

# *Collective Bargaining Agreement*

## **2019 - 2020**

*between the*

**Board of Education  
of Independent School District Number 89  
of Oklahoma County, Oklahoma**

*and the*

**Oklahoma City Federation  
of Classified Employees  
AFT - Local 4574 AFL-CIO  
Oklahoma City, OK**



## **Classified / Support**

**Oklahoma City Public Schools**



**OKLAHOMA CITY PUBLIC SCHOOLS CLASSIFIED EMPLOYEES COLLECTIVE  
BARGAINING AGREEMENT**

**2019-2020**

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## ARTICLE I - EXCLUSIVE RECOGNITION

### Section 1: Recognition

- A. The Board of Education of the Oklahoma City Public School District I-89, hereinafter referred to as the “Board” or “Employer”, recognizes the Oklahoma City Federation of Classified Employees (OCFCE), Local 4574, hereinafter referred to as the “Union”, as the exclusive bargaining agent for all eligible regular full-time and regular part-time support employees.
- B. All regular full-time and regularly scheduled part-time support employees whose job does not require a teaching certificate, who are paid on the support salary schedule and who do not have supervisory responsibilities as described in the Article on Definitions.

### Section 2: Participation in the Union

- A. The Board recognizes the right of any employee to become a member of the Union and will not discourage, discriminate or in any way interfere with the right of the employee to become and remain a member of the Union.
  - 1. Employees are expected to conduct themselves in a professional manner in their relationships with other employees and official representatives of various public agencies. (9/7/10)**
- B. When support employees are hired, the Personnel Department shall make available to the employees Union information packets provided by the Union.

### Section 3: Negotiations

- A. Employees or groups of employees represented by the Union shall not bargain individually or collectively with the Board concerning any terms or provisions of the negotiated Agreement or any matters related to wages, benefits, hours and term of conditions of employment, except through the duly elected negotiations representatives in regular negotiation sessions.
- B. The Superintendent or designee shall notify in advance the Union president or designee regarding changes affecting bargaining unit members, wages, benefits, hours and terms of conditions of employment. (9/7/10)**

## ARTICLE II - DEFINITIONS

- A. Agreement - This contract, a direct result of collective bargaining, duly ratified and signed by the Union and the Board.
- B. Days - Scheduled workdays of individual support personnel.
- C. District - Independent School District I-89 of Oklahoma County, Oklahoma City, Oklahoma.
- D. Superintendent - Chief Administrative Officer of the District.
- E. Supervisor - Any individual required to use independent judgment to transfer, suspend, promote, discharge or impose other discipline of subordinates, to include but not limited to Area School Plant Managers, School Nutrition Services Area Supervisors and contracted supervisors.

- F. Support Personnel - Personnel employed by School District I-89 of Oklahoma County, Oklahoma City, Oklahoma who are members of the bargaining unit.
- G. Union - The Oklahoma City Federation of Classified Employees, OFT, AFT, Local 4574, AFL-CIO.
- H. Union President - Elected President of the Union.
- I. Work Site - Location where Employee is assigned.

## **ARTICLE III - NON-DISCRIMINATION CLAUSE**

- A. The Board and the Union agree to abide by applicable state and federal laws and regulations pertaining to non-discriminatory practices.
- B. The terms of this Agreement shall in no way abrogate the rights of individuals who have, in accordance with the provisions of state law, requested not to be represented by the Union.

## **ARTICLE IV - UNION ACTIVITIES**

### **Section 1: Union Business**

- A. No Union business with individual employees shall be conducted during employees' working hours. Employees shall not be hindered in fulfilling their work assignments.
- B. Meetings between a Union representative and an immediate supervisor or other supervisory personnel shall be held at a mutually agreed time at the request of either party to discuss the enforcement, interpretation, implementation or administration of this Agreement.

### **Section 2: Meetings in District-Owned Buildings**

- A. The Union may hold meetings in District-owned buildings after making prior arrangements for such meetings within the "Policies Governing the Use of School Buildings".
  - 1. After completing their assigned duties at the end of the workday, Employees may attend Union meetings held at District-owned buildings.

### **Section 3: Union Officers**

- A. The Union shall furnish the Superintendent, or designated representative, with a list of the current officers of the Union and shall notify the Superintendent or designee, in writing, of any changes in the list at the time of election or appointment of any new officers.
- B. Only those officers who are employees of the Oklahoma City Board of Education shall be recognized for the purpose of any joint meeting with management regarding this Agreement.

### **Section 4: Leave of Absence for Union Representative**

- A. Upon annual written request, one (1) support person may be granted full-time leave of absence without pay to work for the Union as a representative of the bargaining unit.
- B. Any employee granted such leave of absence may continue to participate in any insurance program available to Board employees through payroll deductions by payment of the required premium to the Payroll Department so long as this is not in conflict with the provisions of the insurance policy.

- C. Upon returning to work from leave without pay, the employee shall be placed in the same assignment, if it exists, or a similar one held prior to taking such leave of absence.
- D. The employee taking leave of absence for Union service shall not lose professional nor financial status.
- E. Cumulative leave time will not accrue nor will accumulated leave time be lost.

#### **Section 5: Bulletin Boards**

- A. The Union shall have the exclusive use of space not to exceed four (4) square feet, in an area available to all employees, mutually agreed to by the building supervisor and the Union representative for the posting of Union material properly identified as such. The Union representative will be responsible for the posting and removal of such material and shall deliver to the building supervisor a copy of material posted.

#### **Section 6: Personnel Listing**

- A. The Oklahoma City Board of Education will make available, upon request from the Union twice a year, a listing of members of the bargaining unit employed as of that date, their job titles, work site, home addresses, and home phone numbers (unless unlisted by the employee).

#### **Section 7: Board Agenda**

- A. A copy of the agenda of all regularly scheduled meetings of the Board will be made available to the Union at the time copies are ready for distribution at the Board meeting.

#### **Section 8: Union Visitation**

- A. The Union representative may visit schools or centers to conduct Union business as provided in this Article. Upon arrival at the school or center, the Union representative shall report to the office before conducting any business with any employee.

#### **Section 9: Payroll Deduction**

- A. Upon written authorization, signed by the employee, the Board agrees to withhold regular Union dues and political contributions providing:
  - 1. The amount of the paycheck is sufficient to cover the amount of the requested deduction.
  - 2. The signed authorization shows the amount to be deducted from each paycheck and authorizes the Board to change the amount to stay in compliance with any change in dues or political contributions.
  - 3. All members who wish to revoke their membership shall do so with proper identification in writing at the Payroll Department of Oklahoma City School District I-89.
- B. The Union shall indemnify and hold harmless the Board for any and all claims, demands, suits, or other forms of liability (including specifically, costs and attorney fees) attributable to the Union that shall arise out of the collection of Union professional dues, insurance deductions and political contributions.
- C. A list of individuals and amounts withheld for Union dues, political contributions and insurance shall be provided to the Union monthly.
- D. Two (2) computer payroll slots will be available for Union endorsed insurance programs.

## **Section 10: Public Information**

- A. The Board will make available to the Union at Board approved cost; upon written request from the Union President or designee any compiled public information, subject to the Open Records Act, necessary for administering this Agreement.

## **Section 11: Leave for Union Conferences and Conventions**

- A. Leaves of absence limited to not more than a total of twenty-five (25) working days per year may be granted without loss of pay or charged against other leave or vacation to attend Union related conferences or conventions upon approval of the Superintendent or the Superintendent's designee.

## **Section 12: Temporary Release Time**

- A. Upon written request of the Union President to the superintendent or superintendent's designee (*FY2017*), up to two (2) support employees shall be assigned to the Union to conduct Union business. The two (2) support employees shall be so assigned for no longer then ten (10) days during the month of October of each school year. The Union shall reimburse the Board for salary provided to such employees.

# **ARTICLE V - GRIEVANCE PROCEDURE**

## **Section 1: Definitions**

- A. A "grievance" is a complaint by an employee, or the Union President where this Agreement specifically permits, that there has been a violation, misinterpretation or misapplication of the provisions of this Agreement that has affected that employee.
- B. As used in this Article, "grievant" shall mean an individual making the complaint.
- C. "Days" shall mean working days of the employee, except when all school offices are closed.

## **Section 2: Procedure for Filing a Grievance**

- A. Informal Resolution
  - 1. An employee with a grievance must first discuss it individually with their immediate supervisor prior to the filing of a Level One grievance, indicating the Article and Section alleged to be violated, with the objective of resolving the matter informally. No written record shall be made.
    - a) By mutual agreement between the employee and the immediate supervisor, the employee may request the assistance of a Union representative in the grievance.
  - 2. Any employee whose grievance is not resolved in the informal discussion may file a written grievance with the immediate supervisor within ten (10) days of the alleged violation.



## B. Formal Resolution

### *Level One*

1. The grievant shall submit a written grievance to the immediate supervisor within ten (10) days of the alleged violation with a citation of the specific Article, Section and Paragraph of this Agreement alleged to have been violated and the specific remedy sought.
  - a) If the immediate supervisor is a member of the same bargaining unit as the grievant, the immediate supervisor shall direct the grievant to the next level of supervision with the department or division.
2. The immediate supervisor shall schedule a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of the grievant's own choosing, and the immediate supervisor, and if the immediate supervisor so desires, a representative of the supervisor's own choosing.
  - a) If the Union is not the representative of the grievant, a Union representative shall have the right to present the Union's views with respect to the grievance, if requested by the immediate supervisor.
  - b) The District and the Union support informal resolution to grievances at Level One as long as it is consistent with the terms and timelines of this Agreement. Nothing in this procedure is intended to prevent or limit the informal resolution of grievances at any time up to the deadline for the immediate supervisor's response at Level One.
3. The immediate supervisor shall transmit the decision, with reason(s) therefore, within five (5) days after the Level One meeting to the grievant and the Union.

### *Level Two*

1. If the grievant is not satisfied with the Level One decision, the grievant may submit a written appeal of the grievance to the Superintendent within five (5) days after receipt of the Level One decision. A copy of the appeal will be given to the grievant's immediate supervisor.
2. The Superintendent or designee shall schedule a hearing to discuss the written grievance with the grievant within five (5) days after receipt of the written grievance. Persons present at this hearing will be the grievant, and if the grievant so desires, a representative of the grievant's own choosing, the immediate supervisor and a person of the immediate supervisor's own choosing.
  - a) If the Union is not the representative of the grievant, a Union representative shall have the right to be present at this hearing and shall be permitted to present the Union's views with respect to the grievance at the conclusion of the hearing.
3. Within five (5) days after the hearing, the Superintendent or designee shall transmit the decision in writing, with reason(s) therefore, to the grievant; the grievant's immediate supervisor and the Union.

### *Level Three*

1. In the event a grievance filed at Level Three, on or after July 1, 1997, is not resolved under the above procedures in Levels One and Two, the Union may submit the grievance to arbitration within five (5) work days after receipt by the grievant and the Union of the Level Two written decision. Requests by the Union for arbitration shall be in writing to the Superintendent, and subject to the procedures and provisions as set forth below.
2. Within five (5) days of the arbitration demand, the parties shall request the American Arbitration Association or the Federal Mediation and Conciliation Service to furnish one (1) panel of arbitrators from which a selection shall be made pursuant to its rules and procedures. The parties shall join in the execution of such requests.
  - a) Within five (5) days of receipt of the list of seven (7) arbitrators, the Union and a representative from the Board shall meet to strike the names of six (6) prospective arbitrators from the list. The selection of which party will be the first to strike a name shall be determined by the flip of a coin. The parties shall alternate striking names until only one name remains. The remaining name on the list shall be the individual who will conduct the arbitration.
  - b) The Human Resources department and the Union shall notify the agency providing the list within two (2) days of the selection of the arbitrator. The agency shall notify the arbitrator of the selection. The arbitrator will notify the parties of the available dates to schedule the hearing.
3. The arbitrator shall hold a hearing within twenty (20) calendar days of appointment. A notice of five (5) calendar days will be given to all parties of the time and place of the hearing. The arbitrator shall issue the decision not later than thirty (30) calendar days from the date of the closing of the hearing. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted.
4. The arbitrator's function is to interpret the provisions of the Agreement and to decide cases of alleged violation of such provisions. The arbitrator shall have no power to add to, delete from, or modify in any way, the provisions of this Agreement. The arbitrator shall have the power to make compensatory award, where necessary, to implement the decision.
  - a) Compensatory awards are defined as restitution of wages and/or benefits to which employees would have been entitled had the violation of their rights under the provisions of this Agreement not occurred.
5. Support employees protected by the provisions of School Laws of Oklahoma, 1966, Sections 134, 135, 136, 137, 139 and 140, may not utilize the arbitration procedures for actions of suspension and dismissal.
6. The decision of the arbitrator shall be final unless appealed by either party to Level Four.
7. Fees and expenses of the arbitrator shall be borne equally by the parties.

#### *Level Four*

1. If either party is not satisfied with the decision of the arbitrator, that party may submit a written appeal to the Clerk of the Board of Education within five (5) days after receipt of the arbitrator's decision.
2. The arbitrator's decision shall appear as an agenda item for consideration and deliberation at the next regular meeting of the Board following the receipt of the written recommendations of the arbitrator. Recommendations of the arbitrator received less than ten (10) days before a regularly scheduled meeting shall be scheduled for the succeeding meeting or for a special meeting to hear the appeal.
3. Only the arbitrator's findings of fact and conclusions, along with written evidence presented to the arbitrator may be submitted to the Board for consideration and deliberation.
4. The items listed in the preceding paragraph shall be the sole evidence utilized by the Board in making its decision at this level. Neither party shall make an oral argument before the Board at Level Four. After consideration and deliberation of the arbitrator's decision in open session, the Board shall render a decision to sustain or overrule the decision of the arbitrator.

### **Section 3: General Provisions**

- A. If the grievance arises from the action of authority higher than the immediate supervisor and who is not a member of the same bargaining unit, the grievant may present such grievance at Level Two of this procedure.
- B. Failure at any level of this procedure to communicate the decision on the grievance within a specified time limit shall permit the grievant to lodge an appeal at the next level of this procedure.
- C. Any appeal not advanced from one level to the next level within the time limits of that level shall be deemed to have been resolved by the determination at the previous level.
- D. Any written notice referred to in previous sections may be given by hand to the person designated to receive such notices or delivered by Certified U.S. Mail service, or a courier service. Receipts will be mailed or presented to the deliverer. If a notice or decision in the formal procedure is given to the employee by Certified Mail, the time within which the employee may give notice of appeal shall be increased by two (2) days.
- E. Persons proper to be present and participate in hearings for the purpose of this Article are the grievant, the grievant's witnesses (when called) and representatives. When hearings are held during working hours, persons proper to be present shall be excused without loss of pay or accumulated leave.
- F. No reprisals shall be taken by any party in interest in the negotiated Agreement against any grievant, any other party in interest, or any other participant in the grievance procedure by reason of such participation.
- G. In the event that a grievance is initiated close to the end of the employee's work year when the employee works on less than twelve (12) month basis, effort will be made to resolve the grievance prior to the end of the employee's work year.
- H. Official grievances shall not be placed in the personnel files of the individual employee, nor shall they be utilized in the promotion process or any recommendation for job placement.

- I. The respondent and the grievant are responsible for the payment of their own representatives and witnesses involved in any formal grievance hearing.
- J. Changes in any time limits and meeting times shall be made in writing, and if mutually agreed upon, shall be signed by both parties.
- K. The time, date and place for a meeting or hearing at all levels within the prescribed time limits shall be set by the appropriate administrator. When such meeting or hearing is held before or after the affected employee's workday, the time shall be by mutual agreement between the parties. Any notice to be given by an employee under the provisions of Section 2 of this Article may be given for the employee by the Union with the employee's consent.
- L. In the event a grievance is filed and the Union is not the grievant's representative, the Union shall be notified of Level II and Level III hearing dates, times and places by the Personnel Administrator for Employee Relations.
- M. The Union may assist the grievant to process a grievance at any level of the grievance procedure.
- N. The Union shall be the only representative allowed to present an organizational view at the conclusion of the grievance hearing.
- O. The Union may file grievances on behalf of the Union only on Article IV, Article I Section 2(A), Article I Section 3, and Article X Section 2(A) of the Agreement.
- P. If the employee selects an attorney for representation at any level of this procedure, notice will be provided to the Administration five days prior to the scheduled hearing.

## **ARTICLE VI - GENERAL CONDITIONS OF EMPLOYMENT**

### **Section 1: Seniority**

- A. Seniority is defined as the unbroken employment with the Oklahoma City Public School District I-89.

### **Section 2: Employment and Transfers**

- A. Each employee hired in a permanent position shall be able to receive a copy of their applicable job description, specification of salary and number of days worked per year.
  - 1. After employment, employees should request job descriptions from their immediate supervisor.
- B. All full-time employees shall be scheduled daily lunch, by the immediate supervisor, of no less than thirty (30) minutes.
- C. All regular employees shall be entitled to one (1) fifteen (15) minute rest break during the first four (4) hours of their shift and one (1) fifteen (15) minute rest break during the second four (4) hours of their shift.
  - 1. Employees who work seven (7) or more hours per day will be given a rest break during the A.M. and a rest break during the P.M. No employee will be allowed to leave the work site during the rest break.

2. School Nutrition Services (SNS) employees who work five (5) to six (6) hours will receive one (1) morning rest break.
  3. Rest breaks are non-cumulative and may not be used to accelerate the workday.
  4. The assignment of rest breaks for employees assigned to schools shall be at the discretion of the employee's supervisor.
- D. The Human Resources Department shall post vacancies on the district website as they become available. (7/7/16)
- E. Support positions shall be posted for a period of not less than one (1) week.
- F. The following procedures shall be used in considering applicants to fill vacancies:
1. Positions shall be filled with the applicant who best meets the qualifications set forth for the position.
  2. In the event two (2) or more employees are applicants and are finalists for a position, priority consideration shall be given to the employee with the greatest seniority.
  3. Current employees who are applicants shall be given consideration in filling vacancies.
- G. Any employee may apply and be considered for a position listed on the vacancy list by submitting an application through Search Soft, the District's online job application program during the time the vacancy is posted.
1. Employee initiated transfer requests must be submitted using the online procedure. (9/7/10)
    - a. In the case of a promotional transfer, the time of change of position shall not exceed two (2) weeks from the selection.
  2. The first ninety (90) calendar days of an employee-initiated transfer shall be a probationary period to evaluate the employee's ability to satisfactorily perform the required duties of the new position. *Note: Employees must remain in their position at least ninety (90) calendar days before applying for another position. Lateral moves not promotions. (FY2018)*
  3. Should the transferred employee fail to satisfactorily perform the required duties within the probationary period, the employee may return to the previous position if it is available, or may apply for an existing vacancy in another position for which the employee is qualified.
- H. Employees shall be administratively transferred, as positions are available, for cause, including but not limited to:
1. Reduction in staff due to loss of enrollment.
  2. Reduction of program due to federal guidelines.
  3. Loss of funds.
  4. Closing of buildings.

5. Change in workload.
6. Needs of the District. The Building Administrator or supervisor shall provide the employee with a written explanation concerning needs of the district.
- I. Employees who transfer on their own initiative, or who are administratively transferred, shall not lose any leave benefits accrued, and the restrictions of the use of those benefits do not apply during the probationary period in the new position.
- J. Employees who are administratively transferred will be notified in advance, if possible, given the reason(s) and provided an opportunity to meet with the appropriate supervisor, except in areas where the rate of turnover is such that continuous vacancies exist.
- K. When an open position (posted vacancy) has been filled by a temporary employee for more than fifty percent (50%) of the contract year in the same position, that temporary employee shall be considered for permanent employment.
- L. Instructional Paraprofessionals should be used as substitute teachers on an emergency basis only, not as a matter of convenience except that no paraprofessional who is paid through any Federal Program shall not be utilized as a substitute. (*FY2018*).

### **Section 3: Employee Discipline**

- A. No employee shall be disciplined, reprimanded or reduced in compensation without cause.
- B. No employee shall be disciplined or reprimanded in the presence of others, except in the case of emergencies.
- C. The immediate supervisor shall hold a private conference with the employee when a complaint is filed involving a decision or action taken by that employee.
  1. Should the conference disclose no justification for the complaint, it shall be dropped and no written record shall be maintained.
  2. If a conference or hearing is scheduled by the administrator involving the complainant and the employee, the employee shall be entitled to have a Union representative present.
- D. Employees who are terminated will be given the reason for the termination in writing.
- E. Termination of an employee shall be in accordance with Oklahoma State Statutes, Title 70, and Sections 133, 134, 135, 136, and 137 of the School Laws of Oklahoma.

### **Section 4: Suspension and Dismissal**

- A. The steps that will normally be followed in disciplining employees shall include:
  1. Verbal warning or oral reprimands.

- a) The immediate supervisor shall place a brief notation of time, date and incident into the employee's personnel file at the work site.
  2. Significant Event Report, signed by Supervisor, Division Director, and reviewed by a Senior Officer or Chief.
  3. Suspension.
  4. Termination.
  5. Disciplinary action for serious offenses may be initiated at any step.
- B. Suspension and dismissal shall be for cause. The following are justifiable reasons for suspension and/or dismissal:
1. Failure to satisfactorily perform the required functions of the position.
  2. Physical or mental incapacity to perform the job assignment.
  3. Willful or persistent violation of school laws, Board policies or administrative regulations.
  4. Immorality.
  5. Reporting to work in possession or working under the influence of intoxicants or controlled dangerous substances.
  6. Conviction of a felony or entering a plea of guilty to a felony charge.
  7. Repeated tardiness, unauthorized absences or excessive absenteeism.
  8. Abandonment. An employee who is absent from duty for three (3) consecutive duty days without notification to or authorization from the employee's immediate supervisor, supervisor's designee or the appropriate supervisor in the employee's chain of command, (FY2018) shall be deemed to have abandoned and resigned his/her position effective at the beginning of the unauthorized absence. The separation of the employee will be reported as a resignation by abandonment of position.
  9. Insubordination.
  10. Utilization of the District's materials and equipment for personal use.
  11. Willful neglect of duty.
  12. Possession and/or carrying a dangerous weapon while on District property, at a school-sponsored activity, or in District-owned vehicles.
  13. Moral turpitude.
  14. A DUI conviction which leads to a felony conviction or revocation of a driver's license or other vehicular convictions which lead to revocation, suspension, non-renewal or uninsurability for any employee who drives a District-owned vehicle.

15. Failure to follow safety rules.
16. Fighting in the workplace.
17. Willful falsification of time-keeping or payroll records (*FY2017*).

C. Pre-disciplinary Hearing

1. A pre-disciplinary hearing will be held to determine if there is just cause for suspension without pay, involuntary demotion and/or dismissal from employment of support employees.
  - a) The Human Resources office shall provide the Union with all relevant evidence and/or exhibits five (5) days prior to the pre-disciplinary hearing.
2. The Human Resources office shall schedule the pre-disciplinary hearing. Present at the hearing will be the Hearing Officer, a representative from Human Resources, the employee's supervisor and/or division head, the affected employee and the representative of the employee's choice.
3. The Hearing Officer shall preside at this pre-disciplinary hearing and will take written and verbal testimonies from all parties.
4. Within five (5) days of the close of the pre-disciplinary hearing, the Hearing Officer will announce in writing his/her decision to uphold, modify or disapprove the recommendations of the supervisor. The employee and the Union shall be notified by Certified Mail.

**Section 5: Safety and Health**

- A. The Board shall maintain healthy and safe conditions at each work location in compliance with all city and state statutes and/or regulations governing such conditions, as interpreted by the appropriate city and state regulatory agencies.
  1. When an employee discovers a possible unsafe or hazardous condition, the employee shall notify the immediate supervisor or the immediate supervisor's designee, in writing, at that time.
  2. No employee shall be required to work under unsafe or hazardous conditions if determined by the proper regulatory authority.
    - a) An employee shall suffer no loss of pay or accumulated leave as a result of not working under such conditions when determined by the appropriate regulatory agency.
- B. The Board shall perform periodic fire and safety inspections and where known conditions are in violation of city and state statutes, modifications shall be made.
- C. No employee shall be prohibited from securing emergency aid or medical assistance for an injured employee.
- D. Employees shall be made aware of departmental rules and regulations relating to employee safety in a particular job. Employees are expected to perform their job assignments with prudent and reasonable care. Violations of safety rules and regulations will be cause for an employee's reassignment if another applicable position is available for which the employee is qualified, or will be cause for the employee's suspension and/or dismissal.



- E. Repeated accidents by an employee causing injury to themselves, other employees or damage to Board property is cause for an employee's reassignment if another applicable position is available for which the employee is qualified or will be cause for the employee's suspension and/or dismissal.
- F. Employees who are required to drive a Board vehicle in the performance of their duties may be considered for reassignment to a posted position for which they qualify, if they have accrued a number of accidents, which exceeds the maximum allowed by insurance carrier standards, and the receiving position does not require driving duties.
- G. All employees are covered by Workers' Compensation.

## **Section 6: Representation on Committees**

- A. The Union shall have representation on all committees or other organized groups established by the Board whose actions and/or recommendations will exclusively affect salary, wages and condition of employment for Support Employees.
- B. District Administrators shall request names of Union members to serve on District committees, in writing, from the OCFCE President. The standard practice is for the OCFCE President to submit names and the District Administrator to select from the submitted list. The District and the Union shall have an equal number of members on the committee.
- C. Support employees shall be recognized as faculty in all advisory meetings.

## **Section 7: Evaluation**

- A. All employees will be evaluated annually on or before May 1st. A copy of the evaluation shall be provided to the employee.

## **Section 8: Personnel Files**

- A. Official personnel files shall be those files maintained in the office of the immediate supervisor and Human Resources.
- B. The employee's personnel file will be opened for inspection by the employee or the employee's Union representative with written authorization.
- C. Provisions shall be made to assure privacy of personnel files and to protect the files from examination for other than legitimate purposes.
- D. No document shall be placed in the personnel files of an employee unless the employee has had an opportunity to read the material and has signed and dated the copy to be filed. A copy of the document shall be provided to the employee.
- E. Upon written request by the employee, a disciplinary action may be removed from the personnel file after two (2) years and returned to the employee, if approved by the Assistant Superintendent of Human Resources, Safety & Security.

## **Section 9: Reduction in Force**

- A. The District may implement a reduction in force when necessary due to lack of funds or lack of work, including but not limited to, actual or projected decreases in enrollment, closing of schools, consolidation of programs or positions, elimination of programs, changes in curriculum or other circumstances determined by the Board.

- B. The primary objective of the Board when reducing the work force will be the maintenance of a fair and balanced education program consistent with the functions and responsibilities of Oklahoma City Public Schools.
- C. If any reduction in force becomes necessary, the Board desires to retain and employ, consistent with the requirement of all relevant statutes, the most capable and productive of the qualified employees needed to carry out the programs of the District.
- D. A reduction in force shall begin by eliminating the employment of temporary, seasonal, or part-time support employees who are employed in the categories targeted for a reduction in force.
- E. The District may reduce full-time support employees considering, but not limited to, the following criteria:
  - 1. Qualification by training, ability and experience to carry out functions of the job.
  - 2. Seniority, when all other considerations are equal.
- F. Employees separated, as the result of a reduction in force shall be eligible for re-employment for a period of one (1) year from the date of separation. After one (1) year, employees separated as the result of a reduction in force may be considered for re-employment by submitting an application for employment.

#### **Section 10: Parent-Teacher Conferences**

- A. Any support employee who is scheduled to work during parent-teacher conference days and whose regular job cannot be performed that day may attend staff development training, if such training is provided by the District.
- B. A support employee who is unable to work an alternative schedule for parent-teacher conferences has the following additional options:
  - 1. Take unpaid leave.
  - 2. Take personal leave.
  - 3. Contact Human Resources to seek an assignment for his/her regular hours. Such contact must be made in writing and received by the HR department at least seven (7) working days in advance.
    - a) Upon timely receipt of a written request for an alternative assignment, Human Resources will notify the employee and the receiving manager or administrator of the assignment, if available.

#### **Section 11: Paraprofessionals (FY2018) Substitutes**

- A. Paraprofessionals should be used as substitute teachers on an emergency basis only, not as a matter of convenience, except that no paraprofessional who is paid through any Federal Program shall not be utilized as a substitute. (FY2018) An emergency shall be defined as an unforeseen crisis that demands prompt action. The building administrator shall make a reasonable attempt to exhaust the substitute list prior to assigning a Teacher's Assistant to substitute. Assistants, who are used as substitutes for teachers who are absent will be compensated at the following rates (9/2014):
  - 1. 1 to 3 hours (elementary) or periods (secondary) (FY2017) will be paid at a rate of \$15 per day (Consecutive, not cumulative)

2. 3 to 4.5 hours (elementary) or periods (secondary) (FY2017) will be paid at a rate of \$35 per day (Consecutive, not cumulative)
  3. More than 4.5 hours (elementary) or periods (secondary) (FY2017) will be paid at a rate of \$55 per day (Consecutive, not cumulative)
- B. It will be the responsibility of the Assistant to complete the District's Class Coverage Form.
- C. The steps for receiving compensation shall be as follows:
1. The assistant will hand deliver or email (FY2017) a properly completed class coverage form to Human Resources to record the date of receipt within the month of the class coverage.
  2. The employee shall be compensated no later than two (2) pay periods after the form has been received by HR.

## **Section 12: Scheduled Duty Day**

- A. Support employees, with the exception of custodial workers, maintenance workers and emergencies, shall not be required to work beyond their scheduled duty day. However, by mutual agreement between the employee and the immediate supervisor, support employees can work after duty hours on a voluntary basis only.

# **ARTICLE VII - EMPLOYEE LEAVES/ABSENCES, VACATION, HOLIDAYS**

## **Section 1: Sick Leave**

- A. Sick leave shall be granted for personal illness, accidental injury, and pregnancy or for illness or accidental injury in the employee's immediate family.
1. Immediate family shall be defined as the employee's spouse, parent or guardian, child, brother, sister, grandparent, grandchild or each similar relationship as established by marriage.
- B. It is not necessary for an employee to obtain prior approval to use sick leave. When an employee's absence extends beyond five (5) working days or when sick leave is used excessively, the employee shall be required to furnish appropriate evidence that the absence was for the purpose allowable under the provisions of this leave policy.
1. The supervisor or the Assistant Superintendent of Human Resources, Safety & Security, may also request appropriate evidence concerning the cause of any use of sick leave if it is determined that there is a question as to the validity of the absence and/or that sick leave being used does not conform to the sick leave provisions of this Agreement.
  2. Appropriate evidence may include one (1) or more of the following:
    - a) A physician's statement as evidence of medical treatment or being under a physician's care.
    - b) The employee's statement of illness endorsed by the employee's immediate supervisor.
    - c) Copies of the claims submitted for insurance benefits.

- d) Other information as may be indicated by the circumstances.
- 3. Employees who are proved to have abused the sick leave benefit will be subject to disciplinary action and/or dismissal.
- C. Sick leave will accrue at the rate of one (1) day per month and shall accumulate from year to year up to the cap of two hundred and one (201) days.
- D. The monthly accrual of sick leave for regular part-time employees shall be proportional to the amount of time worked.
- E. One additional day of sick leave will be added at the beginning of each school year for every twenty-four (24) days of accumulated sick leave.
- F. Employees are not eligible to use sick leave until the end of the first ninety (90) days of employment but shall accrue sick leave from the date of employment up to the cap of two hundred one (201) days.

## **Section 2: Personal Business Leave**

- A. Employees, upon written request submitted in advance, shall have the right to use three (3) days per year to conduct personal business or for emergencies that require the presence of the employee at only that particular time. In cases of emergency, an application will be filed with the administrator within one week after returning to work.
- B. Personal business leave not utilized during the current year shall be added to the accumulated sick leave at the end of the year.
- C. Personal business leave shall not be taken for the following purposes:
  - 1. Participating in political or social problem activities.
  - 2. Performing a service for compensation.
  - 3. Participating in professional activities.
  - 4. Seeking or interviewing for other employment.
  - 5. Participating in entertainment, recreation or vacation.
- D. Personal business shall not be taken during the following periods of time:
  - 1. The first week school is in session and the last week of school.
  - 2. Immediately preceding or following a holiday or vacation period.
  - 3. Days when school remains in session despite adverse weather conditions.

4. When such an absence would result in a hardship for professional staff, students, school or the school district. In such cases, the administrator will consult with the employee about a postponement.
- E. The restrictions in item D above, shall not apply when personal business leave is used in emergency situations.
- F. Employees who are employed after the date of the ratification of this Agreement shall not be eligible to use personal business leave until the end of the first ninety (90) days of employment.

### **Section 3: Vacation**

- A. Vacations shall be granted to all regular employees working on a twelve (12) month basis as follows:
  1. After six (6) months of continuous employment, an employee shall be eligible for five (5) days of paid vacation, as accrued.
  2. After six (6) additional months of continuous service, an employee shall be eligible for five (5) additional days of paid vacation, as accrued.
  3. On the employee's anniversary date each year thereafter, the employee shall be eligible for ten (10) days of paid vacation, as accrued.
  4. Vacation time may be accumulated in an amount equal to two (2) times the yearly allotment.
- B. Additional vacation time will be granted to regular full-time employees on the following basis:
  1. After five (5) years of continuous employment, an employee shall be eligible for twelve (12) days of paid vacation each year, as accrued.
  2. After ten (10) years of continuous employment, an employee shall be eligible for fifteen (15) days of paid vacation each year, as accrued.
  3. After fifteen (15) years of continuous employment, an employee shall be eligible for eighteen (18) days of paid vacation each year, as accrued.
  4. After twenty (20) years of continuous employment, an employee shall be eligible for twenty-two (22) days of paid vacation each year, as accrued.
- C. Employees eligible for vacation benefits under this provision are those employees working on a regular basis for a twelve (12) month period. Regular part-time employees will accrue vacation on a pro-rata basis.
- D. Vacation time shall be scheduled in advance by submitting a request to the immediate supervisor at least one (1) full day prior to the date of the leave. However, an employee may be asked to reschedule a vacation if the absence of the employee would impair the ability of the remaining staff to perform the work required of that department at that time.
- E. After six (6) months continuous employment, an employee, who terminates employment by giving notice of at least two (2) weeks or who retires or resigns, shall receive pay for all earned vacation time. Warrants will be

provided on the next payday following the date of termination. Earned vacation time of an employee who becomes deceased shall be paid to the employee's estate.

#### **Section 4: Holidays**

- A. Holidays shall be as approved in the official school calendar adopted prior to the beginning of each school year. Support employees shall be allowed to have one (1) representative on the committee that reviews and recommends the official school calendar. Employees working at the Service Center and Administration Building and custodians working in school buildings will follow the official school calendar and observe the days noted as "Offices Closed" as holidays. Employees assigned to schools who are paid on a monthly basis may follow the same holiday schedule as teachers.
- B. Twelve (12)-month employees who have the same job description, and work the night or evening shift, shall be required to work only the same number of hours as those on the regular day shift on the day before a school holiday.

#### **Section 5: Non-cumulative Leave With Pay**

- A. Bereavement Leave
  - 1. Up to ten (10) work days per year without the loss of pay shall be allowed for bereavement following the death of a member of the employee's immediate family but not exceeding five (5) consecutive work days for any one (1) bereavement. If no working days exist between the date the death occurs and the end of the fifth day, no bereavement leave shall be granted.
    - a) Immediate family shall be defined as the employee's spouse, parent or guardian, child, brother, sister, grandparent, grandchild or each similar relationship as established by marriage.
    - b) Other cases, which may merit consideration, shall be referred in writing to the Assistant Superintendent of Human Resources, Safety & Security for approval.
- B. Leave for Professional Meetings
  - 1. Requests to attend professional meetings and conferences shall be filed on the appropriate form by the employee with the administrator to whom the employee is responsible. The administrator's recommendation shall be subject to approval by the immediate supervisor and the next level of supervision (FY2017).
- C. Legal Leave
  - 1. An employee who is summoned to jury duty or subpoenaed as a witness by a Court of Records in the State of Oklahoma shall not suffer loss of pay as a result of such summons or subpoena, provided the employee delivers to the District, all jury pay or witness fees received exclusive of all parking and mileage reimbursement, and provided further, that when an employee is subpoenaed as a witness, his or her testimony shall be related to the official business of the District or shall be the direct result of his or her employment in the Oklahoma City Public Schools.

2. If a Court of Records subpoenas an employee as a witness and the testimony of the employee does not relate to official business of the District or is not the direct result of his or her employment in the Oklahoma City Public Schools, then the absence may be charged to personal business. After exhausting all personal business leave, the employee may, upon approval by the Assistant Superintendent of Human Resources, Safety & Security, have this specific absence charged to sick leave.

#### D. Military Leave

1. The Board shall comply with Oklahoma state law and Federal law, including the Family Medical Leave Act (*FY2017*), regarding disability and military leave for qualifying employees of the District. (See applicable OKCPS Board Policy.) (*FY2017*)

#### E. Job-incurred Disability

1. Employees, who are injured in the direct performance of their duties and the injury is not due to negligence of the employee and who are by reason thereof unable to perform their duties, may be absent without loss of pay for a period not to exceed seven (7) days for each separate injury. This leave shall be over and above the sick leave allowance.
2. Employees shall provide medical documentation to the District's Workers' Compensation Claims Department. All medical documentation shall be reviewed and approved by the District's Workers' Compensation Claims Department before injury leave is granted. Only regular employees who have completed their initial ninety (90) workdays shall be entitled to job-incurred (on-the-job) injury leave.
  - a) The total compensation paid to an employee while on injury leave will be a combination of Workers' Compensation and salary but will not exceed the amount of the employee's contract salary.

#### F. Inclement Weather

1. Up to five (5) work days per year without the loss of pay shall be allowed for the closing of school required due to inclement weather or other acts of nature following the Superintendent's notification to the media.
2. Employees required to work on days designated as inclement weather will be paid additional pay for hours worked.

### **Section 6: Sick Leave Sharing Program**

- A. A full-time employee may donate sick leave to another employee for the following reasons:
  1. The donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment, pregnancy, miscarriage, childbirth and recovery there from or physical or mental condition on the donee; or
  2. The donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent); and

3. The condition has caused or is likely to cause the donee to take leave without pay or to terminate employment.
4. The employee may donate any amount of sick leave, which does not cause that employee's sick leave balance to fall below thirty (30) days.
5. An employee may receive up to ninety (90) donated days.
6. An employee requesting donated days must first provide the Board with a medical certificate from a licensed physician or Health Care Provider (HMO) verifying the severity or extraordinary nature and expected duration of the condition. The certificate shall be on the physician's letterhead.
7. The employee receiving donated days is to receive his or her normal rate of pay.
8. All sick leave available for use by the donee must be used prior to using shared sick leave.
9. Shared sick leave available for usage records shall be maintained separately from regular sick leave records.
10. Any donated sick leave, which is not used, shall be returned to the donating employee on a pro-rated basis.
11. The Board is the determining body as to whether the donee meets the criteria as defined in this Section and has previously abided by District leave policy.

## **ARTICLE VIII – EDUCATIONAL BENEFITS**

### **Section 1: Professional Development**

- A. A subcommittee of the District's Professional Development Advisory Committee shall be established to specifically address the issue of support professional development opportunities.
  1. The Support Subcommittee of the Professional Development Advisory Committee will examine all professional development activities as to the quality of the opportunities. A written report of such examination will be submitted with recommendations to continue, eliminate or modify the opportunities in order that such activities are of sufficient quality.
  2. The District will maintain and periodically report to support employees a record of accumulated points. The Professional Development Advisory Committee will establish and maintain a Point Review Committee to address support employee concerns of report accuracy.



B.

1. When in-service training is offered for teachers, support personnel will be eligible for enrollment on an equal basis. Support personnel shall be allowed to attend District-wide training and/or building based training.
2. Support staff shall have up to four (4) members to serve on the Oklahoma City Public Schools District Professional Development Advisory Committee. This will be a joint union/administration program with equal participation and decision making authority. The committee shall be notified in advance of any and all meetings regarding professional development.
3. The OKCPS District will adhere to Title I funding as per the Federal/State guidelines pertaining to Professional Development.
4. The parties shall establish training to meet job specific requirements, enhance professional growth, support student achievement and promote the mission of the district.
5. All employees are entitled to full participation in training by the district. This includes workshops, seminars, and conferences. In the event that training is provided, such training shall be provided at no cost to the employee or shall reimburse the employee for any registration fees or tuition and mileage to and from the training site and the employee's home or if during regular work, the employee's work location. If such training is during the employee's regular work day, they may attend without loss of salary.
6. If an employee is required to attend a workshop or conference and said attendance causes the employee to work in excess of 40 hours in one week, the employee shall be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly wage for all hours spent in attendance at the workshop or conference.

## **ARTICLE IX – COMPENSATION**

### **Section 1: Salary Schedule 2019-2020**

Schedule 101		
Paraprofessional, Skills Trainer Paraprofessional Diversity Pipeline Paraprofessional, Site Substitute		
Days	Hours Per Day	Hours Per Year
181	7.0	1267
STEP	Annual Salary	Hourly Rate
0	\$ 15,520.75	\$12.25
1	\$ 16,775.08	\$13.24
2	\$ 16,889.11	\$13.33
3	\$ 17,053.82	\$13.46
4	\$ 17,218.53	\$13.59
5	\$ 17,395.91	\$13.73
6	\$ 17,699.99	\$13.97
7	\$ 17,978.73	\$14.19
8	\$ 18,219.46	\$14.38
9	\$ 18,498.20	\$14.60
10	\$ 18,789.61	\$14.83
11	\$ 19,131.70	\$15.10
12	\$ 19,537.14	\$15.42
13	\$ 20,145.30	\$15.90
14	\$ 20,715.45	\$16.35
15	\$ 21,171.57	\$16.71
16	\$ 22,489.25	\$17.75
17	\$ 22,970.71	\$18.13

Schedule 102		
Parent Liaison		
Days	Hours Per Day	Hours Per Year
181	7.0	1267
STEP	Annual Salary	Hourly Rate
0	\$ 14,963.27	\$ 11.81
1	\$ 16,217.60	\$ 12.80
2	\$ 16,331.63	\$ 12.89
3	\$ 16,496.34	\$ 13.02
4	\$ 16,661.05	\$ 13.15
5	\$ 16,838.43	\$ 13.29
6	\$ 17,142.51	\$ 13.53
7	\$ 17,421.25	\$ 13.75
8	\$ 17,661.98	\$ 13.94
9	\$ 17,940.72	\$ 14.16
10	\$ 18,232.13	\$ 14.39
11	\$ 18,574.22	\$ 14.66
12	\$ 19,043.01	\$ 15.03
13	\$ 19,600.49	\$ 15.47
14	\$ 20,170.64	\$ 15.92
15	\$ 20,614.09	\$ 16.27
16	\$ 21,817.74	\$ 17.22
17	\$ 22,413.23	\$ 17.69

Schedule 103		
Bilingual Asst, ELL/Bilingual Paraprofessional Special Education Paraprofessional; District Courier		
Days	Hours Per Day	Hours Per Year
181	7.0	1267
STEP	Annual Salary	Hourly Rate
0	\$ 15,926.19	\$ 12.57
1	\$ 17,180.52	\$ 13.56
2	\$ 17,281.88	\$ 13.64
3	\$ 17,459.26	\$ 13.78
4	\$ 17,623.97	\$ 13.91
5	\$ 17,788.68	\$ 14.04
6	\$ 18,105.43	\$ 14.29
7	\$ 18,371.50	\$ 14.50
8	\$ 18,612.23	\$ 14.69
9	\$ 18,890.97	\$ 14.91
10	\$ 19,182.38	\$ 15.14
11	\$ 19,537.14	\$ 15.42
12	\$ 20,005.93	\$ 15.79
13	\$ 20,550.74	\$ 16.22
14	\$ 21,120.89	\$ 16.67
15	\$ 21,577.01	\$ 17.03
16	\$ 22,767.99	\$ 17.97
17	\$ 23,376.15	\$ 18.45

Schedule 104		
Pre-K Paraprofessional Pre-K Special Education Paraprofessional		
Days	Hours Per Day	Hours Per Year
181	8.0	1448
STEP	Annual Salary	Hourly Rate
0	\$ 16,738.88	\$11.56
1	\$ 17,984.16	\$12.42
2	\$ 18,100.00	\$12.50
3	\$ 18,259.28	\$12.61
4	\$ 18,433.04	\$12.73
5	\$ 18,606.80	\$12.85
6	\$ 18,910.88	\$13.06
7	\$ 19,186.00	\$13.25
8	\$ 19,417.68	\$13.41
9	\$ 19,707.28	\$13.61
10	\$ 20,011.36	\$13.82
11	\$ 20,344.40	\$14.05
12	\$ 20,807.76	\$14.37
13	\$ 21,372.48	\$14.76
14	\$ 21,937.20	\$15.15
15	\$ 22,386.08	\$15.46
16	\$ 23,587.92	\$16.29
17	\$ 24,181.60	\$16.70

Schedule 105		
Bus Driver		
Days	Hours Per Day	Hours Per Year
178	6.0	1068
STEP	Annual Salary	Hourly Rate
0	\$ 14,588.88	\$ 13.66
1	\$ 15,849.12	\$ 14.84
2	\$ 16,169.52	\$ 15.14
3	\$ 16,489.92	\$ 15.44
4	\$ 16,821.00	\$ 15.75
5	\$ 17,141.40	\$ 16.05
6	\$ 17,461.80	\$ 16.35
7	\$ 17,792.88	\$ 16.66
8	\$ 18,113.28	\$ 16.96
9	\$ 18,433.68	\$ 17.26
10	\$ 18,764.76	\$ 17.57
11	\$ 19,085.16	\$ 17.87
12	\$ 19,405.56	\$ 18.17
13	\$ 19,736.64	\$ 18.48
14	\$ 20,057.04	\$ 18.78
15	\$ 20,377.44	\$ 19.08
16	\$ 20,708.52	\$ 19.39
17	\$ 21,028.92	\$ 19.69

Schedule 106		
Bus Assistant		
Days	Hours Per Day	Hours Per Year
178	6.0	1068
STEP	Annual Salary	Hourly Rate
0	\$ 12,271.32	\$ 11.49
1	\$ 13,520.88	\$ 12.66
2	\$ 13,606.32	\$ 12.74
3	\$ 13,723.80	\$ 12.85
4	\$ 13,851.96	\$ 12.97
5	\$ 13,990.80	\$ 13.10
6	\$ 14,215.08	\$ 13.31
7	\$ 14,418.00	\$ 13.50
8	\$ 14,588.88	\$ 13.66
9	\$ 14,802.48	\$ 13.86
10	\$ 15,037.44	\$ 14.08
11	\$ 15,283.08	\$ 14.31
12	\$ 15,624.84	\$ 14.63
13	\$ 16,052.04	\$ 15.03
14	\$ 16,468.56	\$ 15.42
15	\$ 16,810.32	\$ 15.74
16	\$ 17,696.76	\$ 16.57
17	\$ 18,145.32	\$ 16.99

Schedule 107			Schedule 108			Schedule 110		
Lot Maintenance, Security Specialists (effective 01/01/21)			Security Specialist (expires 12/31/19)			Media Center Assistant		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
180	8.0	1440	180	8.0	1440	186	7.0	1302
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 19,454.40	\$13.51	0	\$ 16,358.40	\$ 11.36	0	\$ 15,246.42	\$ 11.71
1	\$ 20,707.20	\$14.38	1	\$ 17,611.20	\$ 12.23	1	\$ 16,496.34	\$ 12.67
2	\$ 21,139.20	\$14.68	2	\$ 17,726.40	\$ 12.31	2	\$ 16,600.50	\$ 12.75
3	\$ 21,571.20	\$14.98	3	\$ 17,884.80	\$ 12.42	3	\$ 16,782.78	\$ 12.89
4	\$ 22,003.20	\$15.28	4	\$ 18,057.60	\$ 12.54	4	\$ 16,939.02	\$ 13.01
5	\$ 22,435.20	\$15.58	5	\$ 18,230.40	\$ 12.66	5	\$ 17,121.30	\$ 13.15
6	\$ 22,867.20	\$15.88	6	\$ 18,532.80	\$ 12.87	6	\$ 17,433.78	\$ 13.39
7	\$ 23,299.20	\$16.18	7	\$ 18,806.40	\$ 13.06	7	\$ 17,707.20	\$ 13.60
8	\$ 23,731.20	\$16.48	8	\$ 19,036.80	\$ 13.22	8	\$ 17,967.60	\$ 13.80
9	\$ 24,163.20	\$16.78	9	\$ 19,324.80	\$ 13.42	9	\$ 18,267.06	\$ 14.03
10	\$ 24,595.20	\$17.08	10	\$ 19,627.20	\$ 13.63	10	\$ 18,553.50	\$ 14.25
11	\$ 25,027.20	\$17.38	11	\$ 19,958.40	\$ 13.86	11	\$ 18,905.04	\$ 14.52
12	\$ 25,459.20	\$17.68	12	\$ 20,419.20	\$ 14.18	12	\$ 19,386.78	\$ 14.89
13	\$ 25,891.20	\$17.98	13	\$ 20,980.80	\$ 14.57	13	\$ 19,946.64	\$ 15.32
14	\$ 26,323.20	\$18.28	14	\$ 21,542.40	\$ 14.96	14	\$ 20,532.54	\$ 15.77
15	\$ 26,755.20	\$18.58	15	\$ 21,988.80	\$ 15.27	15	\$ 20,988.24	\$ 16.12
16	\$ 27,187.20	\$18.88	16	\$ 23,184.00	\$ 16.10	16	\$ 22,186.08	\$ 17.04
17	\$ 27,619.20	\$19.18	17	\$ 23,774.40	\$ 16.51	17	\$ 22,785.00	\$ 17.50

Schedule 111			Schedule 122			Schedule 125		
Child Development Technician I			Clerk - Elementary School			Principal's Secretary - Elementary School		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
196	8.0	1568	196	7.5	1470	210	7.5	1575
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 19,302.08	\$12.31	0	\$ 16,331.70	\$ 11.11	0	\$ 20,349.00	\$ 12.92
1	\$ 20,650.56	\$13.17	1	\$ 17,581.20	\$ 11.96	1	\$ 21,593.25	\$ 13.71
2	\$ 20,776.00	\$13.25	2	\$ 17,654.70	\$ 12.01	2	\$ 22,176.00	\$ 14.08
3	\$ 20,964.16	\$13.37	3	\$ 17,845.80	\$ 12.14	3	\$ 22,365.00	\$ 14.20
4	\$ 21,136.64	\$13.48	4	\$ 18,022.20	\$ 12.26	4	\$ 22,554.00	\$ 14.32
5	\$ 21,309.12	\$13.59	5	\$ 18,213.30	\$ 12.39	5	\$ 22,585.50	\$ 14.34
6	\$ 21,622.72	\$13.79	6	\$ 18,551.40	\$ 12.62	6	\$ 22,632.75	\$ 14.37
7	\$ 21,904.96	\$13.97	7	\$ 18,845.40	\$ 12.82	7	\$ 22,947.75	\$ 14.57
8	\$ 22,140.16	\$14.12	8	\$ 19,095.30	\$ 12.99	8	\$ 23,215.50	\$ 14.74
9	\$ 22,485.12	\$14.34	9	\$ 19,404.00	\$ 13.20	9	\$ 23,562.00	\$ 14.96
10	\$ 22,861.44	\$14.58	10	\$ 19,712.70	\$ 13.41	10	\$ 23,924.25	\$ 15.19
11	\$ 23,253.44	\$14.83	11	\$ 20,094.90	\$ 13.67	11	\$ 24,318.00	\$ 15.44
12	\$ 23,755.20	\$15.15	12	\$ 20,594.70	\$ 14.01	12	\$ 24,680.25	\$ 15.67
13	\$ 24,366.72	\$15.54	13	\$ 21,197.40	\$ 14.42	13	\$ 25,499.25	\$ 16.19
14	\$ 24,978.24	\$15.93	14	\$ 21,800.10	\$ 14.83	14	\$ 26,160.75	\$ 16.61
15	\$ 25,464.32	\$16.24	15	\$ 22,255.80	\$ 15.14	15	\$ 26,633.25	\$ 16.91
16	\$ 26,828.48	\$17.11	16	\$ 23,505.30	\$ 15.99	16	\$ 27,546.75	\$ 17.49
17	\$ 27,471.36	\$17.52	17	\$ 24,108.00	\$ 16.40	17	\$ 28,192.50	\$ 17.90

Schedule 130 Library Clerk			Schedule 131 Registrar - Middle School			Schedule 132 Financial Secretary - Middle School		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
201	7.5	1507.5	201	7.5	1507.5	201	7.5	1507.5
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 16,989.53	\$11.27	0	\$ 16,868.93	\$ 11.19	0	\$ 18,481.95	\$ 12.26
1	\$ 18,240.75	\$12.10	1	\$ 18,120.15	\$ 12.02	1	\$ 19,733.18	\$ 13.09
2	\$ 18,361.35	\$12.18	2	\$ 18,255.83	\$ 12.11	2	\$ 19,853.78	\$ 13.17
3	\$ 18,542.25	\$12.30	3	\$ 18,436.73	\$ 12.23	3	\$ 20,034.68	\$ 13.29
4	\$ 18,723.15	\$12.42	4	\$ 18,617.63	\$ 12.35	4	\$ 20,215.58	\$ 13.41
5	\$ 18,919.13	\$12.55	5	\$ 18,798.53	\$ 12.47	5	\$ 20,411.55	\$ 13.54
6	\$ 19,265.85	\$12.78	6	\$ 19,145.25	\$ 12.70	6	\$ 20,743.20	\$ 13.76
7	\$ 19,567.35	\$12.98	7	\$ 19,446.75	\$ 12.90	7	\$ 21,044.70	\$ 13.96
8	\$ 19,823.63	\$13.15	8	\$ 19,703.03	\$ 13.07	8	\$ 21,300.98	\$ 14.13
9	\$ 20,140.20	\$13.36	9	\$ 20,019.60	\$ 13.28	9	\$ 21,481.88	\$ 14.25
10	\$ 20,456.78	\$13.57	10	\$ 20,351.25	\$ 13.50	10	\$ 21,964.28	\$ 14.57
11	\$ 20,848.73	\$13.83	11	\$ 20,728.13	\$ 13.75	11	\$ 22,341.15	\$ 14.82
12	\$ 21,361.28	\$14.17	12	\$ 21,240.68	\$ 14.09	12	\$ 22,838.63	\$ 15.15
13	\$ 21,964.28	\$14.57	13	\$ 21,858.75	\$ 14.50	13	\$ 23,471.78	\$ 15.57
14	\$ 22,597.43	\$14.99	14	\$ 22,476.83	\$ 14.91	14	\$ 24,089.85	\$ 15.98
15	\$ 23,049.68	\$15.29	15	\$ 22,929.08	\$ 15.21	15	\$ 24,542.10	\$ 16.28
16	\$ 24,300.90	\$16.12	16	\$ 24,180.30	\$ 16.04	16	\$ 25,401.38	\$ 16.85
17	\$ 24,903.90	\$16.52	17	\$ 24,783.30	\$ 16.44	17	\$ 25,989.30	\$ 17.24

Schedule 133 Registrar - High School			Schedule 134 Attendance Clerk Secondary Clerk			Schedule 140 Principal's Secretary - Middle School		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
242	7.5	1815	201	7.5	1507.5	215	7.5	1612.5
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 20,799.90	\$11.46	0	\$ 16,748.33	\$ 11.11	0	\$ 20,930.25	\$ 12.98
1	\$ 22,052.25	\$12.15	1	\$ 17,999.55	\$ 11.94	1	\$ 22,188.00	\$ 13.76
2	\$ 22,215.60	\$12.24	2	\$ 18,059.85	\$ 11.98	2	\$ 22,317.00	\$ 13.84
3	\$ 22,433.40	\$12.36	3	\$ 18,255.83	\$ 12.11	3	\$ 22,510.50	\$ 13.96
4	\$ 22,669.35	\$12.49	4	\$ 18,436.73	\$ 12.23	4	\$ 22,704.00	\$ 14.08
5	\$ 22,887.15	\$12.61	5	\$ 18,617.63	\$ 12.35	5	\$ 22,913.63	\$ 14.21
6	\$ 23,322.75	\$12.85	6	\$ 18,964.35	\$ 12.58	6	\$ 23,252.25	\$ 14.42
7	\$ 23,685.75	\$13.05	7	\$ 19,265.85	\$ 12.78	7	\$ 23,607.00	\$ 14.64
8	\$ 24,012.45	\$13.23	8	\$ 19,522.13	\$ 12.95	8	\$ 23,881.13	\$ 14.81
9	\$ 24,393.60	\$13.44	9	\$ 19,838.70	\$ 13.16	9	\$ 24,252.00	\$ 15.04
10	\$ 24,811.05	\$13.67	10	\$ 20,155.28	\$ 13.37	10	\$ 24,622.88	\$ 15.27
11	\$ 25,264.80	\$13.92	11	\$ 20,547.23	\$ 13.63	11	\$ 25,026.00	\$ 15.52
12	\$ 25,900.05	\$14.27	12	\$ 21,059.78	\$ 13.97	12	\$ 25,574.25	\$ 15.86
13	\$ 26,662.35	\$14.69	13	\$ 21,662.78	\$ 14.37	13	\$ 26,267.63	\$ 16.29
14	\$ 27,442.80	\$15.12	14	\$ 22,295.93	\$ 14.79	14	\$ 26,944.88	\$ 16.71
15	\$ 27,987.30	\$15.42	15	\$ 22,748.18	\$ 15.09	15	\$ 27,412.50	\$ 17.00
16	\$ 29,530.05	\$16.27	16	\$ 23,984.33	\$ 15.91	16	\$ 28,299.38	\$ 17.55
17	\$ 30,274.20	\$16.68	17	\$ 24,602.40	\$ 16.32	17	\$ 28,928.25	\$ 17.94

Schedule 141 Principal's Secretary - High School			Schedule 142 Financial Secretary - High School			Schedule 153 Native American Advisor		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
242	7.5	1815	242	7.5	1815	181	7.0	1267
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 23,595.00	\$13.00	0	\$ 22,796.40	\$ 12.56	0	\$ 17,902.71	\$ 14.13
1	\$ 24,847.35	\$13.69	1	\$ 24,048.75	\$ 13.25	1	\$ 19,157.04	\$ 15.12
2	\$ 24,992.55	\$13.77	2	\$ 24,193.95	\$ 13.33	2	\$ 19,271.07	\$ 15.21
3	\$ 25,210.35	\$13.89	3	\$ 24,411.75	\$ 13.45	3	\$ 19,435.78	\$ 15.34
4	\$ 25,410.00	\$14.00	4	\$ 24,647.70	\$ 13.58	4	\$ 19,600.49	\$ 15.47
5	\$ 25,664.10	\$14.14	5	\$ 24,883.65	\$ 13.71	5	\$ 19,739.86	\$ 15.58
6	\$ 26,063.40	\$14.36	6	\$ 25,282.95	\$ 13.93	6	\$ 20,018.60	\$ 15.80
7	\$ 26,444.55	\$14.57	7	\$ 25,664.10	\$ 14.14	7	\$ 20,284.67	\$ 16.01
8	\$ 26,753.10	\$14.74	8	\$ 25,990.80	\$ 14.32	8	\$ 20,487.39	\$ 16.17
9	\$ 27,170.55	\$14.97	9	\$ 26,208.60	\$ 14.44	9	\$ 20,804.14	\$ 16.42
10	\$ 27,606.15	\$15.21	10	\$ 26,789.40	\$ 14.76	10	\$ 21,184.24	\$ 16.72
11	\$ 28,041.75	\$15.45	11	\$ 27,261.30	\$ 15.02	11	\$ 21,589.68	\$ 17.04
12	\$ 28,658.85	\$15.79	12	\$ 27,878.40	\$ 15.36	12	\$ 22,045.80	\$ 17.40
13	\$ 29,439.30	\$16.22	13	\$ 28,658.85	\$ 15.79	13	\$ 22,615.95	\$ 17.85
14	\$ 30,201.60	\$16.64	14	\$ 29,421.15	\$ 16.21	14	\$ 23,186.10	\$ 18.30
15	\$ 30,746.10	\$16.94	15	\$ 29,965.65	\$ 16.51	15	\$ 23,642.22	\$ 18.66
16	\$ 31,744.35	\$17.49	16	\$ 31,036.50	\$ 17.10	16	\$ 24,883.88	\$ 19.64
17	\$ 32,452.20	\$17.88	17	\$ 31,762.50	\$ 17.50	17	\$ 25,492.04	\$ 20.12

Schedule 154 Child Development Tech II			Schedule 156 Certified Occupational Therapist Assistant, LPN - SPED Braille Paraprofessional, Physical Therapist Assistant, LPN			Schedule 160 Groundskeeper		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
196	8.0	1568	181	7.0	1267	242	8.0	1936
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 22,532.16	\$14.37	0	\$ 24,883.88	\$ 19.64	0	\$ 22,051.04	\$ 11.39
1	\$ 23,786.56	\$15.17	1	\$ 26,138.21	\$ 20.63	1	\$ 23,290.08	\$ 12.03
2	\$ 23,912.00	\$15.25	2	\$ 26,695.69	\$ 21.07	2	\$ 23,290.08	\$ 12.03
3	\$ 24,115.84	\$15.38	3	\$ 27,265.84	\$ 21.52	3	\$ 23,290.08	\$ 12.03
4	\$ 24,319.68	\$15.51	4	\$ 27,861.33	\$ 21.99	4	\$ 23,290.08	\$ 12.03
5	\$ 24,507.84	\$15.63	5	\$ 28,469.49	\$ 22.47	5	\$ 23,290.08	\$ 12.03
6	\$ 24,837.12	\$15.84	6	\$ 29,090.32	\$ 22.96	6	\$ 23,367.52	\$ 12.07
7	\$ 25,338.88	\$16.16	7	\$ 29,736.49	\$ 23.47	7	\$ 23,716.00	\$ 12.25
8	\$ 25,432.96	\$16.22	8	\$ 30,408.00	\$ 24.00	8	\$ 24,006.40	\$ 12.40
9	\$ 25,809.28	\$16.46	9	\$ 31,092.18	\$ 24.54	9	\$ 24,374.24	\$ 12.59
10	\$ 26,138.56	\$16.67	10	\$ 31,789.03	\$ 25.09	10	\$ 24,780.80	\$ 12.80
11	\$ 26,797.12	\$17.09	11	\$ 32,523.89	\$ 25.67	11	\$ 25,206.72	\$ 13.02
12	\$ 27,361.60	\$17.45	12	\$ 33,258.75	\$ 26.25	12	\$ 25,806.88	\$ 13.33
13	\$ 28,067.20	\$17.90	13	\$ 34,031.62	\$ 26.86	13	\$ 26,542.56	\$ 13.71
14	\$ 28,772.80	\$18.35	14	\$ 34,829.83	\$ 27.49	14	\$ 27,278.24	\$ 14.09
15	\$ 29,321.60	\$18.70	15	\$ 35,640.71	\$ 28.13	15	\$ 27,742.88	\$ 14.33
16	\$ 30,873.92	\$19.69	16	\$ 36,882.37	\$ 29.11	16	\$ 28,962.56	\$ 14.96
17	\$ 31,610.88	\$20.16	17	\$ 37,490.53	\$ 29.59	17	\$ 29,601.44	\$ 15.29

Schedule 165 Groundskeeper - Lead			Schedule 166 Child Care Paraprofessional			Schedule 168 Carpet Cleaner Mechanic Helper		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
242	8.0	1936	242	8.0	1936	242	8.0	1936
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 22,631.84	\$11.69	0	\$ 23,232.00	\$ 12.00	0	\$ 24,374.24	\$ 12.59
1	\$ 23,890.24	\$12.34	1	\$ 24,471.04	\$ 12.64	1	\$ 25,613.28	\$ 13.23
2	\$ 24,025.76	\$12.41	2	\$ 24,625.92	\$ 12.72	2	\$ 25,768.16	\$ 13.31
3	\$ 24,238.72	\$12.52	3	\$ 24,858.24	\$ 12.84	3	\$ 26,000.48	\$ 13.43
4	\$ 24,490.40	\$12.65	4	\$ 25,051.84	\$ 12.94	4	\$ 26,213.44	\$ 13.54
5	\$ 24,703.36	\$12.76	5	\$ 25,245.44	\$ 13.04	5	\$ 26,407.04	\$ 13.64
6	\$ 25,071.20	\$12.95	6	\$ 25,613.28	\$ 13.23	6	\$ 26,755.52	\$ 13.82
7	\$ 25,419.68	\$13.13	7	\$ 25,981.12	\$ 13.42	7	\$ 27,104.00	\$ 14.00
8	\$ 25,652.00	\$13.25	8	\$ 26,271.52	\$ 13.57	8	\$ 27,568.64	\$ 14.24
9	\$ 26,136.00	\$13.50	9	\$ 26,678.08	\$ 13.78	9	\$ 27,800.96	\$ 14.36
10	\$ 26,561.92	\$13.72	10	\$ 27,123.36	\$ 14.01	10	\$ 28,284.96	\$ 14.61
11	\$ 27,007.20	\$13.95	11	\$ 27,607.36	\$ 14.26	11	\$ 28,768.96	\$ 14.86
12	\$ 27,607.36	\$14.26	12	\$ 28,381.76	\$ 14.66	12	\$ 29,388.48	\$ 15.18
13	\$ 28,343.04	\$14.64	13	\$ 28,923.84	\$ 14.94	13	\$ 30,104.80	\$ 15.55
14	\$ 29,059.36	\$15.01	14	\$ 29,678.88	\$ 15.33	14	\$ 30,859.84	\$ 15.94
15	\$ 29,543.36	\$15.26	15	\$ 30,124.16	\$ 15.56	15	\$ 31,305.12	\$ 16.17
16	\$ 30,782.40	\$15.90	16	\$ 31,576.16	\$ 16.31	16	\$ 32,757.12	\$ 16.92
17	\$ 31,382.56	\$16.21	17	\$ 32,156.96	\$ 16.61	17	\$ 33,337.92	\$ 17.22

Schedule 170 General Maintenance, Inventory Clerk Building Maintenance Tech, Licensed Custodian			Schedule 174 Exterminator Data Coordinator			Schedule 176 Supervisor Transportation Training, Lead District Courier Training Supervisor		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
242	8.0	1936	242	8.0	1936	242	8.0	1936
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 25,516.48	\$13.18	0	\$ 28,149.44	\$ 14.54	0	\$ 29,601.44	\$ 15.29
1	\$ 26,774.88	\$13.83	1	\$ 29,407.84	\$ 15.19	1	\$ 30,859.84	\$ 15.94
2	\$ 26,929.76	\$13.91	2	\$ 29,582.08	\$ 15.28	2	\$ 30,995.36	\$ 16.01
3	\$ 27,123.36	\$14.01	3	\$ 29,756.32	\$ 15.37	3	\$ 31,208.32	\$ 16.12
4	\$ 27,355.68	\$14.13	4	\$ 29,969.28	\$ 15.48	4	\$ 31,421.28	\$ 16.23
5	\$ 27,529.92	\$14.22	5	\$ 30,066.08	\$ 15.53	5	\$ 31,479.36	\$ 16.26
6	\$ 27,897.76	\$14.41	6	\$ 30,414.56	\$ 15.71	6	\$ 31,731.04	\$ 16.39
7	\$ 28,246.24	\$14.59	7	\$ 30,763.04	\$ 15.89	7	\$ 32,176.32	\$ 16.62
8	\$ 28,478.56	\$14.71	8	\$ 31,014.72	\$ 16.02	8	\$ 32,428.00	\$ 16.75
9	\$ 28,904.48	\$14.93	9	\$ 31,421.28	\$ 16.23	9	\$ 32,834.56	\$ 16.96
10	\$ 29,446.56	\$15.21	10	\$ 32,002.08	\$ 16.53	10	\$ 33,454.08	\$ 17.28
11	\$ 29,969.28	\$15.48	11	\$ 32,640.96	\$ 16.86	11	\$ 34,131.68	\$ 17.63
12	\$ 30,550.08	\$15.78	12	\$ 33,221.76	\$ 17.16	12	\$ 34,693.12	\$ 17.92
13	\$ 31,305.12	\$16.17	13	\$ 33,938.08	\$ 17.53	13	\$ 35,428.80	\$ 18.30
14	\$ 32,021.44	\$16.54	14	\$ 34,693.12	\$ 17.92	14	\$ 36,183.84	\$ 18.69
15	\$ 32,505.44	\$16.79	15	\$ 35,138.40	\$ 18.15	15	\$ 36,629.12	\$ 18.92
16	\$ 33,918.72	\$17.52	16	\$ 36,396.80	\$ 18.80	16	\$ 37,887.52	\$ 19.57
17	\$ 34,538.24	\$17.84	17	\$ 36,977.60	\$ 19.10	17	\$ 38,468.32	\$ 19.87



Schedule 182 Child Development Team Lead			Schedule 183 Mechanic, Grounds/Mechanic Warehouse Delivery Driver			Schedule 185 Mechanic - Lead Stadium Foreman		
Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year	Days	Hours Per Day	Hours Per Year
242	8.0	1936	242	8.0	1936	242	8.0	1936
STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate	STEP	Annual Salary	Hourly Rate
0	\$ 36,803.36	\$19.01	0	\$ 29,911.20	\$ 15.45	0	\$ 35,060.96	\$ 18.11
1	\$ 38,061.76	\$19.66	1	\$ 31,169.60	\$ 16.10	1	\$ 36,319.36	\$ 18.76
2	\$ 38,197.28	\$19.73	2	\$ 31,653.60	\$ 16.35	2	\$ 36,919.52	\$ 19.07
3	\$ 38,410.24	\$19.84	3	\$ 32,156.96	\$ 16.61	3	\$ 37,597.12	\$ 19.42
4	\$ 38,623.20	\$19.95	4	\$ 32,699.04	\$ 16.89	4	\$ 38,236.00	\$ 19.75
5	\$ 38,758.72	\$20.02	5	\$ 33,221.76	\$ 17.16	5	\$ 38,932.96	\$ 20.11
6	\$ 39,087.84	\$20.19	6	\$ 33,763.84	\$ 17.44	6	\$ 39,610.56	\$ 20.46
7	\$ 39,242.72	\$20.27	7	\$ 34,364.00	\$ 17.75	7	\$ 40,326.88	\$ 20.83
8	\$ 39,397.60	\$20.35	8	\$ 34,925.44	\$ 18.04	8	\$ 41,062.56	\$ 21.21
9	\$ 39,784.80	\$20.55	9	\$ 35,506.24	\$ 18.34	9	\$ 41,778.88	\$ 21.58
10	\$ 40,656.00	\$21.00	10	\$ 36,125.76	\$ 18.66	10	\$ 42,572.64	\$ 21.99
11	\$ 41,488.48	\$21.43	11	\$ 36,745.28	\$ 18.98	11	\$ 43,347.04	\$ 22.39
12	\$ 42,088.64	\$21.74	12	\$ 37,403.52	\$ 19.32	12	\$ 44,160.16	\$ 22.81
13	\$ 42,824.32	\$22.12	13	\$ 38,042.40	\$ 19.65	13	\$ 44,973.28	\$ 23.23
14	\$ 43,579.36	\$22.51	14	\$ 38,700.64	\$ 19.99	14	\$ 45,573.44	\$ 23.54
15	\$ 44,024.64	\$22.74	15	\$ 39,416.96	\$ 20.36	15	\$ 46,696.32	\$ 24.12
16	\$ 45,263.68	\$23.38	16	\$ 40,520.48	\$ 20.93	16	\$ 47,974.08	\$ 24.78
17	\$ 45,883.20	\$23.70	17	\$ 41,120.64	\$ 21.24	17	\$ 48,593.60	\$ 25.10

Schedule 189 Water Treatment/Filter Technician; Carpenter, Tool Store Specialist		
Days	Hours Per Day	Hours Per Year
242	8.0	1936
STEP	Annual Salary	Hourly Rate
0	\$ 34,576.96	\$17.86
1	\$ 35,835.36	\$18.51
2	\$ 36,551.68	\$18.88
3	\$ 37,306.72	\$19.27
4	\$ 38,023.04	\$19.64
5	\$ 38,797.44	\$20.04
6	\$ 39,513.76	\$20.41
7	\$ 40,230.08	\$20.78
8	\$ 41,062.56	\$21.21
9	\$ 41,643.36	\$21.51

Schedule 190 Journeyman (Plumber) Source: Plumbers & Pipefitters Plumber LU #344 \$33.00 @ 83%		
Days	Hours Per Day	Hours Per Year
242	8	1936
Annual Salary	Hourly Rate	
\$ 53,027.04	\$ 27.39	

Schedule 191 Journeyman (Electrician) Source: IBEW LU #1141 \$32.45 @ 83%		
Days	Hours Per Day	Hours Per Year
242	8	1936
Annual Salary	Hourly Rate	
\$ 52,143.26	\$ 26.93	

Schedule 192 Journeyman (HVAC) Source: Sheet Metal Workers LU #124 \$32.32 @ 83%		
Days	Hours Per Day	Hours Per Year
242	8	1936
Annual Salary	Hourly Rate	
\$ 51,934.36	\$ 26.83	



Schedule 201 - Elementary Cafeteria Supervisor		
Days	Hours Per Day	Hours Per Year
183	8.0	1464
STEP	Annual Salary	Hourly Rate
0	\$ 18,666.00	\$ 12.75
1	\$ 19,925.04	\$ 13.61
2	\$ 20,071.44	\$ 13.71
3	\$ 20,232.48	\$ 13.82
4	\$ 20,349.60	\$ 13.90
5	\$ 20,452.08	\$ 13.97
6	\$ 20,686.32	\$ 14.13
7	\$ 20,949.84	\$ 14.31
8	\$ 21,213.36	\$ 14.49
9	\$ 21,550.80	\$ 14.72
10	\$ 21,886.80	\$ 14.95
11	\$ 22,238.16	\$ 15.19
12	\$ 22,589.52	\$ 15.43
13	\$ 23,043.36	\$ 15.74
14	\$ 23,614.32	\$ 16.13
15	\$ 24,053.52	\$ 16.43
16	\$ 24,917.28	\$ 17.02
17	\$ 25,517.52	\$ 17.43

Schedule 202 - Elementary Cafeteria Supervisor		
Days	Hours Per Day	Hours Per Year
183	8.0	1464
STEP	Annual Salary	Hourly Rate
0	\$ 18,841.68	\$ 12.87
1	\$ 20,086.08	\$ 13.72
2	\$ 20,188.56	\$ 13.79
3	\$ 20,408.16	\$ 13.94
4	\$ 20,510.64	\$ 14.01
5	\$ 20,613.12	\$ 14.08
6	\$ 20,993.76	\$ 14.34
7	\$ 21,125.52	\$ 14.43
8	\$ 21,389.04	\$ 14.61
9	\$ 21,740.40	\$ 14.85
10	\$ 22,077.12	\$ 15.08
11	\$ 22,443.12	\$ 15.33
12	\$ 22,779.84	\$ 15.56
13	\$ 23,233.68	\$ 15.87
14	\$ 23,819.28	\$ 16.27
15	\$ 24,273.12	\$ 16.58
16	\$ 25,122.24	\$ 17.16
17	\$ 25,707.84	\$ 17.56

Schedule 207 - Elementary Cafeteria Supervisor		
Days	Hours Per Day	Hours Per Year
183	8.0	1464
STEP	Annual Salary	Hourly Rate
0	\$ 19,573.68	\$ 13.37
1	\$ 20,832.72	\$ 14.23
2	\$ 20,949.84	\$ 14.31
3	\$ 21,066.96	\$ 14.39
4	\$ 21,228.00	\$ 14.50
5	\$ 21,330.48	\$ 14.57
6	\$ 21,550.08	\$ 14.72
7	\$ 21,813.60	\$ 14.90
8	\$ 22,077.12	\$ 15.08
9	\$ 22,413.84	\$ 15.31
10	\$ 22,779.84	\$ 15.56
11	\$ 23,160.48	\$ 15.82
12	\$ 23,497.20	\$ 16.05
13	\$ 23,951.04	\$ 16.36
14	\$ 24,522.00	\$ 16.75
15	\$ 24,961.20	\$ 17.05
16	\$ 25,824.96	\$ 17.64
17	\$ 26,425.20	\$ 18.05

Schedule 211 - Secondary Cafeteria Supervisor Cafeteria Supervisor - Traveling		
Days	Hours Per Day	Hours Per Year
183	8.0	1464
STEP	Annual Salary	Hourly Rate
0	\$ 20,452.08	\$ 13.97
1	\$ 21,711.12	\$ 14.83
2	\$ 21,842.88	\$ 14.92
3	\$ 21,945.36	\$ 14.99
4	\$ 22,106.40	\$ 15.10
5	\$ 22,194.24	\$ 15.16
6	\$ 22,413.84	\$ 15.31
7	\$ 22,692.00	\$ 15.50
8	\$ 23,014.08	\$ 15.72
9	\$ 23,262.96	\$ 15.89
10	\$ 23,672.88	\$ 16.17
11	\$ 24,068.16	\$ 16.44
12	\$ 24,404.88	\$ 16.67
13	\$ 24,858.72	\$ 16.98
14	\$ 25,429.68	\$ 17.37
15	\$ 25,883.52	\$ 17.68
16	\$ 26,732.64	\$ 18.26
17	\$ 27,332.88	\$ 18.67

Schedule 212 - Secondary Cafeteria Supervisor		
Days	Hours Per Day	Hours Per Year
183	8.0	1464
STEP	Annual Salary	Hourly Rate
0	\$ 20,613.12	\$ 14.08
1	\$ 21,872.16	\$ 14.94
2	\$ 22,003.92	\$ 15.03
3	\$ 22,121.04	\$ 15.11
4	\$ 22,282.08	\$ 15.22
5	\$ 22,355.28	\$ 15.27
6	\$ 22,589.52	\$ 15.43
7	\$ 22,867.68	\$ 15.62
8	\$ 23,131.20	\$ 15.80
9	\$ 23,467.92	\$ 16.03
10	\$ 23,863.20	\$ 16.30
11	\$ 24,273.12	\$ 16.58
12	\$ 24,624.48	\$ 16.82
13	\$ 25,092.96	\$ 17.14
14	\$ 25,663.92	\$ 17.53
15	\$ 26,264.16	\$ 17.94
16	\$ 26,966.88	\$ 18.42
17	\$ 27,552.48	\$ 18.82

Schedule 215 - Secondary Cafeteria Supervisor		
Days	Hours Per Day	Hours Per Year
183	8.0	1464
STEP	Annual Salary	Hourly Rate
0	\$ 21,769.68	\$ 14.87
1	\$ 23,014.08	\$ 15.72
2	\$ 23,145.84	\$ 15.81
3	\$ 23,262.96	\$ 15.89
4	\$ 23,687.52	\$ 16.18
5	\$ 23,702.16	\$ 16.19
6	\$ 23,804.64	\$ 16.26
7	\$ 23,951.04	\$ 16.36
8	\$ 24,229.20	\$ 16.55
9	\$ 24,565.92	\$ 16.78
10	\$ 24,990.48	\$ 17.07
11	\$ 25,429.68	\$ 17.37
12	\$ 25,766.40	\$ 17.60
13	\$ 26,234.88	\$ 17.92
14	\$ 26,893.68	\$ 18.37
15	\$ 27,245.04	\$ 18.61
16	\$ 28,094.16	\$ 19.19
17	\$ 28,694.40	\$ 19.60

<b>Schedule 332</b> Apprentice (Plumber) Source: Plumbers & Pipefitters Plumber LU #344 \$33.00 @ Step Percentage			
Days	Hours Per Day	Hours Per Year	Hourly
242	8	1,936	\$ 33.00
Step		Annual Salary	
1	51%	\$ 32,582.88	\$ 16.83
2	55%	\$ 35,138.40	\$ 18.15
3	63%	\$ 40,249.44	\$ 20.79
4	67%	\$ 42,804.96	\$ 22.11

<b>Schedule 333</b> Apprentice (Electrician) Source: IBEW LU #1141 \$32.45 @ Step Percentage			
Days	Hours Per Day	Hours Per Year	Hourly
242	8	1,936	\$ 32.45
Step		Annual Salary	
1	51%	\$ 32,039.83	\$ 16.55
2	55%	\$ 34,552.76	\$ 17.85
3	63%	\$ 39,578.62	\$ 20.44
4	67%	\$ 42,091.54	\$ 21.74

<b>Schedule 334</b> Apprentice (HVAC) Source: Sheet Metal Workers LU #124 \$32.32 @ Step Percentage			
Days	Hours Per Day	Hours Per Year	Hourly
242	8	1,936	\$ 32.32
Step		Annual Salary	
1	51%	\$ 31,911.48	\$ 16.48
2	55%	\$ 34,414.34	\$ 17.78
3	63%	\$ 39,420.06	\$ 20.36
4	67%	\$ 41,922.92	\$ 21.65

<b>Schedule 352</b> Locksmith, Painter Roofer, Tiler		
Days	Hours Per Day	Hours Per Year
242	8.0	1936
STEP	Annual Salary	Hourly Rate
0	\$ 32,873.28	\$ 16.98
1	\$ 34,131.68	\$ 17.63
2	\$ 35,467.52	\$ 18.32
3	\$ 36,803.36	\$ 19.01
4	\$ 38,991.04	\$ 20.14
5	\$ 39,571.84	\$ 20.44

<b>Schedule 359</b> Heavy Equipment		
Days	Hours Per Day	Hours Per Year
242	8.0	1936
STEP	Annual Salary	Hourly Rate
0	\$ 31,789.12	\$ 16.42
1	\$ 33,047.52	\$ 17.07
2	\$ 34,344.64	\$ 17.74
3	\$ 35,641.76	\$ 18.41
4	\$ 37,713.28	\$ 19.48
5	\$ 38,294.08	\$ 19.78

<b>Schedule 401 - 6 hours</b> Hearing Impaired Paraprofessional		
Days	Hours Per Day	Hours Per Year
181	7.0	1267
STEP	Annual Salary	Hourly Rate
0	\$ 16,737.07	\$ 13.21
1	\$ 17,991.40	\$ 14.20
2	\$ 19,296.41	\$ 15.23
3	\$ 19,879.23	\$ 15.69
4	\$ 21,627.69	\$ 17.07
5	\$ 22,970.71	\$ 18.13
6	\$ 23,578.87	\$ 18.61

Schedule 452 - 6 hours Kitchen Assistant, Kitchen Assistant - Traveling Kitchen Assistant - Food Truck		
Days	Hours Per Day	Hours Per Year
177	6.0	1062
STEP	Annual Salary	Hourly Rate
0	\$ 12,446.64	\$ 11.72
1	\$ 13,699.80	\$ 12.90
2	\$ 13,742.28	\$ 12.94
3	\$ 13,816.62	\$ 13.01
4	\$ 13,869.72	\$ 13.06
5	\$ 13,922.82	\$ 13.11
6	\$ 13,986.54	\$ 13.17
7	\$ 14,039.64	\$ 13.22
8	\$ 14,092.74	\$ 13.27
9	\$ 14,156.46	\$ 13.33
10	\$ 14,209.56	\$ 13.38
11	\$ 14,273.28	\$ 13.44
12	\$ 14,326.38	\$ 13.49
13	\$ 14,379.48	\$ 13.54
14	\$ 14,443.20	\$ 13.60
15	\$ 14,496.30	\$ 13.65
16	\$ 14,804.28	\$ 13.94
17	\$ 15,250.32	\$ 14.36

Schedule 454 - 6 hours Kitchen Specialist		
Days	Hours Per Day	Hours Per Year
177	6.0	1062
STEP	Annual Salary	Hourly Rate
0	\$ 12,520.98	\$ 11.79
1	\$ 13,774.14	\$ 12.97
2	\$ 13,827.24	\$ 13.02
3	\$ 13,890.96	\$ 13.08
4	\$ 13,944.06	\$ 13.13
5	\$ 13,997.16	\$ 13.18
6	\$ 14,060.88	\$ 13.24
7	\$ 14,113.98	\$ 13.29
8	\$ 14,177.70	\$ 13.35
9	\$ 14,230.80	\$ 13.40
10	\$ 14,283.90	\$ 13.45
11	\$ 14,347.62	\$ 13.51
12	\$ 14,400.72	\$ 13.56
13	\$ 14,464.44	\$ 13.62
14	\$ 14,517.54	\$ 13.67
15	\$ 14,570.64	\$ 13.72
16	\$ 14,846.76	\$ 13.98
17	\$ 15,292.80	\$ 14.40

Schedule 455 Kitchen Specialist - Food Truck		
Days	Hours Per Day	Hours Per Year
242	8.0	1936
STEP	Annual Salary	Hourly Rate
0	\$ 23,386.88	\$ 12.08
1	\$ 24,645.28	\$ 12.73
2	\$ 24,742.08	\$ 12.78
3	\$ 24,858.24	\$ 12.84
4	\$ 24,955.04	\$ 12.89
5	\$ 25,051.84	\$ 12.94
6	\$ 25,168.00	\$ 13.00
7	\$ 25,264.80	\$ 13.05
8	\$ 25,380.96	\$ 13.11
9	\$ 25,477.76	\$ 13.16
10	\$ 25,574.56	\$ 13.21
11	\$ 25,690.72	\$ 13.27
12	\$ 25,787.52	\$ 13.32
13	\$ 25,923.04	\$ 13.39
14	\$ 26,019.84	\$ 13.44
15	\$ 26,136.00	\$ 13.50
16	\$ 26,639.36	\$ 13.76
17	\$ 27,452.48	\$ 14.18

Schedule 467 - 6 hours Satellite Key Person		
Days	Hours Per Day	Hours Per Year
177	6.0	1062
STEP	Annual Salary	Hourly Rate
0	\$ 12,786.48	\$ 12.04
1	\$ 14,039.64	\$ 13.22
2	\$ 14,103.36	\$ 13.28
3	\$ 14,156.46	\$ 13.33
4	\$ 14,209.56	\$ 13.38
5	\$ 14,273.28	\$ 13.44
6	\$ 14,326.38	\$ 13.49
7	\$ 14,390.10	\$ 13.55
8	\$ 14,443.20	\$ 13.60
9	\$ 14,496.30	\$ 13.65
10	\$ 14,560.02	\$ 13.71
11	\$ 14,613.12	\$ 13.76
12	\$ 14,676.84	\$ 13.82
13	\$ 14,729.94	\$ 13.87
14	\$ 14,783.04	\$ 13.92
15	\$ 14,846.76	\$ 13.98
16	\$ 15,112.26	\$ 14.23
17	\$ 15,558.30	\$ 14.65

Schedule 485 - 196 Days Parents as Teachers Educator Teacher Intern		
Days	Hours Per Day	Hours Per Year
196	8	1,568
STEP	Annual Salary	Hourly Rate
0	\$ 27,220.48	\$ 17.36
1	\$ 28,474.88	\$ 18.16

Schedule 485 - 242 Days MIECHV Parent Educator		
Days	Hours Per Day	Hours Per Year
242	8	1,936
STEP	Annual Salary	Hourly Rate
0	\$ 33,608.96	\$ 17.36
1	\$ 35,157.76	\$ 18.16

## JROTC

1. Minimum Salaries for JROTC personnel will be calculated using the following procedure:
  - a) Annual salary adjustment will be based on the January Military Instructor Pay (MIP) Statement for each employee paid no later than three (3) pay cycles after receipt of the January MIP statement by Human Resources and retro-active to January 1 of the current contract year.
  - b) Only one MIP adjustment will be made each contract year.
  - c) The JROTC employee is responsible for ensuring that the correct MIP statement is presented to Human Resources.
  - d) Length of contract is 215 days.
  - e) Military longevity that impacts the MIP of individuals during a contract year will be considered on a case-by-case basis.
  - f) Individuals impacted by military longevity are responsible for bringing that information to the attention of Human Resources.
  - g) Military longevity adjustments will be retroactive to the earliest effective date of that increase, but no earlier than the first date of the current contract year.
  - h) Any Extra Duty stipend amounts are subject to annual negotiations.
  - i) Any negotiated salary adjustments will be paid retroactive as of the first day of the relevant contract year.
  - j) JROTC personnel employed on or after July 1, 2008 and holding a Master Degree from an accredited university shall be awarded an annual supplement of \$400 paid in equal installments through the year.
  - k) JROTC Extra Duty amount will be \$2,400.
- B The estate of an employee will receive all monies due the employee at the time of the employee's death, unless otherwise arranged by the employee.
- C. Employee probation will be administered according to Board policy. This is ninety (90) calendar days from the date of employment. This applies to all categories employees, including SNS.
- D. Managers-in-Training (MIT's) shall receive a five percent (5%) increase to their current salary schedule Step.
- E. SNS employees returning for work within five (5) years will be treated the same as all other employees in accordance with Board policy and the Employee Handbook.

## Section 2: Extra Duty

- A. Support employees shall be covered by the provisions of the Fair Labor Standards Act relating to overtime payments and compensatory time for time worked in excess of forty (40) hours per week.
  1. Overtime pay at the rate of one and one-half (1.5) times the regular hourly/daily rate shall be paid only when the workweek extends beyond (40) hours actually worked. For example, if an employee who is scheduled to work eight (8) hours each day takes one day of sick leave, his/her hours of actual working time that week would be thirty-two (32) hours (40 hours minus 8 hours).

If an employee works more or less than the contracted time, that employee will have their salary increased or reduced by their hourly wage for the extra time worked or the time that was not worked. For example,

if an employee was scheduled to work five (5) hours per day at 7.25 per hour, and they worked six (6) hours that day, they would be paid an extra 7.25 for their additional hour of work; if the employee worked only four (4) hours, their salary would be reduced for that day by 7.25 for the hour that was not worked.

- a) Employees who are required to work on official holidays shall be compensated at double the hourly rate of pay.

The holidays are:

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

- b) Employees required to work on a Saturday will be compensated at one and one-half (1.5) times the hourly rate of pay, provided the time worked during the week is in excess of forty (40) hours.
  - c) Employees required to work on a Sunday will be compensated at one and one-half (1.5) times the hourly rate of pay, provided the time worked during the week is in excess of forty (40) hours or provided the employee was off work due to an official holiday.
- 2. Compensatory time is defined as time off during regular working hours that is given to an employee in exchange for time spent on the job before or after regular hours.
    - a) An employee who has accrued compensatory time off as defined in this Section shall, upon termination of employment, be paid for the unused compensatory time off at a rate of compensation not less than:
    - b) The average regular rate received by such employee during the last three (3) years of the employee employment or the final regular rate received by such employee, whichever is higher.
  - 3. Except for unusual circumstances, an employee will be required to work only his or her regularly scheduled number of hours per week.
  - 4. All departments shall continue with time allowances for overtime as currently agreed upon understood by the employee and management. The employee may request compensatory time in lieu of the payment of time and a half (1.5) upon recommendation of the immediate supervisor and approval of the department head.
    - a) All craftsmen will receive an additional seventy-five cents (.75) per hour while working on a swinging stage.
  - 5. Supervisors shall rotate employees when making assignments for holidays or other special time when offices are closed or when overtime is necessary

6. Employees hired as a Title I Classroom Assistant for the After School Program shall receive compensation pursuant to Article IX, Section 2:A.

### **Section 3: Insurance**

- A. The Board shall pay one hundred and twenty-three dollars (123.00) per month of each full-time employee's contribution to the Board's Health Insurance Plan. The Board shall pay sixty-one dollars and fifty cents (61.50) per month for employees working more than four (4) hours but less than six (6) hours per day.
- B. The Board shall provide thirty thousand dollars (30,000.00) of term life insurance for full-time employees, fifteen thousand dollars (15,000.00) of term life insurance for part-time employees, and ten thousand dollars (10,000.00) of term life insurance for employees who are 70 years of age or older.
- C. The Board and the Union shall establish a flexible compensation plan as provided under Section 125 of the Internal Revenue Code of 1954, as amended, to allow for the payment of all fringe benefits on a tax deferred basis.
- D. For the 2010-2011 school year, each support employee with no medical insurance under contract to work six (6) or more hours per day, with a minimum of one hundred and seventy-two (172) days per year, shall receive as part of their total compensation, one hundred and eighty-nine dollars and sixty-nine cents (189.69) per month in the form of a Flexible Benefit Allowance (FBA). The District will apply the FBA toward the total premium cost of the District's Health Plan. Support employees who choose not to participate in the District's Health Plan or the District's Section 125 Cafeteria Plan shall receive the FBA each month as cash. Support employees with medical insurance shall receive as part of their total compensation the amount pursuant to State Law per month in the form of a FBA. Support employees whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after the support employee's termination.

### **Section 4: Retirement**

- A. The Board shall pay up to two thousand five hundred and twenty dollars (2,520.00) or no more than ninety percent (90%) of annual earnings of the employee's contribution to the Teachers' Retirement System of Oklahoma.

This amount represents ninety percent (90%) of the employee's share based on the following formula:

1. Seven percent (7%) of the employee's salary and fringe benefits up to and including forty thousand dollars (40,000.00).
- B. The District shall implement a resignation bonus for targeted groups, as determined by the Superintendent. The bonus amount shall be twenty percent (20%) of the current base salary based on the salary schedule for regular full-time employees.
- C. Employees who retire at age 55 or above with a minimum of fifteen (15) years of service to the District or whose age and years of service equal eighty (80) will be paid ten dollars (10.00) per day of accumulated leave at the time of retirement.

D. Employees who resign in good standing after eight (8) years or more of service in the District shall be paid for accumulated sick leave at the rate of ten dollars (10.00) per day in accordance with the following schedule:

1. Any employee employed after June 30, 1992 who retires at age fifty-five (55) and whose age and number of years of service total ninety (90) shall be paid ten dollars (10.00) for each day of accumulated sick leave.

<u>Years of Service</u>	<u>Percentage of Days Paid</u>
8 - 14.99	25%
15 - 19	50%
20 - 24	75%
25 - 29	90%
30 or more	100%

E. The estate of support employees who die while under contract shall receive all monies due under the formula outlined in Section 4: D.1 above, as well as other salary and benefits earned.

## **Section 5: Miscellaneous**

A. SNS employees, in addition to their regular pay, will receive pay for being certified by the American School Food Services Association (ASFSA), the Oklahoma School Food Service Association (OSFSA) or School Nutrition Service in the position they are employed.

1. When SNS employees receive proof of certification from ASFSA or OSFSA, they must hand carry it to the Service Center Central Office. Wages will be adjusted accordingly from the date the proof of certification is received by the Central Office.

B. All regular and part-time SNS employees shall receive two (2) pair of non-skid shoes (the first pair shall be provided on the first day of employment and the second pair at midyear or after completing ninety (90) days of service if hired after the start of the contract year), and five (5) uniform shirts (all of which shall be provided at the beginning of the contract year). An employee that leaves employment with the district voluntarily or is terminated for cause prior to completing a full ninety (90) days of employment will be responsible for reimbursing the district via payroll deduction for fifty percent (50%) of the cost of providing one (1) pair of shoes and five (5) uniform shirts. (FY2017)

C. All employees who are required to provide their own transportation from one (1) work location to another work location during their workday shall be reimbursed for mileage at the current IRS rate per mile.

D. Upon presentation of photo identification, employees will have free admittance to school-sponsored activities within District-owned facilities.

E. In the event an employee is required by the Director of his/her department, with the approval of the Chief (FY2017) Human Resource Officer, to carry out additional duties that are the majority of the duties and responsibilities of a higher level position in an "acting" capacity due to the extended absence of the incumbent, the employee will receive additional compensation. Extended absence refers to an absence longer than six (6) (FY2017) weeks that occurs for reasons other than vacation or professional leave.

Additional responsibility pay will be set at the first step on the appropriate salary schedule. In those instances where the employee's current salary exceeds the salary of Step One, he/she will be compensated at the step on the schedule above the employee's current salary. Employees who fill an "acting" role will be compensated at a rate at least five percent higher than their regular daily rate.

When the "acting" assignment ends the employee's duties and pay will revert back to that of the employee's original assignment.

## **ARTICLE X - IMPLEMENTATION**

### **Section 1: Individual Contracts**

- A. All terms and clauses of this Agreement shall be considered as clauses of an individual contract between the Board and an individual employee.
  - 1. If an individual contract contains language inconsistent with this Agreement, this Agreement shall be controlling for its duration.

### **Section 2: Distribution of this Agreement**

- A. For distribution by AFT-OCFCE, the Board shall provide fifty (50) copies above the Union's membership of this Agreement to the Union for distribution for each support employee of the District, no later than sixty (60) days following ratification of this Agreement. Upon request of the Union, the Board shall provide additional copies as needed. The Agreement shall also be made available on the district website.

### **Section 3: Duration Clause**

- A. Except as specified in Section 4:A below, the terms and conditions of this Agreement shall bind the Union and the Board and remain in full force and effect during the 2019-2020 and 2020-2021 school years. The parties of the agreement are mindful of the Constitutional prohibition against the creation of a liability against the General Fund of a subsequent school year. The parties agree to reopen this agreement after May 1 and prior to August 1 annually, on a mutually agreeable date for the purpose of bargaining salaries, fringe benefits and two (2) items submitted by the Board and two (2) items submitted by the OCFCE for the 2020-2021 school year.

### **Section 4: Conformity to Law-Savings Clause**


- A. In the event that any provision of this Agreement is or shall at any time be held to be contrary to law by a court or competent jurisdiction from whose final judgment or decree, no appeal has been taken within the time provided for doing so, all other provisions of this Agreement shall continue in effect. Any substitute action shall be subject to appropriate consultation and negotiation with the Union



Section 5: Agreement between the Board and the Union

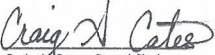
This Agreement constitutes the full and complete agreement between the Board and the Union.

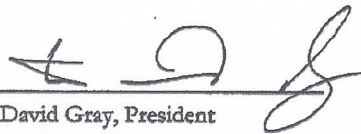
IN WITNESS WHEREOF, THE OKLAHOMA CITY FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4574, AND THE OKLAHOMA CITY PUBLIC SCHOOLS BOARD OF EDUCATION HAVE SET THEIR SIGNATURES ON THIS 10th DAY OF June 2019.20

  
Paula Lewis, Chairperson  
Board of Education  
Oklahoma City Public Schools, I-89



Approved by the OKCPS BOE 6/24/2019

Attestation:  
  
Craig A. Cates, Board Clerk  
Oklahoma City Public Schools  
Board of Education

  
David Gray, President  
Oklahoma City Federation of Classified Employees  
American Federation of Teachers – Local 4574

## OKCPS Sick Leave Donation/Request Form

### DONATION INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
# of Days Donating

\_\_\_\_\_  
Name of Employee to Which I am Donating

I hereby donate the above stated number of accumulated sick leave to the specified employee for their immediate use. I realize that any days not used by the individual listed above will be returned to me on a pro-rated basis. I have verified that the donation of the above days will not take me below the minimum threshold of 30 days in my own sick leave balance.

\_\_\_\_\_  
Signature of Donator

\_\_\_\_\_  
Date

---

### REQUEST INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
# of Days Requesting

\_\_\_\_\_  
Department/Location

\_\_\_\_\_  
Supervisor Name

I hereby request the above stated number of days of sick leave to be donated to me through the District's Leave Sharing Program.

Attached to this form is a medical certificate from a licensed physician/health care provider verifying the diagnosis, prognosis, and expected duration of the condition for which I am requesting this leave.

I hereby certify that, to the best of my knowledge, I have previously abided by the District's current leave policies, that the nature of the condition is such that I have used or will use all other leave available to me, and that the condition has caused or is likely to cause me to take leave without pay or to terminate my employment with OKCPS.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

---

### HR USE ONLY

Notes: \_\_\_\_\_

☐ Approved

☐ Denied

\_\_\_\_\_  
HR Official Signature

\_\_\_\_\_  
Date

## Appendix B – Workers' Compensation Form

<https://www.cognitoforms.com/OKCPS2/EmployeeInjuryIllnessReport>

### Employee Injury & Illness Report

The accident should be investigated by the supervisor of the injured employee or department involved and should be conducted as soon as possible to get the most accurate information. The supervisor must fill out the separate Supervisor Report of Injured Employee and indicate what corrective action has been taken to prevent a reoccurrence. Please make sure to answer all questions honestly and truthfully for an accurate and timely response from the Risk Management Office.

Employee Information	Incident Information	Injury Information	Medicare Information	Acceptance/Refusal of Treatment	Sign & Submit
<b>Incident Date *</b> <input type="text"/>		<b>Incident Time *</b> <input type="text"/>			
<b>Name *</b> First <input type="text"/>		Last <input type="text"/>			
<b>Email *</b> <input type="text"/>					
<b>Cell/Home Phone *</b> <input type="text"/>			<b>Work Phone</b> <input type="text"/>		
<b>Address *</b> Address Line 1 <input type="text"/>					
Address Line 2 <input type="text"/>					
City <input type="text"/>		State <input type="text"/>		Zip Code <input type="text"/>	
<b>Date of Birth *</b> <input type="text"/>		<b>Date of Hire</b> <input type="text"/>		<b>Employee ID Number</b> <input type="text"/>	
<b>Gender *</b> <input type="text"/>				<b>Work Title *</b> <input type="text"/>	

**Time Work Day Began \***

 ⓘ

**Day of Week Incident Occured \***

 ▼

**Incident Site \***

 ▼

**Explanation of Injury \***

*(Please use as much detail as possible when describing this incident)*

**Describe the area where the incident occurred \***

*(Where did the incident occur? For instance playground, room #, hallway, etc.)*

**Was Supervisor Notified**

☒ Yes ☐ No

**Supervisor Name \***

 First Last

**Were there any witnesses?**

☐ Yes ☒ No

**Injury Type \***

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> No Physical Injury           | <input type="checkbox"/> Abrasion (scrape)                 | <input type="checkbox"/> Amputation           | <input type="checkbox"/> Bite                  |
| <input type="checkbox"/> Burn (Chemical)              | <input type="checkbox"/> Burn (Heat)                       | <input type="checkbox"/> Chest Pain           | <input type="checkbox"/> Contusion (Bruise)    |
| <input type="checkbox"/> Death                        | <input type="checkbox"/> Dermatitis (Skin Injury)          | <input type="checkbox"/> Dislocation          | <input type="checkbox"/> Electric Shock        |
| <input type="checkbox"/> Exposure Blood/Bodily Fluids | <input type="checkbox"/> Exposure Chemical                 | <input type="checkbox"/> Exposure Temperature | <input type="checkbox"/> Foreign Body          |
| <input type="checkbox"/> Stroke                       | <input type="checkbox"/> Fracture                          | <input type="checkbox"/> Hearing Loss         | <input type="checkbox"/> Heart Attack          |
| <input type="checkbox"/> Impalement                   | <input type="checkbox"/> Heat Stress/Stroke                | <input type="checkbox"/> Cold Stress          | <input type="checkbox"/> Hernia/Rupture        |
| <input type="checkbox"/> Repetitive Motion            | <input type="checkbox"/> Inflammation                      | <input type="checkbox"/> Laceration           | <input type="checkbox"/> Puncture              |
|   | <input type="checkbox"/> Respiratory Irritation/Impairment | <input type="checkbox"/> Sprain/Strain        | <input type="checkbox"/> Loss of Consciousness |
|   |  | <input type="checkbox"/> Concussion           | <input type="checkbox"/> Injury Not Classified |

**Cause of Injury \***

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Special Education Student             | <input type="checkbox"/> Confrontation with Student | <input type="checkbox"/> Abrasion             | <input type="checkbox"/> Absorption                |
| <input type="checkbox"/> Assault                               | <input type="checkbox"/> Caught Inbetween           | <input type="checkbox"/> Inhalation/Ingestion | <input type="checkbox"/> Animal                    |
| <input type="checkbox"/> Fighting                              | <input type="checkbox"/> Heat Exposure              | <input type="checkbox"/> Contact With         | <input type="checkbox"/> Electrocutation           |
| <input type="checkbox"/> Holding/Carrying                      | <input type="checkbox"/> Horseplay                  | <input type="checkbox"/> Cold Exposure        | <input type="checkbox"/> Hit by Vehicle            |
| <input type="checkbox"/> Insect                                | <input type="checkbox"/> Jumping                    | <input type="checkbox"/> Human                | <input type="checkbox"/> Falling Object            |
| <input type="checkbox"/> Physical Education Instruction        | <input type="checkbox"/> Plant/Vegetation           | <input type="checkbox"/> Lifting              | <input type="checkbox"/> Motor Vehicle Accident    |
| <input type="checkbox"/> Striking Against                      | <input type="checkbox"/> Repetitive Motion          | <input type="checkbox"/> Pushing/Pulling      | <input type="checkbox"/> Reaching                  |
| <input type="checkbox"/> Training (District approved/required) | <input type="checkbox"/> Stepping on                | <input type="checkbox"/> Slip/Fall Same Level | <input type="checkbox"/> Slip/Fall Different Level |
|  | <input type="checkbox"/> Using Tool/Machine         | <input type="checkbox"/> Struck by Object     | <input type="checkbox"/> Walking Surface           |
|  |   | <input type="checkbox"/> Welding/Throwing     | <input type="checkbox"/> Cause Not Classified      |

**Body Part Affected \***

- |  |   |                                       |   |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Head          | <input type="checkbox"/> Neck           | <input type="checkbox"/> Face         | <input type="checkbox"/> Mouth            |
| <input type="checkbox"/> Eye Left      | <input type="checkbox"/> Eye Right      | <input type="checkbox"/> Ear Left     | <input type="checkbox"/> Ear Right        |
| <input type="checkbox"/> Shoulder Left | <input type="checkbox"/> Shoulder Right | <input type="checkbox"/> Arm Left     | <input type="checkbox"/> Arm Right        |
| <input type="checkbox"/> Elbow Left    | <input type="checkbox"/> Elbow Right    | <input type="checkbox"/> Wrist Left   | <input type="checkbox"/> Wrist Right      |
| <input type="checkbox"/> Hand Left     | <input type="checkbox"/> Hand Right     | <input type="checkbox"/> Back Upper   | <input type="checkbox"/> Back Lower       |
| <input type="checkbox"/> Chest         | <input type="checkbox"/> Abdomen        | <input type="checkbox"/> Pelvis/Groin | <input type="checkbox"/> Hips/Buttocks    |
| <input type="checkbox"/> Thigh Left    | <input type="checkbox"/> Thigh Right    | <input type="checkbox"/> Calf Left    | <input type="checkbox"/> Calf Right       |
| <input type="checkbox"/> Knee Left     | <input type="checkbox"/> Knee Right     | <input type="checkbox"/> Ankle Left   | <input type="checkbox"/> Ankle Right      |
| <input type="checkbox"/> Foot Left     | <input type="checkbox"/> Foot Right     | <input type="checkbox"/> Respiratory  | <input type="checkbox"/> No Injury Listed |

**Did pain develop suddenly or Gradually? \***

**Was first aid given?**
☐ Yes ☒ No
**Have you discussed this pain with anyone?**
☐ Yes ☒ No
**Was medical treatment required by a physician or hospital?**
☐ Yes ☒ No

**Are you currently receiving Social Security Disability?**

☐ Yes ☒ No

*(SSDI, not Social Security Retirement)*

**Have you ever applied for SSDI?**

☐ Yes ☒ No

**Are you currently a Medicare beneficiary?**

☐ Yes ☒ No

**Do you plan to apply for Medicare Assistance in the next 30 months?**

☐ Yes ☒ No

**Do you plan to apply for Medicare assistance in the next 30 months?**

☐ Yes ☒ No

**Are you currently participating in a Medicare Advantage plan?**

☐ Yes ☒ No

*(This is a Medicare supplement plan purchased from a private carrier.)*

**Have you had any recent non-work related injuries?**

☐ Yes ☒ No

**Under Oklahoma Statute 85A Oklahoma City Public Schools reserves the right to designate the medical provider for treatment of employee work related illness or injuries.**

**An employee who initially refuses treatment will not be denied treatment for a compensable injury if their condition worsens or changes.**

**To receive authorization for treatment contact the Risk Management Office at (405) 587-0009 or (405) 587-0836.**

**I certify that I am: \***

- ☐ Accepting medical treatment at the designated provider.
- ☐ Refusing medical treatment at this time because I do not think I need it. I understand that I must contact Risk Management for authorization of treatment if my condition changes.
- ☐ Refusing Medical treatment at my own insistence & against the recommendation of OKCPS and/or a medical provider. I assume full responsibility caused by my decision. I hereby release Oklahoma City Public Schools and the Provider from all legal responsibility & Liability.

#### **LEAVE ELECTION**

*All regular employees who are injured in on-the-job accidents shall receive statutory benefits including medical expenses, temporary compensation and benefits for permanent disability or death.*

I understand that my accrued leave (sick leave, personal business and/or vacation) will be used to supplement my benefits while on workers' compensation and if I don't want my leave to be used, I will notify HR not to use the accrued leave within 3 days.

I also understand that FMLA (Family Medical Leave) will run concurrent with worker's compensation.

☐ Acknowledged

**Employee Classification Type \***

**I acknowledge that:**

If I am absent from work for any period of time due to this injury, I shall obtain a written release from my treating physician(s). This release form must be completed and signed by the treating physician(s) before I am allowed to return to work.

That I understand according to Workers' Compensation Fraud Act, a person is guilty of workers' compensation fraud who: Alters, falsifies, forges, distorts, counterfeits or otherwise changes any material statement, form, document, contract, application, certificate, or other writing with the intent to defraud, deceive, or mislead another.

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment in the State Penitentiary for not exceeding seven (7) years or by a fine not exceeding Ten Thousand (\$10,000.00) or by both such fine and imprisonment. Add 2 years for each prior workers' compensation fraud conviction.

As part of Oklahoma City Public Schools ongoing effort to eliminate workplace injuries; employees who have sustained a workplace injury that requires medical treatment will be assigned appropriate safety training. The required training must be completed within two weeks of the assignment date.

I have read this form or have had it read to me and I understand it.

**By signing below you attest:**

To the truthfulness of the information provided in this application and that all of the information contained is complete and accurate to the best of your knowledge.

Electronic Signature (e-Signature): You consent and agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action while using any electronic service we offer; or in accessing or making any transactions regarding any document, agreement, acknowledgement, consent, term, disclosure, or condition constitutes your signature, acceptance and agreement as if actually signed by you in writing.

Further, you agree that no certification authority or other third party verification is necessary to validate your electronic signature; and that the lack of such certification or third party verification will not in any way affect the enforceability of your signature. You understand and agree that your eSignature executed in conjunction with the electronic submission of your injury report will be considered authorized by you.

☐ I do so attest

**Employee Digital Signature \***

*Type Name in box to serve as Digital Signature*



## Oklahoma City Public Schools

P.O. BOX 36609 OKLAHOMA CITY, OK 73136

Finance Services Department

(405) 587-0350 | www.okcps.org

TO: David Gray  
OCFCE President

FROM: Jean Bostwick  
OKCPS Chief Financial Officer

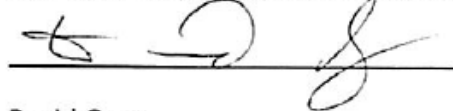
DATE: May 4, 2018

RE: Memorandum of Understanding – OKCPS Employees Association with OCFCE

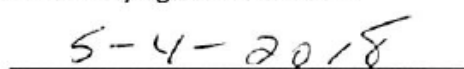
This Memorandum of Understanding ("MOU") is between Oklahoma City Public Schools, District I-89 ("District") and the Oklahoma City Federation of Classified Employees AFT, Local 4574 ("Union"). No other promises, implied or expressed, are made, other than those appearing in this recital.

The parties agree that any OKCPS employee shall have the right to become a dues paying associate member of OCFCE. However, OCFCE is the bargaining unit only for the OKCPS employees who are classified as support employees. All employees who are dues paying associate members of OCFCE may take advantage of the benefits of associating with OCFCE such as legal and legislative advocacy, representation in disciplinary hearings, insurance benefits, discount programs, trainings, etc.

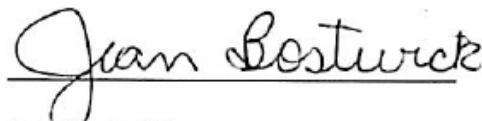
This MOU shall remain in effect indefinitely, unless a mutually agreed otherwise.




David Gray  
President, OCFCE



Date



Jean Bostwick  
Chief Financial Officer, OKCPS





## Oklahoma City Public Schools

P.O. Box 36609 OKLAHOMA CITY, OK 73136

Financial Services

(405) 587-0350 | www.okcps.org

TO: David Gray  
OCFCE President

FROM: Jean Bostwick  
OKCPS Chief Financial Officer

DATE: March 13, 2019

RE: Memorandum of Understanding- Reinstate CBA JROTC Language

This Memorandum of Understanding ("MOU") is between Oklahoma City Public Schools, District I-89 ("District") and the Oklahoma City Federation of Classified Employees, AFT Local 4574 ("Union"). No other promises, implied or expressed, are made other than those appearing in this recital.

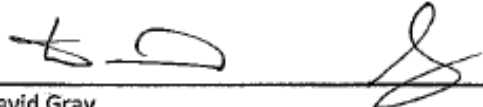
The MOU contains the agreement made during a conversation between OCFCE President and OKCPS Chief Financial Officer as delineated below. This agreement will be incorporated in the 2018/2019 Collective Bargaining Agreement and shall expire on June 30, 2019.

On July 7, 2016, a tentative agreement was executed for the 2016/2017 year in which item 1e stated:

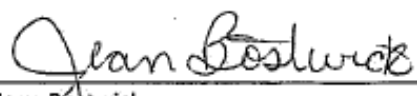
*Article IX, section 1(A) of the 2015-16 CBA shall be removed (i.e., references to substitute CNS employees and "JROTC positions and salaries), ...*

*Concerns have been raised that this item (contained under a General "cleanup" or housekeeping section of the TA) may have been unclear. In good faith, all parties agree that this language will be restored for the 2018/2019 contract year pending further discussion at the 2019/2020 negotiations.*

This MOU will be revisited and renegotiated beginning with the 2019-2020 school year.

  
\_\_\_\_\_  
David Gray  
President, OCFCE

3-13-19  
Date

  
\_\_\_\_\_  
Jean Bostwick  
Chief Financial Officer, OKCPS

3/13/19  
Date

