



**Columbus Schools  
Classified Supervisors Association**

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**COMPENSATION PACKAGE**

**Effective July 1, 2019**



*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

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**Compensation Package provided by the Columbus Board of Education  
to the Columbus Schools Classified Supervisors' Association**

This compensation package constitutes all current pay and benefits for Classified Supervisors. This compensation package supersedes and replaces any previous compensation packages approved by of the Columbus Board of Education regarding the specific benefits enumerated herein.

This Compensation Package is in effect beginning June 5, 2018 with the exception of Section 22(a) – Salary Schedule Revisions.

Definitions

Classified Supervisor

The term Classified Supervisor is used to define persons employed by Columbus City Schools (CCS) who are governed by civil service law and regulations, and are not currently represented in another bargaining unit.

Seniority

To the extent permitted by law, and consistent with the responsibility of the Board to provide appropriate services of good quality, the principle of seniority as hereinafter defined shall prevail. Nothing in these seniority provisions shall be construed to change, amend or interfere with the Civil Service laws of the City of Columbus insofar as they affect appointment, promotions and tenure.

- A. System seniority shall be defined as the length of employment by an employee with the Board as computed from the employee's most recent date of hire.
- B. Department or departmental seniority shall be defined as the length of employment by an employee in a particular department as computed from the employee's most recent date of entry into such department.
- C. Job classification seniority shall be defined as the length of employment by an employee in a particular job classification as computed from the employee's most recent date of entry into such job classification. Job classifications shall correspond with the job classifications set forth on the salary schedule as published by the Board of Education.

D. Employees on an approved leave of absence or on layoff shall retain all lawful rights of seniority.

1. Work Day

Generally, Classified Supervisors shall work a forty (40) hour week. Each Classified Supervisor will receive a minimum of one-half hour for lunch per day.

2. Calamity Days – Essential Personnel

Calamity days are days when schools are officially closed on a system-wide basis owing to disease epidemic, hazardous weather conditions, or other public calamity. Calamity days will be regular workdays for “essential” Classified Supervisors and other classified employees not eligible for membership in a bargaining unit. Nothing herein shall be construed as requiring payment in excess of the Classified Supervisor’s regular wage rate or salary for any time worked while the school in which the Classified Supervisor is employed is officially closed for the reasons set forth herein. Classified Supervisors who are, by the nature of their work are “essential” and therefore required to work shall be given pay commensurate with straight time pay rates or overtime pay rates depending on whether the employee actually worked forty (40) hours in a given work week.

Unless otherwise required by supervision, the minimum Essential Personnel shall be defined as follows:

- 1 – Garage Operations Supervisor, Transportation
- 1 - Building Maintenance Materials Supervisor, Buildings & Grounds
- 1 - Landscape Supervisor II, Buildings & Grounds
- 1 - Network Administrator, ISS Network Services
- 1 - Executive Secretary, Superintendent’s Office

Non-essential personnel may be permitted to work on Calamity Days with prior approval from their supervisors. Such personnel shall be paid straight time for the Calamity Day and shall receive one hour of compensatory time for every hour actually worked on the Calamity Day.

### 3. Transportation Mileage Rate

All members of the Association who must use private transportation to perform their assigned duties will be reimbursed at the rate allowed by the Internal Revenue Service at the time of travel. All approved employee conference expense mileage will be reimbursed at the rate in effect by the district at the time of travel. Transportation reimbursement guidelines as published by the Treasurer must be followed.

### 4. Administrative Appearances

Classified Supervisors shall be given release time as required for appearances at administrative hearings and court proceedings arising out of their professional activities, upon as much advance notice as possible to the immediate supervisor.

### 5. Classified Supervisors' Job Performance Evaluation

The immediate supervisor shall conduct an annual job performance evaluation. Signatures are required within three days of the evaluation conference, but do not necessarily indicate agreement with the evaluation. At the time the form is signed, the Classified Supervisor shall be permitted to affix comments to the evaluation to be placed in the Classified Supervisor's permanent personnel file.

### 6. Assault Leave

A student who assaults a Classified Supervisor, with the result of physical injury to the Classified Supervisor, generally should be expelled and, depending upon the circumstances, may be recommended for permanent exclusion as allowed by law. If the principal does not recommend expulsion to the Superintendent, the Association may request that the Superintendent consider expulsion and, if appropriate, permanent exclusion. The Superintendent will communicate his/her disposition of the request to the Association. In addition, a Classified Supervisor may use up to forty (40) days of assault leave per incident due to injury resulting from a physical assault (by any individual) on a Classified Supervisor which occurs on Board premises or which occurs off Board premises in connection with the performance of assigned duties, subject to the following stipulations:

- The Classified Supervisor's conduct was within the bounds of general standards of professional behavior;
- The immediate supervisor or other appropriate administrator was notified as soon as possible of the occurrence;

- The Classified Supervisor submits the certificate required in case of assault leave absence, accompanied by the physician's statement required below;
- The Classified Supervisor provides a physician's statement describing the duration of the resulting disability and the necessity of absence from regular employment, with the findings of the physician subject to review by the Board physician;
- In the event the foregoing conditions are satisfied, none of the first forty (40) days of absence resulting from such occurrence shall be deducted from the Classified Supervisor 's accumulated sick leave or personal leave;
- Workers' Compensation cannot be received simultaneously with District leave benefits.

#### 7. Jury Duty

Any Classified Supervisor upon making a request, including a copy of the subpoena, to the Department of Human Resources, shall be eligible for leave for the number of days or partial days needed to accept jury duty. Upon submission of proof of jury service and/or any compensation received to the payroll department for jury service, the Classified Supervisor shall be paid his/her regular salary for the number of days involved. Such leave shall not be deducted from any other leave. This is not intended to allow double pay for jury duty.

#### 8. Personal Leave

Effective July 1, 2009 in accordance with ORC 3319.142, each employee shall be credited with three (3) personal leave days each year and may use personal leave days for absence due to personal reasons. Personal leave days shall not be deducted from sick leave, and unused personal leave days shall be cumulative from year to year. A Classified Supervisor shall give his/her immediate supervisor twenty-four (24) hours advance notice, if possible, of his/her intention to take such leave. When an employee is absent for personal reasons, a report of such absence, signed by the Classified Supervisor and his/her immediate supervisor, shall be filed with the Treasurer within three (3) work days following the last day of absence, or, for school year employees, three (3) days after the last regularly scheduled work day before summer break, whichever occurs first. Such report shall contain certification by the Classified Supervisor that the personal leave was not for one of the reasons

prescribed below. The filing of a false statement by a Classified Supervisor shall be considered by the Board as grounds for disciplinary action in such form and manner as the Board may deem advisable. The following do not constitute valid reasons for the use of personal leave:

- A. Gainful employment in which the Classified Supervisor receives compensation;
- B. Any activity in connection with or in planning for a strike or any other work stoppage or any concerted action related to a strike or work stoppage;
- C. When Human Resources deem that the numbers of requests for personal leave on the same day by employees in a given department or work location may jeopardize the safe or efficient operation of the district.

The Board may not apply an employee's vacation leave or personal leave toward any absence without the consent of the employee.

For purposes of this section, a year is from September 1 to the following August 31. Employees appointed After November 1 shall receive 2 personal days and any employee appointed after January 1 in a given year shall be credited with one (1) day of personal leave in that year, and employees appointed after April 1 in a given year shall not be credited with any personal leave in that year. Employees on an unpaid leave of absence in excess of ninety (90) calendar days during their scheduled work year shall be credited with one (1) day of personal leave in that year, and employees on an unpaid leave of absence in excess of one hundred eighty (180) calendar days shall not be credited with any personal leave in that year. New employees shall not be eligible to use personal leave during their probationary period.

Procedures for the administration of personal leave shall be as follows:

- A. When an employee intends to use personal leave, he/she shall give his/her immediate supervisor twenty-four (24) hours advance notice, if possible. In classifications and locations where the administration permits the use of personal leave for a part of a workday, employees may take the personal leave for a part of the workday only if the employee has notified his/her immediate supervisor one day in advance, if possible.
- B. Upon returning from the leave, the employee shall complete the District required report(s).

## 9. Holiday Pay

### A. Paid Holidays for 12 Month Employees

The following days shall be recognized as paid holidays for all Classified Supervisors except those employees covered by B of this Article.

Labor Day

Thanksgiving Days (2) \*

Winter Break Holidays (2) (**generally official days off for Dec. 24<sup>th</sup> & 25<sup>th</sup>**)\*

New Year's Day \*

Martin Luther King Day

Spring Holidays during Spring Break (3) (**generally to provide a long weekend of 5 consecutive calendar days over Easter weekend**) \*

Memorial Day

Independence Day

\* (Depending on District School Calendar)

### B. Paid Holidays for Employees Working Less Than 11 Months

Employees with a regular scheduled work year of less than eleven (11) months shall observe the following paid holiday provisions:

Labor Day

Thanksgiving Days (2) \*

Winter Break Holidays (2) (**generally official days off for Dec. 24<sup>th</sup> & 25<sup>th</sup>**)\*

New Year's Day \*

Martin Luther King Day \*

The Friday before Spring Break Sunday \*

Memorial Day

\* (Depending on District School Calendar)

In addition, such employees shall receive one week's pay [five (5) days pay at their regular rate for their regularly scheduled hours] for the week of Spring Break.

C. Early Release. All Classified Supervisors assigned to the Education Center and related administrative offices will work one (1) hour less than their regular schedules, on the day before: Thanksgiving break, Christmas break, New Years break and Fourth of July break.



### C. Eligibility for Holiday Pay

1. Employees shall be excused from duty on applicable holidays without loss of salary or wages. Employees shall receive the equivalent of their regular straight time hourly rate for their normal daily hours of work for such holidays. In order to be eligible for holiday pay, an employee must accrue earnings on his/her last scheduled workday prior to such holiday and his/her first scheduled workday following such holiday, unless on either of such days the employee was on an excused absence, or on sick leave for which pay was granted.

2. When an employee elects retirement under the School Employees Retirement System and the date of separation is the last scheduled workday of a month and there is a paid holiday(s) following such scheduled workday that is in the same month then the employee shall be paid for such holiday(s).

### 10. Religious Holidays

An employee may be absent, with pay, on a day identified by a duly constituted religious body as a religious holiday, provided the duly constituted religious body has established that the proper observance of such religious holiday prohibits the performance of work on such day and provided the classified supervisor is an active member of such religious body. Requests for such absence shall be made of the Human Resources Office at least ten (10) work days prior to the holiday. Such absence shall not exceed three (3) days during the school year, which days shall not be deducted from sick leave.

### 11. Sick Leave

#### A. General Rules Pertaining to Sick Leave:

1. Unused sick leave shall be cumulative without limit. For Classified Supervisors, sick leave shall accumulate at a rate of fifteen (15) days per year. All such employees shall be credited with one and one-half (1.5) days on the second payday of each month. The accruals will occur September through June. The effective date for deducting sick leave credit shall be the final day of each pay-reporting period.

2. Each new full-time classified supervisor shall be credited with five (5) days of sick leave, which may be used in case any such employee is unable to work because of personal illness or death in his/her immediate family, after beginning his/her employment but before he/she has accumulated that amount of sick leave in the manner provided in paragraph 1 above. If any of said five (5) days of sick leave is used, it shall be deducted from the total sick leave which he/she may accumulate during the first year of service as provided in Section 1 above.

3. Sick leave for Classified Supervisors employed on other than a full-time basis shall be credited and deducted at the rate proportionate to their full-time employment status.

4. It shall be the responsibility of each employee to transfer any unused sick leave from a previous employer to the office of the Treasurer of the Columbus Board of Education. When an employee in the Columbus school system returns to the employ of the Board, his/her unused accumulated sick leave, if any, shall be automatically reinstated. Such transfer or reinstatement of sick leave will be accepted by the Board provided the employee's most recent employment takes place within ten (10) years of the date of the last termination from Ohio public service and provided such sick leave was earned in Ohio public service.

B. Sick leave with pay may be used only for the purposes provided in paragraphs 1, 2, and 3 below:

1. For absence of the employee due to personal illness, pregnancy, injury, or exposure to contagious disease which could be communicated to others. Up to ten (10) consecutive work days may be taken as sick leave at the time of legal adoption of a child.

2. For absence of the employee due to illness or injury of someone in the employee's immediate family. Immediate family is defined as father, mother, brother, sister, son, daughter, wife, husband, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, legal guardian, foster or step-parents of the said employee, dependent as defined by the IRS living in the home, or any person living in the home to whom an employee becomes the primary caregiver. A physician must certify primary caregiver. If an employee is absent not more than five (5) consecutive work days because of the illness of a member of the employee's immediate family, the employee need only make the report of absence required by Section F below in order to be eligible for sick leave with pay for such absence. If an employee is absent in excess

of five (5) consecutive school days for this reason, the employee must provide the Human Resources Department with a doctor's certificate setting forth the identity of the patient and the need for the absence of the employee, in order for the employee to be eligible for sick leave with pay for such absence.

3. For absence due to death in the immediate family of an employee. Death in the immediate family of an employee is defined to mean the death of the father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, legal guardian, or foster or step-parents of the said employee, aunts, uncles, and dependents as defined by the IRS. Absence due to death in the immediate family may not exceed five (5) consecutive school days unless approved by the Human Resources Director.

#### C. Use of Sick Leave Notification

1. When an employee is to be absent for a full workday, or a longer period, such absence shall be reported to the immediate supervisor at least one hour and thirty minutes prior to the employee's normal required reporting time or as soon as possible thereafter by any employee who wishes to use sick leave in accordance with the above procedures. The employee shall not be required to state, during this notification, the cause or type of illness involved. If the employee expects the duration of absence to be five (5) or more consecutive work days, the employee must notify his or her immediate supervisor of the expected duration by the work day before the leave begins.
2. In the event the estimated duration of the absence is expected to be continuous for a period in excess of two weeks, or when an absence has been continuous for such a period, the employee shall advise the immediate supervisor of the estimated duration of disability by completing the designated form. Such notification shall be submitted fifteen (15) days prior to the expected date of absence when such date can be anticipated or not later than the 11<sup>th</sup> day of a continuous absence in cases where the absence could not be anticipated. Failure to submit a request for leave of absence may result in disciplinary action up to and including termination.

D. An employee shall notify his/her immediate supervisor on the day before he/she wishes to return. This notification must occur during the supervisor's normal workday.

E. Absence on Saturdays, Sundays, paid holidays, and paid non-work days shall not be charged against sick leave.

F. Required Documentation in case of sick leave absence is as follows:

1. When an employee is absent, a report for such absence, signed by the employee and his/her immediate supervisor, shall be completed by the employee on a form supplied by the Board, which form shall be filed with the Treasurer within three (3) work days following the last day of absence, or for school year employees, three (3) days after the last regular scheduled workday before summer break, whichever comes first.

2. Such report shall be made in a manner, which will satisfy the requirements of Section 3319.141 of the Ohio Revised Code. The filing of any willfully false statement by an employee shall be considered by the Board as grounds for disciplinary action in such form and manner as the Board may deem advisable.

3. In the event the estimated duration of the absence is expected to extend over a period of ten (10) consecutive work days or longer, or when an absence has been continuous for such a period, the employee shall notify the administration of the estimated duration of absence by completing a designated form. Such shall require the submission of a physician's statement indicating the duration of the employee's illness, or, if use of sick leave is due to pregnancy, the approximate date of delivery. Such notification shall be submitted fifteen (15) days prior to the expected first day of absence when such day can be anticipated or not later than the 11th day of a continuous absence in cases where the absence could not be anticipated. Failure to submit a request for leave of absence may result in disciplinary action up to and including termination. Employees, who have been out of work due to illness for ten (10) consecutive workdays or longer, must have the approval of the Superintendent before returning to work. Such approval shall be secured through the School Physician after he/she has received confidential report from the personal physician of the absent employee indicating the condition of the employee.

## 12. Vacation Eligibility

Classified Supervisors employed on the basis of a scheduled work year of eleven or twelve months shall be entitled to accrue vacation with full pay in accordance with the following schedule:

<u>Years Employed by Board Of Education</u>	<u>Days of Vacation</u>
*0 but less than 5 years	10 days
5 but less than 10 years	13 days
10 but less than 15 years	16 days
15 but less than 20 years	19 days
20 but less than 25 years	22 days
25 years and above	25 days

\* Vacation accrued during the first year of employment shall be forfeited if the employee does not complete one full year of employment with the Board.

Vacation may accrue to a maximum of three times the annual accrual. Employees with a regularly scheduled work year of less than eleven months shall not gain vacation eligibility as a result of the extension of their work year by voluntary election of available summer work. The provisions of Section 3319.084 of the Ohio Revised Code shall apply to Classified Supervisors for the purpose of determining vacation eligibility.

### 13. Benefits

During the term of this Agreement, Classified Supervisors shall be provided the same access to fringe benefits (health, dental, prescription, drug, vision, term life insurance, and Employee Assistance (EAP) programs as is provided to the members of the classified bargaining unit.

Any Board policy that provides stipends or other compensation for the required use of personal cell phones shall apply to all Classified Supervisors.

### 14. Sick Leave Incentive

Classified Supervisors who do not use sick leave, or leave without pay, during the period of August 15 - January 15, or the period of January 16-June 16, and who are available for work throughout the period, shall receive a \$125 per half attendance incentive payment for either or both of the periods.

### 15. Catastrophic Illness/Injury

#### A. Sick Leave Donation Procedure:

A member of the CSCSA who has exhausted all accumulated paid leave as a result of a catastrophic illness or injury of a temporary nature may be granted additional sick leave days through the

donation of accumulated unused sick leave by other CSCSA members who volunteer to do so in accordance with the following guidelines: For purposes of this procedure, the term "catastrophic illness or injury" shall include only those illnesses or injuries which are calamitous in nature, constituting a great misfortune. Examples of a catastrophic diagnosis include, but are not limited to the following:

- Accident resulting in multiple fractures or amputation of a limb
- AIDS
- ALS (amyotrophic lateral sclerosis)
- Cancer
- Cerebral palsy, muscular dystrophy
- Condition causing paralysis
- Hemophilia
- Mental illness (requiring hospitalization)
- Rare disease
- Severe burn involving over 20 percent of the body
- Severe head injury requiring hospitalization
- Spinal cord injury
- Stroke or cerebrovascular accident

B. A joint Association/Board committee consisting of three (3) members of the CSCSA appointed by the Association and three (3) administrators shall be appointed on a yearly basis to review requests under this provision. In order to approve a request for catastrophic illness/injury sick leave donation, a two-thirds (2/3) vote of the entire committee must prevail. The joint committee will establish rules and procedures for the allocation and disposition of donated leave. All rules and decisions of the joint committee require a two-thirds (2/3) vote of the entire committee.

C. Applications for catastrophic illness/injury sick leave donation must be jointly submitted to the administrator of Labor Relations and the Association President. Applications will include, but not be limited to the following information:

1. Nature of illness/injury.
2. Physician's statement as to the condition and the need for sick leave.
3. Projected date of return to duty.
4. Explanation of previous sick leave usage.

- 5. Any other pertinent information that applicant can submit to the committee for its consideration.
- D. The committee shall meet and make a determination regarding the request. The CSCSA member shall be informed of the committee's decision in writing within three (3) days of the meeting. The decision of the committee shall be final.
- E. The Association will assume the responsibility for solicitation of donations for approved CSCSA members, subject to procedures established by the joint committee. A form shall be mutually developed to solicit donations. CSCSA members may donate any amount of their unused sick leave to the affected member. A maximum of forty-five (45) days may be granted to the applicant. If additional sick leave donation beyond the forty-five (45) days maximum is needed, the CSCSA member must reapply for consideration by the committee. One renewal will be considered by the committee. All donation forms will be submitted by the Association to the administrator of Labor Relations.
- F. The joint committee shall not grant donated sick leave so as to delay the disability retirement of a CSCSA member.
- G. All information and reports relating to the applications under this policy shall remain confidential to the extent allowed by law.
- H. A CSCSA member using donated sick leave shall not earn or accrue any sick leave. If a Classified Supervisor does not use all of the donated sick leave hours/days granted to him/her, the unused hours/days will be returned to the donation pool. This return will be effective when the Classified Supervisor returns to work, resigns, retires, or otherwise is separated from employment.

16. Sick Leave Cash Conversion

- A. An employee shall have, pursuant to the following provisions, the options to convert to cash benefit payable on the last payday in December and last payday of the school year, or carry forward the balance of any unused sick leave credit at year's end.
- B. An employee who accrues sick leave pursuant to this agreement shall have the following options with regard to the portion of sick leave credit:
  - 1. Carry forward the balance of sick leave credit.
  - 2. Donate any portion of the credit to a catastrophic sick leave bank.
  - 3. Receive a cash benefit conversion for the unused balance of sick leave credit.
- C. Unused sick leave shall be converted as described below:
  - 1. An employee who did not use sick leave during the previous work period may convert up to two weeks of unused sick leave at a rate

equal to fifty percent of the employee's base rate of pay. The first work period shall be defined as the first work date of the school year through the last work day of November; the second work period shall be defined as the first work day in December through the last work day of the school year.

2. An employee who used no more than one day of sick leave may convert five days, at a rate equal to fifty percent of the employee's base rate of pay.
  3. An employee who used no more than two days of sick leave may convert four days, at a rate equal to fifty percent of the employee's base rate of
- D. The failure of an employee to utilize one of the sick leave conversion options listed above shall result in the automatic carry-forward of any balance of sick leave credit.
- E. Any cash benefit conversions of sick leave made at year end under the provisions of this rule shall not be subject to contributions to any of the retirement systems whether by the employee or the employer.
- F. An employee eligible to receive a cash benefit conversion of sick leave credit must indicate his/her desire to convert any sick leave no later than the end of the pay period that includes the first day of November and the end of the pay period that includes the first of June.

## 17. Severance Pay

- A. Classified Supervisors who have been employed by the Board for at least five (5) consecutive years may, at the time of their separation from service with the Columbus City Schools, elect to be paid in cash for the value of their accrued but unused sick leave and personal leave credit in accordance with Section 17 B below. The following stipulations shall apply:
1. Only those employees whose effective date of Retirement with the School Employees Retirement System (SERS) is no later than one hundred twenty (120) calendar days after the last paid day of service, the last day of an unpaid leave of absence with the Columbus City Schools, or while on layoff status, shall be eligible to be paid for such accrued but unused sick leave/personal leave credit.
  2. Such payment shall be based on the eligible member's rate of pay at the time of separation.
  3. Payment for sick leave and personal leave on this basis shall be considered to eliminate all sick leave and personal leave credit accrued by the eligible member at that time.
  4. Such payment shall be made only once to any employee.
  5. Such payment shall be made no later than sixty (60) calendar days after the effective date of retirement with SERS except that the eligible member or beneficiary of such eligible member may elect to



receive fifty (50) percent of such payment within such sixty (60) days and receive the balance during the month of January immediately following the year of retirement or the eligible member or beneficiary of such eligible member may elect to receive the total payment during the month of January immediately following the year of retirement. Whichever election the classified supervisor chooses, the classified supervisor may roll part or all of his or her severance pay into a tax-sheltered annuity. Such January payment shall be made on the first available pay date after January 1.

- B. The cash payment to an eligible member who provides the Board with written notice of retirement at least 90 Calendar days in advance will be paid according to the following formula:
1. Classified Supervisors will be compensated at the rate of 50% for accrued but unused personal leave days.
  2. Classified Supervisors will be compensated for all accrued but unused sick leaves as follows:

Accumulated Sick Leave

<u>The Specified Number of Hours</u>	<u>Applicable Percentage</u>
0 – 800	30%
> 801 – 1600	35%
>1601 – 2400	40%
>2401 – 3200	45%
>3201 – up	50%

3. Classified Supervisors who give less than 90 days’ notice will be permitted to buy out their sick leave at a maximum of 25%.

C. Severance pay benefits for an eligible classified supervisor who dies while on active status or on leave of absence shall be paid to the member’s life insurance beneficiary. A member shall be eligible for this benefit if, at the time of death, the member was eligible for superannuation retirement benefits.

18. Re-employment of Classified Supervisors

Ohio Revised Code reflects that qualified employees may retire and seek employment after a two (2) month grace period. When individuals retire there has to be a break in service to be considered for re-employment in Columbus City Schools. Any waiver of the two (2) month waiting period must be processed by the retiree and the retirement system. As a new employee, the individual will have to complete the normal application

process. Retirees in good standing at the time of retirement may be eligible for re-employment. A new employee hire date will be established based upon Board of Education approval. Positions may be advertised and retirees may be considered consistent with the employee classification requirements. Should a Columbus City Schools (CCS) Classified Supervisor retiree seek re-employment within one (1) year after retiring from CCS, the Classified Supervisor's name shall be placed at the top of the eligibility list consistent with Civil Service rules and regulations. If a Classified Supervisor retiree is selected for re-employment within one year of separation, the Classified Supervisor retiree retains CCS experience credit on the salary schedule. If a Classified Supervisor retiree is selected for re-employment after one year of separation, the Civil Service rules and regulations for a new employee will apply to placement on the salary schedule.

19. Additional Term Life Insurance

Classified Supervisors shall be given the opportunity to purchase additional term life insurance at their own expense if such additional purchase is authorized by the insurance carrier.

20. Tuition Reimbursement

The amount of \$25,000 will be budgeted to the Tuition Reimbursement Committee for Classified Supervisors during each year of this package.

21. Payroll Deductions

A. United Way deductions shall be continuous from year-to-year until canceled in writing to the Treasurer's Office. Changes will be made by completing new option cards during the annual campaign period.

B. Salary deductions for annuities and Section 125 accounts shall be determined by dividing the yearly amount by the appropriate number of pay dates per employee.

C. Amounts for credit union deductions shall be electronically transmitted by the next Columbus City Schools business day following the employee's pay date.

D. Amounts for annuities and flexible spending accounts shall be electronically transferred by the third Columbus City Schools business day following the employee's pay date when ACH transfer is available.

E. When an employee's bank account is debited by the Treasurer's Office, a credit with the corrected amount must be made at the same time (or manual check on pay date). Advance notification of these actions should be given to the employee as soon as possible.

F. Errors in sick leave and personal leave shall be reported to the Treasurer's Office on a form mutually agreed to by the Board and the Columbus Schools Classified Supervisors Association. Every effort will be made for necessary corrections to be made in a timely fashion generally on the paycheck following the receipt of the report. The processing date of a payroll may cause this correction to be delayed until the following pay date. Whenever corrections are not made on the next paycheck, the employee will be promptly notified. Every effort will be made to correct errors in deduction and entitlements by the following pay date that the error was reported. The processing date of a payroll may cause this correction to be delayed until the following pay date.

G. Election of insurance coverage must be made during the annual open enrollment period. A Classified Supervisor may not change coverage except during the annual enrollment period. If a Classified Supervisor drops out of a program, the Classified Supervisor cannot re-enroll until the next annual enrollment period.

H. Classified Supervisors shall be paid by direct deposit to a bank, subject to the following:

1. The employee must select at least one (1) but not more than two (2) bank(s), savings and loans or credit union(s), which are members of the Federal Reserve Wire System and are able to accept direct deposit.
2. The Board shall furnish the employee with a deposit statement of earnings for the pay period.

## 22. Pay and Pay Range Revisions

### a. Salary Schedule Revisions

All Classified Supervisors shall receive 3% salary increase effective July 1, 2019. See CSCSA Salary Schedule(s)

All Classified Supervisors shall receive 3% salary increase effective July 1, 2020. See CSCSA Salary Schedule(s).

All Classified Supervisors shall receive 3% salary increase effective July 1, 2021. See CSCSA Salary Schedule(s).

b. Whenever employees are reallocated to a different job class with a lower pay range, the rate of pay for the incumbents will continue at their current pay rate, or at the rate in the new range which coincides with the lowest step that ensures an employee's pay is not decreased.

### 23. Working in a Higher Job Classification

Any classified supervisor qualified to be assigned to work in a higher job classification for five (5) consecutive workdays shall be retroactively paid the promotional rate for the higher classification recommended by the immediate supervisor, and approved by the Human Resources Department. If it is known prior to recommending the appointment that the duration of the assignment will be more than five (5) work days, the employee shall be paid the higher rate from the first day of the assignment.

### 24. Salary Administration

#### a. **New Hires and Step Movement:**

A new hire is an employee new to the District who is being hired into a CSCSA position. New hires typically will be hired at Step A of the pay range assigned to the position being filled. Step movement shall occur on the employee's yearly anniversary of his or her current hire date, unless impacted by unpaid absence(s) of more than 20 consecutive work days in a year (with the exception of Workers Compensation).

Exceptions to hiring at Step A may be approved by the Department of Human Resources, and may not exceed Step C (4 years of experience). Criteria to be considered for such exceptions include: education, experience, impact of position on the goals and objectives of the department and internal equity. In such cases, the advanced step employee shall be eligible to move to the next MUNIS step one year after placement, and shall continue to move through the steps on the yearly anniversary of his or her current hire date, unless impacted by unpaid absence(s) of more than 20 consecutive

work days in a year (with the exception of Workers Compensation).

**b. Promotions:**

A promotion is a change to a different classification in a higher pay range. Effective July 1, 2017, a promotion will result in the employee's new pay rate being the first step in the new range that insures a minimum of a 5% increase to the employee's current pay rate. A promotion increase may not exceed the top step in the new range. Employees who as a result of a promotion have more credited years of service than required for a step increase shall be eligible for the next step after one year. Employees who, as a result of a promotion, have fewer credited years of service than required for a step increase, shall not be eligible for that step increase until such time that the appropriate credited years of service are attained.

**c. Re-employment:**

Any classified supervisor or other classified employee not eligible for membership in a bargaining unit, employed before August 20, 1994, who resigns for any reason after that date and is re-employed in the same classification within one (1) year of the date of leaving, shall upon return to employment, be placed on the same step that he or she was on the time of resignation.

25. Overtime Pay and Compensatory Time Clarification

Overtime must be approved by the Classified Supervisor's manager or supervisor prior to work being performed. Overtime at time and a half is only paid once 40 hours have been actively worked within a week. Any time off, including comp time, vacation, sick leave, personal leave, paid holidays, etc. is not actively working, and therefore is not included in the overtime calculation.

Classified Supervisors' may receive, in lieu of overtime compensation, compensatory time off at a rate not less than one and one half hours for each hour of overtime worked up to a maximum of 240 hours.

A Classified Supervisor who has accrued compensatory time off and who has requested to use such compensatory time shall be permitted to use the requested time within a reasonable period after making the request

unless the use of the compensatory time would unduly disrupt District operations.

A “reasonable period” shall be determined by considering the customary work practices within the department based on the facts and circumstances in each case. Such practices include, but are not limited to: (1) the normal schedule of work; (2) anticipated peak workloads based on past experience; (3) emergency requirements for staff and services, and (4) the availability of qualified substitute staff.

“Undue Disruption” is more than mere inconvenience. A request to use accrued compensatory time may be denied if the District reasonably and in good faith anticipates that it would impose an unreasonable burden on the department’s ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the Classified Supervisor’s services.

If, during employment, compensation is paid to a Classified Supervisor for accrued compensatory time off, such compensation shall be paid at the regular rate earned by the Classified Supervisor at the time he or she receives such payment.

Upon termination of employment, a Classified Supervisor shall be paid for any unused compensatory time at a rate not less than either (1) the average regular rate received by the Classified Supervisor during the last 3 years of his or her employment; or (2) the Classified Supervisor’s final regular rate, whichever is higher.

An annual reconciliation of compensatory time earned for each CSCSA member shall be submitted to the Human Resources Office at the beginning of each fiscal year due no later than July 30.

26. Membership Association Fee

Membership is voluntary.

27. Anti- Harassment Provision

The District will comply with Board Policy 4114.122 and its regulations.

28. On-Call, Stand-By, or Carry of District-Issued Communication Equipment Pay

CSCSA members who are required by supervisory personnel to be on-call, available by pager, mobile or cellular phone shall be compensated as follows: When an employee is required to report to a district location

as a result of being on-call duty, the employee is on the clock when the call or page is received and will be compensated for the actual time worked which shall be no less than 3 hours for each occurrence.

29. Safety and Security Personnel

A. Implement CPI student control measures for trained Safety and Security Personnel.

30. Job Audits

A. Whenever the Board of Education is informed that a job audit is being conducted involving member(s) of CSCSA, it shall promptly notify the President of CSCSA of such audit including the positions being audited and by whom the audit is being conducted. The BOE shall also inform the person conducting the audit of the provisions of this Section. Upon receipt of such notice, CSCSA may request to meet with the Administration or its appropriate representatives to discuss their respective positions concerning the job(s) under audit. CSCSA may, if it desires, request the Civil Service Commission or the person conducting the audit to allow the Association to state its position on the job under audit.

31. Job Postings

A. All postings for Classified Supervisor jobs will be reported to the Secretary of CSCSA when posted so that the Secretary can notify all CSCSA members.

32. Professional Development

A joint Association/Board committee consisting of three (3) members of the CSCSA appointed by the Association and three (3) administrators, including one from the Office of Human Resources, shall be appointed to develop a CSCSA-led professional development day

## Appendix - CSCSA Classifications

<u>Range</u>	<u>Classification</u>
8	Accident and Safety Investigator (9622/5450)
9	Accountant I (9111/5510)
11	Accountant II (9112/5520)
3	Administrative Assistant (9043/5020)
1	Administrative Secretary (9039/5010)
14	Agile Project Manager (5808)
13	Applications Architect (9444/5806)
9	Applications Developer (9442/5802)
11	Building Controls Systems Integrator (9451/5623)
10	Building Maintenance Materials Supervisor (9593/5610)
12	Business Systems Analyst (5805)
6	Communications Specialist (Electronic Media) (9343/5920)
9	Communications Specialist (Print Media) (9344/5925)
11	Construction Contract Manager (5975)
9	Custodial Services Supervisor (9819/5310)
8	Data Reporting Specialist (9212/5810)
13	Database Administrator (9437/5822)
7	Desktop Support Technician (9432/5826)
14	Education Systems Administrator (9216/5818)
10.1	Education Systems Data Analyst I (9214/5814)
12.1	Education Systems Data Analyst II (9215/5816)
9	Education Systems Support Analyst (9213/5812)
4	Employee Benefits Analyst II (9136/5752)
8	Employee Benefits Coordinator (9140/5756)
4	Enrollment Center Supervisor (5965)
9	Environmental Systems Technician Supervisor (Plumbing /Insulating/Fire Safety Systems) (9482/5632)
11	E-Rate Coordinator (9297)
7.1	Executive Secretary to the Superintendent (U) (9030/5030)
9	Fleet Services Assistant Supervisor (9686/5652)
10	Fleet Services Operations Supervisor (9687/5653)
3	Fleet Services Parts Supervisor (9681/5651)
10	Food Production Center Supervisor (9882/5210)
8	Human Resources Representative (5757)
9	HVAC Supervisor (9462/5620)
9	Integrated Workplace Mgmt. System Coordinator (9554/5615)
3	IT Service Desk Representative (9431/5824)
1	Legal Assistant (9055/5935)
9	Maintenance Supervisor (Landscape) (9713/5625)
9	Maintenance Carpenter Supervisor (9568/5645)
9	Maintenance Supervisor (Electrical/Electronics) (9490/5630)
11	Media Technologies Supervisor (9347/5915)
11	Network Administrator (9233/5832)
<u>Range</u>	<u>Classification</u>
9	Network Analyst (9232/5830)
14	Network Manager (9234/5834)
3	Office Automation Coordinator (9275/5940)



- 10 Personnel Administrative Coordinator (9223/5760)
- 2 Personnel Aide (9220/5755)
- 10 Personnel Analyst (9218/5753)
- 6 Personnel Assistant (9224/5754)
- 12 Personnel Information Systems Coordinator (9225/5758)
- 9 Preventative and Maintenance Painter Supervisor (9471/5640)
- 6 Printing Services Supervisor (9087/5930)
- 10 Procurement Specialist (9192/5945)
- 12 Procurement Supervisor (9196)
- 13 Radio and Television General Manager (9354/5851)
- 7 Safety & Security Compliance Investigator (9332/5110)
- 8 Safety & Security Supervisor (9333/5120)
- 6.1 Secretary to the Internal Auditor (U) (9035/5040)
- 6.1 Secretary to the Treasurer (U) (9032/5050)
- 11 Senior Applications Developer (9443/5804)
- 14 Senior Systems Administrator (5844)
- 3 Special Assistant to Payroll Administrator (9052/5060)
- 5 Student Athletics/Activities Coordinator (9305/5960)
- 2 Student Safety Resource Coordinator (9330/5130)
- 12 Systems Administrator (9240/5840)
- 10.1 Technical Support Analyst (9433/5828)
- 8 Transportation Supervisor (Bus Compound) (9619/5420)
- 7 Transportation Call Center Supervisor (9051/5430)
- 8 Transportation Training Coordinator (9621/5440)
- 7 Underwriting/Marketing Associate (9358/5852)
- 12 Warehouse Services Supervisor (9181)
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