



ACPSOP FOCUS

ACPSOP Focus
August 2009

THE PRESIDENT'S MESSAGE

Dear Colleagues,

It's hard to believe that a new school year has begun. I hope your summer was restful and enjoyable.

One of the most pressing challenges we will face will be the passing of the renewal of the Cincinnati Public School's operating levy that will be placed on the November ballot. The passage of this levy is critical if we are to maintain the current level of services provided to our Cincinnati Public School children and their families. ACPSOP/CFT will be actively working and campaigning in support of this levy and hope that you will join your union leaders in this effort.

I have been informed that the District has imposed a freeze on hiring. Although I do not anticipate that this action will negatively impact the ACPSOP represented school-based employee work force (as most of our school positions are considered essential personnel and protected by our collective

bargaining agreement), it may impact the Central Office and Iowa Street. I know that you are still performing additional duties and have more responsibilities. This is due in part to the elimination of positions and changes in technology. ACPSOP leadership will monitor the changes in job responsibilities if department downsizing occurs and positions are combined. If you are performing duties that are over and above tasks normally assigned within your classification, please contact me immediately to discuss if a job study is warranted.

The current ACPSOP Collective Bargaining Agreement expires on December 31, 2009. Several members have volunteered to serve on the ACPSOP bargaining committee and we had our first meeting on Tuesday, July 28. We are planning to meet again on September 17th in order to finalize our bargaining survey that will be placed on-line for ACPSOP represented employees to fill out and submit. Members who serve on the actual bargaining team will be selected from the current

members of the bargaining committee in accordance with the ACPSOP Constitution.

The beginning of the school year is always a very stressful time. There is never enough hours in the day to complete the necessary work, and I receive a great number of phone calls regarding the assignment of and request for overtime in the schools during the first weeks of school. Every school has a budget line designated for clerical overtime. This money cannot be used for any other reason. I am including a copy of the CBA language that addresses overtime on page three of this newsletter. If further clarification is needed, please call me.

Your opinion is important to me and I encourage you to keep me abreast of the day-to-day happenings in your school or office. I look forward to our continued work together and wish you well in the upcoming school year.

Sincerely,
Betty Hodson
President ACPSOP

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Calendar of Events

- AFL-CIO Labor Day Picnic—9/7/09
- CFT/ACPSOP Fall Celebration
- ACPSOP Membership Meeting 9/17/09

Unfair Labor Practice

Upon my return from vacation I was astounded to learn that Elementary School Secretaries were informed that it would be necessary for them to report to work on Monday, July 13, 2009. The elementary secretaries were told that they were to work this day and would not be paid because they needed to make-up one of the calamity days when the District was closed due to inclement weather. The last day of work for elementary secretaries was originally scheduled to be Friday, July 10.

I have notified the District that this action is a violation of the ACPSOP Collective Bargaining Agreement and possibly an Unfair Labor Practice. This action targets a specific group of ACPSOP represented employees and therefore, must be considered discrimination against these secretaries since no other Civil Service employees were forced to work this day without pay.

ACPSOP is prepared to move forward and file a grievance and we have notified the Administration that we will take this case to arbitration if these employees are not paid for this day.



2009-2010 ACPSOP Membership

Meeting Dates

ACPSOP Membership meetings begin at 5:00 and will be held on the following Thursdays.

September 17, 2009	CFT/ACPSOP Office
November 19, 2009	CFT/ACPSOP Office
January 21, 2010	Room 1 A—Ed Center
March 18, 2010	CFT/ACPSOP Office
May 20, 2010	Room 1 A—Ed Center



Please join me in welcoming the following ACPSOP represented employees to Cincinnati Public Schools:

- Loma Angelo - Senior Support Specialist - Student Services
- Laura Sebastian - Senior Support Specialist - Ethel M. Taylor
- Adrienne Maka - Support Specialist - Rees E. Price
- Roberta Rice - Support Specialist - Chase Elementary
- Cindy White-Jones - Support Specialist - Woodward High



The 2009 AFL-CIO Labor Day Picnic will be held on Monday, September 7th from 12:00—5:00. CFT/ACPSOP will provide food and drinks, or bring your own picnic basket.

Adult admission: \$2.00

Children \$1.00 per car load

Parking \$4.00

Free admission/parking tickets are available at the CFT Office

The Annual CFT/ACPSOP Fall Celebration will be held on September 11th from 4:00—7:00 at



the Hartwell Recreation Center, 59 Calwell Drive.

FREE TO MEMBERS AND FAIR SHARE FEE PAYERS

Guests \$20.00

CONTRACT HIGHLIGHT

ARTICLE XII—HOURS OF WORK AND OVERTIME

ARTICLE XII Hours of Work and Overtime

1. For full time employees, seven-and-one-half (7-1/2) hours per day, exclusive of a lunch period, and thirty-seven-and-one-half (37-1/2) hours per week, shall constitute a normal work week, excluding Buyers and Inventory Coordinators whose normal work week shall be forty (40) hours. The work week begins with shifts starting after 11:59 P.M. Saturday.
2. An employee assigned to work in excess of eight (8) hours in one day or 40 hours in one week shall either be paid time-and-one-half their regular rate or receive compensatory time off on the basis of one-and-a-half hours off for each hour of assigned overtime. Effective April 1, 1997 compensatory time may accumulate to the maximum of thirty (30) hours. For overtime worked on or after April 1, 1997 the employee shall receive overtime pay for the excess hours over thirty (30) hours no later than the next pay period. A record of accumulated compensatory time and its use will be maintained and will be shared with the employee upon request. Time to use compensatory time must be granted to the employee within sixty (60) days of the date earned. Only the principal/administrator or their designee has the authority to assign overtime.
3. The Board will budget \$125,000 annually for clerical overtime in schools and central offices, with the exclusion of the Treasurer's Office, or as otherwise agreed by the parties. The Superintendent shall maintain a procedure by which all school and district offices shall record overtime hours worked and compensatory time accumulated by office personnel for each pay period.
4. Office employees who are employed for summer school or summer school enrollment center(s) shall be paid at their regular (school year) rate of pay.
5. An employee who has earned compensatory time shall notify the principal/administrator of their intention to take time off within 30 days of earning such time. The principal/administrator shall immediately consult with the employee and schedule the time off. If no request by the employee is made, the principal/administrator shall schedule time off for the employee within the following 30 days. At any time within the 60 day period, the employee and the principal/administrator may agree to the scheduling of earned time off. A minimum of two hours of overtime or compensatory time will be paid for unscheduled return to the work site for employees. /1
6. When overtime is required, it is to be first offered to those who wish to volunteer. If too many employees volunteer, overtime will be allocated to those employees who have worked the least amount of overtime during the current school year. If insufficient volunteers are available, employees will be required to work in reverse order, starting with the employee who worked the least amount of overtime. This procedure may be limited to staff in similar classifications in a school or branch.
7. Lunch Period - Employees at the Board's administrative and business offices shall have forty-five (45) minutes unpaid lunch period per day when the building cafeteria is in operation and shall be allowed one hour when the building cafeteria is not in operation of which only 45 minutes shall be unpaid. School building employees shall have a 30 minute unpaid lunch period on student session days and shall be allowed 60 minutes on non-student session days of which only 30 minutes shall be unpaid. Employees may leave the building during lunch.
8. Rest Periods - Each employee shall have a 15 minute paid rest period in the morning and in the afternoon. Employees may leave the building during rest periods after notifying the administrator or employee in charge.

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ACPSOP FOCUS

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Association of Cincinnati Public Schools Office Personnel

Visit our Web page
www.cft-aft.org



The Association of Cincinnati Public School Office Personnel was formed:

- *To unite in one group all of the public school office personnel on the Cincinnati Public School system.*
- *To promote and protect the rights of all office personnel.*
- *To strengthen the professional status of the Cincinnati Public Schools' office personnel.*
- *To promote full and equal employment opportunities for all.*
- *To promote better understanding between teachers and office personnel.*
- *To advance the economic securities and professional interests of office personnel, and to secure their active participation in the formation of administration of educational policies.*

CONTRACT HIGHLIGHT CONT

9. The annual term of service for Senior Support Specialists in elementary schools will be the same as that of their respective principal.

10. School Closing for Weather Emergencies

When schools are closed for weather emergencies, office personnel will report only if called in by the immediate supervisors to perform work which is urgent.

Office personnel who report on such days will receive a stipend of \$35.00 per day in addition to their regular salary.

Footnote:

/1 An employee who accumulated more than thirty (30) hours of compensatory time off prior to April 1, 1997 shall use the compensatory time as provided above and may not accumulate additional compensatory time until his/her accumulated compensatory time falls below thirty (30) hours. Until accumulated compensation time falls below thirty (30) hours, such employees shall be paid for one and one-half hours for each hour of overtime worked after the effective date of the contract.