

ACPSOP FOCUS

ACPSOP Focus
March 2010

THE PRESIDENT'S MESSAGE

Dear Colleagues,

It is hard to believe that we are beginning the 4th quarter of the 2009 – 2010 school year. I would like to take this opportunity to commend all of you for the work that you do on behalf of the children of CPS. Please know that your dedication and commitment to the families that you serve makes a difference in the lives of the children every day.

After seven weeks of bargaining, I am happy to report that the ACPSOP bargaining team has come to a tentative agreement on several non-economic issues. Although I am not at liberty to share the details of these agreements, I believe that these tentative proposed changes to the ACPSOP Collective Bargaining Agreement are changes that will be beneficial to our members and strengthen and reinforce existing contract language.

The ACPSOP and CFT bargaining teams have not met with the CPS administration regarding economic issues, but we anticipate these talks to begin soon. I am grateful

for your support of ACPSOP. Now more than ever we need to stand together as one voice and present a united front as we continue bargaining. I will keep you updated as these talks begin.

Many of the Civil Service Promotional examination lists are due to expire within the next several weeks and Human Resources will be sending out notifications as to when these exams will be scheduled. I encourage all ACPSOP represented employees to watch for these exam notifications and to fill out the applications to take these exams. You must be on the Civil Service Promotional Eligibility list to be considered for promotional opportunities.

It has been reported to me that several ACPSOP represented employees have been denied reimbursement for eye examinations. This is a violation of the ACPSOP Collective Bargaining Agreement, ARTICLE XXV Health and Safety, Section 5b, which states "The Board shall provide eye exams at the Board's expense at 6 month intervals for clerical employees regularly work-

ing at computers for 3 ½ or more hours per day as a regular assignment. This service would be provided to clerical employees such as data entry operators, secretaries, etc. who transcribe for 3 ½ or more hours per day." ACPSOP challenged the District's interpretation of this contract language, and the District has agreed to process these reimbursements. Human Resources is in process of creating new forms that will include the guidelines and procedures for processing these claims. This reimbursement is for the eye examination only and does not include any other expenses, such as the purchase of eye glasses.

In closing, I would like once again to encourage you to keep me abreast of the day-to-day happenings in your school or office. If I can be of assistance in any way, please feel free to contact me @475-6048 or via email at Bhodson@cft-aft.org.

Sincerely,

Betty Hodson, President
ACPSOP

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Calendar of Events

- April 14 – CFT Meeting
- April 16 – ACPSOP Membership meeting
- May 23 – Retirement Luncheon



ACPSOP Tuition Reimbursement Guidelines

Tuition reimbursement is provided to ACPSOP represented office personnel in compliance with the ACPSOP Collective Bargaining Agreement, ARTICLE XXVI Training, Section 6.

The annual amount of \$25,000 is allocated for tuition reimbursement for ACPSOP employees that successfully complete course work with a (grade C or above) of any Board approved course of study and/or job enhancement training classes or seminars. If in any given year, the fund is not used, the unused balance will be carried over to subsequent years.

In accordance with the ACPSOP Collective Bargaining Agreement, the tuition reimbursement committee, comprised of two representatives from the Board and two representatives from ACPSOP, met and established that the following guidelines are to be used to address issues not specifically covered in the ACPSOP Collective Bargaining Agreement.

1. ACPSOP represented employees wishing to apply for reimbursement must contact the President of ACPSOP and request the Reimbursement of Tuition Forms.
2. Upon completion, return the request for reimbursement forms to the President of ACPSOP at the ACPSOP/CFT Office.
3. The tuition reimbursement forms will be held at the union office until successful completion of coursework and/or job enhancement classes or seminars.
4. Tuition reimbursement will be granted to ACPSOP represented employees on a yearly basis upon successful completion of coursework and will be processed in a timely manner upon receipt of the following documents:
 - Copy of official grade or transcript or Certificate of Completion of Training Class or Seminar
 - Copy of Receipt of proof of payment
 - Claims for reimbursement of student loans must be verified. Student loans must be incurred while employed by Cincinnati Public Schools.
5. The purchase of books will **NOT** be reimbursed. **Tuition reimbursement payment will not be processed until all of the appropriate documentation is received.**
6. Funds will be allocated based on availability, on a first-come, first-served basis. Reimbursement up to \$2,000.00 will be available to ACPSOP represented employees beginning January 1, 2010. Individual amount of money allocated to each qualifying ACPSOP represented employee will be reviewed annually. The individual reimbursement amount may be adjusted depending on tuition reimbursement usage during the prior year and is also contingent upon availability of funds specifically budgeted for this purpose.

Tuition Reimbursement Committee Members:

Carol Landwehr	Human Resources
Beth Willis	Human Resources
Betty Hodson	President, ACPSOP
June Campbell	Purchasing—ACPSOP Member

CONTRACT HIGHLIGHT



ARTICLE VII - Exams/Vacancies

1. The Association and all ACPSOP represented employees will be notified via email of all vacancies and promotional opportunities as they become available.
2. All employees shall be afforded an equal opportunity to apply for any examination which is given to fill the vacancy.
3. The Association shall be provided upon request, with a ranked listing of eligible employees or applicants including the test score of each employee following each examination.
4. When vacancies occur in unclassified positions above the lead secretary level, the Board shall send a vacancy announcement to all schools and offices for posting before being announced to the public. Any employee who applies within five (5) working days of the posting shall be considered along with others who have previously applied. Present Board employees shall be given first consideration.
5. An employee who is placed on probation as a result of promotion and who fails to qualify in his/her probationary period shall be reinstated to the same or similar position from which he/she was promoted.
6. New employees may be placed at an appropriate step beyond the first step of the classification when warranted by the employee's experience.

7. Temporary Promotion

Whenever a position normally filled by promotion is expected to be temporarily vacant for a period of six (6) continuous weeks or longer, other than for annual leave, a department head may grant a temporary promotion to a current employee, utilizing either the temporary promotion procedure of the Civil Service Commission, or the modified procedure which uses the following order of selection:

- A. An employee in the work location who would be qualified if a promotional exam were scheduled immediately; if no one,
- B. An employee in another work location who would be qualified if a promotional exam were scheduled immediately; if no one,
- C. An employee in another work location who is on an appropriate promotional list; if no one,
- D. An employee in another work location who would be qualified if a promotional exam were scheduled immediately.

If a temporary vacancy is unexpectedly extended beyond six (6) weeks, the temporary incumbent may be granted a temporary promotion retroactive to the first day of such assignment, provided the above selection procedure has been followed.

8. Civil Service Exams

The typing requirement on entry level examinations shall be raised to 45 words per minute. No employee taking a promotional examination shall be required to pass a typing test.

The Board and the Association shall jointly develop other measurable skills which could be included in promotional examinations to replace the typing requirement.

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Association of Cincinnati Public Schools Office Personnel
Betty Hodson, President

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.*

