

**COLLECTIVE BARGAINING AGREEMENT**

**between**

**Edmond Board of Education**

**Independent School District No. 12**

**Oklahoma County, Oklahoma**

**and**

**Support Employees of Edmond**

**Oklahoma Education Association**

**National Education Association**

**for the period of**

**July 1, 2016 – June 30, 2017**



## **TO ALL EDMOND SUPPORT EMPLOYEES**

This Collective Bargaining Agreement is provided to you as a cooperative effort between **the Edmond Board of Education** and the **Support Employees of Edmond (SEE)**.

The **Support Employees of Edmond** is your local bargaining agent, as well as the local affiliate to the Oklahoma Education Association (OEA). **SEE** represents every Support Employee in the Edmond Public School system during annual bargaining with the Board of Education for your salary as well as all other terms and working conditions. Additionally, **SEE** also represents it's members in all employment related situations (ie: grievances, evaluations and even termination).

To become a member of SEE is as simple as contacting me or any of the SEE officers. We will answer your questions to the best of our ability or find someone that can. Please join us in improving our working conditions and wages by becoming a member of SEE. This will help us to improve and make Edmond Public Schools number one for not only the students but for the Support Employees of Edmond. We have the applications and all we need now is for you to join.

### **Your SEE Officers:**

### **Location**

President	Sheryl Gregus	Edmond North High School	(cell) 202-6775
Vice President	Jeff McVickers	Maintenance Department	476-8271
Secretary	Kim Bryan	EPSAC	340-2278
Treasurer	Bob Campbell	Maintenance	642-1369

### **Representatives**

Teacher Assistant	Jeannie Custard	Edmond North High School	641-8788
Child Nutrition	Johnnie Campbell	Washington Irving Elementary	340-2210
Maintenance	Darren Bleakley	Maintenance Department	340-2263
Custodial	Twila Pitchford-Vasquez	Orvis Risner Elementary	726-3711
Clerical	Mary Bartlett	Boulevard Academy	726-3521
Transportation	Mike Debell	Transportation	340-2962

Feel free to contact us whenever you have a work related question or issue.

Sheryl Gregus  
SEE President



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## **Article 1- General**

- 1.1 This Agreement is entered into by and between Support Employees of Edmond, hereinafter termed "SEE," and the Board of Education of the Edmond Public Schools, hereinafter termed the "Board."
- 1.2 The Board hereby recognizes SEE as the exclusive negotiations representative for the bargaining unit consisting of all employees who are not required by their job description to be a principal, licensed or certified teacher, superintendent or other administrator, specifically excluding, but not limited to District level administrators, supervisors and assistant supervisors of Technology, Transportation, Custodial Services, Maintenance and Child Nutrition. In addition, other employees excluded include all officers of the Board, Purchasing Agent, Accountant, Systems Analyst, Site Technology Support Specialist, Network Administrator, Applications Programmer, Field Computer Tech and Computer Technician as defined in state law. (Revised 2012-13)
- 1.3 The Compensation and Fringe Benefit articles of this Agreement shall be in full force and effect until June 30, 2016. All other articles of this Agreement shall be in full force and effect until June 30, 2016 and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement. This Agreement shall be retroactive to July 1, 2016 for all employees currently employed at the time this Agreement is finalized.
- 1.4 This Agreement represents the full and complete agreements of the parties regarding wages, hours, fringe benefits and other terms and conditions of employment.
- 1.5 All provisions of individual contracts of employment, entered into between the Board and individual employees of the bargaining unit after the effective date and during the term of this Agreement, shall be consistent with, and not in conflict with, the provisions of the Agreement.
- 1.6 All terms and conditions of the 2015-2016 Negotiated Agreement, not specifically changed during negotiations for the 2016-2017 contract year, shall be understood to remain in effect unchanged for the 2016-2017 contract year.
- 1.7 If any provision of this Agreement shall be found contrary to law by a court of competent jurisdiction, it shall be severed from the Agreement, and all other provisions or application of the Agreement shall continue in full force and effect. Upon request of either party, the parties shall meet as soon as is practicable to negotiate a replacement for the severed provision.

## **Article 2 - Printing and Distribution of Agreement**

- 2.1 Within thirty (30) calendar days after ratification by both parties, the Board and SEE shall cause to be printed and posted on the District website a complete copy of this Agreement. (revised 2011-12)

- 2.2 Representatives of the Board and SEE bargaining teams shall proof read the Agreement and agree in writing prior to publishing.
- 2.3 Total publishing costs shall be shared equally by the Board and SEE.
- 2.4 All new support employees will receive a copy of the negotiated agreement. (revised 2011-12)

### **Article 3 - Definitions**

- 3.1 "Days" shall mean working days of the employee. Outside the regular work year of the employee, "days" shall mean Monday through Friday, except when District offices are closed.
- 3.2 "Permanent employee" shall mean any employee employed by the district for more than one year who is contracted for nine (9), ten (10), eleven (11), or twelve (12) months.
- 3.3 "Temporary employee" shall mean any employee contracted on a seasonal and/or an as-needed basis, or for less than a full contract year. (Revised 2012-13)
- 3.4 "Full-time employee" shall mean any employee working six (6) hours or more a day. "Part-time employee" shall mean any employee working less than six (6) hours per day.
- 3.5 "Non-contracted Days" shall mean any day (excluding Saturday and Sunday) an employee is not required to report to work as defined by their regular contract.
- 3.6 "Regular work week" for overtime purposes shall mean Sunday through Saturday.
- 3.7 "Duration of Need Employee" shall mean any employee hired to fill temporary positions or hired after the contract begins for the position.
- 3.8 "Seniority" is defined as employment priority status by continued length of service in Edmond Public Schools.
  - a. Granted leave up to one year is not a break in service unless the employee does not return.
  - b. Break in service will occur only when the employee retires, resigns, takes leave for more than one year, or is dismissed.
  - c. Beginning date of service is identified as the support personnel's first reporting date.
- 3.9 "Contract Day" shall be defined as the standard number of hours for which an employee is employed on a daily basis.
- 3.10 "Probationary employee" shall mean any support employee employed by the district for less than one calendar year. (Revised 2012-13)
- 3.11 Substitute is defined as an employee who is not a full-time employee and works on an on-call basis and/or less than five (5) days a week. Substitutes are exempt from the provisions of the Collective Bargaining Agreement. This definition does not apply to the Before/After School Care programs. (Added 2012-13)

3.12 "Inclement Weather Day" shall be defined as a day when school is cancelled. (added 2015-16)

#### **Article 4 - Grievance Procedure**

- 4.1 A grievance is a complaint that there has been a violation, misinterpretation, or misapplication of the provisions of this Agreement. A grievant is SEE, an employee, or a group of employees having the same grievance. A party in interest shall mean the employee(s) filing the grievance and any person(s) who might be required to take action, or against whom action might be taken, in order to resolve the grievance.
- 4.2 The primary purpose of the grievance procedure is to achieve, at the lowest possible level, an equitable solution to a grievant's claim. The employee, therefore, shall discuss the grievance informally with his/her immediate supervisor in an attempt to reach a solution. The employee may choose to have a fellow employee as a witness in this informal discussion. No written record of the grievance shall be kept if the grievance is not pursued beyond the informal level. No step may be by-passed without mutual agreement of both parties.
- 4.3 **Level I** -- The formal grievance procedure shall begin when the grievant submits a written grievance to the immediate supervisor, no later than thirty (30) days after the incident giving rise to the grievance. The designated immediate supervisor shall not be a member of the bargaining unit whose employment is governed by the terms and provisions of this Agreement. The immediate supervisor shall schedule and hold a meeting within ten (10) days after the receipt of the written grievance. The grievant, his/her representative and/or SEE, and the immediate supervisor, who also has the option of a representative, shall be present at the meeting. The immediate supervisor shall transmit within five (5) days the written decision and reason(s) to the grievant and the SEE President, or his/her designee.
- 4.4 **Level II** -- If the grievant is not satisfied with the Level I decision, the grievant may submit a Level II appeal of the grievance to the next supervisory level within five (5) days of receipt of the Level I decision. The supervisor shall schedule and hold a meeting within ten (10) days after the receipt of the written grievance. The grievant, their representative and/or SEE, and the immediate supervisor, who also has the option of a representative, shall be present at the meeting. The supervisor shall transmit within five (5) days the written decision and reason(s) to the grievant and the SEE President, or his/her designee.
- 4.5 **Level III** -- If the grievant is not satisfied with the Level II decision, the grievant may submit a Level III appeal of the grievance to the Superintendent within five (5) days after receipt of the Level II decision. A copy of the original grievance, the Level I response, the Level II grievance, and the Level II response, shall be filed with the appeal. The Superintendent or his/her designee shall act as a hearing officer and shall schedule and hold a hearing within ten (10) days after receipt of the appeal. Persons present at this hearing shall be: the grievant, the grievant's representative and witnesses; and the designated supervisors who rendered the decision(s) at Level I and Level II, and their representatives and witnesses.

- 4.6 The hearing officer at the Level III hearing shall be free to admit any testimony, evidence or exhibits deemed relevant, or to exclude same, in order to build as complete a record as necessary before rendering a decision. The hearing officer shall limit the decision to the facts as presented by the parties and the impact on, or conflict with, this Agreement. The order of presentation of a Level III hearing shall be as follows: opening statements; presentation of documentary evidence; calling of witnesses; questioning of witnesses; cross examination of witnesses and redirect; and closing statements by both the grievant/representative and immediate supervisor/representative. The appropriate supervisor shall be referred to as the respondent. Either party involved may waive any part(s) of its presentation. The hearing officer shall transmit within five (5) days the written decision and reason(s) to the grievant, the SEE President or his/her designee, and the respondent.
- 4.7 **Level IV** -- If the grievant is not satisfied with the decision at Level III, the grievant may submit a Level IV appeal to the Clerk of the Board within five (5) days after receipt of the Level III decision. A copy of the original grievance, the Level I response, the Level II grievance, the Level II response, the Level III grievance, and the Level III response shall be filed with the appeal. The grievance shall be heard by the Board at its next regularly scheduled meeting, or at a special meeting, whichever is sooner. Neither party shall be permitted to insert in the Board proceedings any evidence which was not submitted to the other party before the completion of the Level III hearing. The Board will sit as a hearing panel accompanied by the Clerk. At the conclusion of the hearing the Board shall give its decision by vote of the members present, and transmit its written decision and reason(s) within five (5) days to the grievant, the SEE President or his/her designee, and the respondent.
- 4.8 Failure at Level I, II, or III to hold a meeting or hearing or to communicate the decision on a grievance within the specified time limits, or failure of the immediate supervisor/respondent to attend the scheduled meeting or hearing, shall permit the grievant to submit an appeal to the next level.
- 4.9 Any appeal of a decision not filed within the specified time limit, or failure of the grievant or representative to attend a meeting or hearing, shall be deemed resolved by the determination at the previous level.
- 4.10 When SEE is not the representative of the grievant at a formal level of this grievance procedure, it shall have the right to have a representative present and to render a written opinion on the grievance to the involved supervisor(s) or hearing officer. SEE shall be notified in writing prior to the holding of any grievance meeting or hearing in which it is not acting as the grievant's representative.
- 4.11 No reprisals shall be taken by any party in interest in this Agreement against any grievant, other party in interest, or any other participant in the grievance procedure by reason of such participation. An employee shall not be harassed or discriminated against for the exercise of his/her rights guaranteed by any article of this Agreement.
- 4.12 All documents, communications and records dealing with the processing of a grievance shall be filed in a separate confidential file and shall not be kept in the personnel file of

any of the participants. Upon resolution of the stated grievance, only the written resolution shall be maintained in the confidential file. All other records, documents, and communications concerning this grievance shall be destroyed.

- 4.13 Request for change in any time limits and meeting or hearing times shall be made in writing and require mutual agreement.
- 4.14 Necessary forms for filing grievances shall be mutually agreed to by the Board and SEE, and such forms shall be included as appendices to this Agreement. Grievance forms shall be maintained in ample supply at each school/work site and be made readily available to employees upon request.
- 4.15 Grievance meetings or hearings shall not be conducted during the grievant's regular work day, except by mutual consent of the parties involved.
- 4.16 Designated supervisors for employees by employment category are as follows:

**Custodial**

- Informal -- Head Custodian  
Custodial Supervisor  
Building Administrator
- Level I -- Building Administrator/Custodial Supervisor
- Level II -- Plant Services
- Level III -- Superintendent or designee
- Level IV -- Board of Education

**Parking Lot Attendant**

- Informal -- Assistant Principal
- Level I -- Assistant Principal/Principal designee
- Level II -- Chief Human Resources Officer
- Level III -- Superintendent or designee
- Level IV -- Board of Education

**Mechanics**

- Informal -- Transportation Supervisor
- Level I -- Transportation Supervisor/Assistant Director
- Level II -- Director of Transportation
- Level III -- Superintendent or designee
- Level IV -- Board of Education

**Building Secretary/Lunch/Recess Monitor**

- Informal -- Building Administrator
- Level I -- Building Administrator
- Level II -- Executive Director/Associate Superintendent
- Level III -- Superintendent or designee
- Level IV -- Board of Education

### **Central Office Employees and Others**

Informal --	Immediate Supervisor
Level I --	Immediate Supervisor
Level II --	Human Resources Administrator
Level III --	Superintendent or designee
Level IV --	Board of Education

### **Child Nutrition**

Informal --	Child Nutrition Supervisor Cafeteria Manager
Level I --	Child Nutrition Immediate Supervisor
Level II --	Child Nutrition Director
Level III --	Superintendent or designee
Level IV --	Board of Education

### **Bus Driver/Monitor**

Informal --	Immediate Supervisor
Level I --	Transportation Supervisor
Level II --	Director of Transportation
Level III --	Superintendent or designee
Level IV --	Board of Education

### **Maintenance**

Informal --	Maintenance Supervisor
Level I --	Maintenance Supervisor
Level II --	Director of Facilities/District Operations
Level III --	Superintendent or designee
Level IV --	Board of Education

### **Teacher Assistant/Media Assistant**

Informal --	Teacher Assistant/Media Specialist
Level I --	Building Administrator
Level II --	Executive Director (Elementary/Secondary)
Level III --	Superintendent or designee
Level IV --	Board of Education (revised 2016-17)

## **Article 5 - Employee Performance Evaluation**

- 5.1 The performance of each employee shall be evaluated in writing by the employee's immediate supervisor or the employee's department supervisor.
- 5.2 All new employees shall be evaluated within twelve (12) months of their initial employment. Thereafter, employees shall be evaluated at least one (1) time every two (2) years, such evaluation occurring no later than April 1. Additional evaluations may be at the discretion of the supervisor for an employee who transfers to another position,

receives a promotion, returns following a suspension, or if other circumstances are such that the supervisor feels that additional evaluations are necessary. (Revised 2013-14)

- 5.3 When the employee receives the written evaluation there shall be a conference between the employee and the immediate supervisor to discuss strengths and weaknesses of the employee's performance. The employee shall sign the written evaluation as acknowledgement of receipt and shall be provided a true copy.
- 5.4 The written evaluation shall be placed in the employee's personnel file. Access to the evaluation shall be granted only to the employee's direct supervisors, other appropriate district administrative personnel, and the employee or his/her designated representative. Employee personnel files will also be made available to administrative/supervisory personnel when considering an employee for a new position within the district.
- 5.5 The employee shall be entitled to submit a written response within ten (10) working days to the evaluation for inclusion in the personnel file.
- 5.6 The immediate supervisor shall, if weaknesses are noted in the employee's performance, provide the employee with a written "Plan for Improvement," which shall include specific and positive assistance aimed at improving performance and to eliminate the weaknesses cited. The employee shall sign as acknowledgement of receipt, and shall be provided a true copy.
- 5.7 Within a reasonable period of time, to allow for improvement by the employee, the immediate supervisor shall conduct another evaluation. Subsequent evaluations which fail to note previously cited weaknesses shall be interpreted to mean that satisfactory improvement has taken place.
- 5.8 Evaluation and plan for improvement instruments shall be mutually developed by the Board and SEE and shall not be changed except by mutual agreement of the parties.
- 5.9 Seasonal and on-call employees, such as Graduate Assistants, Substitutes, Extended School Year and Summer School employees, shall be exempt from the provisions of this article. (revised 2012-13)

## **Article 6 - Employee Personnel File**

- 6.1 The Board shall maintain one (1) confidential personnel file at the Administrative Center for each employee. Immediate supervisors may keep a working personnel file for each employee, but only documents contained in the file at the Administrative Center shall be used as the basis for any adverse action against the employee.
- 6.2 No document shall be placed in the employee's personnel file without the employee first being provided a copy, which he/she shall sign with the express understanding that such signature does not indicate agreement with the contents of the document.

- 6.3 The employee shall have the right to respond in writing, within ten (10) working days of receipt of a copy as required above, to any document placed in his/her personnel file, and the written response shall be attached to the original document for inclusion in the file.
- 6.4 The employee shall have the right to inspect the contents of his/her personnel file during the employee's non-working hours, provided that sufficient time is available for such inspection during normal office hours at the Administrative Center. Otherwise, arrangements shall be made to accommodate the employee's work schedule for this inspection. Copies of documents in the personnel file shall be provided to the employee upon his/her request. The employee shall be entitled to be accompanied by a SEE representative in making the inspection, or the SEE representative, with written authorization from the employee, shall be entitled to act on behalf of the employee in such inspection.
- 6.5 Confidential letters of recommendation, if authorized by the employee, shall not be subject to inspection and copying.
- 6.6 Upon written request from the employee and approval of the Superintendent, documents of reprimand and/or admonishment shall be removed from the employee's personnel file.

#### **Article 7 - Employee Due Process**

- 7.1 A support employee who has been employed in the District for one (1) year or more may be suspended, demoted, non-reemployed, or terminated only for cause as designated in this article.

A support employee who has been employed by the District for less than one year is not eligible for due process and may be dismissed without cause. (added 2010-11)

- 7.2 Disciplinary action taken by a supervisor against an employee may include a verbal reprimand, a letter of counsel, a written reprimand, or an admonishment and a written plan for improvement.
  - a. Whenever the supervisor believes a concern needs to be addressed with an employee, the supervisor may use a letter of counsel to document the meeting. A copy of the letter shall be furnished to the employee but the letter shall not be placed in the employee's district confidential file.
  - b. Whenever a supervisor believes it may be necessary to reprimand or admonish an employee based on information given by another person, the supervisor shall conduct an investigation which shall include a meeting with the employee to discuss any allegation(s) or accusations(s). (revised 2010-11)
  - c. Whenever the supervisor believes it is necessary to reprimand and/ or admonish an employee, which may lead to the employee's transfer, suspension, demotion,



non-reemployment, or termination, the supervisor shall do so in writing. The employee's signature shall not necessarily indicate agreement with the reprimand and/ or admonishment, but rather awareness of its content. The employee shall be notified, twenty-four (24) hours in advance when possible, that such conference is disciplinary in nature and of their right to have a representative present. (revised 2008-09)

- 7.3 After any suspension or prior to any demotion, non-reemployment or termination, the employee shall be notified of the right to a hearing before the Board, such notice given by certified mail, return receipt requested. In the same fashion, the employee may, within ten (10) working days of receipt of the original notice, request a hearing before the Board. Failure of the employee to request a hearing within (10) working days of such notice shall be considered a waiver of his/her right to a hearing.
- 7.4 Whenever the Superintendent is of the opinion that immediate suspension of the employee is necessary and in the best interest of the district, the Superintendent may suspend the employee. In any case involving a criminal charge or indictment against the employee, the suspension may be delayed until the employee's case is adjudicated at trial.
- 7.5 The hearing before the Board shall be conducted at a regular or special meeting of the Board no sooner than ten (10) working days or no later than twenty (20) working days of receipt of the employee's request for a hearing. The decision of the Board shall be final.
- 7.6 Cause for suspension, demotion, non-reemployment, or termination shall include:
- a. Failure to be at designated work station at starting time.
  - b. Absenteeism in excess of accumulated leave.
  - c. Excessive tardiness.
  - d. Excessive waste of time or loitering during working hours.
  - e. Leaving work area during working hours without supervisory permission, or good reason.
  - f. Knowing and willful falsification of personnel or other District records.
  - g. Possession of weapons on the premises at any time.
  - h. Removing District property, records, or confidential information from premises without prior authority.
  - i. Willful abuse, misuse, defacing or destruction of District property, including tools, equipment, or other property of other employees.
  - j. Theft or misappropriation of property of employees, students, or of the District.
  - k. Refusal or failure to follow instructions of supervisor. (revised 2010-11)
  - l. Refusal or failure to do work assignment.
  - m. Unauthorized operation of machines, tools, or equipment.
  - n. Threatening, intimidating, coercing, or interfering with employees or supervisor at any time.
  - o. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or the District.
  - p. Creating or contributing to unsanitary conditions.

- q. Possession, consumption, or reporting to work under the influence of alcohol or controlled substances.
- r. Disregard of known safety rules or common safety practices.
- s. Unsafe operation of motor-driven vehicles.
- t. Unauthorized distribution of literature, written or printed matter of any description on District property.
- u. Immoral conduct or indecency including excessive use of abusive and/or foul language.
- v. Knowing and willful falsification of timesheets or other payroll records.
- w. Smoking or use of tobacco products on school property.
- x. Failure to follow dress code where applicable or required for safety reasons.
- y. Refusal of job transfer within the District, if transfer does not result in demotion.
- z. Abuse of rest period or meal period policies.
- aa. Insubordination.
- bb. Violation of any District rule or policy.
- cc. Violation of any administrative rule or policy.
- dd. A support employee can be dismissed if the employee, at any time during his or her employment with the District, pleads guilty or no contest to a crime subject to the Sex Offenders Registration Act in this state or subject to another state's or the federal sex offender registration provisions or if the employee pleads guilty or no-contest to a crime defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception to a nonviolent offense, regardless of whether the employee receives a deferred prosecution, deferred sentence or conviction for such crime.
- ee. Unable to perform essential duties of job.
- ff. A support employee can be dismissed if the employee, at any time during his or her employment with the District, pleads guilty or no contest to a drug-related felony, regardless of whether the employee receives a deferred prosecution, deferred sentence or conviction for such crime. (revised 2008-09)
- gg. Breach of Trust: Action that demonstrates a lack of trustworthiness. For example: unauthorized accessing of facilities, spaces or information; accessing private communication intended for another person; or providing false information to an officer of the District pertaining to a matter relevant to the District's mission. Actions or omissions which place in jeopardy the health, life or property of self or others. (revised 2014-15)
- hh. Making a fraudulent claim of sick leave or bereavement leave. (added 2011-12)

## **Article 8 - Employee Job Descriptions**

- 8.1 The administration shall develop and maintain job descriptions for each employee. When developing or revising job descriptions, the administration may consult with and receive input from employees and/or SEE department reps. Once developed or revised, the administration shall provide employees with the job description(s) related to their specific assignment(s). The administration shall provide a copy of all job descriptions to SEE at the beginning of each fiscal year when a change is made. (revised 2016-17)
- 8.2 As a condition of employment uniform shirts will be provided for the Child Nutrition, Custodial and Maintenance departments. These shirts shall be worn during working

hours. Upon termination of employment garments must be returned to the department. The cost of any unreturned garments will be deducted from the final paycheck. (09-10)

## **Article 9 - Posting of Vacancies**

- 9.1 The Administrative Center shall post notice of vacancies on a "Notice of Vacancy" list for all new or current positions at every school or work site. Postings shall be made no later than five (5) working days before the earliest application deadline for any position on the posting. Postings shall include job title, hourly salary/range, grade, hours worked daily, shift time (for custodians only), application deadline, and the person to whom application is to be made.
- 9.2 Support vacancies occurring between August 1 and October 1 shall not be subject to a five (5) day working deadline.
- 9.3 Current employees shall be given consideration for all new or current position vacancies for which they qualify and apply. Every effort will be made to hire the most qualified individual based upon the criteria as outlined in the Board policy. Temporary and substitute employees shall be given consideration for all new or current position vacancies for which they qualify and apply before outside applicants are employed to fill such vacancies. Employees interested in transferring positions within the District should complete the on-line internal application.
- 9.4 Bus driver vacancies shall not be subject to a five (5) working day deadline; however, a permanent notice shall be posted at every school or work site that employees may submit a written letter of interest to the Director of Transportation requesting to be given consideration for bus driver vacancies as they occur.
- 9.5 A reduction of work hours created at the request of the employee, or additional work hours created because of a status change for the school or work site, shall not be considered the creation of a new position and shall not require posting. Such created work hours may be assigned to other part-time positions of the same job classification at the same school or work site without posting being required. However, excess hours beyond those assigned to other employees shall be considered the creation of a new position and shall require posting.

## **Article 10 - Administrative Initiated Transfer**

- 10.1 When necessary to reassign or transfer (which may include a change in hours) employees from one position to another or from one school, work site, or department to another, it shall be for justifiable reasons (exclusion found in Article 7.2) and, when possible, done in accordance with the following guidelines: (revised 2011-12)
  - a. Volunteers shall first be requested.
  - b. If there are no volunteers, then the employee with the least seniority shall be reassigned or transferred.
  - c. If the position from which an employee is reassigned or transferred is recreated or otherwise available at any time within one (1) year from the effective date of

reassignment or transfer, the reassigned or transferred employee shall be entitled to return to it. If the transfer is to a position with a lower pay grade, then the reassigned or transferred employee's pay grade shall remain at the higher pay grade for one (1) year. (revised 2015-16)

- d. Reassignment or transfer of TA II positions may be exempted from paragraph 10.1.a and 10.1.b based on student and district needs.

### **Article 11 - Employee Rest Period**

- 11.1 Employees working more than three (3) continuous hours per day shall be entitled to one (1) or more rest periods.
- 11.2 Employees working more than three (3) hours but less than five (5) hours per day shall be entitled to one (1) rest period of fifteen (15) consecutive minutes. Employees working five (5) through eight (8) hours per day shall be entitled to two (2) rest periods of fifteen (15) consecutive minutes each.
- 11.3 Employees working overtime shall be entitled to rest periods of fifteen (15) consecutive minutes in the same proportion as regular time.
- 11.4 Rest periods shall be scheduled with school principals, or immediate supervisors. Unless mutually agreed to by the affected employee and his/her principal or immediate supervisor, rest periods shall not be cumulative or combined. When work emergencies, or other justifiable reasons prevent rest periods at regularly scheduled times, they shall be rescheduled at other appropriate times during the day.
- 11.5 All employee rest periods must be taken during scheduled contract hours.
- 11.6 Bus drivers and other employees with similar duties who operate a vehicle more than three (3) continuous hours shall be entitled to rest periods.

### **Article 12 - Employee Meal Period**

- 12.1 Employees working over four (4) continuous hours per day shall be entitled to a meal period of not less than thirty (30) consecutive minutes.
- 12.2 Meal periods shall be scheduled with school principals or immediate supervisors, except that, when emergencies or other justifiable reasons prevent meal periods at scheduled times, they shall be rescheduled at other appropriate times during the day.
- 12.3 Employees working a shift of more than twelve (12) hours in a day shall be entitled to two (2) meal periods.
- 12.4 Meal periods shall not be cumulative.
- 12.5 Meal periods shall be in addition to an employee's normal work hours.

## **Article 13 - Medical/Physical Examinations**

- 13.1 The Board may from time to time require employees to undergo medical/physical examination. In such cases, the Board shall pay all costs related to the examinations.
- 13.2 Employees choosing to be examined by a physician other than a physician designated by the Board shall be required to personally pay all costs related to the examinations.

## **Article 14 - Bus Driver Route Assignments**

- 14.1 Returning bus drivers shall retain the route driven the previous school year, if such driver was employed a minimum of one school semester. All unassigned or newly created bus routes or shuttles shall be posted and then filled first by the senior qualified bus drivers desiring those routes. Administration reserves the right to deny a driver's request to switch routes in the event that there is a safety or efficiency concern.
- 14.2 Field trips, academic trips and competitive trips shall be posted seven (7) school days prior to trip date. Trip sheets shall be posted in the driver/monitors room and normally shall remain posted for a minimum of three (3) school days to allow drivers to sign up for trips. After the three (3) days posting, the drivers will be assigned and given a minimum of twenty-four (24) hours' notice.

Trips not received within the three (3) days plus twenty four (24) hour notice period are classified as "High Priority" field trips. High Priority field trips will be posted at least twenty four (24) hours for seniority sign up. These trips will count for last trip assigned. Field trips that cannot be posted and allow for twenty four hour notice will be posted as close to 9:15 or 1:30 as "Emergencies" on a first come basis. "Emergency" trips will not count for last trip assigned. Exceptions can be made at the director's discretion. (revised 2015-16)

Should two or more drivers be tied for the longest period since having a trip assigned, the trip will be awarded to the driver who has the most seniority in Transportation. Drivers may remove their name from the activity sign-up roster at any time before the activity trip is assigned. However, any driver awarded a trip who later decides that he/she must cancel will be treated for future assignments as if they had made the trip. Activity trip pay will be based on actual trip time with a minimum of two (2) hour trip pay of twenty-two dollars (\$22.00). If a scheduled trip is canceled 24 hours in advance of trip date, it will be struck from the composite field trip roster for that driver. For trips that are canceled less than 24 hours of trip date, the driver will receive two (2) hours of trip pay of twenty-two dollars (\$22.00). Drivers may request to have the date removed from the composite field trip roster in lieu of pay by noting it on their trip sheet. If all qualified drivers decline to sign up for a trip that is posted, the Administration may assign the trip to any available driver. These trips will not be entered on the composite trip roster. All certified drivers shall be eligible to sign up for extra-curricular trip assignments. Groups paying for or deducting the cost of the trip from any non-school budget may request a specific driver. Those trips shall be entered on the composite trip roster for that driver. When monitors are required for activity trips, those not having

scheduled mid-day routes shall be chosen prior to drivers. (revised 2015-16)

- 14.3 Special Education field trips requiring a lift bus will be assigned by the Special Education Coordinator to ensure no disruption of routes and bus availability unless directed by the Director of Transportation. Special Education field trips requiring a lift bus must have a transportation trained monitor assigned along with the driver to ensure safe evacuations during an emergency. (revised 2015-16)
- 14.4 Drivers who are within one (1) hour of a projected forty (40) hour week (including projected field trip time) must secure prior approval from the Transportation Director or his designee(s) before signing up for a posted field trip.
- 14.5 Seniority for all bus drivers, within the transportation department, for the purpose of bidding routes and field trips is established on the first day of work as a contracted bus driver for Edmond Public Schools. When there is a break in service with the Transportation Department, the day of return will become the first working day within the department. Bus drivers and bus monitors will be limited to two (2) route changes. Additional changes may be made at administrators' discretion. (Revised 2013-14)
- 14.6 The Transportation office will provide a daily Driver/Monitor Availability sign-up sheet for any open midday route or shuttle needing coverage for that day. These duties will be assigned each day by seniority. If a transportation employee would like to be considered for an open midday assignment they must sign their name on the Daily Driver/Monitor Availability sign-up sheet by 7:30 a.m. to allow the director or the designee time to assign the open duties for that day. An employee who has a contracted midday that is canceled and chooses to seek reassignment will be assigned before the Daily Driver/Monitor Availability sign-up sheet is considered per Article 36.9. After the Daily Driver/Monitor Availability sign-up sheet has been exhausted, the director or the designee shall assign vacant duties to anyone available. (added 2009-10)

## **Article 15 - Employee Layoff and Recall**

- 15.1 If, in the judgment of the Board, it becomes necessary to reduce the number of employees in the bargaining unit during the fiscal year due to declining student enrollment, declining District revenue, elimination or reduction of programs, or other reasons determined by the Board, the procedures contained in the sections of this article below will be utilized. Whenever a reduction in force becomes necessary, the SEE President shall be notified in writing that a layoff is being considered, with such written notice to be followed by a meeting between the Superintendent and the SEE President to discuss the proposed action.
- 15.2 In determining employees to be laid off, first, those certified personnel simultaneously holding support personnel positions shall be laid off from the support personnel positions. Thereafter, employees to be laid off shall be those with the least District seniority within departmental categories, seniority defined as uninterrupted employment from the first day of work. A drawing shall be held to determine layoff for two (2) or more employees within departmental categories having the identical seniority date.

- 15.3 The Board shall provide the SEE President and each of the employees identified for layoff with written notice thirty (30) calendar days prior to the effective date of the layoff. Written notice of layoff shall be hand-delivered to each affected employee or shall be given by certified mail, return receipt requested.
- 15.4 As positions become available, employees shall be recalled to work in the reverse order of layoff. When notified of recall by certified letter, return receipt requested, the laid off employee shall notify the Superintendent by certified mail, return receipt requested, within ten (10) calendar days of the receipt of notice, of his/her intention to return to work no later than fifteen (15) calendar days of his/her receipt of the recall notice.
- 15.5 A laid off employee shall be entitled to remain on the recall list for one (1) year from the effective day of layoff, during which time the laid off employee shall have the responsibility to provide the Board with up-to-date address information. While on the recall list, the employee shall be entitled to maintain participation in all District insurance programs through regular payment of premiums.
- 15.6 Employees recalled to work shall be placed on the appropriate salary schedule at the level attained at the time of layoff.
- 15.7 No new employees shall be hired by the Board while any qualified employee remains on the recall list.
- 15.8 A separate reduction-in-force provision will be in place for lunch duty/playground duty monitors.
- a. Lunch duty/playground monitors are hired when certified personnel do not choose to fill the positions. In a year when a sufficient number of certified personnel choose to fill the lunch duty/playground duty positions resulting in a reduced number of non-certified monitors being needed, a reduction-of-force will be implemented at the site affected.
  - b. Lunch duty/playground duty monitors to be laid off shall be those with the least district seniority at the site affected. A drawing shall be held to determine a layoff when two (2) or more employees have the identical seniority date.
  - c. Laid off employees shall be given consideration should positions be added back at that site during the year.

## **Article 16 - Health, Safety and Welfare**

- 16.1 The Board shall strive to provide working conditions in a healthy and safe manner as prescribed by Federal, State and City regulations.
- 16.2 The Board expects that the worth, dignity, and rights of the individual shall be paramount in all professional relationships in order to foster a positive working climate. Professional relationships include employee to employee, employee to supervisor, supervisor to employee and employee to patrons and students.

- 16.3 An administrator who has received or is aware of an immediate threat of violence made towards a support employee working in the administrator's building will take reasonable steps to promptly notify the support employee of such threat subject to state and federal law restrictions. (added 2012-13)

## **Article 17 - Motor Vehicle Report**

- 17.1 If the District requires an employee who has been employed for one (1) year or more to secure a motor vehicle report from the Department of Public Safety, the District shall pay the fee charged for the report.

## **Article 18 - Sick Leave**

*Sick leave is a benefit designed to provide salary protection for employees whose absence is compelled by incapacitating personal illness or injury or the necessity of providing attendant care for an immediate family member suffering illness or injury. Sick leave requires documentation in Time Clock Plus and notification of the appropriate supervisor. Sick leave is available for specific qualifying circumstances only and is subject to appropriate supervisory review. The State of Oklahoma and EPS have been generous in interpretation and extension of the sick leave benefit to apply to time needed for office visits with various health care providers. However, employees should make every effort to schedule doctors' appointments to minimize their time away from work. Whenever possible, employees are asked to schedule appointments during non-working hours. When that is not possible, employees should request and be granted paid sick leave only for the amount of time necessary to attend the appointment. Sick leave is never to be used to extend a vacation or holiday or to conduct personal business. Requesting sick leave for unqualified absences may be considered fraud and subject the offending employee to disciplinary action.* (added 2013-14)

- 18.1 Each permanent employee shall be provided sick leave without loss of pay or other benefits for personal illness or accidental injury, or for the personal illness or accidental injury of members of the employee's immediate family. Immediate family shall include spouse, children, parents, grandparents, grandchildren, siblings, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, or any other member of an immediate household. (revised 2016-17)
- 18.2 Each permanent employee shall earn sick leave hours equivalent to one (1) contract day per working month (approximately 20 contracted days), with the total number of the employee's annual sick leave allotment being available on the first day of the employee's work year. Each permanent employee can accumulate unused sick leave hours equivalent to one hundred ten (110) contract days from the previous year of employment.
- 18.3 New employees will accrue sick leave at the rate of one sick day per month. (2008-09)
- 18.4 Attendance Incentive (revised 2006-07)
- A. The Board shall compensate a full time support employee at the end of the



school year for up to ten (10) days at a rate of thirty-five dollars (\$35) per day for each sick leave day the full time support employee has accumulated in excess of one hundred ten (110) days. The Board shall compensate a part-time support employee at a rate of seventeen dollars and fifty cents (\$17.50) per day for each sick leave day that the part-time employee has accumulated in excess of one hundred ten (110) days.

- B. There shall be no limit for accumulated sick leave days counted for purposes of Oklahoma Teacher Retirement.

18.5 The employee beginning the work year with thirty-five (35) or more contract days cumulative sick leave shall be entitled, upon exhaustion of all sick leave days, to receive up to twenty (20) contract days additional sick leave at two-thirds (2/3) his/her regular hourly rate while remaining off the job. The twenty (20) contract days must be used consecutively.

18.6 Sick leave may be used by the employee in fifteen (15) minute increments, except for teacher assistants and media center assistants, who must use leave in one-half (1/2) day increments if cover cannot be found and a substitute is required. Sick leave for bus drivers and bus monitors may be used by the employee in complete hourly increments, as long as there is no interruption to their route. (revised 2009-10)

18.7 An employee who has been employed by the District for at least one (1) year may request a medical leave of absence without pay for a period not to exceed that supported by medical documentation in a form satisfactory to the Board or up to one (1) year, whichever is shorter. Though a medical leave of absence designation is unpaid leave, during such a leave an employee shall apply all paid leave, including any leave granted under the sick leave sharing program. (revised 2012-13)

18.8 The request for a medical leave must be a written request by the employee, or the employee's spouse or nearest relative if the employee is unable to make such request. (revised 2012-13)

18.9 The immediate supervisor may require an employee to provide a doctor's note confirming the employee's absence was due to attending a related appointment and specifying any period of partial or total incapacity to perform a job. (revised 2013-14)

18.10 **Sick Leave Sharing** (was 18.11)

- A. The "Sick Leave Sharing Program" shall permit support employees to donate sick leave to a fellow district support employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

B. Definition of Terms used in this program:

1. "Relative" of the employee means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;
2. "Household Members" means those persons who reside in the same house, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the same household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune;
3. "Severe" or "Extraordinary" means serious, extreme or life threatening; including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery there from.
4. "District Employee" means a support employee of the school District.
5. "Supervision Committee" means a committee composed of two (2) support employees appointed by the Association and one (1) administrator appointed by the Superintendent, whose purpose is to decide if the condition meets the criteria for sharing sick leave and shall determine by majority vote how many days of shared sick leave the recipient may receive.

C. A district employee who has been employed by the district for at least one year may be eligible to receive shared leave pursuant to the following conditions:  
(revised 2009-10)

1. The receiving employee has exhausted, or will exhaust, all available sick, vacation leave and personal business leave;
2. The receiving employee has submitted a statement of need to the Superintendent or designee within ten (10) working days of exhausting all usable leave; (revised 2011-12)
3. The receiving employee has presented a medical certificate in a form satisfactory to the Board, to Human Resources verifying the severe or extraordinary nature and expected duration of the condition; (revised 2012-13)
4. The condition has caused or is likely to cause the receiving employee to go on leave without pay or to terminate employment;
5. The receiving employee has abided by district policies regarding use of sick leave.

D. General Provisions for Donor (revised 2011-12)

1. A district support employee will be allowed to donate sick leave hours equivalent

to a maximum of ten contract days per year to a fellow district support employee. The donating employee must maintain a current balance of twelve days in his/her sick leave account.

2. The district employee desiring to donate sick leave shall complete a "Sick Leave Donation Form" within ten (10) working days of the published notice, authorizing the deduction from his/her sick leave accumulation. The donor will also specify how many days are to be donated and the name of the District employee who is to receive said days. (revised 2011-12)

#### General Provisions for Recipient (revised 2011-12)

3. Donated sick leave will be used on a first in - first used basis. Donated sick leave will not be applied until needed. A letter will be sent to the donating employee to notify them of the amount of sick leave used. This will continue until the donated sick leave is exhausted, or the recipient returns or resigns. (revised 2008-09)
4. The recipient must provide a doctor's statement every thirty (30) calendar days, except as otherwise required by state and/or federal law. (revised 2012-13)
5. The recipient may receive no more than sixty (60) shared sick leave days per year. Sick Leave Sharing must be used in a minimum of contractual half day increments. (revised 2011-12)
6. The support employee receiving donated days is to receive his/her normal rate of pay.
7. Donated sick leave may only be used by the recipient for purposes set forth in this program.
8. Shared leave records shall be kept separate from other leave records.
9. Sick leave days may not be shared between school districts.
10. In case of disputes the decision of the Board of Education shall be final.
11. Shared sick leave shall be used concurrently with Family Medical Leave (FMLA) when applicable. (revised 2012-13)

### **Article 19 - Personal Business Leave**

- 19.1 The employee shall be provided personal business leave hours equivalent to five (5) contract days during the term of this Agreement. Time short of contracted weekly hours will be automatically charged to personal leave, if personal leave is available and no other leave is specified. (revised 2015-16)
- 19.2 The first personal leave business day used shall be at no cost to the employee. The

employee's hourly salary shall be reduced by one dollar and twenty-five cents (\$1.25) for each hour of personal business leave used for the 2<sup>nd</sup> contract day; two dollars and fifty cents (\$2.50) for each hour used for the 3<sup>rd</sup> contract day; five dollars (\$5.00) for each hour used of the 4<sup>th</sup> and 5<sup>th</sup> contract days. (revised 2008-09)

- 19.3 New employees will accrue personal business leave monthly, at the rate of 1/2 day per month not to exceed 5 contract days in the employee's first year of employment. Personal Business Leave will begin accrual after the first 60 calendar days of employment. (revised 2009-10)
- 19.4 Support employees with twenty years of district employment shall receive two personal leave contract days with no deduction of salary. (revised 2008-09)
- 19.5 Personal business leave may be used by the employee in fifteen (15) minute increments, except for teacher assistants and media center assistants, who must use leave in one-half (1/2) day increments if cover cannot be found and a substitute is required. Personal leave for bus drivers and bus monitors may be used by the employee in complete hourly increments, as long as there is no interruption to their route. (revised 2009-10)
- 19.6 The employee shall give notice of the use of personal business leave to his/her immediate supervisor on the day before the leave is to be used, except when an emergency or other unusual circumstance prevents notice. In such case, the employee shall give notice within one (1) working day of taking leave. (revised 2011-12)
- 19.7 For returning employees, personal business leave hours equivalent to a maximum of five (5) contract days not used in the current year, shall convert to cumulative sick leave at the end of the current fiscal year for continuing employees. (revised 2016-17)
- 19.8 Except in cases of emergency (unplanned, unforeseen, unavoidable), personal business leave shall not be taken before or after a non-contracted day(s), nor shall more than twenty percent (20%) -- not to exceed six (6) employees -- of the total number of employees at any given work site be permitted to take personal business leave at the same time. Any employee absent on these days, who has requested personal business leave, shall be docked for 95% of daily pay with no loss of personal business leave. (revised 2015-16)
- 19.9 Only one personal business day may be used during an employee's last two weeks of employment. (revised 2008-09)

## **Article 20 -- Bereavement Leave**

- 20.1 An employee on a continuing contract shall be provided bereavement leave hours equivalent to five (5) contract days during the term of this Agreement, the full amount of which shall vest on the first day of the employee's work year. The five (5) contract days of bereavement leave may be used for deaths in the immediate family as identified in Section 18.1, Sick Leave, of this Agreement. (revised 2010-11)

- 20.2 New employees shall accrue bereavement leave monthly at the rate of ½ day per month not to exceed 5 contract days in the employee's first year of employment. Bereavement Leave will begin accrual after the first 60 calendar days of employment. (revised 2010-11)
- 20.3 Up to two (2) contract days bereavement leave may be used to attend the funerals of persons other than the immediate family.
- 20.4 Bereavement leave may be used by the employee in fifteen (15) minute increments, except for teacher assistants and media center assistants, who must use leave in one-half (1/2) day increments if cover cannot be found and a substitute is required. Bereavement leave for bus drivers and bus monitors may be used by the employee in complete hourly increments, as long as there is no interruption to their route. (revised 2009-10)
- 20.5 The employee shall give notice of the use of bereavement leave to his/her immediate supervisor on the day before the leave is to be used, except when an emergency or other unusual circumstances prevent notice. In such case, the employee shall give notice within one (1) working day of taking leave. (revised 2011-12)
- 20.6 Bereavement leave days are not chargeable to any other leave and are not cumulative.

## **Article 21 - Vacation**

- 21.1 Employees assigned to twelve (12) month positions shall be provided vacation leave. The employee shall submit a paid time off request through Time Center for vacation days to his/her immediate supervisor. Within (5) working days, the employee's immediate supervisor shall approve or disapprove the leave request. If disapproved, the employee may submit a second request, giving alternative dates for leave. Consideration may be given to the peak work load periods (example – the two weeks before or end of school) of the position when approving vacation leave. If the employee and his/her immediate supervisor cannot agree on the dates for the leave request, the department supervisor shall be notified and an agreeable time shall be determined. (revised 2009-10)
- 21.2 Employees with less than five (5) years of continuous employment with the District shall be entitled to vacation hours equivalent to ten (10) contract days each year. Unused vacation hours for employees in this category may accumulate a maximum number of hours equivalent to twenty (20) contract days, which may be carried indefinitely.
- 21.3 Employees who are beginning their fifth (5th) year of continuous employment with the district shall be entitled to vacation hours equivalent to fifteen (15) contract days each year. The employee must notify the Personnel Office on/or before the first day of their anniversary/hire month regarding this change. Unused vacation hours for employees in this category may accumulate a maximum number of hours equivalent to thirty (30) contract days, which may be carried indefinitely.

- 21.4 Employees who are beginning their fifteenth (15) year of continuous employment with the district shall be entitled to vacation hours equivalent to eighteen (18) contract days each year. The employee must notify the Personnel Office on or before the first day of their anniversary/hire month regarding this change. Unused vacation for employees in this category may accumulate to a maximum number of hours equivalent to thirty-five (35) contract days, which may be carried indefinitely. (Effective 7-1-03.)
- 21.5 The employee who previously worked less than twelve (12) months per year, but becomes employed in a twelve (12) month position, shall be awarded experience credit for vacation leave on a proportional basis.
- 21.6 Vacation leave shall not be approved for any employee within the first sixty (60) calendar days of employment. (revised 2008-09)
- 21.7 Vacation leave may be taken by the employee in fifteen (15) minute increments with a minimum of 30 minutes of leave. (revised 2008-09)
- 21.8 Upon termination as an employee of the District, the employee shall be paid in full for all accrued vacation leave.
- 21.9 An employee must work one-half (1/2) of the working days of a month to receive credit toward vacation for that month.
- 21.10 Employees who move from a 12-month position to a position within the District that does not qualify for vacation leave benefits will be paid for all unused or accrued vacation days. The vacation payoff will be based on the employee's hourly rate that he/she is receiving prior to the change in jobs.
- 21.11 Employees who move from a 12-month position to another 12-month position and subsequently reduce the number of hours worked per day, will be paid for all vacation hours in excess of the maximum number of hours an employee can earn in his/her new position.

## **Article 22 - Compensatory Time** (revised 2007-08)

- 22.1 Compensatory time (comp time) is defined as hours credited to an employee for additional time worked above their regular contract day. School district employees shall receive 1.5 hours of comp time for each hour worked over forty (40). Comp time will be based on an employee's total time worked for the week, not on a daily basis. *Comp time will follow the same guidelines as stated for overtime pay in articles 36.3 and 36.4.*
- 22.2 **All comp time used or earned must be supervisor approved.** Supervisors may require employees to take days off to reduce compensation time leave accumulation. (revised 2009-10)
- 22.3 Comp time earned is considered paid time off (PTO) and can be used in the same manner as other fully paid benefits. Comp time earned can be used as PTO beginning with the next payroll period in which it was earned. Comp time may be used by the

employee in fifteen (15) minute increments, except for teacher assistants and media center assistants, who must use leave in one-half (1/2) day increments if cover cannot be found and a substitute is required. (revised 2009-10)

- 22.4 An employee may not accumulate more than one hundred (100) hours of comp time. An employee who reaches the maximum of one hundred (100) accumulated comp time hours may be paid for a portion of their comp time to equate to the number of hours used as PTO. For example: If an 8 hour a day employee has 100 accumulated comp time hours, takes 2 days off as comp time PTO, the employee will receive an additional 16 hours of pay and bring their accumulated comp time balance to 68 hours.
- 22.5 If an employee is unable to use their comp time by the end of their last contract day, then the employee will be eligible to receive compensation for the unused comp time hours based on their final regular pay rate.

### **Article 23 - Professional Leave**

- 23.1 Upon written request to the immediate supervisor and final approval by the appropriate administrator, the employee shall be provided professional leave without loss of pay or other benefits.
- 23.2 In considering approval of the leave request, the immediate supervisor and administrator will weigh the value of the leave's purpose to the employee's current or future job assignment and the overall benefit to the school district.
- 23.3 The administrator may approve reimbursement to the employee for all or a portion of the expenses related to the professional leave.

### **Article 24 - Parental Leave**

- 24.1 Upon written request by an employee who has been employed with Edmond Public Schools for a minimum of one (1) year, parental leave of absence without pay may be granted for the remainder of a school year or for a maximum of one (1) year immediately after a child's birth, adoption or placement for foster care. An employee qualified for parental leave also may be eligible for leave under the Family Medical Leave Act. (revised 2012-13)
- 24.2 An employee's return will only be permitted at the beginning of a school semester, unless the employee and the Board shall mutually agree that the employee's services are needed on a different date.
- 24.3 Upon return from unpaid parental leave, the employee will, if possible, be placed in his/her position at the time of taking leave; however, if such position is unavailable, the employee shall be given an available comparable position.
- 24.4 Upon return from unpaid parental leave, the employee shall be placed on the salary schedule and retain seniority status at the level attained as of the time the leave began.

The employee's status (probationary or permanent) is not affected upon return.

- 24.5 The employee is entitled to no pay or benefits during parental leave except as otherwise required by state and/or federal law.
- 24.6 The employee must notify the Personnel office by March 15<sup>th</sup> if he/she desires to be reinstated for the ensuing year or if he/she chooses to resign.

### **Article 25 - Legal Leave**

- 25.1 Employees shall be permitted to serve jury duty with no loss of wages or other benefits.
- 25.2 Employees shall also be permitted to appear in court under order of subpoena with no loss of pay or other benefits, provided the employee is not a party to the legal action.

### **Article 26 - Military Leave**

- 26.1 The Board shall grant military leave to employees in compliance with state and federal statutes, rules and regulations.
- 26.2 Time spent by the employee on military leave shall be credited for step advancement on the salary schedule up to the maximum provided by law.

### **Article 27 –Leave of Absence and Family Medical Leave Act**

- 27.1 The employee shall notify the Human Resources Administrator in writing of his/her request to take leave of absence without pay related to sick leave, parental leave, or other personal leave. To be eligible, the individual must be an employee with Edmond Public Schools for a minimum of one (1) year for leave without pay related sick leave, one (1) year for leave without pay related to parental leave, and three (3) years for other personal leave without pay. Unpaid leave of absence related to a medical leave may be granted for a period not to exceed that supported by medical documentation in a form satisfactory to the Board or up to one (1) year, whichever is shorter. Unpaid leave of absences related to parental leave and other personal leave may be granted for the remainder of the school year or for a minimum of one (1) full year. The request should include the time periods for the leave of absence and the reason(s) for the request. The Superintendent or his/her designee, will notify the employee in writing within ten (10) days of the status of the employee request. If the request is denied, the employee shall be entitled to have his/her request reviewed through the change implementation policy.
- 27.2 In all cases of leave of absence without pay, the employee shall be entitled to continue participation in all District-offered insurance and other benefit programs, provided the employee shall be responsible for 100% of the premiums, except as otherwise required by state and/or federal law, and not eligible for the flexible benefit, and provided the employee is eligible for these types of programs. (revised 2012-13)



A. The employee shall notify the Human Resources Administrator in writing of his/her intention to return to work within thirty (30) calendar days prior to the scheduled end of the leave of absence without pay

B. Upon return from leave of absence without pay, the employee shall be placed in his/her position held at the time of beginning leave. If the position is unavailable, the employee shall be placed in a position and paid according to that position's grade level or as otherwise required by state and/or federal law. The employee will be offered the first available position comparable to the one held at the time of beginning leave. (revised 2012-13)

C. Upon return from leave of absence without pay, the employee shall be placed on the appropriate salary schedule at the step attained as of the time leave began. Further, the employee shall suffer no loss of seniority while on leave of absence without pay.

D. Employee categories are defined for this purpose as: (a) clerical; (b) custodians, parking lot attendant; (c) child nutrition; (d) transportation, bus drivers, monitors; (e) maintenance (f) student assistance/ technology support.

E. An employee may not request a leave of absence to pursue employment in the same job classification as they are currently employed at Edmond Public Schools.

27.3 It is the policy of the Edmond School District to comply fully with the requirements of the Family and Medical Leave Act of 1993, as amended ("FMLA"). All eligible employees who meet FMLA requirements may be granted a total of twelve (12) weeks of unpaid FMLA leave in a 12 month period pursuant to District policy. Request for Family Medical Leave must be submitted to Human Resources in writing. It is not the intent of the District or its FMLA policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by the Act. Thus, an eligible employee must concurrently use any accrued paid vacation leave, personal leave and sick leave for any part of the twelve (12) week period of FMLA leave. During a period of FMLA leave, an employee will be retained on the District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exists. (added 2012-13)

## **Article 28 - Inclement Weather**

28.1 With the exception of essential employees, support personnel working 12 months shall have the option of using appropriate available leave: personal, vacation or compensatory time on inclement weather days. (revised 2015-16)

28.2 Essential personnel includes, but is not limited to; custodians and maintenance. Essential personnel are expected to make every effort to report to work. (added 2009-10)

- 28.3 In the event, the Superintendent cancels school for inclement weather after 5:30 a.m. and a support employee reports to work prior to receiving the cancellation information, the support employee will receive one hour of regular contract pay.
- 28.4 For the 2015-16 school year, each support employee working less than 12 months, will be provided with two (2) days designated as paid "Inclement Weather Leave". The inclement weather leave days will be used to maintain the support employee's salary on the first and second day that school is canceled due to inclement weather. When an inclement weather day(s) is declared, the paid inclement weather leave will be entered on the employee's time sheet and the employee will be compensated based on his/her current hourly rate of pay and his/her regular daily contract hours. The District's administrative center staff will be responsible for the entry of the inclement weather leave into the employee's Time Centre pay record and the corresponding payment.
- 28.5 In the event more than two inclement weather days are taken in a school year, employees working less than 12-month contracts will not be compensated for these days and the affected employee's pay will be reduced in the pay period that included the inclement weather days.
- 28.6 Employees working less than 12 months will not be allowed to work on inclement weather days, or to make up the missed work day at a later time. However, any accumulated compensation or personal leave may be applied after the District provided Inclement Weather Leave has been exhausted.
- 28.7 If more than three (3) work days are lost to inclement weather in any pay period, the reduction in pay shall be limited to no more than three (3) days in a single pay period. Inclement weather days that exceed three (3) days in a single pay period will be processed and the employee's wages will be reduced the next pay period.

## **Article 29 - Health Insurance**

- 29.1 For the 2016-17 school year, the Board shall make health insurance coverage available to employees under the Oklahoma State and Education Employees Group Health Insurance Program.
- 29.2 Payment of the monthly premium amount shall be as follows:

**District Payment:** For the 2016-17 school year, the district shall pay \$57.83 per month (\$693.96 annually) of the individual employee's health insurance premium for each employee who elected to participate in the district's health insurance plan during the 2000-2001 school year. Employees who received this district-paid benefit during the 2000-2001 school year but who elect not to participate in the district's health insurance plan during any successive school year shall cease to receive this monthly district-paid benefit amount.

In accordance with State Law, the district shall pay, on behalf of all support personnel

who work four (4) hours or more per day or 20 hours per week and who elect to participate in the district's health insurance plan, fifty percent (50%) premium amount for the HealthChoice (Hi) option plan for an individual offered by the State and Education Employees Group Insurance Board. The support employee shall be responsible for paying the remaining 50% of the individual premium amount. (Revised 2016-17)

**State Payment:** For the 2016-17 school year, each employee under contract to work six (6) or more hours per day and whose contract position is at least one hundred seventy-two (172) days shall receive \$526.88 per month through December 2016 towards their health insurance in accordance with the State Law. Beginning January 2017 the new rate will be \$571.04. Employees who elect not to participate in the district's health insurance plan may apply the monthly amount to options under the district's Section 125 Cafeteria Plan or may receive the \$189.69 monthly amount as taxable compensation. 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 date of the employee's termination. (revised 2016-17)

Eligibility to receive the Flexible Benefit allowance payments shall be as determined by the State Department of Education. Both the Board and Association agree that the eligible employee's Flexible Benefit Allowance for any future school year is contingent upon available appropriation by the Oklahoma Legislature and allocations made by the State Department of Education.

- 29.3 Each employee shall elect or decline coverage under the district's health insurance program in accordance with the rules established by the program's administrator.
- 29.4 Coverage for employee's spouse, dependents and other eligible family members shall be offered to participating employees at their own expense.
- 29.5 Employees that incur a work related injury shall continue to receive their elected flexible benefit allowance as long as they are receiving total temporary benefits from workers' compensation and have district leave benefits available.

### **Article 30 - Life Insurance**

- 30.1 The Board shall pay the appropriate monthly, quarterly, semi-annual, or annual premiums for the purchase of twenty-four thousand dollars (\$24,000) face amount group term life insurance coverage for each full-time employee, with the option, at employee expense, to purchase additional coverage, if allowed by the carrier of the life insurance program. The amount of the benefit is subject to any reduction schedule based on the age of the insured as listed in the insurance contract. (revised 2015-16)
- 30.2 The Board shall designate the carrier of the life insurance plan. (revised 2015-16)
- 30.3 The employee shall be entitled to designate beneficiaries of his/her individual coverage and to make changes in beneficiaries when necessary.

- 30.4 The life insurance coverage for each employee shall provide for double indemnity benefit in the event of accidental death.
- 30.5 The employee shall be guaranteed the right of conversion of the District provided insurance coverage to individually owned insurance coverage upon termination of employment with the District, subject to the terms of the life insurance carrier's plan.

### **Article 31 - Disability Insurance**

- 31.1 The Board shall pay the appropriate premium for the purchase of a disability insurance/salary protection plan for each full time support employee that will provide a one hundred fifty dollar (\$150.00) per week benefit.
- A. The carrier for the salary protection plan shall be determined by the Board.
  - B. Benefits payable to the employee under the terms of the plan shall be in addition to any other salary, leave and/or fringe benefits provided in this Agreement.
  - C. The Board shall provide each support employee with a copy of the District's Group Disability Insurance Plan upon initial employment and whenever the plan significantly changes.
- 31.2 Benefits payable to the employee under the terms of the disability insurance coverage shall be in addition to any other salary, leave and/or fringe benefit provided in this Agreement. The salary protection plan and basic life insurance policy is provided as an employee benefit and is included as part of the employee total compensation for all employees working a minimum of 30 hours per week. (revised 2016-17)
- 31.3 The current plan includes a short-term disability plan (STD) that provides a weekly benefit up to \$150.00, with a fourteen (14) day waiting period for all employee claims resulting from an accident and a twenty one (21) day waiting period for sickness. A long-term disability plan (LTD) is also provided and becomes effective after the employee has been temporarily disabled for 6 months. The LTD pays up to 66% of the employee's monthly salary up to \$1,200 maximum per month. (revised 2010-11)

Claim forms are available at the Administrative Center. Questions concerning this coverage should be directed to the Benefits Coordinator at the Administrative Center (405) 340-2824. (revised 2009-10)

### **Article 32 - Employee Pension Plan**

- 32.1 The Board shall pay all pension contributions to the Oklahoma Teacher's Retirement System for each employee currently participating in the OTRS program, as well as for those present employees, contracted to work 20 hours or more per week, becoming eligible for participation. Support employees hired after October 1, 2011 shall become eligible for District-paid OTRS benefits upon completion of one year of qualified service. This benefit will become effective on the first day of the month following the employee's anniversary. The one-year waiting period for new support employees shall be waived for any newly hired employee who is participating as an active member of OTRS. (revised 2015-16)

- 32.2 Pension contributions to the OTRS program for participating employees shall be in addition to other compensation and fringe benefits.
- 32.3 The Board shall place the employee eligible for participation into the OTRS program and shall facilitate enrollment. Such placement and required contributions shall begin with the next pay date after completion of the OTRS enrollment form by the employee. (Revised 2016-17)
- 32.4. First-year employees may participate in OTRS by electing to pay 100 percent of the employee contribution. (added 2011-12)

### **Article 33 - Tax Shelter Program**

- 33.1 The employee shall be entitled to participate in the district approved tax shelter program administered in compliance with applicable state and federal statutes, rules and regulations.
- 33.2 Fees for participating in the program shall be shared equally between the employee and the Board.

### **Article 34 - Activity Pass for School Events**

- 34.1 At the beginning of the school year each employee shall be provided the opportunity to sign up for a school activity pass entitling the employee and family to free admission to all extra-curricular district school activities during the school year.

### **Article 35 – Payroll Procedures** (revised 2012-13)

- 35.1 When allowable under the Fair Labor Standards Act (FLSA), support employees shall receive payment of their annual salary in twenty-four (24) equal installments, payable on the fifteenth (15<sup>th</sup>) of the month and the last day of the month. The twenty-four (24) monthly payments shall be paid in twelve (12) consecutive months. The twelve consecutive months will be determined by the employee's contract. Support employees with employment contracts of 240 days or more, will receive 24 consecutive payments beginning in July and ending in June. Support employees with employment contracts of 195 – 220 days, will receive 24 consecutive payments beginning in August and ending in July. Support employees with employment contracts of 194 days or less, will receive 24 consecutive payments beginning in September and ending in August.

When the designated pay date falls on a weekend or a banking holiday, payment shall be on the preceding banking day.

Employees who do not generate sufficient annual contract salary to qualify for annualized pay will be paid based on actual hours worked during the applicable pay period.

All part-time employees working less than six (6) hours per day will be paid based on

actual hours worked within a pay period.

- 35.2 An employee whose compensation is annualized and who completes his/her annual contract in full shall continue to be paid during the summer months of July and August and shall not be entitled to receive the balance of his/her annual pay in advance of the regular scheduled pay dates.
- 35.3 Employee-elected payroll deductions will be withheld in equal monthly installments depending on the employee's contract.

In addition to those deductions required by law, the employee shall be entitled, upon written authorization, monthly payroll deduction for:

- Loan payments to Oklahoma Educators Credit Union
- District-approved insurance programs and tax-sheltered annuities
- Payment of SEE dues

## **Article 36 – Salary and Pay**

- 36.1 For the 2016-17 contract year, current employees reporting to work on or before November 1, 2015, shall advance one (1) step on the salary schedule, if step advancement is approved through the negotiation process. (revised 2012-13) Employees off the salary schedule will receive a stipend for 2016-17 school year equivalent to .20 per hour. (revised 2016-17)
- 36.2 Each step on all salary schedules may or may not correspond to one (1) year of creditable service with the District or other employers as defined elsewhere in this Agreement. Some employees may be credited with more steps than years of experience due to district salary schedules that were restructured with the 1990-91 contract year. (revised 2008-09)
- 36.3 As per this agreement, all additional hours worked above an employee's regular contract will be compensated in compensatory time unless other arrangements have been made prior to the performance of the work. At the building/department supervisor's discretion, employees working more than forty (40) hours per week shall receive overtime or compensatory time for those hours in excess of forty (40) at the rate of one and one-half (1 & 1/2) times their regular rate of pay. Bereavement leave time will be counted as time worked on the week an employee has overtime hours. SEE leave, personal, sick, vacation leave and compensatory time used will not count toward time worked on a week an employee has overtime hours. Employees must use all of their accumulated comp time prior to the end of their current contract. If an employee is unable to use their comp time by the end of their last contract day, then the employee will be eligible to receive compensation for the unused comp time hours based on their final regular pay rate. All additional hours worked must have prior approval by the designated supervisor as indicated in Article 4 of the Grievance Procedure. (revised 2016-17)
- 36.4 Employees required to perform emergency call duties at times other than their normal duty hours shall be paid overtime pay, with the option for compensatory time, for those

duties at the rate of one and one-half (1 & 1/2) times their regular rate of pay. It shall not be necessary for employees performing emergency call duties to work forty (40) hours during the week to qualify for overtime pay. Employees required to perform emergency call duties shall be on the clock when first contacted until completion of the duties and arriving back at their place of residence, but shall receive a minimum of one (1) hour overtime pay.

- 36.5 Support employees must clock in and out at their assigned time. Drivers and monitors shall clock in immediately in advance of any subsequent runs for the same day, but clock out immediately upon finishing route duties. (revised 2009-10)

Employees shall clock out immediately at the completion of their scheduled contract day. Any additional work- time either before or after allowed clock in or clock out times shall require supervisory approval. **All support employees may only clock in and out for themselves.**

- 36.6 Bus Drivers shall be paid for required conferences, equipment breakdowns, or accidents in accordance with their applicable regular or overtime hourly rate.
- 36.7 Bus Drivers who volunteer for field trips shall be paid at the rate of eleven dollars (\$11.00) per hour for driving time and non-driving time. Overnight field trips shall be paid at the same rate, with eight (8) hours of each twenty-four (24) being considered rest time. There will be no payment for the eight (8) hour period unless the driving time exceeds the rest time.
- 36.8 Bus Drivers whose field trips are canceled after their arrival at the Transportation Center shall receive pay for two (2) hours of field trip driving time.
- 36.9 Mid-day shuttle drivers and bus monitors who want to receive their pay equivalent for a canceled Shuttle route will be subject to reassignment within the Transportation Department.
- 36.10 Drivers of equipment trucks used in conjunction with field trips shall be paid in the same manner and amounts as field trip Bus Drivers.
- 36.11 All new Bus Drivers will be placed on Grade 30, and all new Bus Monitors will be placed on Grade 10. Bus Drivers/Monitors salary will be determined by accumulated clock hours each pay period.
- 36.12 Bus Drivers and monitors paid on a 12 month basis will receive five-sixths (5/6) of the accumulated pay for each month and the remaining one-sixth (1/6) will be divided over the five (5) remaining pay periods. (revised 2010-11)
- 36.13 Employees shall be paid in accordance with the pay grade and salary schedules shown in the appendices attached and included as part of the Agreement.
- 36.14 A regular employee who is assigned the responsibilities of another employee of higher

pay status, who is absent for reasons other than vacation leave for more than twenty (20) consecutive working days or thirty (30) cumulative days in a sixty (60) working day period, shall be compensated, beginning with the twenty-first (21) or thirty-first (31) working day, at the rate of pay the employee would qualify for if holding the higher position permanently retroactively effective to the date the higher paying position began (day one). (revised 2015-16)

36.15 Paid leave is based upon route times as scheduled on October 1<sup>st</sup> and February 1<sup>st</sup>.  
(revised 2009-10)

36.16 Bus Monitors routes are established by cooperative agreement between special needs drivers, special needs coordinator and monitors. Drivers and monitors shall stay together for morning, mid-day and afternoon routes. Final decision as to placement of monitors will be done by the special needs coordinator and reviewed by the director of transportation.

36.17 Open mid-day routes will be filled daily by the dispatcher or special needs coordinator. Those monitors not having scheduled mid-day routes will be eligible for open mid-day routes as defined in Article 14.6. The list of monitors wishing to work mid-days will be based upon in-district seniority before the first day of classes. Any person added after the first day of classes will go to the bottom of the list. In the event of an emergency, special circumstance or extended absence, the director of transportation or designee reserves the right to assign the mid-day monitor positions in the best interest of safety and operational efficiency. (revised 2010-11)

36.18 Bus Drivers who work less than six (6) hours per day shall receive a One Hundred Dollar (\$100.00) stipend for completing the entire school year. The stipend will not be paid if the employee does not complete the entire year. Employees hired after the beginning of the year will have their stipend prorated on a daily basis. The stipend will be paid in a lump sum with the June paycheck.

36.19 Support employees (currently serving in this position) who elect to work an unfilled certified lunch duty as an additional duty for the school year will be paid at the flat rate of \$6.00 per half hour. Time worked will be tracked on the Teacher Special Duty sheets turned into payroll each month.  
Any employee working a certified lunch duty prior to the 2009-2010 school year will be paid at the \$6.00 per half hour rate or at the rate of pay received for the 2008-09 school year, whichever is higher. (revised 2016-17)

### **Article 37 - Placement on Salary Schedule**

37.1 Support employees hired into the district for the first time begin on step "O" of the salary scale. New employees will be allowed to bring in up to five (5) years of paid verified accredited school experience in the job category for which they are hired according to district guidelines. Experience submitted within 90 days of the hire date will become effective on the hire-date; experience submitted after 90 days of hire date becomes effective on the date of submission. (revised 2015-16)

37.2 Employees previously employed by the Board shall be given full credit for their previous



verified work experience with the district, provided the experience was in the same classification for which they are rehired.

- 37.3 First time employees shall advance one (1) additional step for three (3) years of verified paid non-school experience up to six (6) steps for eighteen (18) years of like experience. It is the responsibility of the employee to contact the Human Resource Department regarding their additional previous experience information. The non-school experience must be in the same job classification for which they are employed. (revised 2015-16)
- 37.4 Military Service Step Credit will be given to all qualified employees who will receive one step for each year of documented military service with a DD214, up to 5 steps. Credit will not be given to an employee enlisted in the military reserves unless the employee saw "active duty" as defined by the United States Armed Forces. (revised 2008-09)

### **Article 38 - Severance Benefit**

- 38.1 The Board shall pay a severance benefit to each full-time (6 hours or more) employee upon retirement, provided the employee qualifies for full retirement benefits as defined by the Oklahoma Teachers Retirement System. Employees shall notify the Human Resources Administrator in writing of his/her date of retirement. (revised 2008-09)
- 38.2 Each employee with twenty-five (25) or more consecutive years of service to the district and accumulated sick leave hours equivalent to thirty (30) or more contract days at the time of retirement shall receive a severance benefit equal to thirty (30) contract days based on their current contract salary.
- 38.3 Each employee with twenty (20) or more consecutive years of service to the district and accumulated sick leave hours equivalent to twenty-five (25) or more contract days at the time of retirement shall receive a severance benefit equal to twenty-five (25) contract days based on their current contract salary.
- 38.4 Each employee with fifteen (15) consecutive years of service to the district and accumulated sick leave hours equivalent to twenty (20) or more contract days at the time of retirement shall receive a severance benefit equal to twenty (20) contract days based on their current contract salary.
- 38.5 Employees age 55 on or before August 31<sup>st</sup>, and older leaving the school district for reasons of retirement or general separation of service who are eligible to receive taxable compensation for any unused vacation pay and/or retirement incentive pay from the district, will have the gross amount of the payment permanently tax sheltered from employee Social Security and Medicare tax. Due to IRS regulations, employees must participate in the plan if they meet the eligibility requirements; there is no process of opting out of this special retirement plan. (revised 2012-13)
- 38.6 The special pay retirement plan enables the employee to defer federal and state income tax on both the contribution and earnings until the funds are withdrawn from the retirement account. The compensation is deposited into a guaranteed interest bearing fixed account through American Fidelity. The funds can be rolled over into another qualified retirement account or can be withdrawn at any time by the owner of the account. The minimum amount of compensation an employee must receive to be eligible to participate in the 403(b) employer paid retirement plan will be set at \$2,500 per employee. The amount of the gross pay tax sheltered under this plan will not be

included in the employee's end of year W2 statement.

### **Article 39 - Reimbursement for Employment-Related Expenses**

- 39.1 Employees incurring an authorized expense connected with the performance of job duties shall be reimbursed upon making written claim in accordance with established district policy and claims procedure.
- 39.2 Employees required to use personal vehicles for employment-related travel shall be reimbursed at the current IRS mileage reimbursement rate. The employee shall accumulate one-hundred (100) miles or more prior to requesting mileage reimbursement. All requests, including those for less than one-hundred (100) miles, must be turned in no later than July 31<sup>st</sup>. The immediate supervisor must approve each use of a personal vehicle for employment-related travel on the appropriate district form.
- 39.3 Except for emergencies, the employee shall obtain approval from his/her immediate supervisor prior to incurring mileage, meals or other expenses for which a reimbursement claim is to be made.
- 39.4 Edmond Public Schools Child Nutrition employees who have earned and maintained the School Nutrition Association Certification status will be eligible to receive a stipend for the 2016-17 school year. The stipend will be paid at the end of the 2016-17 school year.
- Stipend amounts are based on the level of certification as follows:
- Level 1 - \$200.00
- Level 2 - \$250.00
- Level 3 - \$300.00 (Level 3 includes Credentialed employees)(revised 2015-16)
- 39.5 In the event that an employee's certification status is not maintained or lapses during a school year, the Child Nutrition employee will not be eligible for the stipend. To receive the stipend the employee must complete the Edmond Public School Child Nutrition SNA Certification Stipend Request form (available in the Child Nutrition office) and provide a current copy of the SNA issued Certification or Credential certificate denoting valid dates. Completion of required certification training requirements and continuing education credits is the responsibility of the Child Nutrition employee.
- 39.6 Cafeteria Managers that supervise a satellite site shall receive monthly stipends totaling no more than nine hundred dollars (\$900) per year. If the satellite site is converted to a full production kitchen during the school year, the stipends will stop on the last month that the satellite site received meals from the production kitchen.

### **Article 40 - Payroll Deduction of SEE Dues**

- 40.1 Upon presentation of written authorization from the employee, the board shall deduct the employee's annual SEE membership dues from regular payroll warrants in amounts and number of installments as specified in writing by SEE. If employment in the district terminates, the remainder of the association dues will be deducted from the member's final check if sufficient wages are available. Within five (5) working days after issuance of payroll warrants, the Board shall remit all deductions, including a record of employee

names and dues amounts, to SEE, except for the June regular payday such dues remittance shall be within ten (10) working days.

- 40.2 Upon written request, the Board shall provide written notice of the names, home telephone numbers, and employment site of new employees, provided that home telephone numbers shall be withheld upon the request of the employee.

#### **Article 41 - SEE Leave**

- 41.1 The president of SEE shall be provided up to ten (10) days organizational leave during the term of this Agreement, with no loss of pay or other benefits to the employee. In addition, other SEE representatives, so designated by the SEE President shall be provided up to a cumulative total of twenty (20) days organizational leave during the term of this Agreement, with no loss of pay or benefits to the employees involved.
- 41.2 SEE shall be provided ten (10) working days during the term of this agreement for organizational business at no cost to SEE. SEE shall reimburse the district the actual hourly cost of the employee taking association leave for leave utilized above ten (10) days.
- 41.3 Notification for organizational leave shall be made by the SEE president or his/her designee to the superintendent or his/her designee on the day before the leave is to be used. In cases of emergency or other unusual circumstances, the superintendent or his/her designee may waive the notice requirement.
- 41.4 With the exception of the SEE president, only one (1) SEE representative per work site or department may use SEE leave at the same time, provided that the Superintendent or his/her designee may waive this restriction when deemed appropriate to do so.

#### **Article 42 - Board Meeting Materials**

- 42.1 SEE shall be provided with Board meeting materials at least twenty-four (24) hours prior to each Board meeting. Such materials shall be delivered electronically to the SEE President. (revised 2012-13)

#### **Article 43 - SEE Communications with Employees**

- 43.1 SEE shall have the right to provide and maintain a SEE bulletin board at each work site or department headquarters, the location of which shall be determined by consultation with the appropriate supervisors or school principals.
- 43.2 SEE shall be permitted use of school buildings and other work places for meetings, provided that there is no interference with scheduled employee duties or school activities, and approval is obtained from the appropriate supervisors or school principals.
- 43.3 SEE shall be permitted use of the district school mail system and employee mail boxes for the purpose of internal communications. SEE shall also be provided a mailbox at the district central mail system office and at each school or work site.

- 43.4 Bulletin boards, school facilities, and the school mail system shall not be used by SEE for purposes of partisan political campaigning.
- 43.5 SEE representatives shall have the right to visit any school building or other work site for the purpose of meeting with any employee or group of employees governed by the terms of this Agreement. SEE representatives shall inform, upon arrival, the appropriate supervisor or school principal, or their designees, of their presence. SEE representatives shall not interfere with employees in the proper performance of their duties. On-duty SEE representatives shall not be permitted to visit school buildings or work sites other than their own without the knowledge and approval of their immediate supervisors.

#### **Article 44 -- Notice to SEE of Positions Posted and Filled**

- 44.1 SEE shall be provided a copy of all "Notice of Vacancy" lists at the same time they are forwarded to school buildings and other work sites for posting.
- 44.2 Upon written request from the president of SEE, he/she will be provided written information concerning the number of applicants for posted positions, the number of interviews granted, and the names of individuals appointed to fill posted positions.

#### **Article 45 --Classification Committee**

Effective during the 2014-15 school year the Classification Committee process has been suspended for 2-3 years while EPSAC & SEE develop an alternate system.

#### **Article 46 -- Employee Committee**

- 46.1 When a committee is formed requiring the participation and/or representation of support employees, the Board shall request from SEE a list of employees meeting the criteria established by the Board for service on the committee.
- 46.2 Upon receipt of the written request from the Board for a list of names, SEE shall have seven (7) working days to provide such a list, otherwise, the Board shall be permitted to designate whomever it wishes to serve.
- 46.3 Employees appointed to committees shall be released to attend committee meetings that are scheduled during the workday at no loss of pay or other benefits. Meetings held outside the employee's workday will not result in compensation or other benefits.

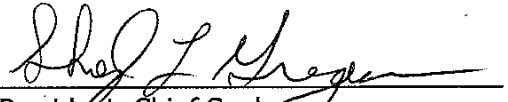
**Article 47 – Signatures**

In witness hereof, as authorized representatives of the parties, we have affixed our signatures

this 26 day of August, 2016.



President,  
Edmond Board of Education



President, Chief Spokesperson,  
Support Employees of Edmond



Chief Spokesperson,  
Edmond Board of Education

August 26, 2016  
Date



**PROCEDURAL  
AGREEMENT  
FOR  
BARGAINING  
AND  
MEMORANDUMS  
OF  
AGREEMENT**

## **PROCEDURAL AGREEMENT FOR BARGAINING**

between  
Edmond Board of Education  
Independent School District No. 12  
and  
Support Employees of Edmond  
Oklahoma Education Association  
National Education Association

### **Article 1 -- Recognition**

- 1.1 This Agreement is made and entered into by and between Support Employees of Edmond, hereinafter termed "SEE" and the Board of Education of the Edmond Public Schools, hereinafter termed the "Board". (revised 2012-13)
- 1.2 The Board hereby recognizes SEE as the exclusive negotiations representative for the bargaining unit consisting of all employees who are not required by their job description to be a principal, licensed or certified teacher, superintendent or other administrator, specifically excluding, but not limited to district level administrators and supervisors/assistant supervisors of Transportation, Maintenance Custodial Services and Child Nutrition. In addition, other employees excluded include all officers of the Board as defined in Title 70, Oklahoma Statutes, Section 5-119.
- 1.3 SEE will maintain the right to have an introductory letter in the negotiated agreement.

### **Article 2 -- Scope of Bargaining**

- 2.1 The Board and SEE agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment. There shall be no negotiations on the inherent managerial rights of the Board or the inherent representations rights of SEE.
- 2.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement. In the case of an inconsistency, the terms of the Negotiated Agreement shall have control over the policy, rule or regulation.

### **Article 3 -- Negotiations Procedures**

- 3.1 The Board and SEE shall each exchange, in writing, at the first negotiations session, the names of persons who shall serve as their respective representatives for negotiations, up to ten (10). Each party shall also designate the person on its team who will serve as spokesperson. Other persons may be permitted to attend negotiation sessions for resource purposes upon prior mutual agreement of the parties. (revised 2012-13)
- 3.2 No later than April 15 of each ensuing year, either SEE or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above,



negotiations will not take place for the ensuing year. (revised 2012-13)

- 3.3 The first negotiation session shall occur on a mutually agreeable date. (revised 2012-13)
- 3.4 The Board and SEE shall share their initial written concerns at least one week prior to scheduled negotiations. Subsequent initial concerns may only be submitted upon mutual agreement of the parties. (revised 2012-13)
- 3.5 Only those members who comprise the negotiation teams will be present in the room during negotiations except for the OEA advocate and clerical assistance. Other parties may be permitted to be present only by mutual agreement of the parties. (revised 2012-13)
- 3.6 Negotiations shall be conducted in closed sessions. No recordings or official transcripts shall be made without mutual agreement of the parties.
- 3.7 Negotiations will only be conducted between the designated representatives of the parties and only in regular negotiations sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiations session.
- 3.8 Negotiations sessions shall be scheduled outside the regular work day of the representatives of the bargaining unit, except by mutual agreement.
- 3.9 Releases to the news media will be by mutual agreement only. However, neither the Board nor SEE shall be prohibited from communicating with its own members.
- 3.10 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first as a package by SEE to the bargaining unit for ratification and then by the Superintendent to the Board for ratification.

#### **Article 4 -- Impasse**

- 4.1 If negotiations are not successfully concluded by the first day of school, an impasse shall exist, unless the parties mutually agree to extend the date.
- 4.2 Within two (2) days of existence of an impasse, the parties shall request the services of the Federal Mediation and Conciliation Service.
- 4.3 If the mediation process has failed to bring about agreement on all items, the unresolved items shall be submitted to fact-finding.
- 4.4 A fact-finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by SEE, and one (1) member shall be selected by the Board, within five (5) days. Within fifteen (15) days, the third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of five (5) potential fact finders from the State Superintendent. If no name on the list is agreeable to both

parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one (1) name remains. The person whose name remains on the list will serve as the chairperson of the fact-finding committee.

- 4.5 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact-finding shall show the last position taken by each negotiating team.
- 4.6 The committee shall meet with the Board's and SEE's negotiations representatives for the purpose of fact-finding.
- 4.7 The cost for the services of the fact-finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, SEE shall assume the expenses of the representative selected by SEE, and the expenses of the third member shall be shared equally by the Board and SEE.
- 4.8 The fact-finding committee shall have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.
- 4.9 All hearings by the fact-finding committee shall be conducted in closed session.
- 4.10 The chairperson shall convene the committee for fact-finding. The committee shall meet with the representatives of both parties and up to two (2) additional representatives for each party, and, within twenty (20) days after the fact-finding hearing shall present its written recommendations to the Board and SEE. The report shall set forth findings of fact and recommendations on the issues submitted.
- 4.11 If either party decides it must reject one (1) or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and SEE. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.
- 4.12 The Board shall file a copy of the fact finding report with the office of the State

Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and upon ratification such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.

#### **Article 5 -- Severability**


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

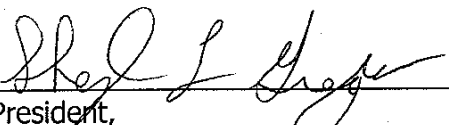
- 5.2 Upon request of either party, the parties shall meet as soon as practicable to negotiate a replacement for the severed provision.

#### **Article 6 -- Duration of Agreement**

- 6.1 This Agreement shall be in full force and effect upon ratification and signing by authorized representatives of the parties, and shall continue in effect for successive fiscal year periods of July 1 through June 30, unless notice is given, in writing, between January 1 and January 31 of any year, by either party, that the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within fifteen (15) days of such notice.
- 6.2 This Agreement shall be null and void if SEE ceases to exist or ceases to be the legally recognized bargaining agent for the employees defined herein.

#### **Article 7 -- Signatures**

  
\_\_\_\_\_  
President,  
Edmond Board of Education

  
\_\_\_\_\_  
President,  
Support Employees of Edmond

Edmond Public Schools  
and  
Support Employees of Edmond  
September 2016

This document represents a memorandum of agreement between the Edmond Public Schools and the Support Employees of Edmond. The memorandum of agreement addresses SEE's daily use of the district owned fax machines, email system, printers, copiers, and school mailboxes. In regards to copier usage, SEE will provide their own copier paper and will be limited to 1000 copies during the period of July 1, 2016 through June 30, 2017.

SEE shall be allowed use of the district meeting rooms for organizational meetings at no additional cost. Organizational meetings held on weekends will fall under the guidelines of the district's Facilities/Equipment Policy # 5330. SEE meetings and activities scheduled outside of the district normal business hours will need to be scheduled through the site principal. SEE will be charged at the rates designated for non-profit organizations for weekend events. Professional development activities approved by the district will be excluded from the district's facility use policy.

It is agreed by both parties that SEE may utilize the district resources identified above as needed to conduct association business on a regular daily basis. SEE shall also recognize the requirements and expectations as stated in the District's Network and Internet Acceptable Use Policy.

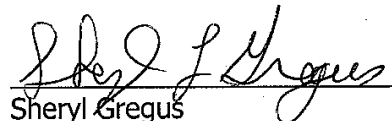
It is further agreed that SEE will reimburse EPS \$100 per year for use of these resources.

Agreed to by:



Bret Towne  
Superintendent of Schools

Date: 8-31-16



Sheryl Gregus  
SEE President

Date: 8/26/2016

Memorandum of Agreement  
Edmond Public Schools (EPS)  
and  
Support Employees of Edmond (SEE)

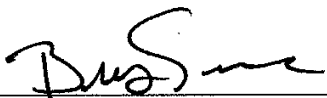
June 6, 2016

Edmond Public Schools and the Support Employees of Edmond recognize a current state budget shortfall of \$1.3 billion dollars. Additionally, Edmond Public Schools is anticipating the need to reduce its 2016-2017 budget by \$3.6 million.

In an effort to protect class sizes, the Support Employees of Edmond (Association) and the Edmond Board of Education (Board) agree to the following adjustments to the collective bargaining agreement.

- Reduction of one contract day for all support employees

This memorandum of understanding is in effect for the 2016-2017 school year.

  
Mr. Bret Towne, Edmond Public Schools Superintendent

8-31-16  
Date

  
Sheryl Gregus, 2016-2017 SEE President

June 6, 2016  
Date

# **SALARY SCHEDULES**

**EDMOND PUBLIC SCHOOLS  
2016-2017  
Schedule of Pay Grades for  
Before/After Care, and Lunch/Recess Monitors**

<b>GRADE</b>	<b>POSITION</b>	<b>Days</b>
<b>Grade 10</b>	Before/After Care TA I	173
<b>Grade 20</b>	Lunch/ Recess Monitor	172
<b>Grade 30</b>	Before/After Assistant Director	173
<b>Grade 50</b>	Before/After Director	173
	Before/After Facilitator	143

**EDMOND PUBLIC SCHOOLS**  
**2016-2017**  
**Schedule of Pay Grades for**  
**Before/After Care, and Lunch/Recess Monitors**

Step	Grade 10	Grade 20	Grade 30	Grade 50
0	9.58	10.80	11.97	20.15
1	10.05	11.01	12.46	20.79
2	10.37	11.22	12.78	21.12
3	10.66	11.43	13.10	21.46
4	10.95	11.65	13.45	21.77
5	11.25	11.86	13.76	22.14
6	11.56	12.07	14.09	22.46
7	11.80	12.28	14.41	22.82
8	12.02	12.49	14.77	23.13
9	12.28	12.71	15.07	23.47
10	12.51	12.93	15.41	23.80
11	12.76	13.15	15.72	24.15
12	13.04	13.37	16.07	24.48
13	13.28	13.60	16.36	24.82
14	13.57	13.82	16.71	25.14
15	13.82	14.04	17.05	25.50
16	14.10	14.26	17.37	25.81
17	14.42	14.49	17.73	26.18
18	14.75	14.72	18.03	26.47
19	15.01	14.94	18.38	26.83
20	15.30	15.16	18.73	27.15
21	15.61	15.38	19.03	27.47
22	15.92	15.61	19.45	28.11
23	16.25	15.83	19.84	28.69
24	16.57	16.05	20.26	29.30
25	16.92	16.27	20.68	29.90
26	17.23	16.49	21.08	30.48
27	17.55	16.73	21.49	31.07
28	17.89	16.95	21.90	31.66
29	18.24	17.18	22.32	32.28
30	18.58	17.40	22.74	32.91
31	18.93	17.63	23.16	33.52
32	19.27	17.86	23.58	34.14
33	19.62	18.09	24.01	34.76
34	19.97	18.32	24.44	35.37
35	20.32	18.55	24.87	35.98
36	20.67	18.78	25.30	36.59

BF7



**EDMOND PUBLIC SCHOOLS**  
**2016-2017**  
**Schedule of Pay Grades for Child Nutrition**

<b>GRADE</b>	<b>POSITION</b>	<b>Days</b>
<b>Grade 20</b>	Cafeteria Worker	176
	Traveling Cafeteria Worker	176
<b>Grade 30</b>	Department Head	176
	Satellite Head	176
<b>Grade 50</b>	MS Assistant Cafeteria Manager	180
	HS Assistant Cafeteria Manager	180
<b>Grade 60</b>	Elementary Cafeteria Manager	180
<b>Grade 20/70</b>	C.N. Perm Sub Cafe Worker/Driver	176/180
<b>Grade 70</b>	Child Nutrition Driver	180/185
<b>Grade 80</b>	CN Financial Manager	239
	C.N. Procure Distribution Manager	195
	District Manager	180
	MS Cafeteria Manager	180
	HS Cafeteria Manager	180

**EDMOND PUBLIC SCHOOLS**  
**2016-2017**  
**Schedule of Pay Grades for Child Nutrition**

Step	Grade20	Grade 30	Grade 50	Grade60	Grade 70	Grade 80
0	9.43	9.79	10.47	11.17	11.13	11.99
1	9.85	10.28	10.99	11.71	11.69	12.62
2	10.05	10.56	11.31	12.01	11.94	13.03
3	10.28	10.82	11.60	12.25	12.23	13.38
4	10.48	11.09	11.90	12.55	12.49	13.73
5	10.68	11.34	12.20	12.81	12.77	14.09
6	10.90	11.61	12.46	13.15	13.13	14.45
7	11.11	11.89	12.77	13.44	13.45	14.83
8	11.32	12.14	13.08	13.74	13.73	15.19
9	11.50	12.40	13.39	14.04	14.09	15.53
10	11.75	12.66	13.72	14.34	14.38	15.92
11	11.94	12.97	14.09	14.63	14.73	16.30
12	12.23	13.22	14.41	14.98	14.98	16.57
13	12.49	13.49	14.74	15.21	15.26	16.88
14	12.77	13.73	15.01	15.50	15.68	17.19
15	13.08	13.96	15.25	15.88	16.01	17.50
16	13.38	14.23	15.51	16.26	16.30	17.90
17	13.67	14.50	15.68	16.59	16.57	18.20
18	13.94	14.80	16.17	16.91	16.88	18.51
19	14.28	15.08	16.46	17.21	17.19	18.96
20	14.58	15.34	16.77	17.50	17.64	19.26
21	14.85	15.64	17.07	17.82	17.96	19.57
22	15.17	15.96	17.44	18.22	18.26	20.03
23	15.47	16.30	17.80	18.91	18.57	20.43
24	15.79	16.63	18.16	19.28	18.91	20.86
25	16.11	16.96	18.50	19.65	19.23	21.31
26	16.41	17.28	18.87	20.03	19.57	21.69
27	16.71	17.60	19.23	20.40	19.96	22.12
28	17.03	17.94	19.57	20.79	20.33	22.54
29	17.35	18.27	19.96	21.18	20.73	22.99
30	17.69	18.62	20.33	21.58	21.12	23.41
31	18.02	18.96	20.69	21.98	21.52	23.83
32	18.36	19.30	21.05	22.38	21.93	24.25
33	18.71	19.65	21.41	22.78	22.33	24.68
34	19.06	20.00	21.77	23.18	22.73	25.11
35	19.41	20.35	22.13	23.58	23.13	25.54
36	19.76	20.70	22.49	23.98	23.53	25.97

CN7

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for Clerical Support**

<b>GRADE</b>	<b>POSITION</b>	<b>Days</b>
<b>Grade 30</b>	CN Receptionist	184
	Elementary Secretary	194
	HS Attendance Secretary, HS Receptionist	184
	High School Sub-finder Secretary	184
	Indian Ed Assistant	184
	Middle School Attendance Secretary	184
<b>Grade 40</b>	Boulevard Registrar/ Counselor's Secretary	219
	Elem Financial Secretary, Student Records Secretary	194
	EPSAC Receptionist	239
	File Clerk/ Psychometrist's Secretary	196
	High School Assistant Financial Secretary	184
	High School Counselor's Secretary	184/239
	High School Data Management Secretary	184
	Indian Ed Secretary	239
	Maintenance Inventory Clerk	244
	Middle School Principal's Secretary	219
	Middle School Financial Secretary	184
	Middle School Registrar/ Counselor's Secretary	219
<b>Grade 50</b>	Account Clerk	196
	Accounts Payable Clerk	239
	Athletic Secretary	194
	Athletic Director's Secretary	239
	Child Nutrition Supervisor's Secretary	239
	Custodial Supervisor's Secretary	239
	Director's Secretary	239
	Educational Services Secretary	239
	High School Financial, Principal's Secretary	239
	High School Registrar	239
	Maintenance Supervisor's Secretary	244
	Special Ed Coordinator's Secretary	239
	Transportation Secretary	239
	Transportation Secretary – 11 Month	219
<b>Grade 60</b>	Director of Special Services' Secretary	239
	Personnel Clerk	239
	Sub-finder Coordinator	239
	Transportation Payroll Clerk	239
	Technology Support Coordinator Secretary	239
<b>Grade 70</b>	Associate Superintendent's Secretary	239
	Certified, Support Payroll Clerk	239
	Chief Financial Officer's Secretary	239
	Human Resources Secretary	239
	Employee Benefits Coordinator	239
	Chief Officer of Human Resource's Secretary	239

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Clerical Support**

Step	GRADE 30	GRADE 40	GRADE 50	GRADE 60	GRADE 70
0	10.22	11.10	11.40	12.25	13.21
1	10.70	11.63	11.95	12.86	13.81
2	10.98	11.90	12.25	13.17	14.13
3	11.25	12.19	12.56	13.51	14.47
4	11.67	12.44	12.89	13.80	14.76
5	11.96	12.73	13.22	14.13	15.09
6	12.26	13.08	13.52	14.45	15.41
7	12.52	13.38	13.80	14.80	15.76
8	12.78	13.67	14.16	15.09	16.05
9	13.08	13.94	14.45	15.42	16.38
10	13.38	14.23	14.80	15.75	16.72
11	13.65	14.57	15.11	16.09	17.06
12	13.89	14.85	15.43	16.36	17.34
13	14.14	15.14	15.69	16.71	17.69
14	14.42	15.46	16.00	17.05	18.03
15	14.74	15.79	16.34	17.37	18.35
16	15.00	16.09	16.67	17.73	18.71
17	15.31	16.35	16.96	18.02	19.00
18	15.63	16.75	17.30	18.36	19.34
19	15.96	17.10	17.68	18.74	19.71
20	16.22	17.50	17.90	19.02	20.00
21	16.52	17.81	18.24	19.35	20.33
22	16.88	18.19	18.65	19.76	20.73
23	17.23	18.54	19.04	20.17	21.15
24	17.63	18.93	19.45	20.59	21.57
25	17.98	19.31	19.82	20.99	21.97
26	18.32	19.68	20.20	21.40	22.38
27	18.66	20.05	20.60	21.83	22.80
28	19.02	20.43	20.98	22.21	23.19
29	19.37	20.83	21.38	22.66	23.63
30	19.75	21.23	21.82	23.09	24.07
31	20.11	21.65	22.24	23.52	24.50
32	20.48	22.06	22.68	23.96	24.94
33	20.86	22.47	23.11	24.39	25.37
34	21.24	22.88	23.54	24.82	25.80
35	21.62	23.29	23.97	25.25	26.23
36	22.00	23.70	24.40	25.68	26.66

CL7

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Custodial**

<b>GRADE</b>	<b>POSITION</b>	<b>Days</b>
<b>Grade 10</b>	Custodian	244/239
<b>Grade 20</b>	Elementary Assistant Head Custodian	244
	SSC/ Blvd Academy Assistant Head Custodian	244
<b>Grade 30</b>	Middle School Assistant Head Custodian	244
	Parking Lot Attendant	173
<b>Grade 40</b>	Elementary Head Custodian	244
	High School Assistant Head Custodian	244
<b>Grade 50</b>	Delivery Driver	244
	District Distribution Driver	244
	EPSAC Head Custodian	244
	Middle School Head Custodian	244
	Special Services Center Head Custodian	244
	Warehouse Manager	244
<b>Grade 60</b>	High School Head Custodian	244

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Custodial**

Step	Grade 10	Grade 20	Grade 30	Grade 40	Grade 50	Grade 60
0	9.49	9.68	10.48	10.63	11.31	11.87
1	9.97	10.16	10.99	11.15	11.83	12.38
2	10.20	10.44	11.30	11.41	12.13	12.68
3	10.47	10.69	11.58	11.73	12.38	12.95
4	10.75	10.97	11.83	11.97	12.66	13.24
5	10.99	11.25	12.11	12.26	12.99	13.57
6	11.24	11.50	12.40	12.53	13.28	13.87
7	11.50	11.79	12.69	12.82	13.60	14.17
8	11.78	12.05	13.03	13.11	13.88	14.44
9	12.00	12.30	13.29	13.45	14.16	14.75
10	12.28	12.56	13.58	13.73	14.45	15.04
11	12.52	12.95	13.87	14.00	14.78	15.35
12	12.77	13.10	14.13	14.30	15.05	15.64
13	13.06	13.38	14.44	14.64	15.36	15.94
14	13.29	13.65	14.76	14.92	15.65	16.22
15	13.56	13.88	15.01	15.22	15.95	16.53
16	13.78	14.14	15.28	15.49	16.30	16.89
17	14.09	14.44	15.55	15.81	16.65	17.23
18	14.37	14.76	15.85	16.11	16.93	17.52
19	14.73	15.02	16.15	16.37	17.22	17.81
20	14.97	15.31	16.44	16.69	17.54	18.14
21	15.25	15.59	16.75	16.98	17.82	18.41
22	15.58	15.91	17.07	17.35	18.20	18.80
23	15.88	16.24	17.43	17.72	18.56	19.14
24	16.20	16.56	17.78	18.05	18.94	19.53
25	16.51	16.90	18.13	18.41	19.33	19.93
26	16.82	17.22	18.46	18.77	19.70	20.28
27	17.14	17.54	18.84	19.12	20.06	20.66
28	17.46	17.88	19.17	19.49	20.44	21.04
29	17.81	18.23	19.54	19.87	20.84	21.42
30	18.15	18.57	19.93	20.23	21.24	21.85
31	18.49	18.92	20.31	20.61	21.66	22.26
32	18.84	19.26	20.69	21.00	22.07	22.69
33	19.18	19.60	21.06	21.38	22.48	23.11
34	19.52	19.94	21.43	21.76	22.89	23.53
35	19.86	20.28	21.80	22.14	23.30	23.95
36	20.20	20.62	22.17	22.52	23.71	24.37

CU7

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Deaf Ed Interpreters**

<b>GRADE</b>	<b>Days</b>
<b>QAST 1</b>	<b>173</b>
<b>QAST 2</b>	<b>173</b>
<b>QAST 3</b>	<b>173</b>
<b>QAST 4</b>	<b>173</b>
<b>QAST 5</b>	<b>173</b>
<b>NATIONAL CERTIFICATION</b>	<b>173</b>

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Deaf Ed Interpreters**

Step	QAST 1	QAST 2	QAST 3	QAST 4	QAST 5	Natl Cert
0	16.84	19.10	22.56	24.73	26.89	29.06
1	17.14	19.47	23.00	25.20	27.40	29.62
2	17.48	19.84	23.44	25.69	27.94	30.19
3	17.81	20.21	23.89	26.19	28.47	30.78
4	18.14	20.60	24.34	26.69	29.04	31.37
5	18.48	21.00	24.81	27.20	29.60	31.99
6	18.85	21.40	25.29	27.74	30.17	32.59
7	19.18	21.82	25.78	28.26	30.76	33.24
8	19.55	22.22	26.26	28.82	31.35	33.88
9	19.94	22.65	26.79	29.36	31.95	34.53
10	20.32	23.08	27.29	29.94	32.57	35.21
11	20.70	23.51	27.81	30.51	33.21	35.91
12	21.10	23.98	28.36	31.12	33.86	36.59
13	21.50	24.45	28.90	31.71	34.51	37.31
14	21.91	24.92	29.45	32.33	35.19	38.05
15	22.33	25.38	30.04	32.96	35.88	38.77
16	22.76	25.87	30.60	33.59	36.57	39.53
17	23.19	26.37	31.20	34.26	37.29	40.31
18	23.64	26.88	31.82	34.92	38.01	41.10
19	24.10	27.40	32.42	35.59	38.74	41.91
20	24.55	27.94	33.04	36.29	39.50	42.71
21	25.03	28.46	33.69	37.00	40.28	43.56
22	25.51	29.04	34.34	37.71	41.07	44.41
23	26.01	29.58	35.02	38.45	41.87	45.28
24	26.51	30.16	35.70	39.21	42.68	46.17
25	27.03	30.75	36.39	39.97	43.52	47.08
26	27.54	31.34	37.09	40.75	44.37	48.00
27	28.09	31.95	37.83	41.55	45.25	48.94
28	28.61	32.56	38.55	42.36	46.13	49.89
29	29.17	33.20	39.31	43.19	47.04	50.87
30	29.74	33.85	40.08	44.04	47.95	51.88
31	30.31	34.49	40.86	44.88	48.87	52.88
32	30.89	35.14	41.62	45.72	49.80	53.88
33	31.46	35.79	42.39	46.57	50.73	54.88
34	32.03	36.44	43.16	47.42	51.66	55.88
35	32.60	37.09	43.93	48.27	52.59	56.88
36	33.17	37.74	44.70	49.12	53.52	57.88

DE7



**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**LPN**

<b>GRADE</b>	<b>Days</b>
<b>LPN</b>	<b>173</b>

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**LPN**

Step	LPN II
0	16.84
1	17.14
2	17.48
3	17.81
4	18.14
5	18.48
6	18.85
7	19.18
8	19.55
9	19.94
10	20.32
11	20.70
12	21.10
13	21.50
14	21.91
15	22.33
16	22.76
17	23.19
18	23.64
19	24.10
20	24.55
21	25.03
22	25.51
23	26.01
24	26.51
25	27.03
26	27.54
27	28.09
28	28.61
29	29.17
30	29.74
31	30.31
32	30.89
33	31.46
34	32.03
35	32.60
36	33.17

LPN7

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Maintenance**

[illegible]

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for Maintenance**

Step	Grade 35	Grade 40	Grade 50	Grade 60	Grade 70
0	11.51	13.94	14.88	15.40	15.62
1	12.03	14.60	15.58	16.10	16.31
2	12.47	14.92	15.91	16.40	16.66
3	12.76	15.24	16.23	16.75	16.96
4	13.06	15.53	16.53	17.06	17.31
5	13.32	15.88	16.87	17.38	17.73
6	13.61	16.20	17.21	17.74	18.02
7	13.92	16.51	17.53	18.03	18.36
8	14.20	16.86	17.86	18.37	18.72
9	14.50	17.19	18.03	18.73	19.03
10	14.79	17.52	18.37	19.03	19.35
11	15.08	17.86	18.72	19.36	19.65
12	15.40	18.02	19.03	19.65	19.93
13	15.68	18.37	19.36	20.04	20.21
14	15.92	18.73	19.71	20.37	20.51
15	16.17	19.03	20.10	20.67	20.91
16	16.45	19.41	20.40	20.99	21.30
17	16.76	19.76	20.75	21.33	21.64
18	17.03	20.19	21.11	21.64	22.03
19	17.31	20.45	21.54	22.04	22.29
20	17.64	20.79	21.85	22.35	22.65
21	17.90	21.04	22.13	22.68	22.91
22	18.29	21.50	22.62	23.14	23.40
23	18.64	21.93	23.09	23.61	23.90
24	19.01	22.37	23.58	24.09	24.38
25	19.35	22.81	24.06	24.56	24.89
26	19.72	23.25	24.53	25.06	25.36
27	20.09	23.70	24.99	25.52	25.84
28	20.46	24.15	25.47	26.02	26.33
29	20.86	24.60	25.98	26.52	26.85
30	21.28	25.10	26.46	27.04	27.36
31	21.70	25.58	26.95	27.54	27.89
32	22.12	26.07	27.42	28.05	28.41
33	22.54	26.55	27.90	28.55	28.94
34	22.96	27.03	28.38	29.05	29.47
35	23.38	27.51	28.86	29.55	30.00
36	23.80	27.99	29.34	30.05	30.53

MN7

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for Maintenance**  
**Licensed Trades**

[illegible]

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for Maintenance**  
**Licensed Trades**

Step	Grade 60	Grade 70	Grade 75
0	16.40	16.62	17.22
1	17.10	17.31	17.95
2	17.40	17.66	18.31
3	17.75	17.96	18.64
4	18.06	18.31	19.00
5	18.38	18.73	19.41
6	18.74	19.02	19.75
7	19.03	19.36	20.08
8	19.37	19.72	20.46
9	19.73	20.03	20.78
10	20.03	20.35	21.14
11	20.36	20.65	21.44
12	20.65	20.93	21.71
13	21.04	21.21	22.01
14	21.37	21.51	22.34
15	21.67	21.91	22.76
16	21.99	22.30	23.13
17	22.33	22.64	23.50
18	22.64	23.03	23.93
19	23.04	23.29	24.20
20	23.35	23.65	24.56
21	23.68	23.91	24.86
22	24.14	24.40	25.34
23	24.61	24.90	25.86
24	25.09	25.38	26.38
25	25.56	25.89	26.64
26	26.06	26.36	27.14
27	26.52	26.84	27.64
28	27.02	27.33	28.17
29	27.52	27.85	28.70
30	28.04	28.36	29.21
31	28.54	28.89	29.74
32	29.05	29.41	30.26
33	29.55	29.94	30.79
34	30.05	30.47	31.32
35	30.55	31.00	31.85
36	31.05	31.53	32.38

MNLT7

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Student Assistance / Technical Support**

<b>GRADE</b>	<b>POSITION</b>	<b>Days</b>
<b>Grade 10</b>	Teacher Assistant I	173
<b>Grade 20</b>	Music Assistant	174
<b>Grade 30</b>	Media Assistant	174
	Teacher Assistant II	176
	Indian Education Assistant	184
<b>Grade 40</b>	Assistant Computer Tech	239
	Assistant District Printer	239
	Auditorium Tech	174
	Computer Lab Facilitator	175
<b>Grade 50</b>	District Printer	239
<b>Grade 60</b>	SMS Coordinator	239

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Student Assistance / Technical Support**

Step	GRADE 10	GRADE 20	GRADE 30	GRADE 40	GRADE 50	GRADE 60
0	9.58	10.02	10.22	11.10	11.40	12.25
1	10.05	10.55	10.70	11.63	11.95	12.86
2	10.37	10.82	10.98	11.90	12.25	13.17
3	10.66	11.10	11.25	12.19	12.56	13.51
4	10.95	11.36	11.67	12.44	12.89	13.80
5	11.25	11.67	11.96	12.73	13.22	14.13
6	11.56	11.93	12.26	13.08	13.52	14.45
7	11.80	12.23	12.52	13.38	13.80	14.80
8	12.02	12.44	12.78	13.67	14.16	15.09
9	12.28	12.71	13.08	13.94	14.45	15.42
10	12.51	13.02	13.38	14.23	14.80	15.75
11	12.76	13.24	13.65	14.57	15.11	16.09
12	13.04	13.52	13.89	14.85	15.43	16.36
13	13.28	13.77	14.14	15.14	15.69	16.71
14	13.57	14.05	14.42	15.46	16.00	17.05
15	13.82	14.36	14.74	15.79	16.34	17.37
16	14.10	14.67	15.00	16.09	16.67	17.73
17	14.42	14.98	15.31	16.35	16.96	18.02
18	14.74	15.25	15.63	16.75	17.30	18.36
19	15.01	15.53	15.96	17.10	17.68	18.74
20	15.30	15.85	16.22	17.50	17.90	19.02
21	15.61	16.17	16.52	17.81	18.24	19.35
22	15.92	16.50	16.88	18.19	18.65	19.76
23	16.25	16.84	17.23	18.54	19.04	20.17
24	16.57	17.16	17.63	18.93	19.45	20.59
25	16.92	17.51	17.98	19.31	19.82	20.99
26	17.23	17.84	18.32	19.68	20.20	21.40
27	17.55	18.19	18.66	20.05	20.60	21.83
28	17.89	18.53	19.02	20.43	20.98	22.21
29	18.24	18.89	19.37	20.83	21.38	22.66
30	18.58	19.25	19.75	21.23	21.82	23.09
31	18.93	19.59	20.11	21.65	22.24	23.52
32	19.27	19.95	20.48	22.06	22.68	23.96
33	19.62	20.30	20.86	22.47	23.11	24.39
34	19.97	20.65	21.24	22.88	23.54	24.82
35	20.32	21.00	21.62	23.29	23.97	25.25
36	20.67	21.35	22.00	23.70	24.40	25.68

STS7



**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Bus Drivers, Monitors & Trans Mechanics**

<b>GRADE</b>	<b>POSITION</b>	<b>Days</b>
<b>Grade 10</b>	Bus Monitor	177
<b>Grade 20</b>	Bus Washer	177
	Assistant Fueler	177
	Fueler	244
	Parts Clerk	244
<b>Grade 30</b>	Bus Driver	177
	Bus Driver/Seat Repair	244
<b>Grade 40</b>	Bus Driver/Monitor Trainer	239
	Special Ed Route Coordinator	239
	Transportation Dispatcher	239
<b>Grade 50</b>	Map & Route Coordinator	239
	Preventive Maintenance Tech	244
<b>Grade 60</b>	Trans Mechanic	244
<b>Grade 70</b>	Mechanic Shop Foreman	244

**EDMOND PUBLIC SCHOOLS**  
**2016-2017 Schedule of Pay Grades for**  
**Bus Drivers, Monitors & Trans Mechanics**

Step	Grade 10	Grade 20	Grade 30	Grade 40	Grade 50	Grade 60	Grade 70
0	9.46	11.09	11.99	12.30	13.14	17.12	19.12
1	9.95	11.63	12.52	12.84	13.74	17.82	19.82
2	10.20	11.92	12.81	13.14	14.05	18.12	20.12
3	10.45	12.22	13.11	13.44	14.39	18.45	20.45
4	10.71	12.49	13.38	13.77	14.67	18.77	20.77
5	10.98	12.78	13.66	14.10	15.00	19.08	21.08
6	11.25	13.11	13.99	14.40	15.32	19.42	21.42
7	11.50	13.43	14.31	14.67	15.66	19.72	21.72
8	11.79	13.72	14.59	15.03	15.95	20.05	22.05
9	12.05	14.00	14.87	15.32	16.28	20.39	22.39
10	12.31	14.31	15.18	15.66	16.60	20.70	22.70
11	12.57	14.64	15.50	15.97	16.94	21.02	23.02
12	12.86	14.94	15.80	16.29	17.21	21.30	23.30
13	13.12	15.24	16.10	16.54	17.55	21.69	23.69
14	13.43	15.51	16.37	16.85	17.89	22.01	24.01
15	13.70	15.85	16.70	17.19	18.21	22.30	24.30
16	13.95	16.16	17.01	17.51	18.56	22.61	24.61
17	14.23	16.46	17.31	17.80	18.85	22.95	24.95
18	14.51	16.78	17.62	18.14	19.19	23.25	25.25
19	14.81	17.12	17.96	18.51	19.56	23.64	25.64
20	15.07	17.40	18.24	18.73	19.84	23.95	25.95
21	15.30	17.74	18.57	19.07	20.17	24.27	26.27
22	15.62	18.10	18.93	19.47	20.57	24.73	26.73
23	15.92	18.46	19.29	19.86	20.98	25.19	27.19
24	16.24	18.87	19.69	20.27	21.40	25.65	27.65
25	16.54	19.23	20.05	20.63	21.79	26.12	28.12
26	16.86	19.57	20.39	21.01	22.20	26.60	28.60
27	17.19	19.96	20.77	21.41	22.62	27.06	29.06
28	17.51	20.33	21.14	21.78	23.00	27.54	29.54
29	17.84	20.71	21.51	22.18	23.44	28.04	30.04
30	18.19	21.11	21.91	22.61	23.87	28.54	30.54
31	18.52	21.51	22.31	23.03	24.30	29.04	31.04
32	18.86	21.92	22.71	23.45	24.73	29.53	31.53
33	19.19	22.33	23.11	23.87	25.16	30.03	32.03
34	19.52	22.74	23.51	24.29	25.59	30.53	32.53
35	19.85	23.15	23.91	24.71	26.02	31.03	33.03
36	20.18	23.56	24.31	25.13	26.45	31.53	33.53

TR7

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# FORMS

**EDMOND PUBLIC SCHOOLS  
SUPPORT EMPLOYEES OF EDMOND**

**GRIEVANCE REPORT FORM**

Name \_\_\_\_\_ Site \_\_\_\_\_

Position \_\_\_\_\_ Date Filed \_\_\_\_\_

Provisions of Contract Alleged to be Violated \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional pages if necessary)

Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional pages if necessary)

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name of Representative

Copies: White - To Grievant  
Yellow - To Immediate Supervisor  
Pink - SEE



## **FAQ's about SICK LEAVE SHARING FOR SUPPORT PERSONNEL**

### **FAQ's about SICK LEAVE SHARING FOR SUPPORT PERSONNEL:**

#### **How can I get sick leave sharing?** See Article 18.10

The employee seeking donated sick leave must submit the following to personnel: a completed Sick Leave Sharing application, a written statement explaining why their circumstance is severe or extraordinary, and a physician's statement explaining why their circumstance is severe or extraordinary.

#### **How do I know if the sick leave sharing is approved?**

The recipient may receive a phone call or a memo to notify them of the decision regarding their application for Sick Leave Sharing.

#### **How do I notify others that I am approved for Sick Leave Sharing Donations?**

E-mail will be sent to the site and department administrator upon approval. Also, a form is included in the Collective Bargaining Agreement for the donor to complete and provide for posting at their discretion.

#### **Is there a sick leave "bank"?**

No. Employees donate voluntarily to specific support employees who have been approved for sick leave sharing. Sick Leave Sharing recipients are limited to the number of sick leave days donated to them.

#### **Can donated sick days be used later in the school year for regular illnesses?**

No. Sick leave sharing is for a specific period of time, for approved reasons.

#### **How can I thank those who donated sick leave to me?**

The names of those who donated sick leave sharing are strictly confidential.

#### **There's an employee in my building who's running out of sick leave. How can I give them some of mine?**

Only employees who have applied and have been approved for sick leave sharing can receive donated sick leave from fellow support employees.

#### **Can anyone donate sick days to a support employee approved for sick leave sharing?**

Only support employees may donate to support employees. Professional Non-Bargaining employees fall under the support employee leave guidelines.

#### **What if I donate days to someone and they don't need them?**

Donated days are only deducted when needed, on a first in – first used basis.

#### **How many sick days may I donate to an approved for sick leave sharing employee?**

The maximum number of days anyone can donate in a school year is ten (10), as long as the donating employee retains a minimum balance of twelve (12) days of sick leave at the time of donation. These days can be given to one or several employees over the course of the year.





**SICK LEAVE DONATION FORM  
PERSONNEL SICK LEAVE SHARING PROGRAM**

**Today's Date** \_\_\_\_\_

**NAME** \_\_\_\_\_ **EMPLOYEE ID#** \_\_\_\_\_  
(print name)

**SCHOOL/ SITE** \_\_\_\_\_ **POSITION** \_\_\_\_\_

**NUMBER OF CONTRACT HOURS TO BE DONATED** \_\_\_\_\_  
(Employees may donate up to 10 sick leave days and must retain at least 12 days.)

**NAME OF DISTRICT EMPLOYEE TO RECEIVE DONATED HOURS**

**NAME** \_\_\_\_\_ **DEPT** \_\_\_\_\_

**SCHOOL/ SITE** \_\_\_\_\_ **POSITION** \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## APPLICATION FOR FAMILY OR MEDICAL LEAVE

Name: \_\_\_\_\_

Current address: \_\_\_\_\_

Position: \_\_\_\_\_

School or Worksite: \_\_\_\_\_

Beginning date of leave: \_\_\_\_\_

Expected date of return to work: \_\_\_\_\_

Reason for leave request explain: \_\_\_\_\_

---

If family leave to care for a seriously ill family member is requested, state:

a. Name of family member: \_\_\_\_\_

b. Relationship of family member to you: \_\_\_\_\_

c. Describe care you will provide: \_\_\_\_\_

Name and Mailing Address of Health Care Provider(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MEDICAL CERTIFICATION

A leave request, based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent, must be accompanied by a medical certification from an attending health care provider or providers.

**EMPLOYEE ' S   STATEMENT**

I hereby authorize Edmond Public Schools to contact my health care provider(s) to verify the reason for my requested leave or for any other information concerning my requested family or medical leave. I understand that this authorization will be used only if a medical certification is not received or it is incomplete.

I understand that a failure to return to work at the end my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

Approved by:

\_\_\_\_\_  
Superintendent

# **SAMPLE ADMINISTRATIVE FORMS**

SAMPLE

## Letter of Counsel

To: Employee, Title/Position

From: Supervisor, Title

Date:

Consistent with the Edmond Public Schools commitment to maintaining high standards and treating all employees fairly and ethically, this letter is to clearly address an issue related to your performance and/or conduct that needs to improve in order to meet the standards of the District and/or \_\_\_\_\_ Department/School. It is also intended to document our previous meeting regarding this issue.

As we discussed in our meeting on \_\_\_\_\_ your performance/conduct fails or has failed to meet our standard in the following ways:

*(Be as specific as possible. For example: You have been late to work three times from September 1 to October 5. Also, include any response that the employee offered during the initial meeting. For example, you have acknowledged that you have been late, but indicated that you did not remember being late as often as reported.)*

*(Directive or suggestions for improvement/correction. For example: You are directed to be at your post by 8 a.m. each day.)*

This letter should be understood as part of our effort to work together toward the **goal of achieving your success as an employee**. Please approach these suggestions/directives for improvement with the understanding that the district and I are invested in you and your success.

I will retain a copy of this memo, but it will **not** be part of your personnel file with the district. However, further steps in the progressive disciplinary process may result in documentation that would be included in your district personnel file.

SAMPLE

Rev. 7-2008

**EDMOND PUBLIC SCHOOLS**  
**SUPPORT EMPLOYEE REPRIMAND FORM**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Employee's Job Title

\_\_\_\_\_  
Work Site

\_\_\_\_\_  
Date

Cause – List Violation of Negotiated Agreement 7.6. \_\_\_\_\_

Description of Violation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the employee been warned previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, circle form of previous warning: Verbal Written

Action taken by administrator \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Failure to comply or any repetition of the inappropriate conduct noted above will result in further disciplinary action that may include my recommendation for your termination.

\_\_\_\_\_  
Signature of Employee / Date

\_\_\_\_\_  
Signature of Administrator / Date

Signature of employee indicates only that he/ she has seen the reprimand and is aware of its contents. The employee has the right to attach his/ her statement of response within (10) working days of the reprimand.

SAMPLE

**SUPPORT EMPLOYEE  
PLAN OF IMPROVEMENT**

Rev. 7-2008

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Employee's Job Title

\_\_\_\_\_  
Work Site

\_\_\_\_\_  
Date

Instructions:

The evaluator and the employee will identify specific areas for improvement. The purpose of the Plan for Improvement is to bring to the employee's attention unsatisfactory areas of performance and specific and positive assistance aimed at improving performance to eliminate the weaknesses. A reasonable time to improve shall be given and an additional evaluation is required and will be conducted to review the employee's performance.

Areas (s) of Concern: (Must include all areas marked U on evaluation.)

- 1.
- 2.
- 3.
- 4.

Level of Performance Required:

- 1.
- 2.
- 3.
- 4.

Specific and Positive Assistance:

- 1.
- 2.
- 3.
- 4.

Reasonable Time for Improvement:

Full compliance with the level of performance required shall be achieved by \_\_\_\_\_  
\_\_\_\_\_ (not to exceed three months).

Date of Review and Re-evaluation:

A re-evaluation will be conducted during the period covered by this Plan for Improvement and may include multiple observations. A re-evaluation conference will be no later than \_\_\_\_\_.

Failure to comply with the Plan for Improvement or any repetition of the poor performance or conduct noted above will result in further disciplinary action that may include my recommendation for your termination or non-reemployment.

\_\_\_\_\_  
Supervisor

I have received a copy of this Plan for Improvement. I have provided additional specific areas for improvement or have been given an opportunity to do so.

\_\_\_\_\_  
Employee

(original – Confidential File-Administrative Center) (copy – Supervisor) (copy – Employee)



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# **GENERAL INFORMATION**

**Edmond Public Schools**  
**NON-CONTRACT DATES FOR SUPPORT PERSONNEL**  
**2016-17 School Year**

Calendar	Days	POSITIONS	HOLIDAYS/NON-CONTRACT DAYS	
LRM	<b>172</b>	Lunch/Recess Monitor	<b>Same Holidays as the Students</b>	
BAF	<b>173</b>	Before/After Care Assistant Director	Sep. 5	Labor Day
		Before/ After Teacher Assistant I	Sep. 19	Professional Day
PLA	<b>173</b>	Parking Lot Attendant	Oct. 20	P/T Conference Day
TAI	<b>173</b>	Teacher Assistant I	Oct. 21-24	Fall Break
		Licensed Practical Nurse	Nov. 23-25	Thanksgiving Break
TAM	<b>174</b>	Media & Music Assistants	Dec. 22- Jan. 4	Winter Break
		Auditorium Technician	Jan. 16	Martin Luther King Day
		Deaf Education Interpreter	Feb. 20	Professional Day/President's Day
COM	<b>175</b>	Computer Lab Facilitator	Mar. 13-17	Spring Break
TAA	<b>176</b>	Teacher Assistant II	April 28	April Day
CLE	<b>184</b>	MS Attendance & Financial Sec	May 29	Memorial Day
<b>Work: Spring PD- 2/20</b>				
FSE	<b>176</b>	Cafeteria/ General Worker	Sep. 5	Labor Day
		Cafetera Satellite Head	Sep. 19	Professional Day
FSM	<b>180</b>	Cafeteria Manager & Assistant Mgr	Oct. 20	P/T Conference Day
		CN Part-Time Driver	Oct. 21-24	Fall Break
		CN District Manager	Nov. 23-25	Thanksgiving Break
FSR	<b>195</b>	CN Procurement/Distribution Mgr	Dec. 22- Jan. 4	Winter Break
			Jan. 16	Martin Luther King Day
			Mar. 13-17	Spring Break
			April 28	April Day
			May 29	Memorial Day
<b>Work: Fall PD- 9/19 and Spring PD- 2/20</b>				
BUS	<b>177</b>	Bus Drivers or Monitors	Aug. 11&15	½ day Non-Contract Day
		Bus Washer/ Fueler/ Assistant Fueler	Aug. 16-18	Non-Contract Day
			Sep. 5	Labor Day
			Oct. 20	P/T Conference Day
			Oct. 21-24	Fall Break
			Nov. 23-25	Thanksgiving Break
			Dec. 22- Jan. 4	Winter Break
			Jan. 16	Martin Luther King Day
			Mar. 13-17	Spring Break
			April 28	April Day
			May 29	Memorial Day
<b>Work: Fall PD 9/19, P/T Conf 10/20, and Spring PD 2/20</b>				
FSD	<b>185</b>	Child Nutrition Warehouse Driver	Sep. 5	Labor Day
			Oct. 21&24	Fall Break
			Nov. 23-25	Thanksgiving Break
			Dec. 22- Jan. 4	Winter Break
			Jan. 16	Martin Luther King Day
			Mar. 13-17	Spring Break
			April 28	April Day
			May 29	Memorial Day

CLH	184	HS Assistant Financial Sec	<b>Work: P/T Conf 10/20 and Spring PD 2/20</b>	
		HS Attendance Sec	Sep. 5	Labor Day
		HS Counselor's Sec	Sep. 19	Professional Day
		HS Data Management Sec	Oct. 21&24	Fall Break
		HS Receptionist	Nov. 23-25	Thanksgiving Break
ELM	194	HS Sub-Finder Sec		
		Indian Education Assistant	Dec. 22- Jan 4	Winter Break
		Elementary Sec	Jan. 16	Martin Luther King Day
		Elem Student Records Sec	Mar. 13-17	Spring Break
		Elem Financial Sec	April 28	April Day
MSO	219	Athletic Secretary	May 29	Memorial Day
		Blvd Registrar/Counselor's Sec		
		MS Principal's Sec		
		11 Month Transportation Secretary		
		BA or MS Registrar/ Counselors' Sec		
CU3	239	<b>Work: PT Conf 10/20, 1st day FB 10/20, last day of WB 1/4, 3 days of SB 3/13-15, &amp; Apr. Day 4/28</b>		
		Custodian- 240 Day	July 4	Independence Day
			Sep. 5	Labor Day
			Sep. 19	Professional Day
			Oct. 21	Fall Break
			Nov. 23-25	Thanksgiving Break
			Dec. 22- Jan 3	Winter Break
			Jan. 16	Martin Luther King Day
			Feb. 20	President's Day
			Mar. 16-17	Spring Break
FSS	239	<b>Work: Fall PD 9/19, P/T Conf &amp; FB 10/21-24, Spring PD 2/20, last day WB 1/4 &amp; April Day 4/28</b>		
		Transportation Special Ed Coordinator	July 4	Independence Day
		Dispatcher/ Map & Route Coordinator	Sep. 5	Labor Day
		Transportation Trainer	Nov. 23-25	Thanksgiving Break
		12 Month Secretaries	Dec. 22- Jan. 3	Winter Break
		Print Shop Personnel	Jan. 16	Martin Luther King Day
		Indian Ed Secretary	Mar. 13-17	Spring Break
			May 29	Memorial Day
CUS MNS TRS	244	<b>Work: Fall PD 9/19, P/T Conf &amp; FB 10/20-24, last two days of WB 1/3-4 , Spring PD 2/20, 1st four days of SB 3/13-16 &amp; April Day 4/28</b>		
		Custodial- 245 Day	July 4	Independence Day
		Maintenance Personnel & Secretary	Sep. 5	Labor Day
		Trans Main Tech/ Fueler/ Parts Clerk	Nov. 23-25	Thanksgiving Break
		Transportation Compound Supervisor	Dec. 22- Jan. 2	Winter Break
		Bus Driver/Seat Repair	Jan. 16	Martin Luther King Day
		District Distribution Driver	Mar. 17	Spring Break
			May 29	Memorial Day

Contract and Non-Contract Days are subject to change, pending Negotiations

Edmond Public Schools

**CONTRACT DATES FOR SUPPORT PERSONNEL**  
**2016-17 School Year**

First Day of School – August 19, 2016 Last Day of School – May 23, 2017		<b>CONTRACT BEGIN DATE</b>	<b>CONTRACT END DATE</b>	<b># OF DAYS</b>	<b># OF HRS</b>	<b>CONTRACT PAY BEGINS</b>	<b>CONTRACT PAY ENDS</b>
Calendar Code							
<b>Maintenance:</b>							
MNS	245 Maintenance Positions	07/01/16	06/29/17	244	8	July 15th	June 30th
<b>Transportation:</b>							
CU1	Supervisor, Asst Supervisor	07/01/16	06/29/17	244	8	July 15th	June 30th
TRS	Fueler, Parts Clerk, Mechanic	07/01/16	06/29/17	244	8	July 15th	June 30th
TRS	Bus Driver/Seat Repair	07/01/16	06/29/17	244	8	July 15th	June 30th
TRS	District Distribution Driver	07/01/16	06/29/17	244	8	July 15th	June 30th
FSS	Spec Ed Coordinator	07/01/16	06/29/17	239	8	July 15th	June 30th
FSS	Map & Route Coordinator	07/01/16	06/29/17	239	7.5	July 15th	June 30th
FSS	Dispatcher, Trainer	07/01/16	06/29/17	239	7.5	July 15th	June 30th
BUS	Bus: Driver, Monitor, Washer	08/10/16	05/23/17	177	3-8	Sept 15th	Aug 31st
BUS	Assistant Fueler	08/16/16	05/23/17	177	8	Sept 15th	Aug 31st
<b>Print Shop:</b>							
SEC		07/01/16	06/29/17	239	7.5, 8	July 15th	June 30th
<b>Custodial Services:</b>							
CUS	Head, Asst Head & Custodians-245 day	07/01/16	06/29/17	244	8	July 15th	June 30th
CUS	District Delivery Driver	07/01/16	06/29/17	244	8	July 15th	June 30th
CU3	Custodian- 240 day	07/01/16	06/29/17	239	8	July 15th	June 30th
PLA	Parking Lot Attendant	08/18/16	05/23/17	173	8	Sept 15th	Aug 31st
<b>Child Nutrition:</b>							
FSR	CN Procurement/Distribution Manager	08/04/16	06/08/17	195	8	Aug 15th	July 31st
FSD	CN Warehouse Driver	08/10/16	05/26/17	185	8	Sept 15th	Aug 31st
FSM	District Manager	08/11/16	05/24/17	180	8	Sept 15th	Aug 31st
FSM	Cafeteria Managers & Asst Managers	08/11/16	05/24/17	180	7 to 8	Sept 15th	Aug 31st
FSM	Child Nutrition Part Time Driver	08/11/16	05/24/17	180	4	Sept 15th	Aug 31st
FSE	Cafeteria Employees, Satellite Head	08/16/16	05/24/17	176	3-6	Sept 15th	Aug 31st
<b>Clerical:</b>							
SEC	Twelve Month Secretaries	07/01/16	06/29/17	239	7.5	July 15th	June 30th
MSO	Eleven Month Middle School Secretaries	07/20/16	06/27/17	219	7.5	Aug 15th	July 31st
ELM	Elementary Secretaries, Athlet. Sec	08/03/16	06/05/17	194	7.5	Aug 15th	July 31st
CLE	MS: Attend Sec, Financial Secretaries	08/09/16	05/30/17	184	7.5	Sept 15th	Aug 31st
CLH	HS Secretaries; Indian Ed Assistant	08/08/16	05/24/17	184	7.5	Sept 15th	Aug 31st
<b>Student/Tech Support:</b>							
TAA	Teacher Assistant II	08/16/16	05/24/17	176	7	Sept 15th	Aug 31st
COM	Computer Lab Facilitator	08/17/16	05/24/17	175	8	Sept 15th	Aug 31st
TAM	Media Asst, Music Asst, Auditorium Tech	08/18/16	05/23/17	174	7	Sept 15th	Aug 31st
TAI	Deaf Education Interpreters	08/18/16	05/23/17	173	7	Sept 15th	Aug 31st
TAI	Teacher Assistant I, LPN	08/18/16	05/23/17	173	7, 8 1.5-	Sept 15th	Aug 31st
BAF	Before/After Care Director, Asst. & TAI	08/18/16	05/23/17	173	4	Sept 15th	June 15th
DBA	Before/After Facilitator	08/16/16	05/25/17	143	4	Sept 15th	June 15th
LRM	Lunch/Recess Mon (Hrs Vary)	08/19/16	05/23/17	172	1.5- 3	Sept 15th	June 15th

Support Pay Days are on the 15th and last banking day of each month.

Professional Non-Bargaining paydays are on the 20th of each month.

*Number of Contract Days and the Beginning and Ending of Contract Dates subject to change pending negotiations.*

**Revised  
07/20/2016**

