

Memorandum of Understanding  
between the  
Galion City School District Board of Education  
And  
OAPSE and Its Local #370

This Memorandum of Understanding (“MOU”) is entered into by and between the Galion City School District Board of Education (“the Board”) and the Galion Local #370 Ohio Association of Public School Employees (“OAPSE”) for the purpose of documenting the parties’ joint agreement with respect to the shifting of secretary duties amongst current Secretary II positions within the secretaries classification in the OAPSE bargaining unit.

WHEREAS, the Board is party to a Collective Bargaining Agreement with OAPSE, effective July 1, 2019 through June 30, 2022 (“Agreement”); and

WHEREAS, pursuant to Section 1 of the Agreement, the classification of secretaries is recognized within the OAPSE bargaining unit; and

WHEREAS, Article 4, Layoff and Recall, of the Agreement provides for the Board’s ability to reduce in force positions within the bargaining unit due to lack of work; and

WHEREAS, the Superintendent has determined that there is lack of work in the current secretary II classification in the position of High School Attendance/Transportation Secretary within the OAPSE bargaining unit; and

WHEREAS, the Superintendent has further determined there is a need for a centralized student registration process in the District, rather than separate student registration processes that are currently used in different buildings throughout the District; and

WHEREAS, the Superintendent has reviewed these determinations with official representatives of the OAPSE bargaining unit, and the parties have mutually agreed to allow realignment of the current High School Attendance/Transportation Secretary II duties with duties related to a new centralized student registration process which would occur through the District's central office, in lieu of implementing any reductions in force within the OAPSE bargaining unit; and

WHEREAS, the parties have further agreed that the new High School Attendance Secretary/Central Office Registrar position will be a full-time position within the OAPSE bargaining unit, and will remain in the Secretary II classification, and will be paid at the Secretary II classification under the Agreement, and that the position will remain a 201 contract day position under the Agreement with the application of extended days in the amount of up to 20 days at 4 hours per day under the Agreement to account for additional time needed as determined by the Superintendent for the position to perform duties related to District-wide student registration processes; and

WHEREAS, the parties have mutually agreed to allow the Transportation Secretary II duties associated with the current High School Attendance/Transportation Secretary II position to be realigned as a separate position within the Secretary II classification, and for such Transportation Secretary II position to be a variable hour position as needed not to exceed a total of four (4) hours per day based upon the needs of the Transportation Department as determined by the Superintendent; and

NOW, THEREFORE, THE PARTIES JOINTLY AGREE TO THE FOLLOWING:

1. Effective January 14, 2020, the current position of High School Attendance/Transportation Secretary within the Secretary II classification will be changed to the position of High School Attendance Secretary/Central Office Registrar and such position will be included in the OAPSE bargaining unit under the secretaries classification per Section 1 of the Agreement, and will remain in the secretary II classification;
2. The High School Attendance Secretary/Central Office Registrar position will be 201 contract day position under the Agreement, and will have up to 20 extended days at 4 hours per day as determined necessary by the Superintendent for purposes of performing duties related to District-wide student registration processes;
3. The High School Attendance Secretary/Central Office Registrar position will be paid at the Secretary II classification under the Agreement;
4. The Superintendent will develop a new job description for the new High School Attendance Secretary/Central Office Registrar position and will review said job description with OAPSE prior to the effective date of this new position within the OAPSE bargaining unit. The parties acknowledge and agree that the job description for the new position will require the bargaining unit member who holds the position to travel between the High School building and the central office in performance of the required duties of the position;

5. Upon the effective date of the new position of High School Attendance Secretary/Central Office Registrar, the position will be posted as a vacancy for bid as outlined in Article 7 of the Agreement;

6. Effective January 14, 2020, the position of Transportation Secretary II will become a stand-alone, variable hour position, scheduled as needed for up to 4 hours per day, based upon the needs of the Transportation Department as determined by the Superintendent;

7. The Transportation Secretary II position will be within the secretary classification in the OAPSE bargaining unit per Section 1 of the Agreement;

8. The duties associated with the Transportation Secretary II position will be as per applicable Transportation Secretary II components of current job description found in High School Attendance/Transportation Secretary position;

9. Upon the effective date of this MOU, the Transportation Secretary II position will be posted as a vacancy for bid as outlined in Article 7 of the Agreement, but the parties mutually agree that only those current bargaining unit members who hold positions that have scheduled work hours that do not conflict with the variable work hours needed for the Transportation Secretary II position will be eligible to bid on the vacancy;

10. This Memorandum of Understanding is a one-time agreement only and shall not constitute any form of precedent, past practice, or binding effect on any other aspect of the Contractual Agreement;

11. This Memorandum of Understanding shall not impact the Agreement between the parties in any other way;

12. This Memorandum of Understanding is effective upon execution.

IN WITNESS WHEREOF this Memorandum of Understanding is entered into voluntarily by its parties on this the 14th day of January, 2020.

GALION CITY SCHOOL DISTRICT BOARD OF EDUCATION

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OAPSE AND ITS LOCAL #370

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