

**NEGOTIATED AGREEMENT
BETWEEN
CROOKED OAK SUPPORT
PERSONNEL
ASSOCIATION
AND
CROOKED OAK BOARD OF
EDUCATION**

2019-2020

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ARTICLE I: SCOPE OF CONTRACT

Section 1— Printing and Distribution of Agreement

As soon as practicable after ratification by both parties, the Board and COSPA shall cause a complete copy of this agreement to be printed and distributed to each employee in the bargaining unit.

- A. Representatives of the Board and COSPA bargaining teams shall proof-read the Agreement prior to printing.
- B. Printing costs shall be shared equally by the Board and COSPA.
- C. Enough copies will be printed to provide a copy for each support employee, each administrator, and each board member.
- D. At least ten (10) extra copies shall be made and divided between the two parties.

Section 2 – Contract Reference

This Agreement and Appendixes shall be incorporated by reference into each employee's individual employment contract with the same force and effect as though fully set forth therein.

ARTICLE II: GRIEVANCE PROCEDURE

Section 1— Definitions

- A. A "grievance" is a claim by an employee or group of employees that there has been a violation, misinterpretation or inequitable application of any provision of the Negotiated Agreement that has affected that employee or employees.
- B. The "grievant" is the employee or employees making the claim.
- C. The "party in interest" is the person or persons making the claim and any person or persons who might be required to take action or against whom action might be required to be taken in order to resolve a claim.
- D. The term "days" shall mean working days.

Section 2— Purpose

Good morale is maintained, as problems arise, by sincere efforts of all persons concerned, to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise.

Section 3— Procedure

- A. Informal Procedure:
Any employee or group of employees must attempt to discuss the grievance informally with any appropriate member of the administration and have the grievance adjusted in that manner, provided the adjustment is not inconsistent with the terms of this Agreement.

- B. Formal Procedure:

Level One – Principal or Supervisor

If the grievance cannot be resolved informally, the grievant may reduce the grievance to writing, citing the article(s) and or section(s) alleged to have been violated, and file it with his/her principal or supervisor. The filing of the formal written grievance at Level One must be within twenty (20) days from the date of the occurrence or event giving rise to the grievance or from the date the employee became aware of the occurrence or event. The principal or supervisor shall hold a hearing with the parties in interest within five (5) days of receipt of the written grievance.

The principal or immediate supervisor shall make a decision on the grievance and communicate it in writing including reasons for the decision, to the grievant and the Superintendent within five (5) days following the Level One hearing.

Level 2 – Superintendent

If the grievance is not satisfactorily resolved at Level One, or if no decision has been rendered within five (5) days after the presentation of the grievance, the grievant may appeal the grievance to the Superintendent within five (5) days. The Superintendent or his/her designee will schedule a hearing with the grievant within five (5) days after receipt of the written appeal from Level One in an effort to resolve the grievance. The Superintendent or his/her designee shall render a decision on the grievance and communicate it in writing, including the reasons for the decision, within five (5) days of the Level Two hearing, to the grievant and the principal or supervisor.

Level 3 – Board of Education

If the decision at Level Two is not satisfactory to the grievant, he/she may appeal the grievance to the Board of Education in writing within five (5) days of his/her receipt of the decision. The Board of Education shall grant a hearing to the grievant at the next regularly scheduled Board meeting or at a special Board meeting called for that purpose within thirty-one (31) days after receipt of the appeal from the grievant. At the hearing the grievant may be represented by an individual of his/her choice, may call witnesses and may present any information pertinent to his/her grievance. The Board shall reach a decision at that meeting.

Section 4- General Provisions

- A. The grievant shall have the sole responsibility for presenting and continuing pursuit of his/her grievance through the channels provided herein and within the timelines specified in this procedure.
- B. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.
- C. Failure to communicate the decision on a grievance at any step of this procedure within the specified time limits shall permit the grievant to proceed to the next step.
- D. No reprisals of any kind shall be taken against any party in interest, any witness or any other participant in the grievance procedure by reason of such participation.
- E. The grievant may be represented at all formal levels by whomever he/she chooses.
- F. Access to all pertinent information, not privileged under law, which is relevant to the issues raised by the grievance shall be granted to the grievant.
- G. All written and printed matter dealing with the procession of a grievance will be filed separately from the Central Office personnel files of the participants.
- H. Time lines at any level may be extended by mutual agreement of the parties, and such agreement shall be reduced to writing and placed in the record.
- I. Grievances affecting more than one work site or where the building principal or supervisor is without authority to act may be filed commencing at Level Two.
- J. The Association may file a grievance as the grievant to address an alleged violation of Article VI (Association Rights).
- K. All meetings and hearings with the exception of those at Level Three shall not be conducted in public and shall only include parties in interest and their selected representatives.

ARTICLE III: EMPLOYMENT PROVISIONS

Section 1 – Employee Information

All employees shall have access to their personal information kept by the district, including but not limited to job description and/or classification, credit for previous work experience, placement on the appropriate wage schedule and fringe benefits programs.

Employees shall be given notification of leave accumulation with every check stub.

Section 2 -Employee Job Descriptions

- A. Each employee shall have a written job description.
- B. An employee may provide input regarding his/her job description at any time during the year.
- C. Job descriptions should be reviewed yearly by administration.
- D. Each employee should receive a printed copy of their job description in their contract and must sign

indicating they have received.

Section 3 – Employee Performance Evaluation

- A. Evaluation of employees' performance shall be an on-going process which takes place throughout the entire course of the contract period. At the beginning of the school year, supervisors shall meet with their employees to discuss expectations and job descriptions.
- B. The supervisor shall conduct at least one conference with the employee wherein the employee's strengths and weaknesses will be discussed before a formal written evaluation occurs.
 - 1. The employee shall sign the formal written evaluation as acknowledgement of receipt and shall be provided a true copy.
 - 2. The written evaluation shall be placed in the employee's official personnel file. Access to the evaluation shall be limited to the administration, other employees who may require access in order to fulfill a job function, those persons authorized in writing by the employee, otherwise required by state or federal law or agency.
 - 3. The employee shall be entitled to submit a written response to the evaluation for inclusion in the personnel file within ten (10) working days of receipt of the evaluation.
- C. Each employee shall be formally evaluated a minimum of once per year. At least one (1) formal evaluation shall take place prior to May 1st of each year.
- D. An employee may be placed on a plan for improvement at any time during the contract period.
- E. Evaluation documents shall be included as an appendix to this agreement for informational purposes only.
- F. This section shall not apply to employees hired part time to complete a specific task or function.

Section 4 – Employee Due Process Rights

- A. Any disciplinary action taken against a support employee shall be in accordance with state and federal laws and the provisions of this Agreement.
- B. An employee may have a representative of his/her own choosing present when a disciplinary action is taken. The Administrator shall give reasonable notice of a disciplinary conference. (August 2009)

Section 5- Health and Safety

- A. The Board will comply with all applicable federal and state regulations concerning the health and safety of employees.
- B. Within a reasonable period of time new employees shall be provided with a basic safety orientation applicable to their particular job duties.
- C. If an employee is required to attend to a child with special needs, he/she shall be notified of the child's condition and trained accordingly. Employees shall respect a child's right to confidentiality.
- D. Unsafe conditions should be reported in writing to employers, whereupon reasonable attempts shall be made to correct the situation. (August 2009)

Section 6 – Medical/Physical Examinations/Background Check

The Board may require employees to undergo medical/ physical examinations, as it deems necessary, including but not limited to drug and/or alcohol testing. In such cases, the Board shall provide the opportunity for an exam at no cost to the employee. If for reasonable cause, the employee is unable to participate in the medical/physical examination offered by the Board, he/she will be reimbursed the cost of the Board provided exam, upon the employee's subsequent medical/physical examination. In the case of drug/alcohol testing, the Board may select the physician/laboratory which conducts the testing.

Section 7 – Posting of Vacancies

- A. The Board shall post notice of vacant positions to be filled by support personnel via email and on the outside window of the administrative office.
- B. Except in special circumstances, vacancies shall be posted at least three (3) days prior to their application deadlines, except bus driver vacancies (see paragraph "F" below).
- C. Vacancy posting shall include at least the job title, rate of pay, number of hours, and application

- deadline.
- D. An application for a vacant position made by a current employee shall be reviewed, and if qualified, employee will be interviewed prior to filling the vacancy.
 - E. The Board shall provide application forms to any employee upon request.
 - F. Bus driver vacancies shall be posted; however, such postings are not subject to minimum time requirements as set forth in "B" above. Current employees qualified to fill a bus driver position may submit a letter to the Superintendent expressing an interest in bus driver vacancies. If qualified current employees are available, they will be interviewed prior to filling the vacancy.
 - G. This section does not apply to positions which have been eliminated or reduced. (August 2009)

Section 8 – Employee-Initiated Transfer

Support personnel currently employed by the district who meet the minimum job qualifications shall be entitled to request transfer, at the time the vacancy occurs, to any vacant position that is to be filled by support personnel.

- A. An application for a vacant position made by a current employee shall be reviewed, and if qualified, employee will be interviewed prior to filling the vacancy.
- B. Current employees interviewed for a vacancy shall be notified in writing if they were not selected to fill the position.
- C. An employee who accepts an employee-initiated transfer will then be paid under the new position salary schedule. They will not carry over their original hire pay scale. (Revised Aug 2015)

Section 9 – Administrative – Initiated Transfer

The Administration may reassign employees in the best needs of the district. Prior to the reassignment, the principal/supervisor will meet with the employee affected and inform him/her of the reasons of the reassignment. If the employee objects to the reassignment, he/she may put those objections in writing and have them placed in his/her personnel file.

Section 10 – Employee Personnel File

- A. There shall be one official file for each employee, which shall be maintained in the main administrative office. Principals may maintain unofficial working files in the office of each building.
- B. The official personnel files shall be the permanent record for all status updates and information from other sources. Materials which adversely affect the employee's employment or performance evaluation shall not be placed in an employee's file until the employee has had the opportunity to sign and date the actual copy to be filed. The employee's signature shall merely signify that the employee has read the material to be filed and does not necessarily indicate agreement with its content.
- C. The employee may respond in writing within ten (10) working days to any documents placed in his/her official personnel file, and the written response shall be attached to the original document for inclusion in the file.
- D. Any review by the employee must be done in the presence of the supervisor, Superintendent, or their respective designee. After five (5) years, upon written request, an employee may remove reprimands and/or plans for improvement with approval of the Superintendent.
- E. Letters of reference, transcripts, leave records, and transaction sheets and background investigation results and other routine matters may be placed in the employee's file without the signature of the employee. Employees shall be permitted to place in their files any material which contains factual information concerning additional training or experience pertinent to the employee's professional qualifications. All material relating to a suspension, reprimand, or other disciplinary action shall have been substantiated and documented through a complete and thorough investigation. Any allegation or anonymous charge which is unproven through a thorough documented investigation shall not be placed in personnel files. Personnel file materials will be released only if:
 - 1. Information is pertinent to complete the duties of district employee or the Board of Education.
 - 2. Specific information is required by other public agencies by official request.
 - 3. Employees provide a written release to the District to allow information to be provided to non-public agencies.
 - 4. Otherwise required by law.

Section 11-Employee Reduction in Force

- A. Needs of the School District and Students

1. When the Board determines it is necessary to reduce the total number of support employees in the school district, the student and program needs of the district will be the primary criteria in establishing priorities for those to be released.
 2. In implementing a reduction in force, the position or positions to be eliminated will be determined by the Board first and thereafter, the following procedures will be used to determine the employee or employees to be released as a result thereof.
- B. Reduction (layoff) Sequence
Employees shall be laid off within the job classification that is being reduced in the order of least to most seniority in the District. Seniority is defined as the total length of uninterrupted continuous service in the District.
- C. Recall
1. Employees who are released because of a reduction in force will have priority, for one school year to fill subsequent vacancies in positions for which they are certified and qualified. Employees will be offered reemployment in reverse order of release according to provisions of this policy.
 2. Throughout the calendar year of the reduction, released employees will be placed on a recall list. Employees on this recall list will be notified by certified mail of position vacancies for which they have priority. An employee shall remain on the recall list unless the employee:
 - a. does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above; or
 - b. waives recall in writing; or
 - c. resigns; or
 - d. refuses to accept a position for which the employee was qualified and was offered to the employee by the district.
 3. It shall be the employee's responsibility to see that the district has the employee's current address on file, and that address will be used for recall purposes.
 4. Employees on the recall list shall be entitled to maintain participation in all District insurance programs, at their own expense, as permitted by the insurance carrier and in accordance with the applicable rules of the insurance carrier and state and federal law.
 5. Employees recalled to work in the same job classification as they had previously worked shall be placed on the appropriate wage schedule at the level attained at the time of layoff.

Section 12 – Driver Assignments for Field Trips

Trips occurring during the employee's regular workday shall not result in additional compensation or loss of pay or leave time. Trips occurring outside the regular workday shall result in additional compensation.

Section 13 – Reimbursement for Employment Related Expenses

- A. Employees required by the administration to use their personal vehicle for employment related travel shall be reimbursed at the current prevailing IRS per-mile rate. (August 2009)
- B. Employees on authorized school business which requires them to purchase meals shall be reimbursed at the rate of a maximum of ten dollars (\$10.00) per meal for breakfast and lunch, and fifteen dollars (\$15.00) for an evening meal.
- C. Other expenses receiving prior approval of the Superintendent shall also be reimbursed.
- D. Employees shall request reimbursement for all employment related expenses in a prompt manner, but no later than thirty (30) calendar days after the expenses were incurred.
- E. Employees shall receive reimbursement for all eligible employment related expenses within forty-five (45) days of the date the expenses were submitted. (Revised August 2009)

Section 14 – Paydays

- A. Employees shall be paid on the fifteenth (15th) day of each month. If the fifteenth (15th) falls on a weekend or holiday, payment shall be made on the last working day prior to the fifteenth (15th).
- B. Employees shall be entitled to make payroll deductions for all programs offered through the district tax shelter program, board designated annuity programs, and payment of COSPA dues. All employees may utilize the same payroll deduction programs offered in years past.

Section 15 – Contract Length

<u>Position</u>	<u>Hrs Per Day</u>	<u>Hrs Per Week</u>	<u>Hrs Per Year</u>
Adm. Secy	8	40	2080/12 months
Bldg. Secy	8	40	1600/200 days
Tchr. Asst.	8	40	1440/180 days
Custodian	8	40	2080/12 months
Maint. Dir.	8	40	2080/12 months
Cafeteria Mgr.	8	40	1600/200 days
Asst. Mgr.	8	40	1600/200 days
Cooks	6	30	1092/182 days
Media Asst.	8	40	1440/180 days
Tech Support	8	40	2080/12 months
Office Asst	7	35	1260/180 days
Paraprofessional	8	40	1440/180 days
Front Gate	7	35	1260/180 days
IHS	7	35	1260/180 days
Maintenance	8	40	2080/12 months
Computer Lab	8	40	1440/180 days

NOTE: The time periods above are the normal hours and days for each position. The Board may contract with individual persons for more or fewer hours and/or days as needed.

Section 16— Staff Relations

The worth, dignity, and rights of the individual shall be paramount in all professional relationships involving board members, administrators, teachers, district employees, parents, and students in order to foster a positive working climate. Personnel matters requiring warning/disciplinary actions shall be handled in private following the guidelines established in the negotiated contract.

ARTICLE IV: LEAVE PROVISIONS

Section 1 – Leave Day Increments

Unless otherwise indicated, leave days may be taken in half day increments. (Revised Aug 2015)

Section 2 – Sick Leave

- A. Sick leave is defined as personal accidental injury, illness, short-term disability, or pregnancy, or accidental injury of illness in the immediate family (spouse, children, grandchildren, parents, members of the household, siblings or in-laws). The amount of sick leave to which each employee is entitled is as follows:
 1. All support employees shall receive sick leave of one day per month of employment not to exceed the number of hours per day for which they are regularly employed. Unused sick leave shall be cumulative. Upon resignation or retirement, the employee can transfer 120 days to Teachers Retirement and will be paid for all remaining cumulative sick leave up to 150 days. (Revised Aug 2015)
 2. All support employees who have been employed with the district for three school years shall have their sick leave days vested at the beginning of each school year.
 3. Upon retirement or resignation, an employee shall be paid twenty-five dollars (\$25.00) for each day of unused sick leave. If an employee is RIFed, he/she may receive payment at the time of the RIF or defer payment no longer than twelve (12) months. (Revised Aug 2015)
- B. The Family and Medical Leave Act of 1993 (FMLA) provides a maximum of twelve (12) weeks of unpaid job protected leave for certain family and medical reasons. To use this provision, employees must have been employees of the district at least one (1) year and have exhausted or will exhaust their sick leave and personal business leave. The sixty (60) days provided by FMLA shall run concurrently with paid sick leave and personal business leave.

Section 3 – Sick Leave Sharing Program

- A. A full time employee may donate sick leave to another employee for the following reasons:
 - 1. the donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment, pregnancy, miscarriage, childbirth and recovery there from, or physical or mental condition of the donee; or
 - 2. the donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who resides in the same home as the donee and who shares a duty to provide financial support with the employee) of the donee; and
 - 3. the condition has caused or is likely to cause the donee to take leave without pay or to terminate employment.
- B. The employee may donate any amount of sick leave which does not cause that employee's sick leave balance to fall below ten (10) days.
- C. An employee may receive up to thirty-one (31) donated days per school year.
- D. An employee requesting donated days must first provide the superintendent with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.
- E. The employee receiving donated days is to receive his or her normal rate of pay.
- F. All sick leave available for use by the donee must be used prior to using shared sick leave.
- G. Shared sick leave usage records shall be maintained separately from regular sick leave records.
- H. Any donated leave which is not used shall be returned to the donating employee.

Section 4 – Personal Business Leave

Each employee shall be provided three (3) days leave each year for personal matters. The employee's supervisor and the Superintendent shall be notified as many days in advance as possible. For days to be used immediately before or after a weekend, holiday or vacation period, notification must be made at least 72 hours in advance. Personal business leave is not cumulative. Any unused personal business leave will accumulate as sick leave. Probationary employees shall not be granted personal business leave until they have satisfactorily completed three (3) consecutive months of employment.

Section 5 – Bereavement Leave

- A. Each employee shall be granted up to five (5) days bereavement leave per year for a death in the family (spouse, child, parent, sibling, grandparent, grandchildren, in-laws, or a member of the household).
- B. Those days shall be in addition to sick leave and shall be at no loss in pay.
- C. Bereavement leave days shall not be cumulative.
- D. Other cases should be submitted to the Superintendent who is authorized to extend up to five (5) additional days of bereavement leave.

Section 6 – Vacation Leave

- A. All twelve (12) month support employees shall receive two (2) weeks' vacation after one (1) full year of service. All twelve (12) month support employees shall receive three (3) weeks' vacation after eighteen (18) years of service. (Revised Aug 2015)
- B. Vacation leave shall not be carried over from one year to the next. Vacation leave which is not used within 90 days after the year in which it was accrued shall be lost.
- C. Vacation days shall normally be taken during the summer at times determined by the employee. Employees may request in writing to the superintendent to utilize vacation leave at other times of the year.
- D. Employees shall schedule vacation days at least two (2) weeks in advance whenever possible.
- E. Upon retirement or resignation an employee shall be paid their regular pay for each day of unused vacation time. If an employee is rified, he/she may receive payment at the time of the RIF or defer payment no longer than twelve (12) months. (Revised Aug 2015)

Section 7 – Leave of Absence

- A. A support employee may apply for leave of absence for up to the remainder of the contract period for personal illness, short-term disability/maternity, adoption, accident, illness in the immediate family, or to attend an institute of higher learning to complete a degree. Leave requests must be given in writing, at least ten (10) days prior to the proposed beginning of the leave.
- B. An employee must have worked at least three (3) consecutive years in the district to qualify for a leave of absence.
- C. The leave request will be either approved or denied by the Board of Education at its discretion.
- D. An employee wishing to return to work from a leave of absence must notify the Superintendent in writing at least thirty (30) days prior to the end of the leave of his/her intent to return. Failure by the employee to notify the Superintendent within the prescribed period shall waive the employee's rights to re-employment with the district.
 - 1. When returning from a leave of absence, the employee shall be placed in the same job previously held, if it is available. If it is not available, the employee shall be placed in another comparable position.
 - 2. While on leave of absence an employee:
 - a. shall receive no compensation
 - b. shall not earn nor accumulate any sick leave days
 - c. will not lose any sick leave days previously accumulated
 - d. will neither gain nor lose seniority
 - 3. The employee shall be allowed to remain on the district insurance program, at the employee's expense, as allowed by the district's insurance carrier.

Section 8 – Legal Process Leave

Support employees shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. An employee serving as a juror or subpoenaed witness shall be paid his/her full salary. Any compensation received for legal process, exclusive of parking or mileage reimbursement shall be returned to Crooked Oak Schools.

Section 9 – Military Leave

Support employees who are ordered to active duty or service by a branch of the Armed Forces of the United States shall receive a leave of absence for the period of such active service without loss of status or efficiency rating and without loss of pay for the first thirty (30) days of such leave of absence.

Section 10 – Holidays

- A. Support employees shall not be scheduled for work on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Day, and Martin Luther King Day.
- B. Employees shall receive full pay for each of these days which occur within their contract period. This pay is incorporated within the base pay rate.
- C. Any support employee required to work on any of the above enumerated dates shall receive two (2) times his/her normal rate of pay for that day worked.

ARTICLE V: COMPENSATION & FRINGE BENEFITS

Section 1 – Salary Scales

- A. The district shall determine the years of experience for which new employees qualify by the following formula: For every three (3) years of similar experience in the private sector one year shall be counted on the salary schedule. For every two (2) years of experience in a school setting, doing the job they are applying for, one year shall be counted on the salary schedule. All previous years earned at Crooked Oak Public Schools shall be counted on a one for one basis.
- B. Support employees who change jobs within the district shall be placed on their new schedule according to their years of experience in the district.
- C. For the 2019 – 2020 school year will receive a step increase. The salary will change based on the new rate tables for 2019-2020.

BUS DRIVERS must have CDL and verified driving record

Daily Runs: \$10.60 per run (special runs \$16.40)
Activity Trips: Oklahoma City Metro: (Moore, MWC,
Bethany, Yukon, Del City, Choctaw,
and Edmond) \$22.00 minimum
current minimum wage per hour after 2 (two) hours

Beyond OKC Metro area: \$28.00 minimum;
current minimum wage per hour after 2 (two) hours
Out-of-State: \$28.00 minimum
Current minimum wage per hour after 2 (two) hours

BUS MONITORS Daily Runs: \$9.40 per run

Support employees whose duties as a bus monitor take them beyond their regular work hours shall receive \$9.40 per run for each extra run (Revised August 2009, 2014).

ALL OTHER JOB CATEGORIES: SEE NEXT PAGES

Step	Supt Secy		Secy		Secy		Secy		Media Asst		Para. Prof. #1		Office	
	12 Mo.	Hourly	Building	Hourly	Admin	12 Mo.	Hourly	Para. Prof. #2	Hourly	(180 days)	8 Hrs.	Hourly	Rate	Rate
0	8 Hrs.	Rate	8 Hrs.	Rate	8 Hrs.	Rate	8 Hrs.	Rate	8 Hrs.	Rate	Rate	Rate	Rate	Rate
0	27,781	13.36	19,936	12.46	22,952	11.03	19,831	13.77	15,044	10.45	12,019	10.45	10.45	9.43
1	28,532	13.72	20,483	12.80	23,616	11.35	20,355	14.14	15,448	10.73	12,337	10.73	10.73	9.68
2	29,326	14.10	21,031	13.14	24,948	11.99	20,908	14.52	15,852	11.01	12,655	11.01	11.01	9.93
3	30,121	14.48	21,580	13.49	25,613	12.31	21,462	14.90	16,256	11.29	13,056	11.29	11.29	10.25
4	30,915	14.86	22,129	13.83	26,279	12.63	22,015	15.29	16,660	11.57	13,290	11.57	11.57	10.43
5	31,709	15.24	22,677	14.17	26,943	12.95	22,569	15.67	17,064	11.85	13,608	11.85	11.85	10.68
6	32,503	15.63	23,226	14.52	27,609	13.27	23,123	16.06	17,468	12.13	13,925	12.13	12.13	10.93
7	33,298	16.01	23,774	14.86	28,275	13.59	23,676	16.44	17,872	12.41	14,243	12.41	12.41	11.18
8	34,092	16.39	24,323	15.20	28,940	13.91	24,230	16.83	18,275	12.69	14,561	12.69	12.69	11.43
9	34,886	16.77	24,871	15.54	29,606	14.23	24,783	17.21	18,679	12.97	14,878	12.97	12.97	11.68
10	35,680	17.15	25,420	15.89	30,271	14.55	25,337	17.59	19,083	13.25	15,196	13.25	13.25	11.93
11	36,475	17.54	25,968	16.23	30,936	14.87	25,890	17.98	19,487	13.53	15,514	13.53	13.53	12.18
12	37,269	17.92	26,517	16.57	31,602	15.19	26,444	18.36	19,891	13.81	15,831	13.81	13.81	12.43
13	38,063	18.30	27,065	16.92	32,267	15.51	26,997	18.75	20,295	14.09	16,149	14.09	14.09	12.68
14	38,857	18.68	27,614	17.26	32,933	15.83	27,551	19.13	20,699	14.37	16,467	14.37	14.37	12.93
15	39,651	19.06	28,162	17.60	33,598	16.15	28,104	19.52	21,103	14.65	16,784	14.65	14.65	13.17
16	40,446	19.45	28,711	17.94	34,263	16.47	28,658	19.90	21,507	14.94	17,102	14.94	14.94	13.42
17	41,240	19.83	29,260	18.29	34,929	16.79	29,211	20.29	21,911	15.22	17,419	15.22	15.22	13.67
18	42,034	20.21	29,808	18.63	35,595	17.11	29,765	20.67	22,315	15.50	17,737	15.50	15.50	13.92
19	42,828	20.59	30,357	18.97	36,260	17.43	30,318	21.05	22,719	15.78	18,055	15.78	15.78	14.17
20	43,623	20.97	30,905	19.32	36,925	17.75	30,872	21.44	23,123	16.06	18,372	16.06	16.06	14.42
21	44,417	21.35	31,454	19.66	37,591	18.07	31,425	21.82	23,526	16.34	18,690	16.34	16.34	14.67
22	45,211	21.74	32,002	20.00	38,256	18.39	31,979	22.21	23,930	16.62	19,008	16.62	16.62	14.92
23	46,005	22.12	32,551	20.34	38,922	18.71	32,532	22.59	24,334	16.90	19,325	16.90	16.90	15.17
24	46,799	22.50	33,099	20.69	39,587	19.03	33,086	22.98	24,738	17.18	19,643	17.18	17.18	15.42
25	47,594	22.88	33,648	21.03	40,252	19.35	33,640	23.36	25,142	17.46	19,961	17.46	17.46	15.67
26	48,388	23.26	34,196	21.37	40,918	19.67	34,193	23.75	25,546	17.74	20,278	17.74	17.74	15.92
27	49,182	23.65	34,745	21.72	41,583	19.99	34,747	24.13	25,950	18.02	20,596	18.02	18.02	16.17
28	49,977	24.03	35,293	22.06	42,249	20.31	35,300	24.51	26,354	18.30	20,914	18.30	18.30	16.42

	Speech Language Pathologist Assistant (180 days)	Custodian/ Grounds	Full-time (180 days)	IHS (180 days)	Maint./Trans.	Tech.
	Hourly Rate	Hourly Rate	8 Hrs. Rate	7 Hrs. Rate	12 Mo. Rate	12 Mo. Rate
0	38,427	19,881	19,936	19,942	32,504	30,443
1	38,950	20,440	20,490	20,491	33,426	31,302
2	39,504	20,998	21,043	21,041	34,349	32,160
3	40,057	21,556	21,597	21,591	35,273	33,019
4	40,611	22,114	22,150	22,141	36,195	33,877
5	41,165	22,672	22,704	22,691	37,119	34,736
6	41,718	23,230	23,257	23,240	38,042	35,595
7	42,272	23,789	23,811	23,790	38,964	36,453
8	42,825	24,347	24,364	24,340	39,888	37,312
9	43,379	24,904	24,918	24,890	40,810	38,171
10	43,932	25,462	25,471	25,440	41,734	39,029
11	44,486	26,021	26,025	25,989	42,657	39,888
12	45,039	26,579	26,578	26,539	43,579	40,746
13	45,593	27,137	27,132	27,089	44,503	41,605
14	46,146	27,695	27,685	27,639	45,425	42,464
15	46,700	28,253	28,239	28,188	46,349	43,322
16	47,253	28,811	28,792	28,738	47,272	44,181
17	47,807	29,370	29,346	29,288	48,194	45,040
18	48,360	29,928	29,900	29,838	49,118	45,898
19	48,914	30,485	30,453	30,388	50,041	46,757
20	49,467	31,044	31,007	30,937	50,964	47,615
21	50,021	31,602	31,560	31,487	51,887	48,474
22	50,574	32,160	32,114	32,037	52,809	49,333
23	51,128	32,718	32,667	32,587	53,733	50,191
24	51,681	33,276	33,221	33,137	54,656	51,050
25	52,235	33,834	33,774	33,686	55,579	51,909
26	52,789	34,392	34,328	34,236	56,502	52,767
27	53,342	34,951	34,881	34,786	57,425	53,626
28	53,896	35,509	35,435	35,336	58,348	54,484

	Maint.	Hourly		Cooks (182 days)		Café Super (200 days)		Café Asst (200 days)		Front Gate (180 days)	
		Rate	Hourly	6 Hrs.	Hourly	8 Hrs.	Hourly	8 Hrs.	Hourly	7 Hrs.	Rate
0	21,664	10.42	10.01	10,932	10.01	23,375	14.61	17,142	10.71	12,480	9.90
1	22,264	10.70	10.27	11,216	10.27	24,023	15.01	17,607	11.00	12,808	10.16
2	22,865	10.99	10.53	11,499	10.53	24,672	15.42	18,073	11.30	13,135	10.42
3	23,467	11.28	10.79	11,783	10.79	25,320	15.83	18,538	11.59	13,462	10.68
4	24,067	11.57	11.05	12,067	11.05	25,968	16.23	19,004	11.88	13,789	10.94
5	24,669	11.86	11.31	12,350	11.31	26,617	16.64	19,469	12.17	14,117	11.20
6	25,269	12.15	11.57	12,634	11.57	27,265	17.04	19,934	12.46	14,444	11.46
7	25,870	12.44	11.83	12,917	11.83	27,913	17.45	20,400	12.75	14,771	11.72
8	26,472	12.73	12.09	13,201	12.09	28,561	17.85	20,865	13.04	15,098	11.98
9	27,072	13.02	12.35	13,485	12.35	29,210	18.26	21,331	13.33	15,426	12.24
10	27,674	13.30	12.61	13,768	12.61	29,858	18.66	21,796	13.62	15,753	12.50
11	28,275	13.59	12.87	14,052	12.87	30,506	19.07	22,262	13.91	16,080	12.76
12	28,875	13.88	13.13	14,336	13.13	31,154	19.47	22,727	14.20	16,407	13.02
13	29,477	14.17	13.39	14,619	13.39	31,803	19.88	23,192	14.50	16,735	13.28
14	30,078	14.46	13.65	14,903	13.65	32,451	20.28	23,658	14.79	17,062	13.54
15	30,679	14.75	13.91	15,186	13.91	33,099	20.69	24,123	15.08	17,389	13.80
16	31,280	15.04	14.17	15,470	14.17	33,748	21.09	24,589	15.37	17,716	14.06
17	31,880	15.33	14.43	15,754	14.43	34,396	21.50	25,054	15.66	18,044	14.32
18	32,482	15.62	14.69	16,037	14.69	35,044	21.90	25,520	15.95	18,371	14.58
19	33,083	15.91	14.95	16,321	14.95	35,692	22.31	25,985	16.24	18,698	14.84
20	33,684	16.19	15.21	16,605	15.21	36,341	22.71	26,450	16.53	19,025	15.10
21	34,285	16.48	15.47	16,888	15.47	36,989	23.12	26,916	16.82	19,353	15.36
22	34,886	16.77	15.73	17,172	15.73	37,637	23.52	27,381	17.11	19,680	15.62
23	35,487	17.06	15.98	17,455	15.98	38,286	23.93	27,847	17.40	20,007	15.88
24	36,088	17.35	16.24	17,739	16.24	38,934	24.33	28,312	17.70	20,334	16.14
25	36,690	17.64	16.50	18,023	16.50	39,582	24.74	28,777	17.99	20,662	16.40
26	37,290	17.93	16.76	18,306	16.76	40,230	25.14	29,243	18.28	20,989	16.66
27	37,891	18.22	17.02	18,590	17.02	40,879	25.55	29,708	18.57	21,316	16.92
28	38,493	18.51	17.28	18,873	17.28	41,527	25.95	30,174	18.86	21,643	17.18

Section 2 – Health Insurance

- A. SUPPORT PERSONNEL WHO CHOOSE TO PARTICIPATE IN MAJOR MEDICAL COVERAGE PURCHASED THROUGH THE DISTRICT SPONSORED CAFETERIA PLAN.

For the 2019-2020 school year, each support employee under contract to work six (6) or more hours per day at least one hundred and seventy-two (172) days per year who purchases major medical coverage through the school district sponsored cafeteria plan shall receive, as part of total compensation, the monthly Flexible Benefit Allowance (FBA) required by the State Law. The District will apply the FBA toward the total premium cost of the District's Health Plan. Any excess FBA allowance over the cost of the major medical purchased by the employee may be used to purchase additional benefits or may be taken as taxable compensation as provided for by law. Part-time support employees shall receive FBA payments as provided for by law.

- B. SUPPORT PERSONNEL WHO CHOOSE NOT TO PARTICIPATE IN MAJOR MEDICAL COVERAGE OFFERED THROUGH THE DISTRICT SPONSORED CAFETERIA PLAN.

For the 2019-2020 school year, each support employee under contract to work six (6) or more hours per day at least one hundred seventy-two (172) days per year who do not purchase the major medical coverage through the school district sponsored cafeteria plan shall receive, one hundred eighty-nine dollars and sixty-nine cents (\$189.69) per month as Taxable compensation in lieu of the flexible benefit allowance amount provided for in Part D. above. Support Employees whose employment is terminated during the school year shall have no right to receive any benefits or cash compensation for the portion of the school year after the Support Employee's termination. (Revised August 2010)

Section 3 – Life Insurance

The Board shall pay the premium for a \$10,000 life insurance policy for each support employee.

Section 4 – Employee Retirement Contributions

The District will pay the employee's contribution to the Oklahoma Teachers Retirement System.

Section 5 – Tax Shelter Program

Employees shall be entitled to participate in the District's IRS 125 Cafeteria Plan administered in compliance with applicable state and federal statutes, rules, and regulations.

Section 6 – Activity Pass for School Events

At the beginning of the school year each employee shall be provided the opportunity to obtain a school activity pass entitling the employee, his/her spouse and dependent children when accompanied by the employee, to free admission to all District athletic events during the school year.

Section 7 – Overtime Pay

- A. Time worked shall be recorded on the regular weekly time sheet. Overtime pay shall be at the rate of time and one-half (1 ½) for all work over forty (40) hours in one work week or compensatory time shall be given at the rate of one and one-half (1 ½) hours for each hour worked in excess of forty (40) hours per week. Overtime is not based on hours per day, but on total hours worked for the week. Only hours worked should be counted for overtime. Paid time such as holiday, vacation, sick leave, personal time, etc. cannot be added to calculate for overtime.
- B. All overtime and compensatory time must be approved in advance by the Superintendent in writing.

Section 8 – Equitable Assignment of Extra Duty

When support employees are assigned extra duties for which they are qualified outside their regular work day, the duties will be assigned on an equitable basis. Support employees assigned to extra duty positions will be paid their regular hourly rate for hours worked in the extra duty position. (August 2009)

Section 9 – Subcontracting

The Board agrees to solicit the advice and input of the union if the Board decides to investigate contracting out support employees' jobs. The union may offer alternative solutions. The union will be given this opportunity prior to the Board receiving bids from an outside contractor. This paragraph shall only apply to support employee full time jobs and shall not apply to part time positions or to out contracting such as grounds maintenance.

Section 10 – Educational Reimbursement

The Board agrees to reimburse tuition and books for all current support employees who pass classes required by ESEA to remain employed by the district.

Section 11— Special Olympics Extra Duty Pay

Support employees who volunteer to assist in the Special Olympics and are approved by the Superintendent or designee shall receive a stipend of \$500.00.

ARTICLE VI: ASSOCIATION RIGHTS

Section 1 – Bulletin Boards

COSPA shall be allowed to provide and maintain for its exclusive use, a bulletin board in a conspicuous employee location approved by the Superintendent.

Section 2— Use of Buildings for Meetings

- A. COSPA shall be permitted to use school buildings for meetings, provided that there is no interference with scheduled employee duties and approval is given by the Superintendent.
- B. If COSPA is the last to leave a building, it is responsible for turning off lights, heating and air conditioning and fans, for cleaning the areas used by COSPA, for setting burglar alarms, and for locking the building.

Section 3 – Use of School Mail Boxes

COSPA shall be permitted use of existing District employee mail boxes for the purpose of internal communications. COSPA shall also be provided a mail box in the main office of the District.

Section 4 – Visits by COSPA Representatives to Work Sites/Conducting COSPA Business at Work Sites

- A. COSPA representatives may visit the school building or other work site only during breaks or lunch periods or after the work day for the purpose of meeting with any employee or group of employees governed by the terms of this Agreement.
- B. COSPA representatives must obtain approval, upon arrival, from the site principal/supervisor or his/her designee.
- C. COSPA representatives shall not interfere with employees in the proper performance of their duties.
- D. No employee may conduct COSPA business during his/her work day; however, an employee may conduct COSPA business during his/her lunch and/or break time, provided that such business does not interfere with the duties of other employees.

Section 5 – Notice to COSPA of positions posted and filled

COSPA shall be provided in its box at the central office a copy of all "Notice of Vacancy" lists at the time they are posted.

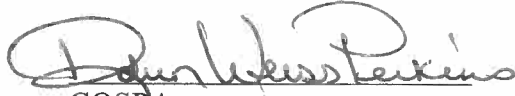
Section 6 – Administratively Established Committees

- A. When a committee is formed requiring the participation and/or representation of support employees, the administration shall request from COSPA a list of employees meeting the criteria established by the Board for service on the committee. The administration may choose persons on the list to serve on the committee.
- B. Employees appointed to committees by the administration 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.

This agreement represents in full and complete agreement between the Board and the Association.

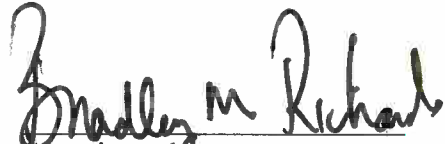
Ratification of this Agreement between the parties is attested to by the representatives whose signatures appear below on this 12th day of August 2019;

Signature of Parties:

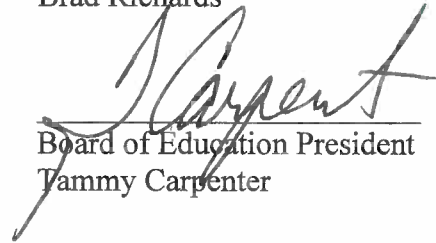


COSPA
Robin Weiss-Perkins

COSPA



Superintendent
Brad Richards



Board of Education President
Tammy Carpenter