21.80 |
| 1 | 14.25 | 14.70 | 15.75 | 16.75 | 18.10 | 18.75 | 19.75 | 21.25 | 21.75 | 22.05 |
| 2 | 14.50 | 14.95 | 16.00 | 17.00 | 18.35 | 19.00 | 20.00 | 21.50 | 22.00 | 22.30 |
| 3 | 14.75 | 15.20 | 16.25 | 17.25 | 18.60 | 19.25 | 20.25 | 21.75 | 22.25 | 22.55 |
| 4 | 15.00 | 15.45 | 16.50 | 17.50 | 18.85 | 19.50 | 20.50 | 22.00 | 22.50 | 22.80 |
| 5 | 15.25 | 15.70 | 16.75 | 17.75 | 19.10 | 19.75 | 20.75 | 22.25 | 22.75 | 23.05 |
| 6 | 15.50 | 15.95 | 17.00 | 18.00 | 19.35 | 20.00 | 21.00 | 22.50 | 23.00 | 23.30 |
| 7 | 15.75 | 16.20 | 17.25 | 18.25 | 19.60 | 20.25 | 21.25 | 22.75 | 23.25 | 23.55 |
| 8 | 16.00 | 16.45 | 17.50 | 18.50 | 19.85 | 20.50 | 21.50 | 23.00 | 23.50 | 23.80 |
| 9 | 16.25 | 16.70 | 17.75 | 18.75 | 20.10 | 20.75 | 21.75 | 23.25 | 23.75 | 24.05 |
| 10 | 16.50 | 16.95 | 18.00 | 19.00 | 20.35 | 21.00 | 22.00 | 23.50 | 24.00 | 24.30 |
| 11 | 16.75 | 17.20 | 18.25 | 19.25 | 20.60 | 21.25 | 22.25 | 23.75 | 24.25 | 24.55 |
| 12 | 17.00 | 17.45 | 18.50 | 19.50 | 20.85 | 21.50 | 22.50 | 24.00 | 24.50 | 24.80 |
| 13 | 17.25 | 17.70 | 18.75 | 19.75 | 21.10 | 21.75 | 22.75 | 24.25 | 24.75 | 25.05 |
| 14 | 17.50 | 17.95 | 19.00 | 20.00 | 21.35 | 22.00 | 23.00 | 24.50 | 25.00 | 25.30 |
| 15 | 17.75 | 18.20 | 19.25 | 20.25 | 21.60 | 22.25 | 23.30 | 24.80 | 25.30 | 25.60 |
| 16 | 18.00 | 18.45 | 19.50 | 20.50 | 21.85 | 22.55 | 23.60 | 25.10 | 25.60 | 25.90 |
| 17 | 18.25 | 18.70 | 19.75 | 20.75 | 22.10 | 22.85 | 23.90 | 25.40 | 25.90 | 26.20 |
| 18 | 18.50 | 18.95 | 20.00 | 21.00 | 22.35 | 23.15 | 24.20 | 25.70 | 26.20 | 26.50 |
| 19 | 18.75 | 19.20 | 20.25 | 21.25 | 22.60 | 23.45 | 24.50 | 26.00 | 26.50 | 26.80 |
| 20 | 19.00 | 19.45 | 20.50 | 21.50 | 22.85 | 23.75 | 24.80 | 26.30 | 26.80 | 27.10 |
| 21 | 19.25 | 19.70 | 20.75 | 21.75 | 23.10 | 24.05 | 25.10 | 26.60 | 27.10 | 27.40 |
| 22 | 19.50 | 19.95 | 21.00 | 22.00 | 23.35 | 24.35 | 25.40 | 26.90 | 27.40 | 27.70 |
| 23 | 19.75 | 20.20 | 21.25 | 22.25 | 23.60 | 24.65 | 25.70 | 27.20 | 27.70 | 28.00 |
| 24 | 20.00 | 20.45 | 21.50 | 22.50 | 23.85 | 24.95 | 26.00 | 27.50 | 28.00 | 28.30 |
| 25 | 20.25 | 20.70 | 21.75 | 22.75 | 24.10 | 25.25 | 26.30 | 27.80 | 28.30 | 28.60 |
| 26 | 20.50 | 20.95 | 22.00 | 23.00 | 24.35 | 25.55 | 26.60 | 28.10 | 28.60 | 28.90 |
| 27 | 20.75 | 21.20 | 22.25 | 23.25 | 24.60 | 25.85 | 26.90 | 28.40 | 28.90 | 29.20 |
| 28 | 21.00 | 21.45 | 22.50 | 23.50 | 24.85 | 26.15 | 27.20 | 28.70 | 29.20 | 29.50 |
| 29 | 21.25 | 21.70 | 22.75 | 23.75 | 25.10 | 26.45 | 27.50 | 29.00 | 29.50 | 29.80 |
| 30 | 21.50 | 21.95 | 23.00 | 24.00 | 25.35 | 26.75 | 27.80 | 29.30 | 29.80 | 30.10 |
| 31 | 21.75 | 22.20 | 23.25 | 24.25 | 25.60 | 27.05 | 28.10 | 29.60 | 30.10 | 30.40 |
| 32 | 22.00 | 22.45 | 23.50 | 24.50 | 25.85 | 27.35 | 28.40 | 29.90 | 30.40 | 30.70 |
| 33 | 22.25 | 22.70 | 23.75 | 24.75 | 26.10 | 27.65 | 28.70 | 30.20 | 30.70 | 31.00 |
| 34 | 22.50 | 22.95 | 24.00 | 25.00 | 26.35 | 27.95 | 29.00 | 30.50 | 31.00 | 31.30 |
| 35 | 22.75 | 23.20 | 24.25 | 25.25 | 26.60 | 28.25 | 29.30 | 30.80 | 31.30 | 31.60 |
| 36 | 23.00 | 23.45 | 24.50 | 25.50 | 26.85 | 28.55 | 29.60 | 31.10 | 31.60 | 31.90 |
| 37 | 23.25 | 23.70 | 24.75 | 25.75 | 27.10 | 28.85 | 29.90 | 31.40 | 31.90 | 32.20 |
| 38 | 23.50 | 23.95 | 25.00 | 26.00 | 27.35 | 29.15 | 30.20 | 31.70 | 32.20 | 32.50 |
| 39 | 23.75 | 24.20 | 25.25 | 26.25 | 27.60 | 29.45 | 30.50 | 32.00 | 32.50 | 32.80 |
| 40 | 24.00 | 24.45 | 25.50 | 26.50 | 27.85 | 29.75 | 30.80 | 32.30 | 32.80 | 33.10 |
| 41 | 24.25 | 24.70 | 25.75 | 26.75 | 28.10 | 30.05 | 31.10 | 32.60 | 33.10 | 33.40 |
| 42 | 24.50 | 24.95 | 26.00 | 27.00 | 28.35 | 30.35 | 31.40 | 32.90 | 33.40 | 33.70 |
| 43 | 24.75 | 25.20 | 26.25 | 27.25 | 28.60 | 30.65 | 31.70 | 33.20 | 33.70 | 34.00 |
| 44 | 25.00 | 25.45 | 26.50 | 27.50 | 28.85 | 30.95 | 32.00 | 33.50 | 34.00 | 34.30 |
| 45 | 25.25 | 25.70 | 26.75 | 27.75 | 29.10 | 31.25 | 32.30 | 33.80 | 34.30 | 34.60 |
| 46 | 25.50 | 25.95 | 27.00 | 28.00 | 29.35 | 31.55 | 32.60 | 34.10 | 34.60 | 34.90 |
| 47 | 25.75 | 26.20 | 27.25 | 28.25 | 29.60 | 31.85 | 32.90 | 34.40 | 34.90 | 35.20 |
| 48 | 26.00 | 26.45 | 27.50 | 28.50 | 29.85 | 32.15 | 33.20 | 34.70 | 35.20 | 35.50 |
| 49 | 26.25 | 26.70 | 27.75 | 28.75 | 30.10 | 32.45 | 33.50 | 35.00 | 35.50 | 35.80 |
| 50 | 26.50 | 26.95 | 28.00 | 29.00 | 30.35 | 32.75 | 33.80 | 35.30 | 35.80 | 36.10 |

| Pay | Category | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Level** | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| Days/ | 181 | 181 | 181 | 181 | 261 | 261 | 261 | 261 |
| Hrs | 6/7 | 6 | 6/7 | 6/7 | 8 | 8 | 8 | 8 |
| | **TRANSPORTATION:** | | | | | | | |
| 0 | 13.80 | 14.50 | 17.00 | 17.50 | 16.25 | 21.25 | 22.25 | 23.25 |
| 1 | 14.05 | 14.75 | 17.25 | 17.75 | 16.50 | 21.50 | 22.50 | 23.50 |
| 2 | 14.30 | 15.00 | 17.50 | 18.00 | 16.75 | 21.75 | 22.75 | 23.75 |
| 3 | 14.55 | 15.25 | 17.75 | 18.25 | 17.00 | 22.00 | 23.00 | 24.00 |
| 4 | 14.80 | 15.50 | 18.00 | 18.50 | 17.25 | 22.25 | 23.25 | 24.25 |
| 5 | 15.05 | 15.75 | 18.25 | 18.75 | 17.50 | 22.50 | 23.50 | 24.50 |
| 6 | 15.30 | 16.00 | 18.50 | 19.00 | 17.75 | 22.75 | 23.75 | 24.75 |
| 7 | 15.55 | 16.25 | 18.75 | 19.25 | 18.00 | 23.00 | 24.00 | 25.00 |
| 8 | 15.80 | 16.50 | 19.00 | 19.50 | 18.25 | 23.25 | 24.25 | 25.25 |
| 9 | 16.05 | 16.75 | 19.25 | 19.75 | 18.50 | 23.50 | 24.50 | 25.50 |
| 10 | 16.30 | 17.05 | 19.55 | 20.05 | 18.80 | 23.75 | 24.75 | 25.75 |
| 11 | 16.55 | 17.35 | 19.85 | 20.35 | 19.10 | 24.00 | 25.00 | 26.00 |
| 12 | 16.80 | 17.65 | 20.15 | 20.65 | 19.40 | 24.25 | 25.25 | 26.25 |
| 13 | 17.05 | 17.95 | 20.45 | 20.95 | 19.70 | 24.50 | 25.50 | 26.50 |
| 14 | 17.30 | 18.25 | 20.75 | 21.25 | 20.00 | 24.75 | 25.75 | 26.75 |
| 15 | 17.55 | 18.55 | 21.05 | 21.55 | 20.30 | 25.00 | 26.00 | 27.00 |
| 16 | 17.80 | 18.85 | 21.35 | 21.85 | 20.60 | 25.25 | 26.25 | 27.25 |
| 17 | 18.05 | 19.15 | 21.65 | 22.15 | 20.90 | 25.50 | 26.50 | 27.50 |
| 18 | 18.30 | 19.45 | 21.95 | 22.45 | 21.20 | 25.75 | 26.75 | 27.75 |
| 19 | 18.55 | 19.75 | 22.25 | 22.75 | 21.50 | 26.00 | 27.00 | 28.00 |
| 20 | 18.80 | 20.05 | 22.55 | 23.05 | 21.80 | 26.25 | 27.25 | 28.25 |
| 21 | 19.05 | 20.35 | 22.85 | 23.35 | 22.10 | 26.50 | 27.50 | 28.50 |
| 22 | 19.30 | 20.65 | 23.15 | 23.65 | 22.40 | 26.75 | 27.75 | 28.75 |
| 23 | 19.55 | 20.95 | 23.45 | 23.95 | 22.70 | 27.00 | 28.00 | 29.00 |
| 24 | 19.80 | 21.25 | 23.75 | 24.25 | 23.00 | 27.25 | 28.25 | 29.25 |
| 25 | 20.05 | 21.55 | 24.05 | 24.55 | 23.30 | 27.50 | 28.50 | 29.50 |
| 26 | 20.30 | 21.85 | 24.35 | 24.85 | 23.60 | 27.75 | 28.75 | 29.75 |
| 27 | 20.55 | 22.15 | 24.65 | 25.15 | 23.90 | 28.00 | 29.00 | 30.00 |
| 28 | 20.80 | 22.45 | 24.95 | 25.45 | 24.20 | 28.25 | 29.25 | 30.25 |
| 29 | 21.05 | 22.75 | 25.25 | 25.75 | 24.50 | 28.50 | 29.50 | 30.50 |
| 30 | 21.30 | 23.05 | 25.55 | 26.05 | 24.80 | 28.75 | 29.75 | 30.75 |
| 31 | 21.55 | 23.35 | 25.85 | 26.35 | 25.10 | 29.00 | 30.00 | 31.00 |
| 32 | 21.80 | 23.65 | 26.15 | 26.65 | 25.40 | 29.25 | 30.25 | 31.25 |
| 33 | 22.05 | 23.95 | 26.45 | 26.95 | 25.70 | 29.50 | 30.50 | 31.50 |
| 34 | 22.30 | 24.25 | 26.75 | 27.25 | 26.00 | 29.75 | 30.75 | 31.75 |
| 35 | 22.55 | 24.55 | 27.05 | 27.55 | 26.30 | 30.00 | 31.00 | 32.00 |
| 36 | 22.80 | 24.85 | 27.35 | 27.85 | 26.60 | 30.25 | 31.25 | 32.25 |
| 37 | 23.05 | 25.15 | 27.65 | 28.15 | 26.90 | 30.50 | 31.50 | 32.50 |
| 38 | 23.30 | 25.45 | 27.95 | 28.45 | 27.20 | 30.75 | 31.75 | 32.75 |
| 39 | 23.55 | 25.75 | 28.25 | 28.75 | 27.50 | 31.00 | 32.00 | 33.00 |
| 40 | 23.80 | 26.05 | 28.55 | 29.05 | 27.80 | 31.25 | 32.25 | 33.25 |
| 41 | 24.05 | 26.35 | 28.85 | 29.35 | 28.10 | 31.50 | 32.50 | 33.50 |
| 42 | 24.30 | 26.65 | 29.15 | 29.65 | 28.40 | 31.75 | 32.75 | 33.75 |
| 43 | 24.55 | 26.95 | 29.45 | 29.95 | 28.70 | 32.00 | 33.00 | 34.00 |
| 44 | 24.80 | 27.25 | 29.75 | 30.25 | 29.00 | 32.25 | 33.25 | 34.25 |
| 45 | 25.05 | 27.55 | 30.05 | 30.55 | 29.30 | 32.50 | 33.50 | 34.50 |
| 46 | 25.30 | 27.85 | 30.35 | 30.85 | 29.60 | 32.75 | 33.75 | 34.75 |
| 47 | 25.55 | 28.15 | 30.65 | 31.15 | 29.90 | 33.00 | 34.00 | 35.00 |
| 48 | 25.80 | 28.45 | 30.95 | 31.45 | 30.20 | 33.25 | 34.25 | 35.25 |
| 49 | 26.05 | 28.75 | 31.25 | 31.75 | 30.50 | 33.50 | 34.50 | 35.50 |
| 50 | 26.30 | 29.05 | 31.55 | 32.05 | 30.80 | 33.75 | 34.75 | 35.75 |

| Pay | Category | | | | | |
|---|---|---|---|---|---|---|
| Level | A | B | C | D | E | F |
| Days/ | 180 | 180 | 180 | 180 | 180 | 180 |
| Hrs | 6.75 | 6.75 | 6.75 | 6.75 | 6.75 | 6.75 |
| | INTERPRETERS: | | | | | |
| 0 | 22.95 | 24.90 | 27.99 | 30.07 | 32.13 | 33.90 |
| 1 | 23.20 | 25.15 | 28.24 | 30.32 | 32.38 | 34.15 |
| 2 | 23.45 | 25.40 | 28.49 | 30.57 | 32.63 | 34.40 |
| 3 | 23.70 | 25.65 | 28.74 | 30.82 | 32.88 | 34.65 |
| 4 | 23.95 | 25.90 | 28.99 | 31.07 | 33.13 | 34.90 |
| 5 | 24.20 | 26.15 | 29.24 | 31.32 | 33.38 | 35.15 |
| 6 | 24.45 | 26.40 | 29.49 | 31.57 | 33.63 | 35.40 |
| 7 | 24.70 | 26.65 | 29.74 | 31.82 | 33.88 | 35.65 |
| 8 | 24.95 | 26.90 | 29.99 | 32.07 | 34.13 | 35.90 |
| 9 | 25.20 | 27.15 | 30.24 | 32.32 | 34.38 | 36.15 |
| 10 | 25.45 | 27.40 | 30.49 | 32.57 | 34.63 | 36.40 |
| 11 | 25.70 | 27.65 | 30.74 | 32.82 | 34.88 | 36.65 |
| 12 | 25.95 | 27.90 | 30.99 | 33.07 | 35.13 | 36.90 |
| 13 | 26.20 | 28.15 | 31.24 | 33.32 | 35.38 | 37.15 |
| 14 | 26.45 | 28.40 | 31.49 | 33.57 | 35.63 | 37.40 |
| 15 | 26.70 | 28.65 | 31.74 | 33.82 | 35.88 | 37.65 |
| 16 | 26.95 | 28.90 | 31.99 | 34.07 | 36.13 | 37.90 |
| 17 | 27.20 | 29.15 | 32.24 | 34.32 | 36.38 | 38.15 |
| 18 | 27.45 | 29.40 | 32.49 | 34.57 | 36.63 | 38.40 |
| 19 | 27.70 | 29.65 | 32.74 | 34.82 | 36.88 | 38.65 |
| 20 | 27.95 | 29.90 | 32.99 | 35.07 | 37.13 | 38.90 |
| 21 | 28.20 | 30.15 | 33.24 | 35.32 | 37.38 | 39.15 |
| 22 | 28.45 | 30.40 | 33.49 | 35.57 | 37.63 | 39.40 |
| 23 | 28.70 | 30.65 | 33.74 | 35.82 | 37.88 | 39.65 |
| 24 | 28.95 | 30.90 | 33.99 | 36.07 | 38.13 | 39.90 |
| 25 | 29.20 | 31.15 | 34.24 | 36.32 | 38.38 | 40.15 |
| 26 | 29.45 | 31.40 | 34.49 | 36.57 | 38.63 | 40.40 |
| 27 | 29.70 | 31.65 | 34.74 | 36.82 | 38.88 | 40.65 |
| 28 | 29.95 | 31.90 | 34.99 | 37.07 | 39.13 | 40.90 |
| 29 | 30.20 | 32.15 | 35.24 | 37.32 | 39.38 | 41.15 |
| 30 | 30.45 | 32.40 | 35.49 | 37.57 | 39.63 | 41.40 |
| 31 | 30.70 | 32.65 | 35.74 | 37.82 | 39.88 | 41.65 |
| 32 | 30.95 | 32.90 | 35.99 | 38.07 | 40.13 | 41.90 |
| 33 | 31.20 | 33.15 | 36.24 | 38.32 | 40.38 | 42.15 |
| 34 | 31.45 | 33.40 | 36.49 | 38.57 | 40.63 | 42.40 |
| 35 | 31.70 | 33.65 | 36.74 | 38.82 | 40.88 | 42.65 |
| 36 | 31.95 | 33.90 | 36.99 | 39.07 | 41.13 | 42.90 |
| 37 | 32.20 | 34.15 | 37.24 | 39.32 | 41.38 | 43.15 |
| 38 | 32.45 | 34.40 | 37.49 | 39.57 | 41.63 | 43.40 |
| 39 | 32.70 | 34.65 | 37.74 | 39.82 | 41.88 | 43.65 |
| 40 | 32.95 | 34.90 | 37.99 | 40.07 | 42.13 | 43.90 |

| Pay | Category | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Level** | **C** | **C** | **D** | **E** | **F** | **F** | **G** | **H** | **I** | **J** |
| Days/ | 260 | 261 | 251 | 251 | 251 | 261 | 251 | 182 | 182 | 182 |
| Hrs | 8 | 8 | 7.5 | 7.5 | 8 | 8 | 7.5 | 7.25 | 7.25 | 7.25 |
| | **SCHOOL SUPPORT** | | | | | | | | | |
| 0 | 12.95 | 12.93 | 13.60 | 14.00 | 13.95 | 13.88 | 14.01 | 23.00 | 25.50 | 29.00 |
| 1 | 13.15 | 13.13 | 13.85 | 14.25 | 14.20 | 14.12 | 14.26 | 23.25 | 25.75 | 29.25 |
| 2 | 13.35 | 13.33 | 14.10 | 14.50 | 14.45 | 14.36 | 14.51 | 23.50 | 26.00 | 29.50 |
| 3 | 13.55 | 13.53 | 14.35 | 14.75 | 14.70 | 14.60 | 14.76 | 23.75 | 26.25 | 29.75 |
| 4 | 13.75 | 13.73 | 14.60 | 15.00 | 14.95 | 14.84 | 15.01 | 24.00 | 26.50 | 30.00 |
| 5 | 13.95 | 13.93 | 14.85 | 15.25 | 15.20 | 15.08 | 15.26 | 24.25 | 26.75 | 30.25 |
| 6 | 14.15 | 14.13 | 15.10 | 15.50 | 15.45 | 15.32 | 15.51 | 24.50 | 27.00 | 30.50 |
| 7 | 14.35 | 14.33 | 15.35 | 15.75 | 15.70 | 15.56 | 15.76 | 24.75 | 27.25 | 30.75 |
| 8 | 14.55 | 14.53 | 15.60 | 16.00 | 15.95 | 15.80 | 16.01 | 25.00 | 27.50 | 31.00 |
| 9 | 14.75 | 14.73 | 15.85 | 16.25 | 16.20 | 16.04 | 16.26 | 25.25 | 27.75 | 31.25 |
| 10 | 14.95 | 14.93 | 16.10 | 16.50 | 16.45 | 16.28 | 16.51 | 25.50 | 28.00 | 31.50 |
| 11 | 15.15 | 15.13 | 16.35 | 16.75 | 16.70 | 16.52 | 16.76 | 25.75 | 28.25 | 31.75 |
| 12 | 15.35 | 15.33 | 16.60 | 17.00 | 16.95 | 16.76 | 17.01 | 26.00 | 28.50 | 32.00 |
| 13 | 15.55 | 15.53 | 16.85 | 17.25 | 17.20 | 17.00 | 17.26 | 26.25 | 28.75 | 32.25 |
| 14 | 15.75 | 15.73 | 17.10 | 17.50 | 17.45 | 17.24 | 17.51 | 26.50 | 29.00 | 32.50 |
| 15 | 15.95 | 15.93 | 17.35 | 17.75 | 17.70 | 17.48 | 17.76 | 26.75 | 29.25 | 32.75 |
| 16 | 16.15 | 16.13 | 17.60 | 18.00 | 17.95 | 17.72 | 18.01 | 27.00 | 29.50 | 33.00 |
| 17 | 16.35 | 16.33 | 17.85 | 18.25 | 18.20 | 17.96 | 18.26 | 27.25 | 29.75 | 33.25 |
| 18 | 16.55 | 16.53 | 18.10 | 18.50 | 18.45 | 18.20 | 18.51 | 27.50 | 30.00 | 33.50 |
| 19 | 16.75 | 16.73 | 18.35 | 18.75 | 18.70 | 18.44 | 18.76 | 27.75 | 30.25 | 33.75 |
| 20 | 16.95 | 16.93 | 18.60 | 19.00 | 18.95 | 18.68 | 19.01 | 28.00 | 30.50 | 34.00 |
| 21 | 17.15 | 17.13 | 18.85 | 19.25 | 19.20 | 18.92 | 19.26 | 28.25 | 30.75 | 34.25 |
| 22 | 17.35 | 17.33 | 19.10 | 19.50 | 19.45 | 19.16 | 19.51 | 28.50 | 31.00 | 34.50 |
| 23 | 17.55 | 17.53 | 19.35 | 19.75 | 19.70 | 19.40 | 19.76 | 28.75 | 31.25 | 34.75 |
| 24 | 17.75 | 17.73 | 19.60 | 20.00 | 19.95 | 19.64 | 20.01 | 29.00 | 31.50 | 35.00 |
| 25 | 17.95 | 17.93 | 19.85 | 20.25 | 20.20 | 19.88 | 20.26 | 29.25 | 31.75 | 35.25 |
| 26 | 18.15 | 18.13 | 20.10 | 20.50 | 20.45 | 20.12 | 20.51 | 29.50 | 32.00 | 35.50 |
| 27 | 18.35 | 18.33 | 20.35 | 20.75 | 20.70 | 20.36 | 20.76 | 29.75 | 32.25 | 35.75 |
| 28 | 18.55 | 18.53 | 20.60 | 21.00 | 20.95 | 20.60 | 21.01 | 30.00 | 32.50 | 36.00 |
| 29 | 18.75 | 18.73 | 20.85 | 21.25 | 21.20 | 20.84 | 21.26 | 30.25 | 32.75 | 36.25 |
| 30 | 18.95 | 18.93 | 21.10 | 21.50 | 21.45 | 21.08 | 21.51 | 30.50 | 33.00 | 36.50 |
| 31 | 19.15 | 19.13 | 21.35 | 21.75 | 21.70 | 21.32 | 21.76 | 30.75 | 33.25 | 36.75 |
| 32 | 19.35 | 19.33 | 21.60 | 22.00 | 21.95 | 21.56 | 22.01 | 31.00 | 33.50 | 37.00 |
| 33 | 19.55 | 19.53 | 21.85 | 22.25 | 22.20 | 21.80 | 22.26 | 31.25 | 33.75 | 37.25 |
| 34 | 19.75 | 19.73 | 22.10 | 22.50 | 22.45 | 22.04 | 22.51 | 31.50 | 34.00 | 37.50 |
| 35 | 19.95 | 19.93 | 22.35 | 22.75 | 22.70 | 22.28 | 22.76 | 31.75 | 34.25 | 37.75 |
| 36 | 20.15 | 20.13 | 22.60 | 23.00 | 22.95 | 22.52 | 23.01 | 32.00 | 34.50 | 38.00 |
| 37 | 20.35 | 20.33 | 22.85 | 23.25 | 23.20 | 22.76 | 23.26 | 32.25 | 34.75 | 38.25 |
| 38 | 20.55 | 20.53 | 23.10 | 23.50 | 23.45 | 23.00 | 23.51 | 32.50 | 35.00 | 38.50 |
| 39 | 20.75 | 20.73 | 23.35 | 23.75 | 23.70 | 23.24 | 23.76 | 32.75 | 35.25 | 38.75 |
| 40 | 20.95 | 20.93 | 23.60 | 24.00 | 23.95 | 23.48 | 24.01 | 33.00 | 35.50 | 39.00 |
| 41 | 21.15 | 21.13 | 23.85 | 24.25 | 24.20 | 23.72 | 24.26 | 33.25 | 35.75 | 39.25 |
| 42 | 21.35 | 21.33 | 24.10 | 24.50 | 24.45 | 23.96 | 24.51 | 33.50 | 36.00 | 39.50 |
| 43 | 21.55 | 21.53 | 24.35 | 24.75 | 24.70 | 24.20 | 24.76 | 33.75 | 36.25 | 39.75 |
| 44 | 21.75 | 21.73 | 24.60 | 25.00 | 24.95 | 24.44 | 25.01 | 34.00 | 36.50 | 40.00 |
| 45 | 21.95 | 21.93 | 24.85 | 25.25 | 25.20 | 24.68 | 25.26 | 34.25 | 36.75 | 40.25 |
| 46 | 22.15 | 22.13 | 25.10 | 25.50 | 25.45 | 24.92 | 25.51 | 34.50 | 37.00 | 40.50 |
| 47 | 22.35 | 22.33 | 25.35 | 25.75 | 25.70 | 25.16 | 25.76 | 34.75 | 37.25 | 40.75 |
| 48 | 22.55 | 22.53 | 25.60 | 26.00 | 25.95 | 25.40 | 26.01 | 35.00 | 37.50 | 41.00 |
| 49 | 22.75 | 22.73 | 25.85 | 26.25 | 26.20 | 25.64 | 26.26 | 35.25 | 37.75 | 41.25 |
| 50 | 22.95 | 22.93 | 26.10 | 26.50 | 26.45 | 25.88 | 26.51 | 35.50 | 38.00 | 41.50 |
| | Light/Sound Tech | Light/Sound Tech | Printer | Data Processor | Warehouse-man | Ware-houseman | Publications Supervisor | LPN | COTA/ PTA /SLPA | SLPA w/ Added Cert/BA |

| Pay | Category | | | | | |
|---|---|---|---|---|---|---|
| Level | Scale A | Scale B | Scale A | Leads | Scale A | Leads |
| Days/ | 251 | 251 | 260 | 260 | 260 | 260 |
| Hrs | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 |
| | TECHNOLOGY: | | | | | |
| | Tech I | | Tech II | | Tech III | |
| STEP | Scale A | Scale B | Scale A | Scale B (LEADS) | Scale A | Scale B (LEADS) |
| 0 | $15.25 | $16.25 | $21.00 | $24.00 | $23.00 | $26.00 |
| 1 | $16.00 | $17.15 | $21.45 | $24.45 | $23.40 | $26.40 |
| 2 | $16.30 | $17.45 | $21.80 | $24.80 | $23.80 | $26.80 |
| 3 | $16.60 | $17.75 | $22.15 | $25.15 | $24.20 | $27.20 |
| 4 | $16.90 | $18.05 | $22.50 | $25.50 | $24.60 | $27.60 |
| 5 | $17.20 | $18.35 | $22.85 | $25.85 | $25.00 | $28.00 |
| 6 | $17.50 | $18.65 | $23.20 | $26.20 | $25.40 | $28.40 |
| 7 | $17.80 | $18.95 | $23.55 | $26.55 | $25.80 | $28.80 |
| 8 | $18.10 | $19.25 | $23.90 | $26.90 | $26.20 | $29.20 |
| 9 | $18.40 | $19.55 | $24.25 | $27.25 | $26.60 | $29.60 |
| 10 | $18.70 | $19.85 | $24.60 | $27.60 | $27.00 | $30.00 |
| 11 | $19.00 | $20.15 | $24.95 | $27.95 | $27.40 | $30.40 |
| 12 | $19.30 | $20.45 | $25.30 | $28.30 | $27.80 | $30.80 |
| 13 | $19.60 | $20.75 | $25.65 | $28.65 | $28.20 | $31.20 |
| 14 | $19.90 | $21.05 | $26.00 | $29.00 | $28.60 | $31.60 |
| 15 | $20.20 | $21.35 | $26.35 | $29.35 | $29.00 | $32.00 |
| 16 | $20.50 | $21.65 | $26.70 | $29.70 | $29.40 | $32.40 |
| 17 | $20.80 | $21.95 | $27.05 | $30.05 | $29.80 | $32.80 |
| 18 | $21.10 | $22.25 | $27.40 | $30.40 | $30.20 | $33.20 |
| 19 | $21.40 | $22.55 | $27.75 | $30.75 | $30.60 | $33.60 |
| 20 | $21.70 | $22.85 | $28.10 | $31.10 | $31.00 | $34.00 |
| 21 | $22.00 | $23.15 | $28.45 | $31.45 | $31.40 | $34.40 |
| 22 | $22.30 | $23.45 | $28.80 | $31.80 | $31.80 | $34.80 |
| 23 | $22.60 | $23.75 | $29.15 | $32.15 | $32.20 | $35.20 |
| 24 | $22.90 | $24.05 | $29.50 | $32.50 | $32.60 | $35.60 |
| 25 | $23.20 | $24.35 | $29.85 | $32.85 | $33.00 | $36.00 |
| 26 | $23.50 | $24.65 | $30.20 | $33.20 | $33.40 | $36.40 |
| 27 | $23.80 | $24.95 | $30.55 | $33.55 | $33.80 | $36.80 |
| 28 | $24.10 | $25.25 | $30.90 | $33.90 | $34.20 | $37.20 |
| 29 | $24.40 | $25.55 | $31.25 | $34.25 | $34.60 | $37.60 |
| 30 | $24.70 | $25.85 | $31.60 | $34.60 | $35.00 | $38.00 |
| 31 | $25.00 | $26.15 | $31.95 | $34.95 | $35.40 | $38.40 |
| 32 | $25.30 | $26.45 | $32.30 | $35.30 | $35.80 | $38.80 |
| 33 | $25.60 | $26.75 | $32.65 | $35.65 | $36.20 | $39.20 |
| 34 | $25.90 | $27.05 | $33.00 | $36.00 | $36.60 | $39.60 |
| 35 | $26.20 | $27.35 | $33.35 | $36.35 | $37.00 | $40.00 |
| 36 | $26.50 | $27.65 | $33.70 | $36.70 | $37.40 | $40.40 |
| 37 | $26.80 | $27.95 | $34.05 | $37.05 | $37.80 | $40.80 |
| 38 | $27.10 | $28.25 | $34.40 | $37.40 | $38.20 | $41.20 |
| 39 | $27.40 | $28.55 | $34.75 | $37.75 | $38.60 | $41.60 |
| 40 | $27.70 | $28.85 | $35.10 | $38.10 | $39.00 | $42.00 |

8.02 DAYS AND HOURS

When a position is vacated or is newly created, the administration may adjust the days and hours to meet the needs of the district.

If the job requirements or workload changes in an existing position the administration may adjust the days and hours by mutual agreement with the employee.

(Department designations are placed in this article for information purposes only.)

To determine your hourly rate of pay, locate your job title and category in this article, and then turn to Article 8.01 SALARY SCHEDULE. Find the salary schedule for your department and go across the schedule to your category, then go down the scale to the years of experience for which you qualify (count 0 as year one for experience) for your hourly rate of pay.

Summer checks will be paid on regular schedule starting with the 26-27 school year.

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | CHILD NUTRITION | | | |
| A | Cooks, Cashiers | 2/7 | 174 | 180 |
| B | Assistant Mgr, Satellite Mgr | 2/7.5 | 184 | 190 |
| C | Manager | 7.5 | 184 | 190 |
| | High School Manager | 8 | 184 | 190 |
| D | Area Manager | 7.5/8 | 188 | 195 |
| | Quality Control Supervisor | 7.5 | 188 | 195 |
| *E | Warehouseman | 8 | 249/250 | 260/261 |
| *F | Warehouseman | 8 | 249/250 | 260/261 |
| | Foreman: Warehouse | 8 | 249/250 | 260/261 |
| *G | Procurement Distribution Manager | 8 | 249/250 | 260/261 |
| | CUSTODIAL | | | |
| A | Custodian | 4 | 174 | 180 |
| | | *8 | 249/250 | 260/261 |
| *B | Assistant Head Custodian | 8 | 249/250 | 260/261 |
| *C | Elementary Head Custodian | 8 | 249/250 | 260/261 |
| *D | Jr High Head Custodian | 8 | 249/250 | 260/261 |
| *E | High School Head Custodian | 8 | 249/250 | 260/261 |
| | INSTRUCTIONAL | | | |
| A | Teacher Assistant, Tutor | 6.75 | 174 | 180 |
| B | Teacher Assistant HQ, Tutor HQ | 6.75 | 174 | 180 |
| C | Paraprofessional | 6.75 | 174 | 180 |
| D | Paraprofessional HQ | 6.75 | 174 | 180 |

*Actual days to be determined by yearly calendar

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | CLERICAL/GENERAL ADMINISTRATION | | | |
| A | Secretary: Special Services (Receptionist) | 7.5 | 189 | 196 |
| | Coordinator Sec: Gifted/Talented, Reading, LA, ESL, Soc Stud, Sci, Homebound, Media, Math, Spec Serv, Tech | 7.5 | 194 | 200 |
| | Secretary: Transportation | 7.5 | 240 | 251 |
| | Secretary: Prof Dev, Athletics | 7.5 | 240 | 251 |
| | Maint/Custodial/Safety/Receptionist | 7.5 | 240 | 251 |
| | ASC Personnel Clerk/Receptionist | 7.5 | 240 | 251 |
| B | Transportation Dispatcher | 7.5 | 193 | 200 |
| | CNO Financial Clerk | 7.5 | 240 | 251 |
| | CNO Dispatcher/Clerk | 7.5 | 240 | 251 |
| | CNO Clerk | 7.5 | 240 | 251 |
| | ASC Special Services Sec/Clerk | 7.5 | 240 | 251 |
| | ASC Fiscal Services Clerk (Student Activities) | 7.5 | 240 | 251 |
| | ASC Director's Secretary: CNO, Spec Prog, Athl, Spec Serv, Stud Serv, Transportation, Warehouse, Maintenance, Security | 7.5 | 240 | 251 |
| C | ASC Financial Clerk: Benefits | 7.5 | 240 | 251 |
| | HR: Certified, Support, Leave, Workers' Comp, Dept Spec | 7.5 | 240 | 251 |
| | ASC Financial Services Clerk (Accts Payable) | 7.5 | 240 | 251 |
| | ASC Financial Clerk: Payroll | 7.5 | 240 | 251 |
| | Property Accounting Specialist | 7.5 | 240 | 251 |
| D | ASC Secretary: Asst Supt, Exec Dir | 7.5 | 240 | 251 |
| | OCAS Specialist | 7.5 | 240 | 251 |
| | Construction/Bond Funds Specialist | 7.5 | 240 | 251 |
| | Instructional Materials Specialist | 7.5 | 240 | 251 |
| E | ASC Secretary: Superintendent | 7.5 | 240 | 251 |

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | CLERICAL/ELEMENTARY | | | |
| A | Assistant: Media | 6.75 | 174 | 180 |
| | Assistant: Office | 7.5 | 179 | 185 |
| B | Secretary | 7.5 | 190 | 196 |

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | CLERICAL/SECONDARY | | | |
| A | Assistant: Media | 6.75 | 174 | 180 |
| | Assistant: Office | 7.5 | 179 | 185 |
| | Secretary: Attendance (JH/HS) | 7.5 | 179 | 185 |
| | Secretary: Athletic Facilitator/Finance | 7.5 | 179 | 185 |
| | Receptionist: High School | 7.5 | 184 | 190 |
| | Registrar: Jr High | 7.5 | 194 | 200 |
| | Financial Clerk: Jr High | 7.5 | 194 | 200 |
| B | Principal Secretary | 7.5 | 200 | 225 |
| | Financial Clerk: High School | 7.5 | 240 | 251 |
| | Registrar: High School | 7.5 | 240 | 251 |

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | INTERPRETER | | | |
| A | QAST LEVEL I | 6.75 | 176 | 182 |
| B | QAST LEVEL II | 6.75 | 176 | 182 |
| C | QAST LEVEL III | 6.75 | 176 | 182 |
| D | QAST LEVEL IV | 6.75 | 176 | 182 |
| E | QAST LEVEL V | 6.75 | 176 | 182 |
| | NAD LEVEL IV | 6.75 | 176 | 182 |
| F | RID, NIC, NAD LEVEL V | 6.75 | 176 | 182 |
| | SCHOOL SUPPORT | | | |
| A | Crosswalk Guard | 2/3 | 174 | 180 |
| B | Lunchroom Monitor | 2 | 174 | 180 |
| D | Printer | 7.5 | 240 | 251 |
| E | Data Processor/Clerk | 7.5 | 240 | 251 |
| G | Supervisor: Publications | 7.5 | 240 | 251 |
| H | Nurse/Teacher Assistant (LPN) | 7.25 | 176 | 182 |
| | LPN | 7.25 | 176 | 182 |
| I | OT/PT Assistant | 7.25 | 176 | 182 |
| | Speech Language Pathology Asst | 7.25 | 176 | 182 |
| J | Speech Language Pathology Asst (with added Cert/BA) | 7.25 | 176 | 182 |

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | TECHNOLOGY | | | |
| | Tech I | | | |
| | Property Accounting: Technology | 7.5 | 249 | 251 |
| | Information Analyst | 7.5 | 249 | 251 |
| | Fiscal Services Clerk: Technology | 7.5 | 249 | 251 |
| | Tech II | | | |
| | Client Services Technician | 7.5 | 249 | 260 |
| * | Performing Arts Center Managers | 7.5 | 249/250 | 260/261 |
| | Tech III | | | |
| | Systems Analyst | 7.5 | 249 | 260 |
| | Network Specialist | 7.5 | 249 | 260 |
| | Physical Security | 7.5 | 249 | 260 |
| | TRANSPORTATION | | | |
| A | Bus Assistant, Standby | 2.25/6 | 175 | 181 |
| B | Non-CDL Van Driver | 6 | 175 | 181 |
| C | Driver: Route, Alternate, Special Needs | 2.5/4.5/6 | 175 | 181 |
| D | Driver: Standby | 2.25/4.5/6 | 175 | 181 |
| | Full Time | 7 | 175 | 181 |
| *E | Bus Maintenance | 8 | 249/250 | 260/261 |
| *F | Bus Mechanic | 8 | 249/250 | 260/261 |
| *G | Lead Bus Mechanic | 8 | 249/250 | 260/261 |
| *H | Foreman: Bus Mechanic | 8 | 249/250 | 260/261 |
| | Transportation Trainer | 8 | 249/250 | 260/261 |

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | MAINTENANCE | | | |
| *A | Grounds Worker | 8 | 249/250 | 260/261 |
| *B | Grounds Worker, Painter, Roofer | 8 | 249/250 | 260/261 |
| *C | Grounds Worker, Painter, Roofer, Carpenter, Locksmith/Electric Motor Repair Playground Equipment Repair/Heavy Equipment Mechanic Apprentice: HVAC/Tech, Electrician, Plumber, Boiler Operator | 8 | 249/250 | 260/261 |
| *D | Paint/Glass Repair, Carpenter, Roofer Locksmith/Electric Motor Repair Playground Equipment Repair/Heavy Equipment Mechanic Apprentice: HVAC/Tech, Electrician, Plumber, Boiler Operator | 8 | 249/250 | 260/261 |

*Actual days to be determined by yearly calendar

| Category | Department/Position | Hours Per Day | Days Per Year | Days and Holidays |
|---|---|---|---|---|
| | MAINTENANCE | | | |
| *E | Carpenter/Cabinet Maker, Mechanic | 8 | 249/250 | 260/261 |
| *F | Foreman: Playground/Welder, Heavy Equipment, Grounds, Painter, Carpenter, Locksmith/Electric Motor Repair, Plumber, Roofer, Warehouse | 8 | 249/250 | 260/261 |
| *G | Foreman: Carpentry/Construction | 8 | 249/250 | 260/261 |
| *H | Foreman: Maintenance Mechanic<br>Master Journeyman (license): HVAC, Electrician, Boiler Operator, Plumber | 8 | 249/250 | 260/261 |
| *I | Non-Foreman (Contractor's License): Plumber, HVAC, Electrician | 8 | 249/250 | 260/261 |
| *J | Foreman (Contractor's License): Plumber, HVAC, Electrician | 8 | 249/250 | 260/261 |

*Actual days to be determined by yearly calendar.

APPENDIX
GRIEVANCE FORM

Copies to: Superintendent
Director of Personnel
Immediate Administrator
Grievant
ESPM

MOORE PUBLIC SCHOOLS
GRIEVANCE FORM

Level (check one) : One_____ Two_____ Three_____

Name of Grievant Building Assignment Date Filed

Date grievance occurred _____

Contract article(s) allegedly violated _____

Statement of Grievance

_____

_____

_____

_____

_____

Relief Sought

_____

_____

_____

_____

Signature of Grievant Date

Decision _____

_____

_____

_____ _____

Signature and Title Date

(If additional space is needed to complete any portion(s) of this form, attach and properly identify additional pages.)

Grievant is satisfied with the disposition of grievance at this level yes_____ no_____

_____ _____

Signature of Grievant Date

# SICK LEAVE DONATION FORM

## CERTIFIED PERSONNEL / SUPPORT PERSONNEL

TODAY'S DATE _____

DONATING EMPLOYEE'S NAME: _____

DONATING EMPLOYEE'S ID #: _____ SS# : _____

SCHOOL: _____ SITE: _____

POSITION: _____

NUMBER OF HOURS TO BE DONATED: _____

NAME OF DISTRICT EMPLOYEE TO RECEIVE DONATED DAYS

_____

DONATING EMPLOYEE'S SIGNATURE: _____

# REQUEST FOR DONATED SICK LEAVE
# PERSONNEL SICK LEAVE SHARING PROGRAM

TODAY'S DATE _____

NAME: _____ EMPLOYEE ID #: _____
(Please Print)

SS # : _____ SCHOOL: _____ SITE #: _____

POSITION: _____

HAVE YOU OR WILL YOU EXHAUST ALL EARNED SICK LEAVE?

YES: _____ NO: _____

DATE YOU EXHAUSTED OR WILL EXHAUST ALL EARNED SICK LEAVE:

_____

HAVE YOU SUBMITTED A MEDICAL CERTIFICATION FROM A LICENSED HEALTH CARE PRACTITIONER?

YES: _____ NO: _____

DATE YOU SUBMITTED A MEDICAL CERTIFICATE: _____
(Attach Medical Certificate)

EMPLOYEE SIGNATURE: _____

IX. APPPENDIX
9.06 SICK LEAVE FORM

## *SUPPORT EVALUATION RECORD*

SCHOOL YEAR:_____

Employee Name: _____ Employee ID# _____

Site #: _____ Job Title: _____

***PLEASE NOTE: If the "Developing" column is checked, specific written suggestions are required in comments column. If the "Unsatisfactory" column is checked, a Program of Improvement for those areas specified is required and is to be submitted to the Personnel Department.**

| | INDICATOR | ACCOMPLISHED | PROFICIENT | DEVELOPING | UNSATISFACTORY | NOT APPLICABLE |
|---|---|---|---|---|---|---|
| ATTENDANCE | Reports to work on time and follows assigned schedule. | ✓ | | | | |
| | Maintains dependable attendance with minimal disruptions to operations. | | ✓ | | | |
| | Uses leave time responsibly and in accordance with district policy. | | | ✓ | | |
| JOB PERFORMANCE | Demonstrates knowledge of assigned duties & responsibilities. | | | | | |
| | Completes tasks accurately and efficiently. | | | | | |
| | Demonstrates initiative and flexibility in performing duties. | | | | | |
| | Maintains appropriate records and documentation when required. | | ✓ | | | |
| | Plans ahead and makes effective use of materials and equipment. | | | | | |
| PROFESSIONALISM | Demonstrates positive, respectful, and cooperative attitude with students, staff, and stakeholders. | | | | | |
| | Maintains confidentiality and adheres to district policies. | | ✓ | | | |
| | Displays professional appearance and demeanor. | | | | | |
| | Accepts feedback and responds appropriately to supervision. | | | ✓ | | |
| | Ability to evaluate and resolve a potential problem. | | | | | |
| SAFETY | Follows all known safety rules and common safety practices. | | | | | |
| | Maintains a safe and orderly work environment. | | | | | |
| | Properly uses safety equipment and protective gear when required. | | | | | |
| | Responds to emergencies or reports unsafe conditions and injuries promptly. | | | | | |

**Job Specific Comments: (include areas of strength and growth opportunities)**

_____ _____

**Signature of Employee — *Date*

_____ _____

*Signature of Evaluator* — *Date*

***The signing of this form does not indicate agreement with evaluation, but only that the person has reviewed the document.*
*Written rebuttal may be submitted within 10 working days.*

Revised 05/27/2010

# MOORE PUBLIC SCHOOLS
# EMPLOYEE ABSENTEE REPORT

___/___/___Hrs_____
___/___/___Hrs_____
___/___/___Hrs_____
___/___/___Hrs_____
___/___/___Hrs_____

NAME: _____ DATE(S) AND HOURS ABSENT EACH DAY:

EMPLOYEE ID # _____SCHOOL_____SITE #_____

Admin____ Certified____ Clerical____ Child Nutrition____ Custodial____ Maintenance____ Transportation____ Support____ Other_____

TYPE OF LEAVE USED (*State Reason Absent)

( ) 12 Illness _____
( ) 25 Emergency * _____
( ) 26 Personal Business - 24 Hour Notice ( ) Yes ( ) No
( ) 35 Vacation (# of Days ____ ) Approved ( ) Yes ( ) No
( ) 50 DOCK * _____
( ) 52 Worker's Compensation
( ) 58 Jury Duty (Attach Notice)
( ) 59 Military Leave (Attach Notice)
( ) 60 School Legal Proceedings * _____

( ) 53 School Business *_____
( ) 51 Athletics*_____
( ) 54 Professional Enrichment * _____
( ) 55 Association Days * _____

( ) 56 Professional Development-**REQUIRES PRIOR APPROVAL**
Sub Reimbursement? ( ) YES ( ) NO - *ATTACH FORM
TITLE I _____ TITLE II _____ CSPD _____
Other _____
Professional Development Office _____

"THIS LEAVE IS IN COMPLIANCE WITH THE NEGOTIATED AGREEMENT"

EMPLOYEE SIGNATURE_____ ADMINISTRATOR SIGNATURE _____

********** **SUBSTITUTE TEACHER/EMPLOYEE INFORMATION** **********

| SUBSTITUTE NAME | SOCIAL SECURITY # | HOURS TAUGHT | CERTIFIED Y/N | SIGNATURE OF SUBSTITUTE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*White/Personnel Green/Payroll Canary/Site Pink/Employee Gold/Substitute* COMPLETE THIS FORM FOR ALL EMPLOYEE ABSENCES

**IX.**

## MOORE PUBLIC SCHOOLS
## PROCEDURAL AGREEMENT BY AND BETWEEN
## THE MOORE BOARD OF EDUCATION
## AND THE EDUCATIONAL SUPPORT PROFESSIONALS OF MOORE (ESPM)

The Moore Board of Education (hereinafter referred to as Board) and the Educational Support Professionals of Moore (hereinafter referred to as Organization) hereby enter into the following agreement regarding negotiations.

1. RECOGNITION
The Organization, having been certified to the "Board" as having the majority vote in the Moore election, is hereby recognized as the bargaining agent for all employees who are not required by their job description to be a principal, licensed or certified teacher, superintendent or other administrator of the District as provided in Oklahoma Statutes.

2. INDIVIDUAL RIGHTS
Support Employees shall have the right to join and participate in and support the "Organization" as well as to refrain from such activities. No support employee shall be discriminated against by the Board or any administrative officer of the District because of his membership, participation, support or non-membership, participation or support of the "Organization". The "Organization" shall not discriminate against any support employee within the bargaining unit based upon the payment or non-payment of dues.

3. SCOPE OF BARGAINING
The "Board" and the "Organization" must negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment. The "Board" and "Organization" shall abide by all applicable state and federal statutes, rules and regulations. This Agreement shall not abrogate, limit or restrict the legal rights, obligations and powers of the Board, including the power to make policy rules and regulations that are not inconsistent with the Negotiated Agreement. There shall be no negotiations on inherent managerial responsibilities.

4. NEGOTIATING TEAMS
No more than nine (9) designated representatives of the "Board" ("Board Negotiating Team") will meet with no more than nine (9) designated representatives of the "Organization" ("Organization Negotiating Team"). However, if both parties mutually agree a guest may be invited to provide information to the body. All negotiations shall take place exclusively between the designated representatives of the parties. Negotiations shall be conducted in closed sessions, involving only the "Board Negotiating Team" and the "Organization Negotiating Team".

5. OPENING NEGOTIATIONS
Between April 1 and April 30 of each ensuing year, either the Organization or the Board, shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

Upon request of either party to commence negotiations, a mutually acceptable meeting date shall be set no more than (30) calendar days following such request, unless the parties mutually agree otherwise. The requesting party shall submit their proposals in writing at the first meeting and the other party shall submit their proposals in writing at the second meeting. All meetings shall be held outside the regular work hours at times and places to which the parties have mutually agreed.

At the first meeting of each year, each committee chairperson will present the other committee chairperson with a list of committee members who will represent their "Organization" or "Board".

No recordings or official transcripts shall be made without mutual agreement of the parties.

*Revised 2016-17.*

6. ATTENDANCE AT MEETINGS
In such cases where either committee does not have a majority of its members present, the Chief Spokesperson may have the option to reschedule the meeting.

7. TENTATIVE AGREEMENT
Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations and to reach tentative agreements subject

to ratification by the "Board" and the "Organization". When tentative agreement is reached on any item, it shall be reduced to writing, signed, and dated by the spokesperson of each team.
When tentative agreement is reached between the negotiating teams on all proposals, the proposed agreement shall be reduced to writing and submitted first to all support employees of the District for ratification. After ratification by the support employees, the agreement shall be submitted to the Board, if at all possible, at the next Board meeting. If approved by the Board, the terms of the agreement, or the parts jointly ratified, shall be implemented.

8. FACT FINDING

If negotiations are not successfully concluded by the first day of school, impasse shall exist. At any earlier time, either party may declare impasse, or by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

Within two (2) days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service. If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

A. A fact-finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Organization, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of five potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact-finding committee.

B. Within five (5) days after the selection of the chairperson, the representatives who have been negotiating for the "Board" and the "Organization" shall meet to exchange written language on each item at impasse. The exchanged documents shall also be furnished by each party to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.

C. The cost for the services of the fact finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Organization shall assume the expenses of the representative selected by the Organization, and the expenses of the third member shall be shared equally by the Board and the Organization.

D. The fact finding committee shall have authority to establish procedural rules, conduct investigations and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence. Fact finding hearings shall be conducted in closes sessions unless the parties mutually agree otherwise.

E. The chairperson shall convene the committee for fact finding. This committee shall meet with the representatives of both parties. Within twenty (20) days after the fact-finding meeting, the committee shall present written recommendation to the local Board and to the Organization.

F. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the "Board" and the "Organization". The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the representatives shall exchange written statements expressing each party's remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences, provided, after fourteen (14) days after the exchange of the written statements, either party may discontinue such effort.

G. The local board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.

9. NO STRIKE PLEDGE

The procedure provided for herein for resolving impasse shall be the exclusive recourse of the "Organization" It shall be illegal for the "Organization" to strike or threaten to strike as a means of resolving differences with the board of education. Any member of an organization engaging in a strike shall be denied with the board of education. Any member of an organization engaging in a strike shall be denied the full amount of his wages during the period of such violation. If the "Organization" or its members engage in a strike, then the "Organization" shall cease to be recognized as representative of the unit and the school district shall be relieved of the duty to negotiate with such "Organization" or its representatives.

10. SAVINGS CLAUSE

If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or application of the Agreement shall continue in full force and effect.

11. PROCEDURAL AGREEMENT STATUS

This agreement, when adopted and signed by both parties, shall remain in effect for successive fiscal year periods. Either party desiring changes in this agreement shall notify the other party in writing between January 1 and January 31 of any year. Once such notice is given, negotiations related to changes in this agreement shall commence on a mutually agreeable date within thirty (30) days of such notice.

In the event that the Organization disbands or otherwise ceases to be the recognized bargaining agent, this agreement shall be null and void on that date of such disbanding or cessation of representation.

This agreement becomes effective on the date it has been ratified by both parties.

WITNESS OUR HANDS this 9th day of August, 2010.

Superintendent of Schools

"Organization President"

*Amended 2010-11.*

## X. DURATION

Agreement represents the full and complete agreements of the parties. This agreement shall remain in full force and effect and bind the parties until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement.

Upon ratification, this Contract shall become effective at 12:01 A.M., July 1, 2026, and will remain in effect through June 30, 2027.

**CERTIFICATION OF TENTATIVE AGREEMENT:**

Tentative Agreement to the foregoing Contract between the parties is attested to by the representatives whose signatures appear below.

**EDUCATIONAL SUPPORT PROFESSIONALS OF MOORE**

By _____ DATE 7/24/26
BARGAINING TEAM SPOKESPERSON

**MOORE BOARD OF EDUCATION**

By _____ DATE 7/24/26
BARGAINING TEAM SPOKESPERSON

**CERTIFICATE OF RATIFICATION**

Ratification of the foregoing Contract between the parties is attested to by the representatives whose signatures appear below.

**EDUCATIONAL SUPPORT PROFESSIONALS OF MOORE**

By _____ DATE 7/24/26
PRESIDENT

By _____ DATE 7/20/26
TEAM MEMBER

By _____ DATE 7/20/26
TEAM MEMBER

By _____ DATE 7/20/26
TEAM MEMBER

By D3 Eliot DATE 7/21/26
TEAM MEMBER

By Shawna Dowdee DATE 7/21/26
TEAM MEMBER

By _____ DATE _____
TEAM MEMBER

By _____ DATE _____
TEAM MEMBER

By _____ DATE _____
TEAM MEMBER

By _____ DATE _____
TEAM MEMBER

**MOORE BOARD OF EDUCATION**

By Robert Romine DATE 7-22-26
SUPERINTENDENT

By Staci L Pruett DATE 9-14-26
PRESIDENT

**ATTEST:**

Vicki Brickman DATE July 22, 2026
CLERK OF THE BOARD

**MOORE BOARD OF EDUCATION**
Staci Pruett – President
Matt Purser – Vice President
Erin Morrison – Member
Mandy Kincannon – Member
Jennifer Nguyen Statler – Member

**MOORE PUBLIC SCHOOLS NEGOTIATIONS TEAM**
Michelle McNear, Spokesperson
Claire Bailey, Legal
Kim Heard, Special Education
Jun Kim, Technology
Jimmy Martin, Federal Programs
BJ Ryan, CFO
Billy Langford, Operations
Amber Balderrama, Principal (Secondary)

**EDUCATIONAL SUPPORT PROFESSIONALS OF MOORE NEGOTIATIONS TEAM**
Alicia Lewis, President
Carnie Cullens, OEA Advocate
Richard Hill, Member
Kimberly Donnan, Member
Frances Sartin, Member
Shannon Dowdle, Member
Pete Burke, Member
Caroline Jimerson, Member
David Elliot, Member