



**WESTERVILLE CITY SCHOOLS  
NON UNION CLASSIFIED PERSONNEL**

***Administrative Approved Staff (AAS)  
and  
Hourly As Needed Staff***

**Wage and Benefit  
Guidelines**

**Effective**

**July 1, 2018 – June 30, 2021  
(and one-year extension through June 30, 2022)**

Approved-July 9, 2018

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### **Administrative Approved Staff (AAS)**

The Board recognizes that at this time the Administrative Approved Staff (AAS) positions include the following. This is subject to change by Board action.

1. Executive Assistant to the Superintendent
2. Executive Assistant
3. Administrative Assistant I
  - a. Human Resource Specialist
  - b. Payroll Specialist
  - c. Purchasing Specialist
4. Administrative Assistant II
  - a. Human Resource Specialist
  - b. Enrollment Specialist
5. Senior Payroll Coordinator
6. Fiscal Coordinator
7. EMIS/SIS Support Specialist
8. EMIS Data Support Technician
9. Student Information Systems (SIS, PowerSchool) Data Support Technician
10. Network Specialist
11. Technology Integration Specialist
12. Technology Solutions Specialist
13. Technology Technician
14. District Bilingual Specialist
15. Parent Outreach Liaison
16. Parent Mentor
17. Community Engagement Coordinator
18. Visual Communications Coordinator

### **Hourly as Needed**

1. Job Coach
2. Educational Interpreter
3. Cafeteria Recess Aide
4. Crossing Guard

**I. Personnel Files**

- a. Each AAS member shall have only one personnel file, which shall be maintained in the Office of Human Resources of the Board of Education.
- b. Records shall be examined in the presence of a Human Resources Administrator or Designee and shall not be removed from the immediate area.

**II. Job Description and Evaluation of Performance**

- a. Information regarding job descriptions is provided in Policy 4120.01 *Job Descriptions* of the Westerville City Schools Bylaws and Policies.
- b. In addition to the specific job description all AAS members are expected to perform their duties in accordance with Policy 4210 *Staff Ethics* of the Westerville City Schools Bylaws and Policies.
- c. Each AAS member shall be evaluated according to the Westerville City Schools Bylaws and Policy 4220 *Evaluation of Classified Staff*.

**III. Salary Procedures**

- a. Employment Status

For the purpose of determining full time employment status for insurance purposes, the following minimum work schedule shall be used:

12 month	8 hour day or 2080 hours per year
11 month	8 hour day or 1912 hours per year

Part time employment status includes all AAS members who work less than one thousand nine hundred twelve (1912) hours per year or eleven (11) month, eight (8) hours per day.

- b. Hours of Work/Calamity Days
  - i. A calamity day is a school day when school is closed due to epidemic or other calamity.
  - ii. Hourly as Needed AAS members will not be needed on a calamity day.

- iii. AAS members will report to work on a calamity day unless the Superintendent/Designee determines there is a serious risk to personal safety. AAS members will not be charged leave if the Superintendent/Designee determines it is unsafe to report to work.
  - iv. AAS members will not receive additional compensation for working on a calamity day.
  - v. The Superintendent may revise the adopted school calendar that will change the student attendance days or times.
- c. Early Release/Delayed Start
- i. An early release/delayed start is a school day when school or the workday is shortened due to calamity or activity approved by the Superintendent.
  - ii. AAS members will work on an early release/delayed start unless the Superintendent/Designee determine there is serious risk to personal safety.
  - iii. AAS members will not receive additional compensation for working on an early release/delayed start.
- d. Service Credit
- i. Years of service upon employment:
    - 1. Actual years of military service pursuant to the provisions of the Ohio Revised Code.
    - 2. Years of experience that may be granted by the Superintendent for job related experience.
    - 3. Annual increments as long as provided in Board Policy.
  - ii. The Board agrees that one hundred and twenty (120) work days in a full time classification within a work year (July 1-June 30) shall constitute one year of service credit.

e. Training Credit

- i. A maximum up to three (3) years of training credit (Salary Steps) may be granted to new or current AAS members who complete an associate degree level in a job related field from an accredited institution. Those who complete an officially recognized Tech Prep Program may receive one year's credit for the completion of the high school level and two years credit for completion of the post-secondary program. The total combined training and experience credit a newly hired AAS member may be granted will not exceed six (6) credits for placement on the salary schedule.

AAS members (after 90 days service in the district, who complete a bachelor's degree level in a job related field from an accredited institution, may receive an additional three years of training credit (Salary Steps). Notwithstanding the language above, the maximum number of training credit (Salary Steps) new or current AAS members may receive shall be a total of six (6) years.

- ii. Training credit (as described above) may be applied at the time of employment or for individuals earning a degree after employment. For individuals at the top of the salary schedule, a two percent increase may be applied to Step 17.
- iii. In order to be considered for training credit completed after employment, the employee must notify the Superintendent/Designee in writing and provide proof of completion (example: Transcripts).

f. Salary Schedule (See Appendix A-D)

Salary Base – 2.6% effective July 1, 2018

Salary Base – 2.6% effective July 1, 2019

Salary Base – 2.6% effective July 1, 2020

Salary Base – 2.6% effective July 1, 2021

If the Board determines, for financial reasons, to freeze step increases or increases in base salary, it may do so and the provisions in these guidelines for base salary and step increases does not obligate the Board in any manner to implement the increases.

A \$300.00 lump sum will be paid to each active AAS member in the first pay of January in each of the four (4) years of this agreement (January 2019, January 2020, January 2021 and January 2022). This lump sum payment excludes hourly-as-needed AAS employees.

g. Overtime

- i. One and one half (1 ½) times the employee's regular hourly rate shall be paid for all hours actually worked over forty (40) hours per week. The forty (40) hours shall include the occurrence of Holidays and/or Calamity Days. Hours worked shall exclude all other hours, paid or unpaid, when the employee is not actually performing work, such as sick leave, personal leave or similar leaves.
- ii. Double the employee's regular hourly rate shall be paid for hours of work performed on Sundays and holidays, which they are required to work. One and one half (1½) times the employee's regular hourly rate shall be paid for all hours worked on Saturday. This provision shall not apply for make-up calamity days.
- iii. All overtime must be pre-approved by the Superintendent/Designee.

h. Certification/Competence Compensation

- i. An individual upon successful completion of either MCSA: Office 365, MCSE: Productivity, Google or MOS Intermediate Skills Testing exam (80% or higher score) in the versions of Word, Excel, PowerPoint and Access currently being used in the district), will receive an additional \$.25 cents per hour for the above-mentioned certification up to a maximum of \$.75 during the term of this agreement. Certification/Competence Compensation is not provided for certification when it is considered a condition of employment. The Superintendent may approve other certifications.
- ii. To maintain each stipend each contract year, an individual must participate in four (4) hours of continuing education in MCSA: Office 365, MCSE: Productivity, Google or a certification approved by the Superintendent. AAS members shall have the option of taking the Office Expert exam for Microsoft Word, Excel, PowerPoint or Access program at their expense. Should the individual pass the exam(s), she/he shall be deemed qualified to maintain the stipend(s) and will not be required to participate in the four (4) hours of continuing education. Should the individual fail the proficiency exam, then the individual shall participate in four (4) hours of continuing education to demonstrate competence in the selected program(s). Every effort should be made to have the hours completed and the certificates of completion forwarded to Human Resource by June 1.

- iii. Compensation for earned certificate and/or competencies will be effective the date the Office of Human Resources receives proper documentation.
  - iv. Continuing stipends will not be granted to an individual for a training whose content is identical to training for which the individual has received credit unless participation in such training is required by law or required/requested by the Board.
- i. Classification Change
    - i. For purposes of placement on the salary schedule, when an AAS member changes classifications, he/she shall move to the same step of the salary schedule in the new classification.
  - j. Severance Pay

General

Severance pay shall be a one-time, lump-sum payment to eligible AAS member according to the following provisions:

- i. Eligibility

An AAS member's eligibility for severance pay shall be determined as of the final date of employment. The criteria are as follows:

1. The AAS members retires from the Westerville City School System.
2. Retirement shall be defined as disability or service retirement as specified in the Ohio Revised Code and the rules and regulations of the School Employees Retirement System (SERS).
3. The AAS member must be eligible for disability or service as of his/her last date of employment with the Board. The AAS member must, within one hundred twenty (120) days of employment with the Board, prove acceptance into the retirement system by having received and cashed his/her first retirement check. (The only exception to the requirements above is for an AAS member who has twenty (20) years of service credit with the Westerville School Board. Said AAS member shall be eligible to receive severance pay after receiving his/her first benefit check from S.E.R.S. providing the AAS member has not worked for another school district or political subdivision of the state of Ohio



since his/her last day of employment with the Westerville Board of Education and provided that said check is received no later than five (5) years after the AAS member's last day of employment with the Westerville Board of Education).

4. AAS members must have not less than ten (10) years of service with the Westerville District, the state, or its political subdivision. AAS members, who are eligible, based on the above but with less than 10 years' experience in the Westerville City School District, will be paid severance only for those sick leave days accumulated during employment with the Westerville City Schools.
5. The estate of an AAS member, having at least ten (10) years of Westerville Service Credit (j.i.4), will be paid earned severance pay as a death benefit in addition to any life insurance provided under this agreement.
6. AAS members must sign a form, provided by the Board, when he/she picks up the district's severance pay check certifying that all of the above eligibility criteria have been met.

ii. Benefit Calculation

1. AAS members who are employed by the Board as of June 30, 2014, shall be "grandfathered" and shall receive severance as follows:
  - a. For contract years 2018-2019, 2019-2020, 2020-2021 and 2021-2022, severance payment shall be made for accrued unused sick leave to a maximum of seventy-two (72) days. Such pay shall be at the hourly rate the employee was earning at the time of retirement.
2. Grandfathered AAS members, who upon retirement, have exceeded the maximum number of sick leave days which can be accumulated, shall receive one additional one/tenth (0.1) severance day's pay for every one (1) day above the maximum sick leave accumulation.
3. AAS members who begin employment on or after July 1, 2014, and who meet the eligibility requirements of this Article, shall receive severance at the rate of one (1) day of severance for every four (4) days of up to a maximum of 255 days of accrued and unused sick leave. Such pay shall be at the hourly rate the employee was earning at the time of retirement.

4. The estate of an AAS member having at least ten (10) years of Westerville service credit (j.i.5) , will be paid earned severance pay as a death benefit in addition to any life insurance provided under this agreement.
5. AAS members who upon retirement, have exceeded the maximum number of sick leave days, which can be accumulated under j.iii.3. shall receive one additional day's severance pay for every increment of ten (10) days above the maximum sick leave accumulation.
6. Receipt of severance pay shall eliminate all sick leave credit accrued by AAS Classified Personnel.

iii. Severance Pay/Accumulated Leave Plan

All AAS members turning fifty-five (55) or older in the calendar year, in which they retire, shall take part in the Accumulated Leave Plan for Westerville Schools Employees. Employees fifty-four (54) years old or younger in the calendar year in which they retire are not eligible to participate in the Accumulated Leave Plan. It is understood that the vendor used by the Treasurer's office for this retirement plan does not charge a fee for the transmittal.

1. If a retiring member is a participant in the Accumulated Leave Plan, the employer contribution shall be made in a lump sum to the company on his/her behalf under the Accumulated Leave Plan in an amount equal to the lesser of:
  - a. The total amount of the participant's severance pay, or
  - b. The maximum contribution amount allowable under the terms of the Accumulated Leave Plan.
2. To the extent that an Accumulated Leave Plan participant's pay exceeds the maximum amount allowable under the Accumulated Leave Plan for a calendar year, the excess amount shall be payable to the retired employee in a lump sum within 30 days following the payment made to the Accumulated Leave Plan.
3. If an AAS member is entitled to have a contribution paid to an Accumulated Leave Plan and dies prior to such contribution being paid to the Plan, the contribution shall be paid to the estate of the deceased member.
4. This plan shall be effective for any qualified AAS member with a retirement date on or after July 1, 2014.

k. Tax Sheltered Programs

The Board agrees to provide AAS members with tax sheltered programs, which shall be deductible for AAS member's contribution through payroll deductions.

l. Mileage

AAS members required in the course of his/her work to drive a personal vehicle for school purposes shall be reimbursed at the prevailing Internal Revenue Service (IRS) rate per mile. Changes in the IRS rate will become effective the first month following IRS publication of such a change.

m. Medicare

Board shall pay on behalf of the Administrative Approved Staff (AAS), the employee's share of Medicare payroll tax (effective 7-1-2014).

n. Insurance

The employee will pay the total premium for health insurance after twenty (20) consecutive workdays during an unpaid leave of absence except as required by the FMLA.

i. Medical Insurance Premiums (Hospital, Surgical, Major Medical)

1. Full-time AAS members: The Board will pay eighty percent (80%) of the family premium and ninety percent (90%) of the single premium.

Part-time AAS members enrolled in the Board's health insurance plans as of July 1, 2014 will be "grandfathered" and will be permitted to continue to participate in coverage on the same terms as applied to the employee in June 2014 with the Board paying fifty percent (50%) of the benefit provided to full-time members. If the grandfathered part-time employee voluntarily drops health insurance coverage, the unit member is ineligible to reinstate until such time, if any, as the employee is regularly employed to work at least 30 hours per week.

Part-time AAS members who do not average 30 hours and above per week are not eligible to participate in the Board's health insurance plans unless the part-time unit member was enrolled in the Board's health insurance plan as of July 1, 2014.

ii. Change in Status

1. Employees whose family circumstances change qualifying them for less coverage (or entitling them only to single coverage) must notify the Treasurer’s office within thirty-one (31) days after the change occurs. The change in status will be effective the first of the following month. Failure to make timely notification shall result in the unit’s member being required to pay the difference in premium rates via payroll deduction.

iii. Medical Insurance Benefits (Hospital, Surgical, Major Medical)

- a. Effective January 1, 2006, the health insurance plan shall be amended to be a High Deductible Healthcare Plan (HDHP) [the benefits are summarized in APPENDIX E under the heading of WESTERVILLE CITY SCHOOLS – Benefit Summary] and Health Savings Account (HSA) [the benefits are summarized below].
- b. High Deductible Healthcare Plan/Health Savings Account
  - i. The District shall provide a High Deductible Healthcare Plan (HDHP) with the following provisions (*Effective January 1, 2015 new IRS minimums will be*)(*IRS minimums change each year*):

**Plan A**

<b>Deductible</b>	<b>Network</b>	<b>Non-Network</b>
Single	\$1,500	\$2,500
Family	\$3,000	\$5,000
<b>Out of Pocket Maximum</b>		
Single	\$1,500	\$5,000
Family	\$3,000	\$10,000

**Plan B**

<b>Deductible</b>	<b>Network</b>	<b>Non-Network</b>
Single	\$2,500	\$5,000
Family	\$5,000	\$10,000
<b>Out of Pocket Maximum</b>		
Single	\$5,000	\$10,000
Family	\$10,000	\$20,000

Deductibles for the HDHP will be no less than the IRS minimum. Eligible health care expenses including prescription drugs apply towards the deductibles and the Out-of-Pocket Maximum. Preventive Care shall be pursuant to the Insurance Certificate.

- ii. A Health Savings Account (HSA) shall be available for each AAS member who is a part of the HDHP. The Insurance Trust Committee shall recommend a custodian for the HSA. The Board shall determine a custodian for the HSA. Any contribution by the AAS member to his/her HSA up to the maximum limits provided by law may, at the AAS member's discretion, be made by payroll deduction of either two, six or twelve months, or in a lump-sum payment. The HSA shall be maintained by the individual AAS member for his/her exclusive benefit and that of his/her beneficiaries. Distributions of funds from this HSA may be made at any time upon the discretion of the member. The member is responsible for substantiating that the distribution is for qualified medical expenses.
  - c. Details and forms are available from the Treasurer's Office. The insurance programs include but are not limited to Hospital, Surgical, Major Medical, Dental, Life, Health and Accident, Vision, and Income Protection policies.
2. The "Insurance Trust Committee" for the Medical Program shall consist of no more than eight (8) members with representatives appointed by and from the following: Westerville EA (2), Westerville ESSA (1), OAPSE 138 (1), OAPSE 719 (1), Treasurer's Office (1), AAS (1), and District Administration (1). The Superintendent/Designee shall appoint its one (1) AAS representative to the Committee. The Insurance Trust Committee's charges include, but are not limited to, employee incentive plans, long-range employee health maintenance, HMO coverage, and potential plan modifications, meeting with representatives of the carriers and/or insurance consultant to review the previous years' claims experience, and explore/examine options in cost containment and rate adjustments to reduce the total premium increase. Copies of the regular monthly reports and any special reports submitted by the carriers shall be furnished to all members of the Insurance Committee.

The Insurance Trust Committee shall establish a Health Care Management (HMC) Sub-Committee to investigate and make recommendations before the next medical health insurance renewal date on a Health Care Management program for Westerville employees. The make-up of the Health Care Management (HMC) Sub-Committee shall consist of eight (8) members with representatives appointed by and from the following: Westerville EA (2), Westerville ESSA (1), OAPSE 138 (1), OAPSE 719 (1), AAS (1), Treasurer's Office (1), and District Administration (1). The (HMC) Committee shall establish its own guidelines of operation and meeting schedule.

3. Life Insurance (Term Life, Accidental Death and Dismemberment)

The Board will provide AAS members with a term life insurance policy of \$35,000 or 1½ times annual earnings, whichever is greater. AAS members who retire pursuant to the guidelines of this Negotiated Agreement shall have the opportunity to convert (at his/her expense) Life Insurance. Such conversion shall be according to the rules and procedures prescribed by the Life Insurance Carrier at the time of the AAS member's retirement. Excludes hourly as needed personnel.

4. Dental Insurance

The Board will pay one hundred percent (100%) of the cost of the premium of the current dental program. Excludes hourly as needed personnel.

5. Vision Insurance

The Board will pay one hundred percent (100%) of the cost of the premium of the current vision program. Excludes hourly as needed personnel.

6. Flexible Spending Accounts (FSA) or IRS 125 laws

The Board will provide, to the extent available under the Internal Revenue Service Code and Regulations, Flexible Spending Accounts (FSA) for the payment of AAS member's, qualified medical expenses, dental and vision expenses and dependent care on a pre-tax basis. A "Full Use FSA (FSA 1)" shall be available only for AAS members who do not choose or qualify for an HSA. A "Full Use FSA

(FSA 1)” shall be for qualified medical expenses (including but not limited to, deductibles, co-pays, over the counter medication, etc.), vision, dental. A “Limited Use FSA (FSA2)” shall be available to AAS members with Health Savings Accounts and it shall be for dental, vision, but not for medical benefits except as provided by law.

The Flexible Spending Accounts are solely for the purpose of reducing current tax for AAS members and will remain in effect so long as IRS Flexible Spending Account laws and rules remain substantially unchanged. The Flexible Spending Accounts will be available to AAS members with language providing for recovery of funds if necessary. The Board does not guarantee any tax results associated with the FSA or HSA plans, and are not liable for any tax consequences for the staff members.

#### 7. General Liability Insurance

The Board will pay one hundred percent (100%) of the cost of the premium for liability \$1,000,000 per incident up to an aggregate of \$2,000,000 (per location).

#### 8. Employee Assistance Program (EAP)

- a. The Board of Education will provide an Employee Assistance Program (EAP).
- b. Employee participation in EAP is voluntary.
- c. All information derived from any employee or his/her immediate family involvement with EAP shall be confidential. No information shall be released under any circumstances without prior written authorization of the employee. Such information shall not be placed in an employee’s file nor affect job security, the assignment, transfer, or eligibility for promotional opportunities.
- d. Excludes hourly as needed personnel.

#### o. Retirement Incentive

AAS members, who are eligible to retire pursuant to the guidelines of the School Employees Retirement System (S.E.R.S), shall qualify for a retirement incentive payment. This does not apply to Disability Retirement.

AAS members whose assignment is more than five (5) hours per day and are eligible to retire shall be granted a retirement incentive payment in the amount of two thousand five hundred dollars (\$2,500) to be paid in one (1) lump sum with severance pay.

To qualify AAS members must apply for the benefit under the S.E.R.S. guidelines:

- i. AAS members must apply for the benefit under the S.E.R.S. guidelines:
    - a. Sixty (60) years of age or more and ten (10) years or more of service or
    - b. Fifty-five (55) years of age with twenty-five (25) years or more of service or
    - c. Any age with thirty (30) years of service
  - ii. During the contract, AAS members who are eligible to retire by June of that specific year must submit to the Superintendent, a retirement letter ninety (90) days prior to the effective date of retirement with the intent to retire at the eligible date or at the end of that specific school year.
  - iii. Provide written verification of retirement from the S.E.R.S.
  - iv. Excludes hourly as needed personnel.
- p. Tuition Reimbursement

Employees are encouraged to learn and improve skills directly related to their job duties and responsibilities. Tuition reimbursement for pre-approved courses or in-services will be available up to a total of \$7,500 per year, combined AAS group amount. To be eligible for reimbursement, the course or in-service must be directly related to the posted job duties as determined by the Superintendent and must be pre-approved by the Superintendent or his/her designee.

In the event an AAS member is released during his/her workday to attend a pre-approved course or in-service, the Board reserves its right not to obtain a substitute.

AAS members shall apply in writing by using a prescribed form. Applications must be submitted to the Superintendent at least four weeks before the course(s) begin. To be eligible for reimbursement, AAS members must not only have prior approval, but shall submit to the Human Resources Office information verifying completion of the course or workshop. NO employee shall be reimbursed for more than they actually paid for the coursework, with a limit of up to five hundred dollars (\$500.00) per employee, per year. At the end of the fiscal year, if tuition money is still available, individuals may request additional reimbursement. Excludes hourly as needed personnel.



q. Extended Pay Plan

Employees working less than twelve (12) months shall be placed on electronic deposit and be given the option to receive full pay during the term of the individual contract or be paid on a twenty-six (26) pay per year plan or on a pay-as-you-go plan, provided that written notice of any desired change in plan is submitted to the Board Treasurer by July 1 of each year. For employees on the “pay-as-you-go plan”, the entire years’ worth of insurance premiums will be deducted in equal amounts from the first and last pay in each month.

r. SERS Pickup

- i. The Board agrees to “pick-up” (utilizing the salary reduction method and at no cost to the Board) employees’ contributions to SERS for the purpose of reducing current tax for AAS members under the following conditions:
  1. The amount to be “picked-up” on behalf of each employee shall be equal to the employee’s required contribution to the SERS. The employee’s annual compensation shall be reduced by an amount equal to the amount “picked-up” by the Board for the purpose of State and Federal tax only.
  2. Shall be uniformly applied to all members of AAS.
  3. The pick-up shall apply to all compensation (including supplemental earnings) thereafter.
  4. Payment for all paid leave, sick leave, personal leave and severance pay including unemployment and Worker’s Compensation, shall be based on the employee’s daily rate of pay prior to reduction.
- ii. AAS members will be responsible for compliance with Internal Revenue Service salary exclusion allowance with other tax deferred compensation plans.
- iii. If subsequent Internal Revenue Service rulings, Ohio Attorney General Opinions, or other governing regulations nullify the foregoing “pick-up” provisions, the Board will be held harmless and this article of the agreement shall be declared null and void.

#### IV. Work Schedule

##### a. Work Week

Under normal circumstances, the work week shall consist of five (5) consecutive days, Monday through Friday, unless stated differently on the job description. If the demands of the operation or abnormal circumstances exist due to Acts of God, disaster, or calamity, the Board may be required to adjust the workweek. Personnel may be assigned on weekends as deemed necessary.

##### b. Annual Work Schedule

###### i. The annual work schedules for AAS members shall be as follows:

1. Twelve (12) month – the first workday each July through the last work day of the following June (260 days).
2. Eleven (11) month – the first workday and the last workday for the two hundred and forty (240 days) assignment shall be recommended by the immediate supervisor and approved by the Superintendent or designee. Vacation days shall be assigned during the non-school/student days during Winter break and Spring break and the non-school day before Thanksgiving.
3. The first workday and the last workday for the two hundred and five day (205 days) assignment shall be recommended by the immediate supervisor and approved by the Superintendent or designee.
4. Nine (9) month – normally one hundred eighty (180) days. Work days to be scheduled in accordance with the teacher's calendar, unless recommended by the immediate supervisor or Superintendent / Designee's approval.

###### ii. The actual number of workdays may vary from year to year depending upon the school calendar established by the Board.

c. Vacation

i. Twelve (12) month employees shall earn vacation under the following schedule:

0-11 months	Ten (10) days
1-5 years	Twelve (12) days
6-8 years	Fourteen (14) days
9-13 years	Fifteen (15) days
14-20 years	Twenty (20) days
21-25 years	One (1) day for each year of service to a maximum of twenty-five (25) days.

Eleven (11) month employees hired prior to July 1, 2005, shall earn vacation under the following schedule:

0-9 years	Vacation days shall solely be those days designated on the school calendar as the non-school days during Winter break and Spring break and the non-student day before Thanksgiving. The actual number of days may vary from year to year depending upon the school calendar established by the Board.
10-14 years	Fifteen (15) days
15-20 years	Twenty (20) days
21-25 years	One (1) day for each year of service to a maximum of twenty-five (25) days

ii. Eleven (11) month employees hired or transferring into AAS after July 1, 2005, shall earn vacation under the following schedule:

1. Vacation days for these eleven (11) month employees shall solely be those days designated on the school calendar as the non-school days during Winter break and Spring break and the non-school day before Thanksgiving. The actual number of vacation days may vary from year to year depending upon the school calendar established by the Board.

- iii. The operational needs of the school district require that vacation time normally, and to the extent possible, will be taken in those periods when the workload is relatively lighter than at other times. Requests to use earned vacation days shall be submitted in writing and must be recommended by the employee's immediate supervisor.
- iv. Vacation days may be used as they are earned, or may be accumulated to a maximum of the total number of days earned in two (2) years or to a maximum of fifty (50) days. (The total number of unused vacation days which may be carried from the end of one contract year into the next contract year may not exceed the total number of days accrued in the previous two years. Any vacation days beyond the two-year or fifty (50) days accumulation can be added to sick leave.
- v. Vacation days may be used in two (2) hour increments.
- vi. Upon separation from employment, a non-teaching school employee shall be entitled to compensation at his/her current rate of pay for all lawfully accrued and unused vacation leave to his/her credit at the time of separation, not to exceed the vacation leave accrued to his/her credit for the two years immediately preceding his/her separation and the prorated portion of his/her earned, but unused, vacation leave for the current year. In case of the death of a non-teaching school employee, such accrued and unused vacation leave and prorated portion for the current year shall be paid in accordance with section 2113.04 of the Ohio Revised Code, or to his/her estate.

d. Holidays

- i. AAS members will have the following holidays:

12 month Employees

Labor Day	Martin Luther King Day
Thanksgiving Day	President's Day
Day After Thanksgiving	Good Friday
Day Before Christmas	Memorial Day
Christmas Day	Independence Day
New Year's Day	

9-10-11 Month Employees

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Day
Day After Thanksgiving	President's Day
Day Before Christmas	Good Friday
Christmas Day	Memorial Day

The holiday schedule excludes hourly as needed personnel. If a paid holiday falls on a Saturday, it will be observed on the previous Friday. If a paid holiday falls on a Sunday, it will be observed on the following Monday.

- ii. To receive pay for a holiday, the employee must be on paid work or paid leave status the day before and the day after the holiday.

e. Breaks

All full-time employees shall receive two (2) fifteen minutes breaks per workday. One (1) break shall occur during the a.m. and one (1) break during the p.m. portion of the workday. Part-time employees shall receive one (1) fifteen (15) minute break during their workday. The employee and his/her immediate supervisor shall mutually schedule breaks. An employee may not routinely shorten his/her workday by foregoing a break (s) or lengthen their lunch with breaks.

f. Lunch Period

- i. All employees regularly scheduled to work six (6) or more hours per day shall be guaranteed a minimum of a thirty (30) minute unpaid and uninterrupted, duty-free lunch period, in accordance with the established time for affected employee.
- ii. An employee shall have the option to leave the building provided the employee returns to his/her assignment promptly at the end of the established lunch period.

g. Professional Development

Professional Development may be scheduled on a non-student day.

**V. Leaves**

a. Paid Leaves

i. Sick Leave

- 1. Sick leave shall accrue at the rate of one and one fourth (1-1/4) days per month to a total of two hundred fifty-five (255) days. AAS members shall not accrue sick leave while on unpaid leave or disability leave. Employees may use sick leave for personal illness, illness or death in the immediate family, pregnancy or exposure to a contagious disease. Sick leave for pregnancy may be used for a total of twelve (12) consecutive weeks before or after the birth or adoption of a child.

Immediate family shall be defined as family members residing in the employee's household or spouse, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandmother, grandfather, grandchildren, daughter-in-law, son-in-law, stepchildren, stepparents, step grandparents, step-in-laws, aunt, uncle, niece, and nephew.

2. Falsification of any kind regarding the need to use and/or the use of sick leave shall constitute sufficient grounds for the suspension or termination of employment.
3. Sick leave shall not be earned during the term of any unpaid leave consisting of ten (10) or more contract days in a given month.
4. Sick leave will be calculated to the nearest quarter (1/4) hour.
5. Each new AAS member or any AAS member who has exhausted his/her accumulated sick leave shall be credited with five (5) days of sick leave. If any of these five (5) days of sick leave are used, they shall be deducted from the sick leave accumulated during that contractual year, or if necessary, the following contractual year. If an employee's employment ends before he/she has repaid the advanced sick leave, the per diem amount not paid back will be deducted from his/her last payroll check.
6. When an AAS member becomes aware of the need to use sick leave, he/she shall use the absence management system so that arrangements can be made for a qualified substitute if needed.
7. If a suspected inappropriate pattern of sick leave emerges, the Superintendent or designee shall notify the AAS member of the potential sick leave misuse. Where the Superintendent and AAS member agree that it is probable that the AAS member has used sick leave for reasons other than those provided in Section V.a.i.1 of the guidelines, a meeting would be arranged with the AAS member and appropriate personnel. The AAS member at the meeting (s) will be provided with a statement of the allegations to which he/she may respond at the meeting(s). If the district substantiates sick leave abuse, the AAS member may be disciplined up to and including termination or loss of wages for days misused. Discipline for substantiated misuse will be part of an AAS member's personnel file.

8. In the event of a catastrophic, prolonged, or chronic illness, an AAS member, who has exhausted his/her sick leave, may request the Superintendent to authorize voluntary transfer of additional sick leave hours from other AAS members to the affected AAS member. All paid leave must be exhausted prior to the implementation of sick leave bank hours.
9. Excludes hourly as needed personnel.

ii. Personal Leave

1. All AAS members shall be granted a maximum of four (4) days personal leave per year. Unused leave shall not accumulate from year to year. Excludes hourly as needed personnel.
2. If the date the employee needs to take personal leave is scheduled or known in advance he/she shall notify his/her immediate supervisor, if possible, at least forty-eight (48) hours in advance of the leave date.
3. Personal leave shall not normally be approved for the day preceding or following a holiday, planned in-service day, vacation period or the first and last week of school.
4. Personal leave shall be granted for the following reasons:
  - a. Emergency circumstances.
  - b. Personal business, which cannot be handled outside working hours. No further explanation will be required except that the employee shall certify in writing that the leave will not be used for rest, recreation, vacation, or for seeking or engaging in gainful employment.
5. If personal leave is being taken for the reason set forth in V.ii.3., on the day preceding or the day following a holiday, vacation period, or during the first or last week of school, or any Friday in the month of May, the AAS member must submit the request via the absence management system along with the reason for the request which are acceptable to the Superintendent prior to the requested leave day. If prior request for personal leave on any Friday in the month of May is not submitted in the absence management system, the AAS member will be deducted personal leave at a rate of one point five (1.5) per

day per one (1) day of personal leave usage. If the appropriate request is submitted and approved in the absence management system, the AAS member will be deducted two (2) hours or full day ratios.

6. Personal leave may be used in two (2) hour increments.
7. The AAS member shall enter the absence into the absence management system justifying the use of personal leave, no later than the second workday after the employee returns to work.
8. One (1) day of personal leave may be used in conjunction with the unpaid leave of absence provisions of this agreement.
9. Any unused personal leave days shall be added to sick leave accumulation on July 1.
10. The Superintendent may authorize personal leave for more than four (4) days if approval is requested in advance.

iii. Jury Duty-Compulsory Court Appearance

1. An AAS member shall be granted leave for the number of days or partial days needed to accept and serve on jury duty. The AAS member shall receive his/her normal pay during jury service and retain any jury duty pay received from the court. Jury leave should be entered into the absence management system when the AAS member becomes aware of the need to use Jury Duty Leave. If an AAS member is released from Jury Duty with one half or more of his/her workday remaining, the AAS member shall return to the worksite. Excludes hourly as needed personnel.
2. An AAS member who is subpoenaed to appear as a witness in a school business/activity case shall be granted paid leave for the number of days or partial days needed to give testimony as long as the employee is not engaged in pursuing a lawsuit against the district. A written request shall be submitted to the AAS member's immediate supervisor as soon as the need for such leave is known.



iv. Assault Leave

1. AAS members, who must be absent due to physical disability resulting from an unprovoked or unjustified assault on such AAS member, which occurs in the course of Board employment, on school grounds, during school hours or where required to be in attendance at a school sponsored function shall be granted assault leave, providing all of the standards in Section 2 below are met. Full pay status (days not charged to Sick Leave) under Assault Leave shall granted up to a maximum of the first twenty (20) days of said disability. At the end of the twenty (20) days, the AAS member may at his/her option use sick leave or receive Worker's Compensation (if eligible) for the period of the physical disability.
2. AAS members requesting assault leave will complete and submit to the Superintendent, a form which shall include the following:
  - a. Date and time of occurrence.
  - b. Identification of the individual(s) causing the assault (if known).
  - c. Facts and circumstances surrounding the assault.
  - d. A certificate from a licensed physician describing the nature of the injury sustained causing absence, if such absence was for more than one (1) day.
  - e. A statement indicating a willingness to participate and cooperate with the Board if the Board decides to pursue legal action against the assaulter(s).
  - f. Signature of the assaulted AAS member.
3. If sick leave becomes exhausted beyond the five (5) days advance as set forth in V.a.i.5., AAS members may apply for further sick leave. Whether such additional leave is granted shall be determined solely by the Superintendent.

4. A disability resulting from assault shall terminate when the AAS member can return to the assignment held prior to the disability or the AAS member becomes eligible and takes disability retirement provided under the provisions of the retirement program.
5. An AAS member disabled as a result of assault and who has been granted an unpaid medical leave will be returned to the same position held at the time of the incident whenever possible. An AAS member disabled as a result of assault and who has used assault leave or a combination of assault leave and sick leave will be returned to the same position held at the time of the incident if the total number of paid status leave days does not exceed sixty (60) days. If the total number of paid status leave days exceeds sixty (60) days, the AAS member will be returned to the same position held at the time of the incident whenever possible, as determined by the Superintendent.
6. In cases where the AAS member is unable to work for an extended period of time beyond the period covered by the assault and sick leave, it will be the Board's and the Administration's prerogative to require initial and continuing medical substantiation for the absence. The Board will pay the full cost of all required examinations.

v. Military Leave

AAS members who are members of a reserve component of the Armed Forces of the United State and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed thirty-one (31) days in any one calendar year. AAS member's leave request shall be submitted to the Superintendent after AAS member becomes aware of the need to use military leave.

vi. Religious Leave

1. AAS members may be absent, with pay, on a Religious Holiday not included in the school calendar. The holiday must be observed by a bona fide religion or religious body, which has historically observed the Religious Holiday. Religious holidays not included in school calendar is Personal Leave.

2. Requests for such absence shall be made in the absence management system at least ten (10) school days prior to the holiday. Where the holiday occurs less than ten (10) days after the beginning of the school year, the request shall be submitted on or before the end of the second working day of the school year. Such absences shall not exceed three (3) days during the school year.

b. Unpaid Leaves

AAS members will pay the total premium for all health insurance after twenty (20) consecutive workdays.

i. Leaves of Absence

1. AAS members, upon application, may be granted a leave of absence for up to two (2) years for illness or disability and may be granted for other reasons approved by the Superintendent.
2. The AAS member's application for medical leave shall be accompanied by a physician's statement describing the need for such leave and the period of time during which the AAS member is required to be relieved of his/her duties.

ii. Short-Term Leave

Short-term leave for five (5) days or less may be granted by the Board without pay. Requests for said leave shall be submitted to the Superintendent at least five (5) days in advance of the requested starting date of the leave. Must exhaust all personal and vacation leave prior to requesting short-term unpaid leave.

iii. Child Care

1. Child Rearing Leave

An AAS member, who is the natural or adoptive parent of a child, shall be entitled to an unpaid leave of absence for the purpose of caring for his/her child. Such leave shall be for a maximum period of six (6) months and shall be granted upon giving the Board four (4) weeks' notice prior to the anticipated date on which the leave is to commence.

## 2. Adoption Leave

An AAS member who is adopting a child shall be entitled up to five (5) days of unpaid leave for the purpose of the adoption. This is in addition to the twelve (12) weeks of sick leave, which can be used for this purpose.

### iv. Family and Medical Leave Act (FMLA)

The Board and the Association, on its own behalf and on behalf of the AAS member, each reserve any and all rights that they are provided under the Family and Medical Leave Act of 1993 ("FMLA") 29 U.S.C. Sections 2601 through and including 2654. The Board may designate any paid sick leave or unpaid leaves of absence provided in this agreement as FMLA Leave absence and otherwise exercise such rights as it may have under the FMLA and Regulations enacted there under with respect to such leave.

FMLA permits qualified employees to receive up to twelve (12) weeks of unpaid leave per year for personal or family medical reasons. An eligible AAS member is one who, on the date on which any FMLA leave is to commence, has been employed for at least 1,250 hours of service with the Board during the previous twelve-month period. FMLA leave is unpaid except that the Board must, during the period of leave, continue to pay the same contribution to the staff member's health insurance contributions as was paid during the time of the staff member's active employment.

## VI. Discipline Procedure

- a. Disciplinary actions shall include verbal reprimands, written reprimands, suspension, and termination of non-union members. Discipline shall be imposed on a progressive basis. However, lesser or greater degrees of discipline may be used for misconduct by the unit member considering the offense and the severity.

## VII. Layoff Procedure

- a. Reduction in Force (RIF)

If the Board of Education, in its sole discretion, determines to reduce the number of AAS members in the district due to reorganization or due to lack of work or financial reasons, a reduction may be accomplished, in whole or in part, by the suspension of contracts. Suspension of contracts will be accomplished in accordance with the following procedure:

i. Suspension Procedure

The Superintendent will recommend to the Board the order in which suspension of contracts is to be accomplished. In so doing, the Superintendent will consider length of service in the district, the personnel needs of the district and the best interests of the district in the continued efficient operation of its educational facilities.

Section 5705.412

**CERTIFICATE OF ADEQUATE REVENUES**

**OAC Section 3301-92-05**

**Wage or Salary Schedule**

The undersigned, Treasurer, Superintendent, and President of the Board of Education of the Westerville City School District, hereby certify based on current estimates of School District revenue and expenses made in conformity with regulations of the Auditor of State and the Ohio Department of Education, that with respect to the attached Wage or Salary Schedule:

The school district has in effect for the term of the contract the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the district, are sufficient to provide the operating revenues necessary to enable the district to maintain all personnel and programs for all the days set forth in its adopted school calendar for the current fiscal year and an equivalent number of days for each succeeding fiscal year in which the wage or salary schedule will be in effect.

IN WITNESS WHEREOF, we have hereunto set our hands on July 9, 2018

WESTERVILLE CITY SCHOOL DISTRICT


FRANKLIN COUNTY, OHIO

By: 

\_\_\_\_\_  
Title: President, Board of Education

By: 

\_\_\_\_\_  
Title: Superintendent

By: 

\_\_\_\_\_  
Title: Treasurer

## Position Levels

Level 1 Positions	Level 2 Positions	Level 3 Positions	Level 4 Position
Executive Assistant to the Superintendent	Administrative Assistant I <ul style="list-style-type: none"> <li>• Human Resource Specialist</li> <li>• Payroll Specialist</li> <li>• Purchasing Specialist</li> </ul>	Administrative Assistant II <ul style="list-style-type: none"> <li>• Human Resource Specialist</li> </ul>	Job Coach
Executive Assistants	EMIS Data Support Technician	Enrollment Specialists	
EMIS/SIS Support Specialist	Student Information Systems (SIS, PowerSchool) Data Support Technician		
Senior Payroll Coordinator	Parent Outreach Liaison		
Fiscal Coordinator	District Bilingual Specialist		
Community Engagement Coordinator	Parent Mentor		
Visual Communications Coordinator			
Network Specialist			
Technology Integration Specialist			
Technology Solutions Specialist			
Technology Technicians			

Due to intermittent step freezes, steps may not equate to years of service

ACTIVELY EMPLOYED shall be defined as “an employee who is regularly receiving a paycheck through the end of December and will continue to receive a paycheck following the first pay in January.”

Assignment on AAS Salary Schedule is determined by placing the employee on the first step, which provides an increase of at least fifteen cents (\$.15) per hour.

A \$4,000 annual stipend shall be paid to the EMIS/SIS Support Specialist.

## APPENDIX A

AAS SALARIES EFFECTIVE JULY 2018				
CONTRACT YEAR 18-19				
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
STEP	EFF	EFF	EFF	EFF
	07/01/18	07/01/18	07/01/18	07/01/17
	2.60%			
0	23.98	19.92	18.38	15.05
1	24.53	20.51	18.90	15.64
2	25.04	21.09	19.40	16.21
3	25.57	21.69	19.94	16.80
4	26.11	22.27	20.45	17.36
5	26.63	22.86	20.97	17.94
6	27.18	23.46	21.49	18.53
7	27.70	24.03	22.01	19.10
8	28.24	24.63	22.53	19.68
9	28.77	25.24	23.05	20.26
10	29.29	25.80	23.57	20.83
11	29.83	26.41	24.08	21.41
12	30.36	26.98	24.61	21.99
13	30.89	27.58	25.12	22.56
14	31.43	28.16	25.66	23.15
15	31.96	28.76	26.16	23.71
16	32.48	29.34	26.69	24.30
17	32.99	30.01	26.99	25.43

An employee is eligible for a longevity increase of fifteen cents (\$.15) per hour once the steps listed above have been exhausted. This fifteen cents (\$.15) is not cumulative (it does not compound every year).



## APPENDIX B

AAS SALARIES EFFECTIVE JULY 2019				
CONTRACT YEAR 19-20				
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
STEP	EFF 07/01/19	EFF 07/01/19	EFF 07/01/19	EFF 07/01/19
	2.60%			
0	24.60	20.44	18.86	15.44
1	25.17	21.04	19.39	16.05
2	25.69	21.64	19.90	16.63
3	26.23	22.25	20.46	17.24
4	26.79	22.85	20.98	17.81
5	27.32	23.45	21.52	18.41
6	27.89	24.07	22.05	19.01
7	28.42	24.65	22.58	19.60
8	28.97	25.27	23.12	20.19
9	29.52	25.90	23.65	20.79
10	30.05	26.47	24.18	21.37
11	30.61	27.10	24.71	21.97
12	31.15	27.68	25.25	22.56
13	31.69	28.30	25.77	23.15
14	32.25	28.89	26.33	23.75
15	32.79	29.51	26.84	24.33
16	33.32	30.10	27.38	24.93
17	33.85	30.79	27.69	26.09

An employee is eligible for a longevity increase of fifteen cents (\$.15) per hour once the steps listed above have been exhausted. This fifteen cents (\$.15) is not cumulative (it does not compound every year).

## APPENDIX C

AAS SALARIES EFFECTIVE JULY 2020				
CONTRACT YEAR 20-21				
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
STEP	EFF	EFF	EFF	EFF
	07/01/20	07/01/20	07/01/20	07/01/20
	2.60%			
0	25.24	20.97	19.35	15.84
1	25.82	21.59	19.89	16.47
2	26.36	22.20	20.42	17.06
3	26.91	22.83	20.99	17.69
4	27.49	23.44	21.53	18.27
5	28.03	24.06	22.08	18.89
6	28.62	24.70	22.62	19.50
7	29.16	25.29	23.17	20.11
8	29.72	25.93	23.72	20.71
9	30.29	26.57	24.26	21.33
10	30.83	27.16	24.81	21.93
11	31.41	27.80	25.35	22.54
12	31.96	28.40	25.91	23.15
13	32.51	29.04	26.44	23.75
14	33.09	29.64	27.01	24.37
15	33.64	30.28	27.54	24.96
16	34.19	30.88	28.09	25.58
17	34.73	31.59	28.41	26.77

An employee is eligible for a longevity increase of fifteen cents (\$.15) per hour once the steps listed above have been exhausted. This fifteen cents (\$.15) is not cumulative (it does not compound every year).

## APPENDIX D

AAS SALARIES EFFECTIVE JULY 2021				
CONTRACT YEAR 21-22				
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
STEP	EFF	EFF	EFF	EFF
	07/01/21	07/01/21	07/01/21	07/01/21
	2.60%			
0	25.90	21.52	19.85	16.25
1	26.49	22.15	20.41	16.90
2	27.05	22.78	20.95	17.50
3	27.61	23.42	21.54	18.15
4	28.20	24.05	22.09	18.75
5	28.76	24.69	22.65	19.38
6	29.36	25.34	23.21	20.01
7	29.92	25.95	23.77	20.63
8	30.49	26.60	24.34	21.25
9	31.08	27.26	24.89	21.88
10	31.63	27.87	25.46	22.50
11	32.23	28.52	26.01	23.13
12	32.79	29.14	26.58	23.75
13	33.36	29.80	27.13	24.37
14	33.95	30.41	27.71	25.00
15	34.51	31.07	28.26	25.61
16	35.08	31.68	28.82	26.25
17	35.63	32.41	29.15	27.47

An employee is eligible for a longevity increase of fifteen cents (\$.15) per hour once the steps listed above have been exhausted. This fifteen cents (\$.15) is not cumulative (it does not compound every year).

## AAS Benefits Breakdown

## APPENDIX E

Position	Work Schedule	Medical*	Dental*	Vision*	Life Insurance	Paid Holidays	Personal Days	Vacation	Sick Leave
Executive Assistant to the Superintendent	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15
Executive Assistant	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15
Admin Assistant I	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15
Admin Assistant I	10 months	90%-S 80%-F	100%	100%	**	10	4	NA	15
Admin Assistant II / Enrollment Specialist	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15
Admin Assistant II	11 months	90%-S 80%-F	100%	100%	**	10	4	***	15
Admin Assistant II	10 months	90%-S 80%-F	100%	100%	**	10	4	NA	15
Senior Payroll/Fiscal Coordinator	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15
Technology Technician/Network Specialist	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15
EMIS/SIS Support Specialist	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15
Community Engagement Coordinator	11 months	90%-S 80%-F	100%	100%	**	10	4	***	15
Visual Communications Coordinator	12 months	90%-S 80%-F	100%	100%	**	11	4	***	15

District Bilingual Specialist/Parent Outreach Liaison	10 months	****	100%	100%	**	10	4	NA	15
Job Coach - minimum of 30 hours per week	9 months	****	100%	NA	30 hr	5	NA	NA	NA
Educational Interpreter	9 months	****	100%	100%	NA	5	2	NA	NA

\*Board paid percentage

\*\*\$35,000 or 1 1/2 times annual earnings, whichever is greater

\*\*\*See Non Union Classified Personnel Guidelines Section III Work Schedule, Letter C. Vacation

\*\*\*\* See Benefit Administrator.

Non Union Classified personnel who work less than 3 hours per day are not eligible for benefits. Excludes Hourly as Needed personnel.

Hourly As Needed Benefits Breakdown

Position	Work Schedule	Medical*	Dental*	Vision*	Life Insurance	Paid Holidays	Personal Days	Vacation	Sick Leave
Cafeteria Recess Aide / Crossing Guard	9 months	NA	NA	NA	NA	NA	NA	NA	NA

\* Part-time non-classified personnel who do not average 30 hours per week are not eligible to participate in the Board's health insurance plan.