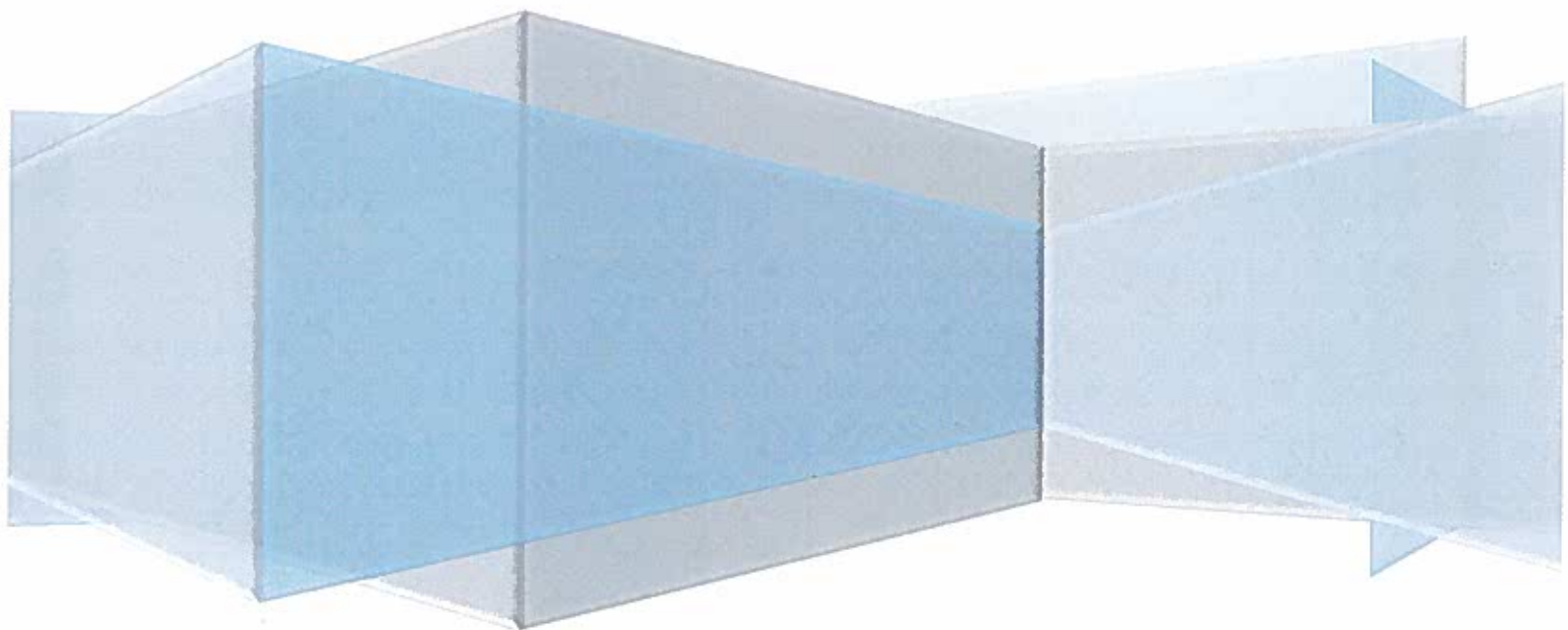


**Western Heights Public Schools**

**SUPPORT EMPLOYEES**

**NEGOTIATED AGREEMENT**

**2019-2020**



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## **PROCEDURAL AGREEMENT**

### **I. PURPOSE**

1.1 The Board of Education of the Western Heights Public Schools and the Western Heights Education Association-Support recognize the need for an orderly process of communication for administering employer / employee relations, which conform to Oklahoma Statutes 05-70-509.10.

### **II. RECOGNITION**

2.1 This agreement is made and entered into by and between the Western Heights Education Association-Support, hereinafter termed the "Association" and the Board of Education of the Western Heights Public Schools, hereinafter termed the "Board".

2.2 The Board hereby recognizes the Association as the exclusive bargaining representative for all employees who are not required by their job descriptions to be a principal, licensed or certified teacher, superintendent or other administrator of the Western Heights Public Schools.

2.3 The Board and / or Association shall not discriminate against any person regardless of membership or non-membership in the Association or for participation or non-participation in any phase of the bargaining process.

### **III. SCOPE OF BARGAINING**

3.1 The Board and the Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.

3.2 The Board retains and reserves unto itself, without limitations, all powers, rights, and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement.

### **IV. BARGAINING PROCEDURES**

#### **4.1 Bargaining Teams**

4.1.1 The Board and the Association shall each exchange in writing, at the first bargaining session, the names of not more than five (5) persons who shall serve as their respective representatives for bargaining pursuant to the provisions of this Agreement. Each party shall also designate the person on its team who will serve as spokesperson. Alternates may be designated; however, alternates will attend the meetings only when serving in the place of a regular team member. Neither party shall attempt to exert influence over the other party's selection of representatives.

#### **4.2 Opening Bargaining**

4.2.1 Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for bargaining to commence to the other party, if they desire to bargain

for that year. The parties may initiate bargaining at an earlier date by mutual agreement. If no such request is made during the time period above, bargaining will not take place for the ensuing year.

4.2.2 The first bargaining session shall occur on a mutually agreeable date not more than thirty (30) days from the date of the written request to open bargaining.

4.2.3 The party requesting bargaining shall submit all of its proposals at the first session. The other party shall submit all of its bargaining proposals at the second session. Subsequent proposals may only be submitted upon mutual agreement of the parties.

#### 4.3 Bargaining Sessions

4.3.1 Only members of the respective bargaining teams may be present during bargaining sessions. Other parties may be permitted to be present only by mutual agreement of the parties.

4.3.2 All bargaining will be conducted in closed sessions. No recording or official transcripts shall be made without mutual agreement of the parties.

4.3.3 Bargaining will only be conducted between the representatives of the parties and only in regular bargaining sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each bargaining session.

4.3.4 Bargaining sessions shall be scheduled at times which will not interfere with the employee work day and the educational programs of the District.

4.3.5 Other meeting ground rules, such as smoking, refreshments, or the use of taping shall be by mutual agreement at the table.

4.3.6 During meetings, each party is free to caucus at any time.

4.3.7 A team member may speak to any issue at the table as requested by the spokesperson for that team.

#### 4.4 Tentative Agreement

4.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of bargaining & to reach tentative agreements subject to ratification by the Board and the Association.

4.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first by the Association to the employees for ratification and then by the Superintendent to the Board for ratification.

## V. IMPASSE

5.1 If bargaining is not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial bargaining session, either party may declare an impasse, or, by mutual agreement of parties, the date for declaring impasse may be extended beyond the first day of school.

5.2 Within two (2) days of such declaration, the parties shall request the services of the Federal Mediation and Conciliation Service.

5.3 If the mediation process has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

5.3.1 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third (3rd) member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders for the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.

5.3.2 The Committee shall meet with the Board's and the Association's bargaining representatives for the purpose of fact finding.

5.3.3 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.

5.3.4 The cost for the services of the fact finding committee, including per diem, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the third (3rd) member shall be shared equally by the Board and the Association.

5.3.5 The fact finding committee shall have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.

5.3.6 All hearings by the fact finding committee shall be conducted in closed session. Other parties may be permitted to be present only by mutual agreement of the parties.

5.3.7 The chairperson shall convene the committee for fact finding. The committee shall meet with the representatives of both parties and, within twenty (20) days after the fact finding meeting shall present its written recommendation to the Board and the Association. The report shall set forth finding of fact and recommendations on the issues submitted.

5.3.8 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.

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

## **VI. NO STRIKE CLAUSE**

6.1 The Association agrees to abide by current state law forbidding strikes to resolve differences with the Board. The Association further agrees to refrain from any other work stoppage without Board approval.

## **VII. SAVINGS CLAUSE**

7.1 If any provision of the Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or applications of the Agreement shall continue in full force and effect. The parties may, by mutual agreement, commence bargaining for the purpose of arriving at a legally permissible replacement.

**VIII. DURATION OF AGREEMENT**

8.1 This Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and February 15, of any year, by either party that the party desires to modify, amend, or terminate this Agreement. The parties may initiate bargaining at an earlier date by mutual agreement. Once such notice is given, bargaining related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice.

Adopted \_\_\_\_\_

X

\_\_\_\_\_  
President of the Board

X

\_\_\_\_\_  
Chairperson of the Association

X

\_\_\_\_\_  
Superintendent

X

\_\_\_\_\_  
Spokesperson of the Association



**ARTICLE I**

**Section 1--- Definitions**

**Board---**The duly elected Board of Education of the Western Heights Public Schools, and the Superintendent and Administrative staff acting as designees of the Board of Education.

**Association---**The Western Heights Education Association-Support which has been recognized as the bargaining agent for the support employees of Western Heights Public Schools.

**Support Employees---**Employees who are not required by the position for which they are employed to be licensed or certified as teachers or entry year teachers, or principals, or assistant principals, and who do not have administrative responsibility for making written recommendations concerning the employment status of other employees of Western Heights Public Schools.

**Seniority---**Length of uninterrupted continuous service while under a support employee employment contract with Western Heights Public Schools.

**Immediate Family---**The support employee's spouse, children, parents, siblings, and grandparents, and any person residing in the support employee's household.

**ARTICLE I**

**Section 2---Duration**

This agreement represents the full and complete agreement between the Board and the Association and shall remain in effect until a subsequent Agreement is ratified or otherwise finalized in accordance with the provisions of the Procedural Agreement.

**ARTICLE I**

**Section 3---Savings**

Should any part of the Agreement be declared invalid by a court of final jurisdiction, said part shall be severed from the Agreement, and all other provisions shall remain in full force and effect. The parties may, by mutual agreement, commence bargaining for the purpose of arriving at a legally permissible replacement.

## **ARTICLE I**

### **Section 4---Discrimination**

There shall be no discrimination against any support employee covered by this agreement in a manner which would violate any applicable State or Federal law on the basis of race, creed, color, national origin, age, religion, gender, qualified handicap, veteran, or marital status.

A support employee should report concerns related to discrimination to the Immediate Supervisor or Director of Personnel.

## **ARTICLE I**

### **Section 5---Policy Handbook Distribution**

The Board shall make personnel policies available to support employees at each school\department by placing two (2) copies in the media center, two (2) copies in the employee lounge, and two (2) copies in the office of the principal\director. Also, the Association shall be provided with two (2) copies. Copies of policies adopted after the beginning of the school year shall be provided to the Association. Changes or additions to such personnel policies shall be distributed to each school\department within ten (10) working days. The Association shall be responsible for updating and maintaining the accuracy of the copies provided to it and those copies placed in the employee lounge.

## **ARTICLE I**

### **Section 6---Printing \Distribution of Agreement**

A. The Board shall be responsible for typing, preparing and posting the Negotiated Agreement, with the cost being shared equally by the Board and the Association. The Association shall review the prepared text prior to printing. The Agreement shall be made available to all support employees by posting at the district website.

B. The Agreement shall be posted within thirty (30) days from the date of completion of the Association's review of the prepared text

## **ARTICLE II**

### **Section 1—Use of School Building\Mail**

A. After scheduling with the Superintendent, supervisor or designee, the Association may use school facilities after work day for meetings of the Association.

B. The Association shall be permitted to distribute information related to the official business of the Association by placing such material in the school mail boxes of support employees and on a bulletin board in the support lounge.

C. A copy of the material shall be provided to the supervisor at the time of posting or distribution.

D. Such material shall not suggest, urge, or propose any action by a support employee to violate, ignore, or resist any terms of this Agreement, administrative regulations or Policy.

E. Political campaign material other than that directly related to the internal politics of the Association may not be distributed or posted by the Association unless approved by the Principal.

## **ARTICLE II**

### **Section 2---Association Leave**

A. The Board shall provide the Association with six (6) days per year for leave to conduct official Association business without loss of pay. The Board shall provide an additional six (6) days per year for which the Association shall reimburse the district at the rate of forty dollars (\$40.00) per day.

B. No more than three (3) days may be used by any one (1) support employee during the year except for Association officers who may use up to four (4) days each year. Further, no more than one (1) day may be used by any one (1) support employee from a site\department on any given day.

C. A written request for such leave shall be submitted to the building administrator through the president of the Association.

D. Custodians who want to occasionally attend Association evening meetings that occur during their normal work shift shall be permitted to clock out, attend the meeting and return to work. While attending the meeting, the custodian shall receive no pay. With approval of the administration, the custodian may be permitted to extend his\her work shift, at the normal rate of pay, by up to two (2) hours to complete necessary work assignments. If the meeting is scheduled to last more than two (2) hours, the custodian must receive administrative approval to be absent from his\her normal work shift.

## **ARTICLE II**

### **Section 3---Dues Deductions**

Dues deducted for Western Heights Education Association shall be transmitted to the Association by check promptly after the twentieth of each month. Upon written notice to the District, the payroll clerk shall, as soon as possible, notify the Association in writing of any dues deduction cancellation.

## **ARTICLE II**

#### **Section 4---Board Information**

A. The board shall make available to the Association a copy of the official agenda and /or addenda for each Board meeting, excluding confidential materials; on the same day such copies are made available to the Board.

B. Upon written request, the Board shall make available to the Association any public information including but not limited to: investment reports, treasurer's reports and purchase records.

### **ARTICLE III**

#### **Section 1---Discipline Procedures**

A. The support employee discipline procedure is designed to give each support employee a full opportunity for work success. This objective is dependent upon good selection procedures, meaningful orientation, appropriate on the job training, and periodic performance evaluations. The following procedure shall be used as a positive approach toward support discipline. While the steps outlined below will be normally followed in rank order, the appropriate discipline may begin at any step depending upon the circumstances surrounding the conduct warranting the discipline and the severity of the act giving rise to the cause for discipline.

##### **Step One----Verbal Reminder**

This step consists of a conference between the support employee and the supervisor concerning an employee's performance. The supervisor shall provide written confirmation of the date and the reason for the conference to the support employee.

##### **Step Two----Written Reminder**

This step consists of a memo detailing the area(s) of concern and stating a time period provided to the support employee for correction. A copy of the memo will be given to the support employee and a copy shall be placed in the employee's official personnel file.

##### **Step Three----Written Reprimand**

This step consists of a second memo, entitled "Written Reprimand", accompanied by a Plan for Improvement which details the area(s) of concern; steps which the support employee must take toward improvement and an admonishment that failure to complete the Plan of Improvement may lead to further disciplinary action up to and including suspension, demotion, non reemployment or termination. A copy of the reprimand will be given to the support employee and a copy shall be placed in the support employee's official personnel file.

##### **Step Four----Suspension, Demotion, Non-reemployment or Termination**

This step consists of the supervisor invoking the procedures for the appropriate disciplinary action of suspension, demotion, non-reemployment or termination as provided by Oklahoma law. No support employee with more than one (1) year of service shall be suspended, demoted, non-reemployed or terminated without cause and due process as provided by Oklahoma law and as stated below.

1. Whenever the Superintendent is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the Superintendent may suspend the employee without notice of hearing. If an employee is suspended for a period exceeding ten (10) days, the Superintendent shall initiate proceedings for termination or non-reemployment and shall follow the procedures herein. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee during or after the suspension for termination as provided herein.
2. Prior to any demotion, termination, or non-reemployment, the support employee shall receive notice of his/her right to a hearing, which if requested will be conducted by the Board. All notices shall be by certified mail, with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within ten (10) working days of said notice or be deemed to have waived his/her right to a hearing.
3. If the support employee requests a hearing, the hearing shall be conducted at the next or next succeeding regularly scheduled meeting of the Board if the request is received by the Clerk of the Board at least ten (10) days prior to the meeting. A special meeting may be conducted if requested by the employee or at the discretion of the Board. The special meeting shall be conducted no sooner than ten (10) days and not later than thirty (30) days after receipt of employee's request.
4. The decision of the Board shall be final.
5. Nothing herein shall be construed to prevent layoffs for lack of funds or lack of work.
6. The following causes shall be grounds for suspension, demotion, termination, or non-reemployment:
  - a. Repeated failure to be at work station at starting time.
  - b. Leaving work station without authorization.
  - c. Excessive unexcused absenteeism.
  - d. Chronic absenteeism.
  - e. Excessive tardiness.
  - f. Wasting time or loitering during working hours.
  - g. Leaving work area during work hours, without permission first, for any reason.
  - h. Falsification of personnel or other records.
  - i. Possession of weapons on the premises at any time.
  - j. Removing district property, records or confidential information from premises without proper authority.
  - k. Willful abuse, misuse, defacing or destruction of district property, including tools, equipment or other property of other employees.
  - l. Theft or misappropriation of property of employees, students or of the district.
  - m. Sabotage
  - n. Refusal or failure to do work assignment. Unauthorized operation of machines, tools or equipment.
  - o. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
  - p. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or the district.
  - q. Creating disturbances on the premises at any time.
  - r. Creating or contributing to unsanitary condition.

- s. Practical jokes injurious to employees or district property.
- t. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
- u. Disregard of known safety rules or common safety practices.
- v. Unsafe operation of motor driven vehicles.
- w. Gambling, lottery, or any other game of chance on district property.
- x. Unauthorized distribution of literature, written or printed matter of any description on district property.
- y. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
- z. Poor workmanship.
- aa. Immoral conduct or indecency including abusive and \or foul language.
- bb. Excessive personal calls during working hours, except for emergencies. This includes incoming and out-going calls.
- cc. Walking off the job.
- dd. Clocking in or out another employee's time card.
- ee. Smoking in an unauthorized area or at any unauthorized time.
- ff. Refusal of job transfer within the district, if transfer does not result in demotion.
- gg. Abuse of "breaks" (rest periods) or meal period policies.
- hh. Insubordination of any kind.
- ii. Violation of any established District directive or policy.
- jj. Any use of cell phone while operating\moving a school bus.
- kk. Violation of any established administrative directive or order.

B. A Support employee shall have the right to be accompanied by a representative when in a disciplinary conference at Step Three or Step Four of this section.

C. Support employees shall not normally be verbally reprimanded or corrected in front of other support employees, patrons or children.

### ARTICLE III

#### Section 2---Personnel File

A. There shall be one (1) official personnel file for each support employee and said file shall be located at the Central Administration Office.

B. A support employee shall call to make an appointment to review the non-confidential contents of his\her file when the Central Administration Office is open to conduct business. The support employee shall be entitled to have a representative of his\her choosing present during the review. The support employee shall have the right to make copies of the material in his\her file.

C. Material that may adversely affect the support employee's employment status may not be placed in the support employee's official file until the support employee has had the opportunity to read the material and to sign and date the actual copy to be filed. The support employee shall receive a copy of said materials, at no cost to the support employee, at the time of filing. The support employee shall have the right, within ten (10) days, to affix a written response to said material.

D. Material that may adversely affect the support employee's employment status may be removed from the official file by mutual agreement of the support employee and the Superintendent. Unless prohibited by law, material may be removed when it is five (5) years old at the request of the support employee.

### **Article III**

#### **Section 3----Assignment**

A. Support employees shall be assigned within the scope of their qualifications and in the best interest of the District.

B. Support employees shall be notified of their tentative work assignment for the ensuing year prior to the last day of school. In the event a change in the tentative assignment or a significant change in duties within the assignment is made after the beginning of the school year, the affected support employee shall be notified as soon as possible.

C. If any involuntary change in work assignment necessitates acquiring new skills, the Board shall assist the support employee with training related to the new skills.

### **ARTICLE III**

#### **Section 4----Job Description**

A. Each support employee shall be provided with a written job description detailing the essential functions of his\her position.

B. The Board shall provide a copy of all support job descriptions to the Association at the beginning of each fiscal year.

### **ARTICLE III**

#### **Section 5----Vacancies and Transfers**

A. Notice of support employee vacancies which the District intends to fill shall be posted by the Board at every school and \or work site. The notice will be posted a minimum of five (5) days prior to the deadline for the specific vacancy. In the case of a bus driver position, the position shall be posted no less than twenty-four (24) hours if school is in session.

B. Application forms shall be provided by the Board upon request.

C. When it becomes necessary to reassign or transfer support employees from one position to another or from one school, work site, or department to another, the following set of criteria shall be considered:

1. The length of service of individual support employees.
2. The preferences of individual support employees.
3. The individual qualifications of support employees.
4. The needs and best interests of the District.

### **ARTICLE III**

#### **Section 6----Summer Employment**

A. All summer employment will be posted. Applicants who are currently employed in the District will be considered for the summer position before applicants from outside the District are employed.

### **ARTICLE III**

#### **Section 7----Rest Times**

A. Each supervisor shall provide support employees with flexibility within the work schedule to permit the support employees to take breaks.

### **ARTICLE III**

#### **Section 8----Support Employee Protection**

Support employees who perceive that their person or property is being threatened for reasons connected with their assignments should immediately contact their immediate supervisor who is authorized to take action.

Each support employee while in the performance of duty shall be covered by the Workers Compensation Act. If a support employee who is unable to continue the performance of his\her job responsibilities and duties as a result of injury sustained in the reasonable performance of his\her duties from:

1. Assault by a pupil, relative of a pupil or person of the pupil's household:
2. Injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity:

The employee shall receive full contract salary, including workman's compensation for the remainder of the contract year.

Support employees injured on the job and their supervisor must notify the Director of Personnel as soon as possible after the injury occurred.

After the initial days of absence (# of days of sick leave is established by worker comp law), a support employee injured on the job will receive worker's compensation benefits without the need to utilize accumulated sick leave. If the support employee prefers to receive one hundred (100%) percent of



his\her daily rate of pay for days absent due to injury on the job, the support employee may utilize three-tenths (3/10) of a day of accumulated sick leave for each day's absence.

### **ARTICLE III**

#### **Section 9----Health and Safety**

- A. The Board shall strive to maintain healthy and safe working conditions at each work site in compliance with all applicable city, state and federal regulatory agencies.
- B. All new support employees shall be provided, within thirty (30) days of initial employment, a basic safety orientation applicable to the particular job duties.
- C. Support employees who perceive that an unsafe or hazardous condition exists shall immediately notify their immediate supervisor who is authorized to take action.
- D. Support employees shall be covered by Workers Compensation in accordance with Oklahoma law.

### **ARTICLE III**

#### **Section 10----Bus Driver Procedures**

- A. A list of drivers and their seniority status shall be maintained by the Transportation Department.
- B. A list of all available routes shall be posted at least one (1) week prior to the beginning of each school year and shall remain posted for at least three (3) days to allow drivers to sign up for preferred routes when possible. Routes that become available during the school year shall also be posted at least five (5) days and shall remain posted for three (3) days to allow drivers to sign up for available route when possible.
- C. Drivers shall be given an opportunity to express their preference for routes which have been declared open by the Transportation Department. Returning drivers shall have the first opportunity to retain their existing routes before they are offered to other drivers. Routes shall be assigned to the driver by utilizing the following selection criteria, subject to the availability of the driver in relation to other responsibilities with the district:
  - a. Length of continuous and uninterrupted service
  - b. Training
  - c. Experience
  - d. Licenses held
  - e. Administrative evaluation
- D. All activity routes shall be posted at least five (5) days prior to trip date and shall remain posted for three (3) days to allow drivers to sign up for desired trips when possible. The routes shall be assigned to the driver by utilizing the following selection criteria:
  - a. Length of continuous and uninterrupted service
  - b. Training
  - c. Experience

- d. Licenses held
- e. Administrative evaluation

When an activity route becomes available, the driver at the top of the list shall be offered the trip. The driver shall have the opportunity to accept or decline the activity trip and will be moved to the bottom of the list. If a driver with other duties with the district is at the top of the list for a trip that occurs during the workday for the other duties that employee will not be offered the trip and will remain at the top of the list until that employee has an opportunity to accept or decline an activity trip.

### **ARTICLE III**

#### **Section 11----Emergency School Closing**

- A. The closing of school shall be announced by the Superintendent.
- B. Support employees shall be notified at the beginning of the school year if they are to report when school is closed for emergency reasons. Support employees who have been notified to report for work and are unable to report for work may have the absence charged to emergency leave or vacation leave, if available, or receive unpaid leave.
- C. When School is closed for an emergency reason, the Superintendent may require any support employee to report to work.

### **ARTICLE III**

#### **Section 12----Committee Representation**

- A. When a committee is formed that impacts the conditions of employment of support employees, the Association shall be asked to submit the names of support employees to be included on the committee.

### **ARTICLE III**

#### **Section 13----Layoff and Recall**

- A. **Determination of Need to Reduce Staff**

When the Board determines the need to reduce the number of support employees in the school district, the student and program needs of the district will be the primary criteria considered in deciding upon positions to be eliminated and support employees to be released as a result thereof. When implementing a reduction in staff, the Board will first determine the position(s) to be eliminated and then utilize the following procedure to select the support employee(s) to be released.

- B. **Procedure for Reduction**

1. Support employees will be considered for reduction in the following order:

- a. Part-time support employees
  - b. Full-time support employees with less than one (1) year of service.
  - c. Full-time support employees with one (1) year or more of service.
2. When selecting support employees for reduction, as provided in number 1 above, the administration shall consider the following criteria as each relates to the support employees being considered within each job category.
- a. Training
  - b. Experience
  - c. Length of Continuous and Uninterrupted Service
  - d. Licenses Held
  - e. Special Skills
  - f. Administrative Evaluation
3. Full-time support employees with more than one (1) year of service selected for reduction shall be afforded the notification and hearing procedures provided for by law.

C. Procedure for Recall

1. A support employee reduced as a result of this policy shall be placed on a recall list for one (1) year from the effective date of reduction. The Board will not offer employment to new personnel for positions which were reduced while an employee remains on the recall list. The support employee shall remain on the recall list until or unless the support employee:
  - a. Waives recall in writing.
  - b. Resigns
  - c. Accepts a position of reemployment
  - d. Fails to accept a position of reemployment within ten (10) days after it has been offered.
2. Support employees on the recall list will be offered reemployment for vacancies within the job categories from which they were reduced. If several support employees on the recall list were reduced from within the same job category, the determination of which support employee will be offered reemployment will be made after considering the following criteria as each relates to the support employees being considered.
  - a. Training
  - b. Experience
  - c. Length of Service
  - d. Licenses Held
  - e. Special Skills
  - f. Administrative Evaluation
3. Offers of reemployment under this section shall be made by certified mail, return receipt requested. It shall be the support employee's responsibility to provide the district, at all times with the employee's current mailing address.

4. Employees recalled to work shall be placed on the same step of the salary schedule they were on at the time of reduction.

### **ARTICLE III**

#### **Section 14----Evaluation Procedure**

- A. Support employees shall be evaluated in writing by their immediate supervisor at least one (1) time per year.
- B. The immediate supervisor shall schedule and hold a conference with the support employee at which the support employee shall be provided with a written copy of the evaluation. The support employee shall acknowledge receipt of the written evaluation by placing his\her signature upon the evaluation. The support employee shall be entitled to submit a written response within ten (10) days of the conference and such response shall be attached to the written evaluation.
- C. If weaknesses are noted on the written evaluation, the employee shall be provided with a plan for improvement.
- D. The supervisor shall meet with the employee and discuss ways to improve job performance before the Plan for Improvement is developed by the supervisor.
- E. Forms used in the evaluation process shall be the Support Employee Evaluation and Management System and be attached as appendix to this Agreement.

### **ARTICLE III**

#### **Section 15----Alternate Job Assignment**

- A. In the event that a support employee performs duties, after the employee's normal work shift, on an alternate job assignment which falls outside the parameters of the employee's regular contracted assignment, the employee shall be compensated at the alternate job assignment rate which is applicable to the employee in accordance with the employee's longevity. If the alternate assignment results in the employee qualifying for overtime compensation, such compensation will be based upon the alternate assignment rate of pay.
- B. In the event that a support employee is temporarily assigned to an alternate job assignment which falls outside the parameters of the employee's regular contracted assignment during the employee's normal work shift hours for a length of time of two (2) weeks or more, the employee shall be compensated at the alternate job assignment rate in accordance with the employee's longevity step or at the employee's regular rate of pay, whichever is greater.

### **ARTICLE IV**

#### **Section 1----Sick Leave and Accumulations**

A. Support employees shall receive one (1) day of sick leave for each month of service to be used for personal accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family. Sick leave shall be cumulative up to one hundred and sixty (160) days.

B. Immediate family shall be defined as: spouse, children, parents, siblings, grandparents and any person residing in the employee's household and corresponding relationships established by marriage. Use of sick leave for relatives not defined as belonging to the immediate family may be granted by the Superintendent upon request.

C. Upon retirement or resignation from the District, a support employee working six (6) or more hours per day (prorated if less than 6) will be paid for accrued but unused sick leave according to the following schedule:

1. Support employees with twenty (20) or more years of service in the District will receive \$22.50 for each day of accumulated leave.
2. Support employees with at least ten (10) years of service in the District, but less than twenty (20) years of service will receive the amounts specified in the schedule below for each day of accumulated leave:

| <b>Years of Service</b> | <b>Amount</b> |
|-------------------------|---------------|
| 19                      | \$21.50       |
| 18                      | 20.25         |
| 17                      | 19.00         |
| 16                      | 18.00         |
| 15                      | 16.75         |
| 14                      | 15.75         |
| 13                      | 14.75         |
| 12                      | 13.50         |
| 11                      | 12.50         |
| 10                      | 11.25         |

3. Support employees with less than (10) years of service in the District will not be entitled to pay for unused leave upon resignation or retirement.
4. Reimbursement for sick leave shall apply only to days accrued while an employee of Western Heights Public Schools.

D. Sick leave will normally be available in full or half-day (1/2) increments, provided that support employees may use sick leave on an hourly basis with the approval of their immediate supervisor.

## **ARTICLE IV**

### **Section 2----Sick Leave Sharing Program**

A. If, after exhausting all sick leave otherwise provided, a support employee is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the support employee, a relative or household member, documented as such by a physician, or the pregnancy, miscarriage, childbirth of the employee and recovery there from, and the condition has caused or is likely to cause the support employee to take leave without pay or to terminate employment, the support employee may request the use of sick leave days to be donated by other support employees. Support employees may donate any amount of sick leave which does not cause the donating support employee's accumulated sick leave balance to fall below the level which may be set by the Board.

1. Support employees desiring to donate days shall complete a written authorization transferring days to the ill or injured support employee. Donating employees may request leave accumulation balances of the requesting employee.
2. A support employee may initially request up to twenty (20) days from donating support employees. If needed, the support employee may reapply for additional twenty (20) day periods until the end of the school year. No support employee may receive more donated days during the course of the support employee's employment than the amount which may be set by the Board.
3. The support employee receiving donated days is to receive his\her normal rate of pay.
4. Shared sick leave usage records shall be maintained separately from regular sick leave records.
5. Any donated leave which is not used shall be returned to donating support employees.
6. The Board is the determining body as to whether the support employee meets the criteria above and has previously abided by District leave policy.
7. Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent or parent. Household member means one who resides in the same home as the support employee and who shares a duty to provide financial support with the support employee, or any other person(s) as designated by law.

## **ARTICLE IV**

### **Section 3----Personal Business Leave**

A. Support employees shall be granted three (3) days per year of paid leave to conduct personal business that cannot be transacted at any other time but during work hours.

B. The number of hours taken as a personal business day shall not exceed the number of hours regularly worked each day by the support employee.

C. The support employee shall give written notice of the intent to use personal business leave to his\her immediate supervisor on the day before the leave is to be used. In the case of an emergency, the support employee shall notify the immediate supervisor as soon as possible and complete the request within two (2) days of the support employee's return to work.

D. Except in emergency situations, personal business leave may not be taken while students are in attendance during the first and last week of school and the day(s) immediately preceding or following a holiday or vacation period.

E. Personal business days are non-cumulative. However, unused personal business days shall be converted to sick leave at the end of the contractual year, up to the maximum allowable sick leave accumulation level.

F. Personal business leave will normally be available in full or half-day (1/2) increments, provided that support employees may use personal business leave on an hourly basis with the approval of their immediate supervisor.

G. During the initial employment 120 day probationary period newly hired employees shall earn the above leave; however, if the employee is terminated or resigns within the probationary period the employee shall pay back the leave used through a deduction in the final pay warrant.

H. Personal business leave may NOT be used for engaging in private commercial business interests or for providing a service for compensation.

#### **ARTICLE IV**

##### **Section 4----Emergency Leave**

A. Support employees shall be granted upon approval, three (3) days of emergency leave a year to be used for any emergency that would prevent the support employee from being able to fulfill his or her working obligation on that day which does not qualify for any other category of leave.

B. Emergency leave is not chargeable to sick leave and is non-cumulative.

C. During the initial employment 120 day probationary period, newly hired employees shall earn the above leave; however, if the employee is terminated or resigns within the probationary period, the employee shall pay back the leave used through a deduction in the final pay warrant.

#### **ARTICLE IV**

##### **Section 5----Bereavement Leave**

A. Support employees shall be granted five (5) days of bereavement leave a year upon the death of a spouse, child, parent, sibling, grandparent or a person residing in the employee's household and corresponding relationships established by marriage.

B. Bereavement leave shall be non-cumulative. The leave shall commence upon the death of the family member and the approval of the leave request by the Superintendent or designee.

C. For a death outside the immediate family, or if more days are needed for a death within the immediate family, the employee may apply to the Superintendent for additional leave. If such additional leave is approved by the Superintendent the days shall be charged to the employee's sick leave accumulation.

#### **ARTICLE IV**

##### **Section 6----Jury\Subpoena Duty (Legal Leave)**

A. Support employees shall be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding with no loss of wages or other benefits. The support employee shall retain any compensation received for court appearances or jury duty.

#### **ARTICLE IV**

##### **Section 7----School Visitation Leave**

A. Support employees may use School Visitation Leave to attend activities such as: awards assemblies, parent-teacher meetings and athletic events involving the support employee's own child. Such Leave is chargeable either to personal Business or Vacation Leave, or the support employee may be absent without pay with the approval of the immediate supervisor.

B. No more than two (2) support employees from the same site\department may use School visitation Leave on the same day.

#### **ARTICLE IV**

##### **Section 8----Family and Medical Leave**

A. Support employees who have worked for the District for one (1) year and completed 1250 hours service shall be granted up to twelve (12) weeks of unpaid leave each year for the following reasons:

1. In the event of a birth of a child of the employee, to take care of that child.
2. In the event of placement of a child with the employee for adoption or foster care.
3. In order to care for the spouse, a child or parent of the employee due to a serious health condition.
4. In the event of a serious health condition of the employee that makes the employee unable to perform the functions of the employee's job.

B. Where appropriate, the support employee may substitute any accrued vacation, personal business or sick leave as part of the Family Leave.

C. Upon returning to work from the leave, the support employee shall be guaranteed either the same position previously held by the support employee or an equivalent position. While on leave, the support employee shall suffer no loss in benefits, but neither shall benefits accrue during the period the support employee is on leave, except for any coverage the District offers under a group health plan.

#### **ARTICLE IV**

##### **Section 9----Vacation Leave**



- A. Full time twelve (12) month support employees shall be eligible for annual vacation leave. Vacation leave shall accrue at the rate of the number of hours equal to one (1) contracted work day per month worked.
- A1. Full time twelve (12) month support employees with ten (10) or more years employment experience in the District shall receive one (1) additional day of vacation leave which shall be available at the beginning of their work year.
- B. Vacation leave must be utilized by the support employee during the year in which it is earned or within a one (1) year period following the year in which it is earned.
- B1. Support employees must notify their immediate supervisor by January 1 of the current school year of the intended dates for the utilization of leave that has been carried over from the previous year.
- B2. Once scheduled, if district requirements establish the need to select alternate dates and no other dates are acceptable to the employee and the district, the employee will be compensated for the unused vacation days if no more than sixty (60) days remain in the fiscal year.
- C. In order to use more than two (2) days of vacation leave, a support employee must notify his\her immediate supervisor of the intended dates of absence and have such approved prior to commencing the leave.
- D. Upon separation from the District, support employees shall be paid for all unused vacation days.

#### **ARTICLE IV**

##### **Section 10----Holidays**

- A. Twelve (12) month support employees shall not be scheduled to work on and shall be compensated for the following holidays which fall within their scheduled work year: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, and Christmas Day and the two days following.
- B. Support employees called into work on a scheduled holiday shall be compensated at the overtime rate provided in the Compensation Article of this agreement.

#### **ARTICLE IV**

##### **Section 11----Military Leave**

A. A support employee who is an officer or enlisted person in any component of the Armed Forces of the United States, when ordered by proper authority to active duty or service shall be granted a leave of absence. Such leave shall be without loss of status and shall include the support employee's regular salary for a period of thirty (30) days.

## **ARTICLE V**

### **Section 1----Payroll Deductions**

A. In addition to those deductions required by state and federal law, each employee may, upon written authorization, initiate the following payroll deductions:

1. Oklahoma Educators Credit Union
2. District-approved health, hospital, life, cancer, dental, and vision insurance
3. WHEA/OEA/NEA-PAC contributions
4. Annuities
5. Salary protection
6. IRS 125 Cafeteria Plan
7. Other items as approved by School Board Policy

## **ARTICLE V**

### **Section 2----Pay Periods**

A. Pay Periods shall be as established by Board Policy.

## **ARTICLE V**

### **Section 3----Physical Examinations**

A. The Board may require all new support employees to go to a clinic or physician approved by the Board for a physical examination, paid for by the Board.

B. After a support employee has been employed by the Board for one (1) full year, the Board shall reimburse the support employee for any annual physical required by the Board. Such physical shall be at a clinic or physician approved by the Board.

## **ARTICLE V**

### **Section 4----Uniforms Reimbursement**

A. The Board will provide any uniforms required to be worn by support employees.

## **ARTICLE V**

### **Section 5----Mandatory Meetings**

A. Support employees required to attend meetings immediately prior to or immediately after their designated work day shall be compensated at their normal hourly rate or at the overtime rate of pay if applicable, for each hour of attendance. Support employees who are called back to work to attend such meetings shall be compensated at their normal hourly rate or at the overtime rate of pay if applicable, for each hour of attendance provided that a minimum of two (2) hours of pay will be granted.

## ARTICLE VI

### Section 1----Grievance Procedure

A. PURPOSE:

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by the grievant.

B. DEFINITION:

1. A "grievance" is a claim by a support employee or support employees that there has been a violation, misinterpretation, or misapplication of the terms of this Negotiated Agreement that has affected that support employee or support employees.

2. The "grievant" is the support employee or support employees making the claim.

3. The "party in interest" is the support employee or support employees making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

4. "Days", except when otherwise indicated, shall mean working days.

C. PROCEDURE

1. Level I – A support employee with a grievance shall first discuss the grievance with the immediate supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.

2. Level II

a. If the grievant is not satisfied with the disposition of his\her grievance at level one, he\she may file the grievance within five (5) days of the level one response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.

b. The supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

3. Level III

a. If the grievant is not satisfied with the disposition of his\her grievance at level two, he\she may appeal the grievance within five (5) days of the level two responses to the Superintendent.

b. The Superintendent shall schedule and hold a meeting with the grievant within five (5) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

4. Level IV

a. If the grievant is not satisfied with the disposition of his\her grievance at level three, he\she may appeal the grievance within five (5) days of the level three response for transmittal to the Board.

b. The Board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

D. RIGHT TO REPRESENTATION

The grievant and the administration may each be represented by a person of their own choosing at all levels of this procedure. The Association shall be informed and have the right to be present at these levels.

E. GENERAL PROVISIONS

1. The Association may file a grievance as the "grievant" on alleged violations of the article pertaining to Association Activities.

2. Decisions rendered at levels two, three, and four of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest.

3. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.

4. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and shall be made a part of this Agreement.

5. Copies of official grievances, all documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of any of the participants.

6. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by reason of such participation.

7. Failure in any level of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.

8. Failure at any level of this procedure to respond to a grievance within the specified time limits shall permit the grievant to appeal to the next level.

9. Evidence and testimony presented at any level of this procedure shall be limited to that which was presented at previous levels.

10. Time limits at any level may be extended by mutual agreement and such agreements shall be reduced to writing and placed in the record for that grievance.

11. All meetings and hearings, with the exception of those at level four, under this procedure, shall not be conducted in public and shall include only parties in interest and their selected representatives.

## **ARTICLE VII**

### **I. COMPENSATION**

All compensation adjustments shall be retroactive to July 1, current year.

#### **A. SALARY**

The 2018-2019 Compensation Schedule shall be retitled as the 2019-2020 Compensation Schedule. Step 0 will be eliminated from the salary schedule and all steps will move one to the left (Step 1 will become 0 and new Step 27 will be added). Each employee eligible for step movement shall advance one (1) step on the 2019-2020 Compensation Schedule. Off-schedule employees shall receive a one-time stipend in an amount equal to the differential between the last two steps of their salary schedule.

B. Employees who recruit a qualified Bus Driver who remains on the job at least six months will receive a \$200. Recruitment stipend. This program will remain in effect until the bus roster is complete.

C. Upon initial employment, applicants hired will be credited with documented previous related experience, determined to be valid by the administration, at the rate of one (1) year of additional placement for every three (3) years of documented approved experience, up to a maximum of four (4) years of additional placement.

D. Also upon initial employment, the administration may deviate from the negotiated schedule and the procedure in B. above and authorize additional compensation. The administration will provide notification to the Association whenever such deviations are made.

E. For 2004-05 placements, employees who have previously provided documentation of previous related work experience on the survey resulting from 2003-04 negotiations will be considered for additional schedule placement in accordance with C. above.

F. Adjustments shall be made to the salary schedule as follows:

1. Upon employment, technology employees shall be placed on Grades X, X1, or X2 at the superintendent's discretion. After the six (6) month probationary period, these employees may be moved from their initial grade placement at the superintendent's discretion.

2. The hourly rate for employees hired to more than one (1) job category shall be calculated by averaging the hourly rate of each category based upon the total hours worked in

each job category. For example, a twelve (12) month bus driver\custodian would be calculated as follows:

|              |   |
|--------------|---|
| Bus Driver   | 700 hours @ 7.61 per hour = 5327                  |
| ½ Custodian  | 700 hours @ 6.64 per hour = 4648                  |
| FT Custodian | <u>680 hours</u> @ 6.64 per hour = <u>4515.20</u> |
|              | 2080 hours % into 14490.20 = 6.97 per hour        |

3. Overtime will be calculated at the hourly rate specific to the job category for which the overtime is worked.

## ARTICLE VII

### II. INSURANCE

#### Health - Flexible Benefit Plan

#### STATE PAYMENT

##### A. Support Personnel who choose to participate in Major Medical Coverage purchased through the district sponsored Cafeteria Plan:

For the current 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 purchase 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 current 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 A. above.

**Support Employees whose employment is terminated during the school year shall have no right to receive any benefits or cash compensation for the portions of the school year after the Support Employee's termination.**

##### C. Life

1. For the current school year, the Board shall continue to provide a ten thousand (\$10,000) dollar life insurance program for all support employees.

## **ARTICLE VII**

### **III. Personal Automobile Reimbursement**

A. Support employees who are required by the Superintendent or designee to travel by personally owned vehicles in the performance of their official duties shall be reimbursed mileage. When such travel has been authorized, mileage payment shall be made at the current IRS rate.

## **ARTICLE VII**

### **IV. Overtime Pay**

A. Support employees required to work more than forty (40) hours per week shall be paid overtime for those hours in excess of forty (40) hours at the rate of one and one-half (1 ½) times their regular rate of pay.

B. Support employees required to perform emergency call duties on holidays shall be paid at the rate of two (2) times their regular rate of pay.

## **ARTICLE VII**

### **V. Bus Driver Pay**

A. Bus drivers shall be compensated for regular route assignments as designed on the current year Support Employee Salary Schedule.

B. Bus drivers assigned to activity trips shall be compensated at the rate of \$11.00/hour.

C. Bus drivers assigned to activity trips of four (4) hours or more shall receive an additional one dollar and forty cents (\$1.40) per hour in lieu of meal expense reimbursements.

D. Bus drivers assigned to activity trips shall be compensated for a minimum of one (1) hour of pay regardless of the length of the activity trip assignment.

E. Bus drivers reporting to duty for the purpose of beginning an assigned activity trip shall be compensated for one (1) hour of pay if such activity trip is cancelled and the driver had not been notified of the cancellation prior to reporting to work.

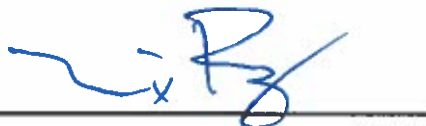
## Signature Page

This represents the full and complete agreement of the parties.

Adopted: September 9, 2019 (Board Approval Date)

X   
\_\_\_\_\_  
President of the Board

X   
\_\_\_\_\_  
Chairperson of the Association

X   
\_\_\_\_\_  
Superintendent

X \_\_\_\_\_  
Spokesperson of the Association



# APPENDIX

Evaluation Form

2019-2020 Support Salary Schedule \*\*\*\* Western Heights Public Schools

| Steps    | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    | 13    | 14    | 15    | 16    | 17    | 18    | 19    | 20    | 21    | 22    | 23    | 24    | 25    | 26    | 27    |       |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Category | Zero  |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| A        | 11.58 | 11.75 | 11.92 | 12.09 | 12.26 | 12.43 | 12.60 | 12.77 | 12.94 | 13.11 | 13.28 | 13.45 | 13.62 | 13.79 | 13.96 | 14.13 | 14.30 | 14.47 | 14.64 | 14.81 | 14.98 | 15.15 | 15.32 | 15.49 | 15.66 | 15.83 | 16.00 | 16.17 |
| B        | 12.61 | 12.79 | 12.97 | 13.15 | 13.33 | 13.51 | 13.69 | 13.87 | 14.05 | 14.23 | 14.41 | 14.59 | 14.77 | 14.95 | 15.13 | 15.31 | 15.49 | 15.67 | 15.85 | 16.03 | 16.21 | 16.39 | 16.57 | 16.75 | 16.93 | 17.11 | 17.29 | 17.47 |
| C        | 13.92 | 14.12 | 14.32 | 14.52 | 14.72 | 14.92 | 15.12 | 15.32 | 15.52 | 15.72 | 15.92 | 16.12 | 16.32 | 16.52 | 16.72 | 16.92 | 17.12 | 17.32 | 17.52 | 17.72 | 17.92 | 18.12 | 18.32 | 18.52 | 18.72 | 18.92 | 19.12 | 19.32 |
| D        | 14.69 | 14.89 | 15.09 | 15.29 | 15.49 | 15.69 | 15.89 | 16.09 | 16.29 | 16.49 | 16.69 | 16.89 | 17.09 | 17.29 | 17.49 | 17.69 | 17.89 | 18.09 | 18.29 | 18.49 | 18.69 | 18.89 | 19.09 | 19.29 | 19.49 | 19.69 | 19.89 | 20.09 |
| E        | 15.69 | 15.89 | 16.09 | 16.29 | 16.49 | 16.69 | 16.89 | 17.09 | 17.29 | 17.49 | 17.69 | 17.89 | 18.09 | 18.29 | 18.49 | 18.69 | 18.89 | 19.09 | 19.29 | 19.49 | 19.69 | 19.89 | 20.09 | 20.29 | 20.49 | 20.69 | 20.89 | 21.09 |
| F        | 11.11 | 11.28 | 11.45 | 11.62 | 11.79 | 11.96 | 12.13 | 12.30 | 12.47 | 12.64 | 12.81 | 12.98 | 13.15 | 13.32 | 13.49 | 13.66 | 13.83 | 14.00 | 14.17 | 14.34 | 14.51 | 14.68 | 14.85 | 15.02 | 15.19 | 15.36 | 15.53 | 15.70 |
| G        | 11.33 | 11.51 | 11.68 | 11.84 | 12.01 | 12.18 | 12.35 | 12.52 | 12.69 | 12.86 | 13.03 | 13.20 | 13.37 | 13.54 | 13.71 | 13.88 | 14.05 | 14.22 | 14.39 | 14.56 | 14.73 | 14.90 | 15.07 | 15.24 | 15.41 | 15.58 | 15.75 | 15.92 |
| H        | 11.60 | 11.77 | 11.94 | 12.11 | 12.28 | 12.45 | 12.62 | 12.79 | 12.96 | 13.13 | 13.30 | 13.47 | 13.64 | 13.81 | 13.98 | 14.15 | 14.32 | 14.49 | 14.66 | 14.83 | 15.00 | 15.17 | 15.34 | 15.51 | 15.68 | 15.85 | 16.02 | 16.19 |
| I        | 12.68 | 12.86 | 13.04 | 13.22 | 13.40 | 13.58 | 13.76 | 13.94 | 14.12 | 14.30 | 14.48 | 14.66 | 14.84 | 15.02 | 15.20 | 15.38 | 15.56 | 15.74 | 15.92 | 16.10 | 16.28 | 16.46 | 16.64 | 16.82 | 17.00 | 17.18 | 17.36 | 17.54 |
| J        | 13.38 | 13.56 | 13.74 | 13.92 | 14.10 | 14.28 | 14.46 | 14.64 | 14.82 | 15.00 | 15.18 | 15.36 | 15.54 | 15.72 | 15.90 | 16.08 | 16.26 | 16.44 | 16.62 | 16.80 | 16.98 | 17.16 | 17.34 | 17.52 | 17.70 | 17.88 | 18.06 | 18.24 |
| K        | 10.24 | 10.40 | 10.56 | 10.72 | 10.88 | 11.04 | 11.20 | 11.36 | 11.52 | 11.68 | 11.84 | 12.00 | 12.16 | 12.32 | 12.48 | 12.64 | 12.80 | 12.96 | 13.12 | 13.28 | 13.44 | 13.60 | 13.76 | 13.92 | 14.08 | 14.24 | 14.40 | 14.56 |
| L        | 13.00 | 13.19 | 13.38 | 13.57 | 13.76 | 13.95 | 14.14 | 14.33 | 14.52 | 14.71 | 14.90 | 15.09 | 15.28 | 15.47 | 15.66 | 15.85 | 16.04 | 16.23 | 16.42 | 16.61 | 16.80 | 16.99 | 17.18 | 17.37 | 17.56 | 17.75 | 17.94 | 18.13 |
| M        | 13.00 | 13.19 | 13.38 | 13.57 | 13.76 | 13.95 | 14.14 | 14.33 | 14.52 | 14.71 | 14.90 | 15.09 | 15.28 | 15.47 | 15.66 | 15.85 | 16.04 | 16.23 | 16.42 | 16.61 | 16.80 | 16.99 | 17.18 | 17.37 | 17.56 | 17.75 | 17.94 | 18.13 |
| N        | 14.13 | 14.33 | 14.53 | 14.73 | 14.93 | 15.13 | 15.33 | 15.53 | 15.73 | 15.93 | 16.13 | 16.33 | 16.53 | 16.73 | 16.93 | 17.13 | 17.33 | 17.53 | 17.73 | 17.93 | 18.13 | 18.33 | 18.53 | 18.73 | 18.93 | 19.13 | 19.33 | 19.53 |
| O        | 14.67 | 14.87 | 15.07 | 15.27 | 15.47 | 15.67 | 15.87 | 16.07 | 16.27 | 16.47 | 16.67 | 16.87 | 17.07 | 17.27 | 17.47 | 17.67 | 17.87 | 18.07 | 18.27 | 18.47 | 18.67 | 18.87 | 19.07 | 19.27 | 19.47 | 19.67 | 19.87 | 20.07 |
| P        | 11.62 | 11.79 | 11.96 | 12.13 | 12.30 | 12.47 | 12.64 | 12.81 | 12.98 | 13.15 | 13.32 | 13.49 | 13.66 | 13.83 | 14.00 | 14.17 | 14.34 | 14.51 | 14.68 | 14.85 | 15.02 | 15.19 | 15.36 | 15.53 | 15.70 | 15.87 | 16.04 | 16.21 |
| Q        | 13.38 | 13.57 | 13.76 | 13.95 | 14.14 | 14.33 | 14.52 | 14.71 | 14.90 | 15.09 | 15.28 | 15.47 | 15.66 | 15.85 | 16.04 | 16.23 | 16.42 | 16.61 | 16.80 | 16.99 | 17.18 | 17.37 | 17.56 | 17.75 | 17.94 | 18.13 | 18.32 | 18.51 |
| R        | 11.34 | 11.51 | 11.68 | 11.85 | 12.02 | 12.19 | 12.36 | 12.53 | 12.70 | 12.87 | 13.04 | 13.21 | 13.38 | 13.55 | 13.72 | 13.89 | 14.06 | 14.23 | 14.40 | 14.57 | 14.74 | 14.91 | 15.08 | 15.25 | 15.42 | 15.59 | 15.76 | 15.93 |
| S        | 11.18 | 11.35 | 11.52 | 11.69 | 11.86 | 12.03 | 12.20 | 12.37 | 12.54 | 12.71 | 12.88 | 13.05 | 13.22 | 13.39 | 13.56 | 13.73 | 13.90 | 14.07 | 14.24 | 14.41 | 14.58 | 14.75 | 14.92 | 15.09 | 15.26 | 15.43 | 15.60 | 15.77 |
| T        | 11.29 | 11.46 | 11.63 | 11.80 | 11.97 | 12.14 | 12.31 | 12.48 | 12.65 | 12.82 | 12.99 | 13.16 | 13.33 | 13.50 | 13.67 | 13.84 | 14.01 | 14.18 | 14.35 | 14.52 | 14.69 | 14.86 | 15.03 | 15.20 | 15.37 | 15.54 | 15.71 | 15.88 |
| U        | 11.33 | 11.50 | 11.67 | 11.84 | 12.01 | 12.18 | 12.35 | 12.52 | 12.69 | 12.86 | 13.03 | 13.20 | 13.37 | 13.54 | 13.71 | 13.88 | 14.05 | 14.22 | 14.39 | 14.56 | 14.73 | 14.90 | 15.07 | 15.24 | 15.41 | 15.58 | 15.75 | 15.92 |
| V        | 10.92 | 11.09 | 11.26 | 11.43 | 11.60 | 11.77 | 11.94 | 12.11 | 12.28 | 12.45 | 12.62 | 12.79 | 12.96 | 13.13 | 13.30 | 13.47 | 13.64 | 13.81 | 13.98 | 14.15 | 14.32 | 14.49 | 14.66 | 14.83 | 15.00 | 15.17 | 15.34 | 15.51 |
| W        | 11.33 | 11.50 | 11.67 | 11.84 | 12.01 | 12.18 | 12.35 | 12.52 | 12.69 | 12.86 | 13.03 | 13.20 | 13.37 | 13.54 | 13.71 | 13.88 | 14.05 | 14.22 | 14.39 | 14.56 | 14.73 | 14.90 | 15.07 | 15.24 | 15.41 | 15.58 | 15.75 | 15.92 |
| X        | 13.00 | 13.19 | 13.38 | 13.57 | 13.76 | 13.95 | 14.14 | 14.33 | 14.52 | 14.71 | 14.90 | 15.09 | 15.28 | 15.47 | 15.66 | 15.85 | 16.04 | 16.23 | 16.42 | 16.61 | 16.80 | 16.99 | 17.18 | 17.37 | 17.56 | 17.75 | 17.94 | 18.13 |
| X1       | 14.67 | 14.87 | 15.07 | 15.27 | 15.47 | 15.67 | 15.87 | 16.07 | 16.27 | 16.47 | 16.67 | 16.87 | 17.07 | 17.27 | 17.47 | 17.67 | 17.87 | 18.07 | 18.27 | 18.47 | 18.67 | 18.87 | 19.07 | 19.27 | 19.47 | 19.67 | 19.87 | 20.07 |
| X2       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Y        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Z        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| A1       | 23.07 | 23.27 | 23.47 | 23.67 | 23.87 | 24.07 | 24.27 | 24.47 | 24.67 | 24.87 | 25.07 | 25.27 | 25.47 | 25.67 | 25.87 | 26.07 | 26.27 | 26.47 | 26.67 | 26.87 | 27.07 | 27.27 | 27.47 | 27.67 | 27.87 | 28.07 | 28.27 | 28.47 |
| A2       | 25.07 | 25.27 | 25.47 | 25.67 | 25.87 | 26.07 | 26.27 | 26.47 | 26.67 | 26.87 | 27.07 | 27.27 | 27.47 | 27.67 | 27.87 | 28.07 | 28.27 | 28.47 | 28.67 | 28.87 | 29.07 | 29.27 | 29.47 | 29.67 | 29.87 | 30.07 | 30.27 | 30.47 |
| A3       | 27.07 | 27.27 | 27.47 | 27.67 | 27.87 | 28.07 | 28.27 | 28.47 | 28.67 | 28.87 | 29.07 | 29.27 | 29.47 | 29.67 | 29.87 | 30.07 | 30.27 | 30.47 | 30.67 | 30.87 | 31.07 | 31.27 | 31.47 | 31.67 | 31.87 | 32.07 | 32.27 | 32.47 |
| A4       | 20.00 | 20.20 | 20.40 | 20.60 | 20.80 | 21.00 | 21.20 | 21.40 | 21.60 | 21.80 | 22.00 | 22.20 | 22.40 | 22.60 | 22.80 | 23.00 | 23.20 | 23.40 | 23.60 | 23.80 | 24.00 | 24.20 | 24.40 | 24.60 | 24.80 | 25.00 | 25.20 | 25.40 |