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STATE EMPLOYMENT  
RELATIONS BOARD

2009 JAN 23 P 3: 15

# **COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN THE**

**MAYFIELD BOARD OF EDUCATION**

**AND THE**

**MAYFIELD EDUCATION ASSOCIATION  
(M.E.A.)**

**07/01/2008 THRU 6/30/2012**

I. PREAMBLE

In order to best serve the interests of public education it is necessary that clear understanding, cooperation and goodwill exist between the Board of Education and its employees.

Therefore, this Agreement is made and agreed to by the Board of Education of the Mayfield City School District and the Mayfield Education Association.

II. DEFINITIONS

- A. Teacher – Shall refer to all members of the bargaining unit as defined in Article III, RECOGNITION OF ASSOCIATION.
- B. Days – Shall mean actual working days.
- C. Per Diem – The teacher's daily rate of pay determined by dividing the teacher's salary from the current Teacher's Salary Schedule by 185 days per school year.
- D. Party(ies) – Refers to the Board of Education and/or M.E.A.
- E. Elementary Teacher – A teacher who is assigned to grades PreK-5.
- F. Middle Teacher – A teacher who is assigned to grades 6-7 and any 5<sup>th</sup> grade teachers who are assigned to Mayfield Middle School.
- G. Secondary Teacher – A teacher who is assigned to grades 8-12.
- H. Collective Bargaining Agreement – Refers to this negotiated Agreement between the Board and M.E.A.
- I. School Year – A school year shall begin with the first teacher workday in either August or September, as the case may be, and shall conclude with the last calendar pay prior to the first teacher workday in the succeeding school year.
- J. School Contract Year – Refers to the one hundred eighty-five (185) day school year.
- K. Seniority – Seniority is defined as the total consecutive service in the District in a bargaining unit position including time on recall. Leaves of absence, with the exception of FMLA, shall not be counted toward seniority nor shall they be considered an interruption in consecutive employment in determining years of consecutive service. Teachers who work less than full-time shall earn seniority on a proportionate basis (i.e., a teacher who has taught two (2) consecutive years on a half-time basis shall be credited with one (1) year of seniority).

In the event that teachers have equal seniority, seniority will be determined by consideration of:

1. Consecutive years of service with the Mayfield Schools.
2. Length of previous professional service in other school districts provided the staff member comes to Mayfield without interrupted service. An interruption of service shall consist of a minimum of at least sixty (60) calendar days not under the terms of a regular teacher contract (not a substitute contract).
3. Length of previous interrupted professional service in Mayfield Schools.
4. Length of previous interrupted professional service in other school districts.
5. If, after application of the foregoing, individuals still have the same seniority, then seniority will be determined by (a) the date of the Board meeting at which the teacher was hired; and, then by (b) the date on which the teacher submitted a completed job application.

L. Teaching Field – A teaching field is any subject area, grade or age level or student population for which the Ohio Department of Education issues certification or licensure. A teacher must have a certificate or a license issued by the Ohio Department of Education and valid for the specific teaching assignment.

M. Substitute Teacher – Any person who is employed to substitute for an absent teacher in the specified areas of shortages Mathematics 7-12, Science 7-12, Special Education K-12 and Foreign Language K-12 and who serves 25 or fewer consecutive days in a specific teaching position shall be considered a substitute teacher and shall be a nonbargaining unit member until they have worked 45 days. In all other teaching assignments, the person who is employed to teach for an absent teacher and serves 45 or fewer consecutive days shall be considered a substitute and shall be nonbargaining unit member. As referenced in Article XXXI.

N. Part-Time Benefits - A part time teacher shall receive all benefits, including leaves, based on a pro rata basis.

O. Teacher Workday - A teacher directed day, free of meetings, except for 2 hours at the beginning of the day that will be administrative driven.

### III. RECOGNITION OF ASSOCIATION

The Mayfield City School Board of Education, hereinafter referred to as the Board, recognizes the Mayfield Education Association, hereinafter referred to as the M.E.A., as the sole and exclusive representative of all certified teachers, including regular replacement, in accordance with Article XXXIV, REGULAR REPLACEMENT TEACHERS for the purpose of negotiating salaries, working conditions, fringe benefits and other items by mutual agreement. Said organization must represent teachers who are nonmembers in a nondiscriminatory manner. Teachers include all persons defined as such in Section 3319.09 of the Ohio Revised Code except the Superintendent, central office personnel, psychologists,

reading supervisor, principals, high school athletic director and any other certified person who is devoting full time to managerial and supervisory matters and whose salary is determined by an administrative salary schedule.

Substitute teachers shall be excluded from the bargaining unit covered by this Agreement.

#### IV. RECOGNITION OF THE BOARD AND THE SUPERINTENDENT

The M.E.A. recognizes the Board as the locally elected body charged with establishment of policies for public education in the Mayfield City School District and as the employer of all certificated personnel of the school system.

The Superintendent is recognized as the chief executive officer and primary professional advisor of the Board, as well as, the educational leader of the school system. The Superintendent may enter into the negotiating proceedings.

#### V. SCOPE OF AGREEMENT

- A. Both the Board and the M.E.A. agree to abide by the laws of the State of Ohio. If any provisions of this document or any application of the document shall be found contrary to law by a court of competent, final jurisdiction, then that provision or application shall be deemed invalid except to the extent permitted by law. All other provisions herein stated shall continue in full force and effect, so long as they do not conflict with any local, state or federal laws.
- B. Nothing in this document shall prohibit any certificated employee from presenting views, proposals or grievances to the Superintendent or to the Board in accordance with established procedure.
- C. Except as otherwise provided by law or by specific Agreement contained herein the operation of the school district shall be the exclusive right and responsibility of the Board.
- D. The M.E.A. is recognized as the exclusive agent to bargain for the unit defined above on salaries, working conditions, fringe benefits and other items by mutual agreement.
- E. Any policy changes that affect teachers' salaries or teacher welfare as negotiated within the scope of the Agreement may be amended only with the approval of both the M.E.A. and the Board.
- F. During the term of this Agreement, there will be no strike, concerted demonstrations or picketing, work stoppage or slowdown, professional study days or concerted failure to report to work, or loss of instructional days, or loss of workdays for any unauthorized reasons. Any employee responsible for participating in a breach of this provision is subject to disciplinary action.

G. All negotiated agreements made between the Board and the M.E.A. are specifically detailed within this document. No other agreements have been made or implied except as specifically detailed within this document. No agreement will be binding on either party except as specifically detailed within this document. However, if during the term of this Agreement, the parties jointly agree to enter into negotiations on any subject, any agreements reached shall be reduced to writing, signed by the parties, and approved by the Board and the M.E.A. in accordance with the procedures contained herein. The party initiating the negotiations shall submit a proposal covering the proposed change(s) in wages, hours and terms and conditions of employment. The parties shall then reach agreement on a timeline for negotiations during which time negotiations shall proceed in good faith.

## VI. FAIR SHARE FEE

The M.E.A. will provide a list of names of its members to the Board's Treasurer by October 31 of each school year and the amount of unified dues and fees. The Treasurer will deduct the fee from the paychecks of bargaining unit members who elect not to join the M.E.A. The fee shall be equal for all nonmembers and shall not exceed dues paid by members. It shall be the responsibility of the M.E.A. to prescribe an internal procedure to determine a rebate, if any, for nonmembers which conforms to the provisions of Section 4117.09(C) of the Ohio Revised Code. Each year the M.E.A. shall have a financial disclosure statement available for fair share fee payers and shall provide fair share fee payers with thirty (30) calendar days to object. No member of the bargaining unit is required to become a member of the M.E.A. Failure of an employee to pay the fee shall give the M.E.A. the right to bring legal action against the employee in a court of competent jurisdiction. The fee shall be deducted from the paychecks of those bargaining unit members who have elected not to join the M.E.A., in uniform installments, from the remaining paychecks to be issued from January through August. The M.E.A. agrees to defend, indemnify, and hold harmless, the Board and its designees from any and all claims arising out of the dues deduction procedures set forth herein. In the event the Board is named as a defendant in any proceeding arising as a result of the Board's implementation of the provision, the Board agrees to promptly so notify the M.E.A. and cooperate with the M.E.A. and counsel selected by the M.E.A.

## VII. NEGOTIATING PROCEDURES

- A. The Board, through its designated representatives, shall meet with designated representatives of the M.E.A. to negotiate in good faith.
- B. Not later than the second Monday of April of the year in which the Agreement expires, the parties agree to enter into negotiations for a successor agreement in accordance with the procedures set forth herein and in a good faith effort to reach agreement concerning wages, hours, and terms and conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. Any agreement so negotiated will be reduced to writing and signed by the parties.

- C. Prior to, or at the first negotiations meeting, the parties will exchange negotiations packages which shall include additions to, deletions from or revisions of the Agreement then in existence. Once packages are exchanged, no new matters shall be introduced for negotiations during the negotiations except as may be mutually agreed upon by both teams.
- D. Negotiations meetings will be conducted according to the following guidelines.
1. All sessions will be limited in attendance to members of the negotiating teams. No other person or persons shall be present during the negotiations meeting unless mutually agreed upon by the members of both negotiating teams.
  2. At the conclusion of each negotiations session, items tentatively agreed to by both negotiating teams shall be placed in writing and signed by the chief negotiator for each team.
  3. Either team may declare a recess when it appears that meaningful progress cannot be attained. A recess can only commence after mutual agreement on the time and place for the continuation of the negotiations has been determined.
  4. Either team may call for a caucus at any time.
  5. The negotiation period shall not extend beyond June 30 unless extended by mutual agreement.
  6. "Good Faith" involves coming to the negotiating table with the intention of negotiating. Good faith requires that the parties be willing to consider each others proposals. Good faith requires both parties to recognize negotiations as a shared process. The obligation to meet for purposes of professional negotiations does not compel either party to agree to a proposal or require the making of concessions.
  7. During the course of the negotiations meetings, joint study committees may be created by mutual consent of the negotiating teams. Members of any study committee will be determined by members of the negotiating teams. The purpose and particular assignment shall be stated at the time the study committee is created as well as the time for a report of the findings. After the committee has made its study and submitted its report, the committee shall be dissolved.
  8. In the event a decision cannot be reached, either team may call for a recess. If, at the next meeting, an agreement has not yet been reached, the point(s) of disagreement shall be set aside and a time and date agreeable to all parties shall be established at which time another meeting will be held.
  9. If, fifty (50) days before the expiration date of the existing Agreement, the parties are unable to reach an agreement; either party may request the

Federal Mediation and Conciliation Service (FMCS) to intervene to provide mediation services. As an alternative, or if FMCS is unavailable, the parties may agree to utilize the services of a private mediator on a split cost basis or they shall request a State Employment Relations Board (SERB) mediator.

10. Should mediation be unsuccessful in resolving the dispute, other steps for the resolution of the dispute may be entered into provided all such steps are mutually agreed upon by both parties.

11. When total agreement is reached through negotiations on all items, the tentative agreements shall be put in writing and submitted to the M.E.A. for approval and then to the Board for approval. The parties agree to cooperate in the preparation of draft copies of the total agreement to be used in the ratification process. The costs of duplicating draft copies shall be paid by the M.E.A. The cost of printing the ratified Agreement shall be paid by the Board. Following ratification by the M.E.A. and approval by the Board, the Board shall then adopt a resolution setting forth the agreement. The Agreement shall in no way be altered or amended by either party during the ratification process.

12. The Board agrees to make available, within a reasonable period of time, relevant existing information concerning financial resources and other data which is reasonably necessary to the teams in their formulation of proposals. In turn, the M.E.A. shall furnish to the Board all existing pertinent information reasonably necessary to the Board in the formulation of its proposals.

The Board and the M.E.A. may charge each other for the cost of copying. Confidential personnel files will not be open for M.E.A. inspection except as provided for in the grievance procedure.

13. "Professional negotiations" means conferring, discussing and negotiating in good faith by the Board through its designated representatives and the designated representatives of M.E.A. in an effort to reach agreement with respect to salaries, working conditions, fringe benefits and other items of mutual agreement, but such obligation does not compel either party to agree to a proposal or require the making of a concession.

14. Negotiations procedures may be different if following a mutually agreed upon process.

#### E. Standing Committees

The following five (5) committees will continue to meet at least quarterly the life of this Agreement:

Supplemental Committee  
Special Education Committee

Health Care Committee  
Evaluation Committee  
Technology Committee

The Chair (Co-chairs) will assume responsibility for convening the Committee.

## VIII. GRIEVANCE PROCEDURE

### A. Purpose of the Committee

The Grievance Committee shall be known as the Professional Rights and Responsibilities Committee, hereinafter referred to as the P.R. & R. Committee.

It shall be the purpose of the P.R. & R. Committee of the M.E.A. to act as a liaison agent representing the teachers of the Mayfield City Schools to the administration and the administration to the teachers. The function of the P.R. & R. Committee is to resolve any problem, complaint or dispute registered by any certificated person or group of certificated persons represented by the M.E.A.

### B. Definitions:

1. Grievance - An alleged violation, misinterpretation or misapplication of a specific article or section of this Agreement.
2. Grievant – The person or persons filing the grievance or the P.R. & R. Committee of the M.E.A.
3. “Party-in-interest” – The person or persons making the claim including their designated representative as provided for herein, and any person(s) who might be required to take action or against whom action might be taken in order to resolve the grievance.

### C. Stipulations

1. A teacher may appear on his/her own behalf or be represented at all stages of the grievance procedure by a grievance representative selected by the P.R. & R. Committee of the M.E.A. If a teacher chooses not to be represented by the M.E.A., a representative selected by the P.R. & R. Committee of the M.E.A. shall have the right to be present and to represent the M.E.A. at all stages of the grievance procedure. However, at the Informal and Step One of this procedure, this shall not prevent any aggrieved person(s) from presenting a grievance and having it adjusted without intervention or representation by the M.E.A. If this occurs, the M.E.A. may appeal a Step One decision to the Superintendent in accordance with Step Two of this grievance procedure.
2. The grievant, the M.E.A., its officers, members of the P.R.& R. Committee and witnesses in grievance hearings shall not be placed in jeopardy or be

the subject for reprisal or recrimination for participation in the grievance procedure. The fact that a teacher files a grievance shall not be used in the transfer, assignment or promotion process; nor shall such fact be used in any recommendation for reemployment or recommendation for other employment.

3. Grievance records shall be kept in the central office but separate from the individual personnel records.
4. A grievant may withdraw his grievance at any time by written request but once withdrawn the grievance may not be reopened.
5. Grievance report forms shall be made a part of this Agreement and shall be available from the building representative.

The grievance report form shall be submitted to the immediate supervisor by the grievant at the beginning of Step Two in the grievance procedure.

6. The administration and the P.R. & R. Committee will cooperate in providing necessary and relevant information relating to any grievance.
7. If a grievance affects a group or class of teachers involving more than one school building or a decision by an administrator above the level of principal, the P.R. & R. Committee may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Step Two. The grievance must be presented to the Superintendent within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based.
8. Expedited Arbitration: With agreement of both parties, Expedited Arbitration may be employed under the rules and regulations of the American Arbitration Association in lieu of Step Two.
9. Potential issues shall not be grieved unless a specific fact situation occurs which impact on one or more persons of the M.E.A.

#### D. The Procedure

The main idea is to reach an equitable solution in the shortest time at the lowest administrative level possible.

Informal (Optional) – If a teacher believes there is a basis for a grievance, the teacher may discuss the matter with his principal or immediate supervisor in an effort to resolve the problem informally; however, this informal meeting shall not lengthen the 30-day timeframe mandated by Step One.

Step 1 – If the grievance is not resolved informally, the grievant is to present the grievance in writing to the principal within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance

is based. A written decision is to be rendered by the principal within five (5) days of the presentation of the GR form.

If either the principal/designee or the grievant/representative requests, a meeting shall be held at a time and place convenient to all parties-in-interest for the purpose of resolving the grievance which, except by mutual agreement, shall be held within five (5) days of the time the meeting is requested. If an informal meeting has not been held, the Step One meeting must be held. If a meeting is held, a decision shall be rendered within five (5) days of the meeting rather than five (5) days of receipt of grievance by immediate supervisor. The grievance shall specify the provision(s) of the Agreement allegedly violated and state the nature of the grievance.

Step 2 – If the grievance is not resolved at Step One, the grievance form is to be presented to the Superintendent within five (5) days after receipt of the answer under Step One. The Superintendent or his/her designee will, within ten (10) days, arrange a meeting at which each party shall present its position and consider the position of the other party. The Superintendent or his/her designee will render a written decision within five (5) days of the meeting.

If a grievance affects a group or class of teachers involving more than one school building or a decision by an administrator above the level of principal, the P.R. & R. Committee may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Step Two. The grievance must be presented to the Superintendent within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. The Superintendent or his designee will arrange a meeting within ten (10) days of receipt of the grievance at which each party shall present its position and consider the position of the other party. The Superintendent or his designee will render a written decision within five (5) days of the meeting.

Step 3 – If the grievance is not resolved at Step Two, the grievant may advance the grievance to arbitration, provided a written request to advance to arbitration is made within twenty (20) days of receiving the written Step Two decision and provided the M.E.A. concurs with advancing the grievance to arbitration. Unless the parties mutually agree to the selection of an arbitrator during the 20 days, the request shall be made to the American Arbitration Association and the selection shall be in accordance with the rules of the American Arbitration Association, using the ranking method of selection from a list of fifteen (15) potential arbitrators. The arbitration hearing shall be conducted in accordance with the rules and regulations of the American Arbitration Association, except as provided in E5 below.

Final resolution shall be rendered as soon as possible by the arbitrator and that decision shall be binding on both the Board and the grievant. The cost of arbitration shall be borne equally between the Board and the grievant. The arbitrator shall have no authority to add to, subtract from, or modify, change, or alter, any of the provisions of the Collective Bargaining Agreement, nor add to,

detract from, or modify the language therein in arriving at a determination of any issue presented.

E. Time Limits

1. The time limitations set forth herein for the submission and processing of a grievance shall be deemed to be of the essence, and the failure to submit a grievance within the time specified shall be deemed an abandonment of that grievance; however, the time limits may be extended by mutual agreement.
2. The appropriate administrator, or designee, shall respond in writing to each grievance. If the written response from the administrator (Superintendent/designee or principal/designee) is not furnished the grievant/representative within the time limits specified in this procedure for the reply, the grievant shall have the right to advance the grievance to the next level and shall suffer no penalty for not meeting the deadlines.
3. All notices concerning grievance hearings, dispositions or withdrawal requests shall be delivered in the most expedient and reliable manner to the P.R. & R. Chairperson. A receipt showing the date and time of delivery shall be signed and returned to the sender. Time limits shall apply from the first day following the date of receipt.
4. Following the last scheduled workday for classroom teachers, days shall mean weekdays exclusive of recognized holidays for purposes of Section E of this grievance procedure.
5. The grievant(s) and teachers who are witnesses shall be excused from work one (1) hour prior to the commencement of the arbitration hearings with no loss of pay, benefits or emoluments. Witnesses shall return to work as soon as possible following completion of their testimony. No other time off will be allowed for the purpose of arbitrations.

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GRIEVANCE NUMBER \_\_\_\_\_

F. GRIEVANCE FORM

In order for a grievance to be valid, the grievant and his/her representative must sign it (unless they are one in the same).

Name of Grievant \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

Date of Optional Informal Meeting \_\_\_\_\_

Date of Filing at Step 1 \_\_\_\_\_

Date of Step 1 Meeting \_\_\_\_\_

Date of Filing at Step 2 \_\_\_\_\_

Date of Step 2 Meeting \_\_\_\_\_

Date of Filing at Step 3 (Arbitration) \_\_\_\_\_

Signature of Representative \_\_\_\_\_

State the grievance in clear and concise terms, specifying provision(s) of the Agreement allegedly violated.

Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Principal/Immediate Supervisor/Superintendent/Designee

\_\_\_\_\_

Date \_\_\_\_\_

-----

G.

GRIEVANCE DISPOSITION

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of Grievant)

This is to inform you that your grievance filed on \_\_\_\_\_  
(Date)

at Step \_\_\_\_\_ was disposed of as follows: (The response must include the reason; therefore, must be stated in clear and concise terms, and must include a response to each of the specific provision(s) of the Agreement allegedly violated.)

Date of Hearing: \_\_\_\_\_

Participants in Hearing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal/Immediate Supervisor/Superintendent/Designee  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grievant/Representative Signature

\_\_\_\_\_  
Date

## SALARIES

All members of the bargaining unit shall be paid according to the salary schedule(s) included as part of this Agreement.

IX.

MAYFIELD CITY SCHOOL DISTRICT  
1101 S.O.M. Center Road, Mayfield Hts., OH 44124

TEACHER'S SALARY SCHEDULE INDEX

EFFECTIVE 2008/09 SCHOOL YEAR THRU 2011/12 SCHOOL YEAR

<u>Years Experience</u>	<u>BA</u>	150 hr. or <u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>	<u>MA+27</u>	DR. or <u>MA60</u>
0	1.0000	1.0157	1.0318	1.0473	1.0645	1.1250	1.1862	1.2467	1.3087
1	1.0515	1.0711	1.0911	1.1105	1.1313	1.1920	1.2534	1.3140	1.3762
2	1.1030	1.1265	1.1503	1.1737	1.1981	1.2591	1.3206	1.3814	1.4437
3	1.1544	1.1819	1.2096	1.2370	1.2650	1.3261	1.3878	1.4487	1.5111
4	1.2059	1.2373	1.2688	1.3002	1.3318	1.3931	1.4549	1.5160	1.5786
5	1.2574	1.2927	1.3281	1.3634	1.3986	1.4601	1.5221	1.5834	1.6461
6	1.3089	1.3481	1.3874	1.4266	1.4654	1.5272	1.5893	1.6507	1.7136
7	1.3603	1.4034	1.4466	1.4899	1.5323	1.5942	1.6565	1.7181	1.7811
8	1.4118	1.4588	1.5059	1.5531	1.5991	1.6612	1.7237	1.7854	1.8485
9	1.4633	1.5142	1.5652	1.6163	1.6659	1.7283	1.7909	1.8527	1.9160
10	1.5148	1.5696	1.6244	1.6795	1.7327	1.7953	1.8581	1.9201	1.9835
11	1.5662	1.6250	1.6837	1.7428	1.7995	1.8623	1.9252	1.9874	2.0510
12	1.6177	1.6804	1.7429	1.8060	1.8664	1.9293	1.9924	2.0547	2.1184
13	1.6692	1.7358	1.8022	1.8692	1.9332	1.9964	2.0596	2.1221	2.1859
14	--	--	--	--	2.0000	2.0634	2.1268	2.1894	2.2534

X.

MAYFIELD CITY SCHOOL DISTRICT  
 1101 S.O.M. Center Road  
 Mayfield Hts., OH 44124

TEACHER'S SALARY SCHEDULE

EFFECTIVE 2008/09 SCHOOL YEAR

<u>Years Experience</u>	150 hr. or								<u>DR. or MA60</u>
	<u>BA</u>	<u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>	<u>MA+27</u>	
0	38,535	39,139	39,760	40,357	41,020	43,351	45,709	48,041	50,430
1	40,520	41,274	42,045	42,793	43,594	45,934	48,299	50,635	53,031
2	42,503	43,409	44,326	45,228	46,168	48,519	50,889	53,232	55,633
3	44,484	45,544	46,611	47,668	48,746	51,101	53,479	55,825	58,230
4	46,469	47,679	48,893	50,102	51,320	53,683	56,064	58,418	60,831
5	48,453	49,814	51,177	52,538	53,895	56,264	58,653	61,015	63,432
6	50,438	51,949	53,463	54,974	56,468	58,850	61,243	63,609	66,033
7	52,419	54,079	55,744	57,413	59,047	61,432	63,833	66,206	68,634
8	54,403	56,214	58,029	59,849	61,620	64,013	66,422	68,800	71,231
9	56,388	58,349	60,315	62,283	64,195	66,599	69,011	71,393	73,833
10	58,373	60,484	62,595	64,719	66,769	69,182	71,601	73,990	76,434
11	60,352	62,619	64,881	67,158	69,343	71,763	74,187	76,584	79,035
12	62,337	64,754	67,162	69,594	71,921	74,345	76,776	79,178	81,632
13	64,322	66,889	69,447	72,029	74,495	76,930	79,366	81,774	84,233
14	--	--	--	--	77,069	79,512	81,955	84,367	86,834

(Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,193 annually, payable with the last pay in June 2009. Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional \$2,499 annually, payable with the last pay in June 2009. Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional \$2,805 annually, payable with the last pay in June 2009. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

XI.

MAYFIELD CITY SCHOOL DISTRICT  
 1101 S.O.M. Center Road, Mayfield Hts., OH 44124

TEACHER'S SALARY SCHEDULE  
 EFFECTIVE 2009/10 SCHOOL YEAR

Implementation of this salary schedule is contingent upon the successful passage of an operating levy during the life of this agreement, with salary changes made retroactive to the beginning of the school year.

<u>Years Experience</u>	<u>BA</u>	150 hr. or <u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>	<u>MA+27</u>	<u>DR. or MA60</u>
0	39,306	39,922	40,555	41,164	41,840	44,218	46,623	49,002	51,439
1	41,330	42,099	42,886	43,649	44,466	46,853	49,265	51,648	54,092
2	43,353	44,277	45,213	46,133	47,091	49,489	51,907	54,297	56,746
3	45,374	46,455	47,543	48,621	49,721	52,123	54,549	56,942	59,395
4	47,398	48,633	49,871	51,104	52,346	54,757	57,185	59,586	62,048
5	49,422	50,810	52,201	53,589	54,973	57,389	59,826	62,235	64,701
6	51,447	52,988	54,532	56,073	57,597	60,027	62,468	64,881	67,354
7	53,467	55,161	56,859	58,561	60,228	62,661	65,110	67,530	70,007
8	55,491	57,338	59,190	61,046	62,852	65,293	67,750	70,176	72,656
9	57,516	59,516	61,521	63,529	65,479	67,931	70,391	72,821	75,310
10	59,540	61,694	63,847	66,013	68,104	70,566	73,033	75,470	77,963
11	61,559	63,871	66,179	68,501	70,730	73,198	75,671	78,116	80,616
12	63,584	66,049	68,505	70,986	73,359	75,832	78,312	80,762	83,265
13	65,608	68,227	70,836	73,470	75,985	78,469	80,953	83,409	85,918
14	--	--	--	--	78,610	81,102	83,594	86,054	88,571

(Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,237 annually, payable with the last pay in June 2010. Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional \$2,549 annually, payable with the last pay in June 2010. Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional \$2,861 annually, payable with the last pay in June 2010. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

XII.

MAYFIELD CITY SCHOOL DISTRICT  
 1101 S.O.M. Center Road, Mayfield Hts., OH 44124

TEACHER'S SALARY SCHEDULE  
 EFFECTIVE 2010/11 SCHOOL YEAR

Implementation of this salary schedule is contingent upon the successful passage of an operating levy during the life of this agreement, with salary changes made retroactive to the beginning of the school year.

<u>Years Experience</u>	<u>BA</u>	150 hr. or <u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>	<u>MA+27</u>	DR. or <u>MA60</u>
0	40,092	40,720	41,366	41,987	42,677	45,102	47,555	49,982	52,468
1	42,157	42,941	43,744	44,522	45,355	47,790	50,250	52,681	55,174
2	44,220	45,163	46,117	47,056	48,033	50,479	52,945	55,383	57,881
3	46,281	47,384	48,494	49,593	50,715	53,165	55,640	58,081	60,583
4	48,346	49,606	50,868	52,126	53,393	55,852	58,329	60,778	63,289
5	50,410	51,826	53,245	54,661	56,072	58,537	61,023	63,480	65,995
6	52,476	54,048	55,623	57,194	58,749	61,228	63,717	66,179	68,701
7	54,536	56,264	57,996	59,732	61,433	63,914	66,412	68,881	71,407
8	56,601	58,485	60,374	62,267	64,109	66,599	69,105	71,580	74,109
9	58,666	60,706	62,751	64,800	66,789	69,290	71,799	74,277	76,816
10	60,731	62,928	65,124	67,333	69,466	71,977	74,494	76,979	79,522
11	62,790	65,148	67,503	69,871	72,145	74,662	77,184	79,678	82,228
12	64,856	67,370	69,875	72,406	74,826	77,349	79,878	82,377	84,930
13	66,920	69,592	72,253	74,939	77,505	80,038	82,572	85,077	87,636
14	--	--	--	--	80,182	82,724	85,266	87,775	90,342

(Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,282 annually, payable with the last pay in June 2011. Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional of \$2,600 annually, payable with the last pay in June 2011. Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional \$2,918 annually, payable with the last pay in June 2011. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

XIII.

MAYFIELD CITY SCHOOL DISTRICT  
 1101 S.O.M. Center Road, Mayfield Hts., OH 44124

TEACHER'S SALARY SCHEDULE  
 EFFECTIVE 2011/12 SCHOOL YEAR

Implementation of this salary schedule is contingent upon the approval of both the Board of Education and the Mayfield Education Association, with salary changes made as soon as possible.

<u>Years Experience</u>	<u>BA</u>	150 hr. or <u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>	<u>MA+27</u>	DR. or <u>MA60</u>
0	41,295	41,942	42,607	43,247	43,957	46,455	48,982	51,481	54,042
1	43,422	44,229	45,056	45,858	46,716	49,224	51,758	54,261	56,829
2	45,547	46,518	47,501	48,468	49,474	51,993	54,533	57,044	59,617
3	47,669	48,806	49,949	51,081	52,236	54,760	57,309	59,823	62,400
4	49,796	51,094	52,394	53,690	54,995	57,528	60,079	62,601	65,188
5	51,922	53,381	54,842	56,301	57,754	60,293	62,854	65,384	67,975
6	54,050	55,669	57,292	58,910	60,511	63,065	65,629	68,164	70,762
7	56,172	57,952	59,736	61,524	63,276	65,831	68,404	70,947	73,549
8	58,299	60,240	62,185	64,135	66,032	68,597	71,178	73,727	76,332
9	60,426	62,527	64,634	66,744	68,793	71,369	73,953	76,505	79,120
10	62,553	64,816	67,078	69,353	71,550	74,136	76,729	79,288	81,908
11	64,674	67,102	69,528	71,967	74,309	76,902	79,500	82,068	84,695
12	66,802	69,391	71,971	74,578	77,071	79,669	82,274	84,848	87,478
13	68,928	71,680	74,421	77,187	79,830	82,439	85,049	87,629	90,265
14	--	--	--	--	82,587	85,206	87,824	90,408	93,052

(Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,350 annually, payable with the last pay in June 2012. Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional of \$2,678 annually, payable with the last pay in June 2012. Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional \$3,006 annually, payable with the last pay in June 2012. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

### XIII. OPERATION OF SALARY SCHEDULE

The operation of the salary schedule shall be controlled by the following provisions:

- A. The 150 hr. column may consist of graduate and undergraduate hours earned before or after receipt of the BA degree. For teachers hired effective with the 1977/78 school year and thereafter, advancement from the 150 hour column to the BA+18 shall be accomplished by the completion of an additional 9 hours.
- B. For course credit received after January 1, 1979, undergraduate level courses will be accepted for credit up to and including the BA+18 column if such hours are: (a) earned after the completion of the BA degree, and (b) earned in the teacher's area of assignment.
- C. Except as provided in (A) and (B) above, all hours beyond the Bachelor's degree are figured in graduate semester hours. All graduate hours, in order to be accepted toward increased salary credit, must be (a) either directly in the staff member's field(s) of teaching or certification/licensure or (b) be part of a university-approved program of graduate study leading to an advanced degree in the field of education, or (c) be part of a state-approved program leading to additional certification/licensure in the field of education. All acceptable graduate credit must be from an institution whose credits are accepted by the State Department of Education, State of Ohio, for teacher training at the appropriate level. Credit beyond the Bachelor's and Master's column must be earned after placement on the Bachelor's and Master's column. Any staff member who has a question about the approvability of a graduate course for salary credit should contact the Director of Personnel, who shall be authorized to interpret this policy, subject to review by the Superintendent and/or the Board. The teacher shall have recourse to the grievance procedure. Although the course must be taken for graduate credit, the teacher need not be enrolled as a graduate student.
- D. Once course credit is approved for advancement on the salary schedule, such credit and placement will not be withdrawn.
- E. To receive proper placement on the salary schedule for a full year, it is the teacher's responsibility to have an official transcript placed in the office of personnel on or before September 15.
- F. If a teacher completes the requirements for an additional degree after September 15 and before January 30 of any year, the increase shall be prorated for a half year and paid over the remaining time of the contract, provided that the official transcript is placed in the office of personnel on or before January 30 of any year.
- G. Appropriate proof shall substitute temporarily for the official transcript if submitted by the dates set forth herein.

- H. Vocational teacher column placement shall be determined according to the following equivalencies to the teacher's salary schedule:

#### TEACHERS

- BA = Seven (7) years T & I experience and a valid one-year vocational certificate/license.
- BA+9 = Five (5) years T & I experience and a valid four-year vocational certificate/license.
- BA+18 = Five (5) years T & I experience and a valid eight-year vocational certificate/license.
- BA+27 = Five (5) years T & I experience, a bachelor's degree and vocational certificate/license.
- MA = Five (5) years T & I experience, a master's degree and vocational certification/licensure.

Years of experience after the initial five years will be recognized for salary credit at a 2 to 1 ratio (2 years experience – 1 year of credit) up to 5 more years.

#### XIV. PAYROLL PRACTICES

##### A. Payroll Schedule

Teachers shall be paid in twenty-four (24) equal installments on the fifteenth and the last day of each month. In the event that the fifteenth or the last day of the month is a Saturday, Sunday or holiday, teachers shall be paid on the workday immediately preceding the fifteenth or the last day of the month.

##### B. Payroll Deductions

Payroll deductions shall be those mandated by federal, state or local laws plus those authorized by the teacher as follows:

1. Retirement
2. Income Taxes
3. Health Care Coverage
4. Health and Accident Insurance
5. Credit Union
6. Life Insurance

7. Dental
8. Vision
9. Tax Sheltered Annuities

Employees may elect to purchase tax sheltered annuities through payroll deduction. Companies who wish to enroll employees must have at least five (5) teachers participating in their program before payroll deduction will be granted.

#### 10. Professional Dues/Fees

Personnel joining the membership of the M.E.A. may have such dues withheld from their pay according to arrangements made with the M.E.A. and the Treasurer's Office. Dues deduction shall begin in November and shall continue every pay for twenty (20) pays. The Board shall withhold the balance of any dues/fees from the final paycheck of anyone who resigns, retires, takes leave, is terminated, or is denied membership. Personnel employed by the District after October 15 of any school year may have dues deducted in even installments from the remaining paychecks from which dues for other members will be deducted following the submission of their membership form.

#### 11. United Way

#### 12. Political Contributions

A group of five (5) or more employees may elect to contribute through payroll deduction to political organizations and parties and nonpartisan issues.

### C. Final Payment

1. Termination of Employment: A teacher whose employment is terminated for any reason or who takes an approved unpaid leave of absence may elect to receive any unpaid monies due, other than retirement monies, on the next regularly-scheduled pay date following the pay period in which termination occurs, or elect to be paid according to the established schedule.
2. Death: The Board shall pay all monies due a deceased teacher on the next pay date following the pay period in which the teacher's death occurs. Such payment shall be made to the teacher's spouse or at the request of the employee, to a designated beneficiary. If there is no spouse, payment shall be made to the deceased's estate in accordance with the Ohio Revised Code.

3. Fringe Benefits Upon Final Payment: Fringe benefits coverage shall cease as of the end of the month in which final salary payment is received.

D. S.T.R.S. Pickup

In accordance with S.T.R.S. Bulletin to Employers dated September, 1984, and identified as No. 48, the Board will establish a procedure for the automatic pickup of the employee's portion of the Retirement System contribution through the salary reduction/restatement method. The Board will not deduct federal or state taxes on the amount of the employee's contribution to the S.T.R.S., with appropriate notation made on the W-2 forms. This procedure shall be applied uniformly to all teachers. Severance pay, supplemental salaries and index and all other matters shall be based on the published salary schedule.

E. Electronic Transfer

The Board shall provide electronic transfer of payroll. All new bargaining unit members will participate in the electronic transfer of payroll.

The net amount of the teacher's pay shall be credited to the teacher's personal account(s) on payday.

XV. SUPPLEMENTAL SERVICE SCHEDULE

All supplemental contracts shall be non-renewed at the April Board Meeting annually; in the event the Board determines to fill a supplemental position the following procedure shall be used:

- a. A bargaining Unit Member who currently holds a supplemental contract shall be reemployed in said position without the necessity of posting or application.
- b. Supplemental Contracts that shall be posted include:
  1. Positions previously held by non-bargaining unit members.
  2. Positions held by a bargaining unit member who has been informed that they are not to be re-employed in the position.
  3. Positions previously held by bargaining unit members who have indicated they are no longer interested in the position.
- c. Supplemental pay options concerning pay dates shall continue to be available to supplemental contract holders in accordance with past practice.
  1. All athletic supplemental contracts shall be paid over the course of the season only. Other miscellaneous supplemental contracts will be paid according to the timing of the work completed and will be included with the regular contract salary paycheck.

2. Supplemental pay will begin on schedule ONLY when all employment requirements of the position have been completed.
3. An actual check or direct deposit remittance will be issued for all athletic supplemental pays separate from the regular contract salary paycheck. Taxes will be withheld as elected on the W-4 and State of Ohio forms.
4. The last payment for athletic supplemental contracts will be held until the treasury Department receives a release from the Athletic Director that all work has been completed and equipment returned to the District.

d. Bargaining Unit Priority

Whenever a vacancy occurs or a new position is created on the Supplemental Salary Schedule, the administration shall first post the opening and seek applicants from within the recognized bargaining unit in accordance with XXXII, JOB POSTING.

- e. Pay for supplemental duties shall be negotiated with the M.E.A. If new positions are created by the Board, or if the duties connected with existing positions are substantially altered, the pay for the newly created or altered position shall be negotiated by a committee of equal numbers to be appointed by the M.E.A. President and the Superintendent of Schools.

Each party shall be free to appoint its own representatives to the committee. The pay that is determined by the committee shall be considered an addendum to the existing Supplemental Salary Schedule. It is understood that an activity may be commenced while the process of determining the pay level proceeds, and the pay that results shall be effective with the first day the activities began.

In the event the parties are unable to reach an agreement concerning the pay for a revised or newly created supplemental position during the term of this Agreement, the M.E.A. may submit the dispute to arbitration, upon notification to the Superintendent, by submitting a grievance directly at Step Three (3) of the grievance procedure.

A. Category A

1. Elementary

- a. Summer Music Program: ½ per diem based on teacher's place on regular salary schedule.
- b. Elementary School Counselors: Paid on a ratio of 1.030

2. Middle School

- a. Librarian: (1) Librarian – per diem, days as needed and agreed by the principal.

- b. Middle School Guidance Counselors: Paid on a ratio of 1.030 plus up to three (3) days per diem. Ratios for Middle School Guidance Counselors are applied up to M.A. column.

### 3. High School

- a. Department Chairman: Paid according to his/her position on the teachers' salary schedule plus 0.005 for each teacher in the department, including themselves, with a minimum of .03 and a maximum of 0.065 figured on actual experience.

Ratios for department chairs are applied up to M.A. column.

Paid on a per diem basis for days beyond the normal contract school year up to a maximum of ten (10) days. The number of extra days necessary being an administrative decision cooperatively reviewed by the building principal and the department chairman.

Released time for department chairs shall be one (1) full period (50 minutes) for department chair/academic assistance.

- b. Vocational Teachers: Paid on a per diem basis for days beyond the normal contract school year. The number of extra days necessary will be an administrative decision based on program needs. (It is also understood that the number of extended days will be reduced to make the overall cost increase minimal.)
- c. Librarians: (1) Librarian – teachers' salary schedule plus per diem- maximum of ten (10) days according to need.
- d. High School Guidance Counselors:

Department Chairman – 1.030 plus same as other department chairmen.

High School Guidance Counselors – paid on a ratio of 1.030 plus up to ten (10) days per diem. Ratios for guidance counselors chairs are applied up to the M.A. column.

- e. Industrial Arts/Technology Education Teachers: Days per diem determined by need.

### 4. District

- a. Teacher on Special Assignment - paid on a per diem basis for days beyond the normal contract school year up to a maximum of ten (10) days.

B. Category B

- 1) All supplemental salaries shall be paid at the rate set forth in the 2008/09 Supplemental Salary Schedule.
- 2) The implementation of the Supplemental Salary Schedules in 2009/10 and 2010/11 is contingent upon the successful passage of an operating levy during the life of this agreement, with retroactive pay adjustments made back to the beginning of the school year.
- 3) The implementation of the Supplemental Salary Schedule in 2011/12 is contingent upon the approval of both the Board of Education and the Mayfield Education Association with salary changes as soon as possible.

**SUPPLEMENTAL SALARY SCHEDULE**

**2008/09 SCHOOL YEAR**

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>BASEBALL – BOYS</u></b>							
Baseball-Boys/Head Coach	0.44	0.52	0.60	3,543	4,187	4,831	
Baseball/Boys-Asst Coach	0.26	0.34	0.42	2,094	2,738	3,382	
Baseball/Boys--9th Coach	0.22	0.30	0.38	1,771	2,416	3,060	
Baseball/Boys--8th Grade	0.22	0.30	0.38	1,771	2,416	3,060	
<b><u>BASKETBALL - B/G</u></b>							
Basketball/Head Coach	0.75	0.83	0.90	6,039	6,683	7,247	
Basketball/Asst-- V--JV Coach	0.50	0.58	0.67	4,026	4,670	5,395	
Basketball/9th Coach	0.455	0.535	0.62	3,664	4,308	4,992	
Basketball/8th Head Coach	0.33	0.41	0.49	2,657	3,301	3,945	
Basketball/8th Asst Coach	0.28	0.36	0.44	2,255	2,899	3,543	
Basketball/7th Head Coach	0.28	0.36	0.44	2,255	2,899	3,543	
Basketball/7th Asst Coach	0.20	0.28	0.36	1,610	2,255	2,899	
<b><u>CHEERLEADING</u></b>							
Cheerleading/Varsity Coach	0.32	0.40	0.56	2,577	3,221	4,509	
Cheerleading/Junior Varsity Coach	0.24	0.34	0.44	1,932	2,738	3,543	
Cheerleading/9th Coach	0.22	0.30	0.36	1,771	2,416	2,899	
Cheerleading/8th Coach	0.22	0.30	0.36	1,771	2,416	2,899	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>CROSS COUNTRY - B/G</u></b>							
Cross Country/Head Coach	0.31	0.46	0.50	2,496	3,704	4,026	
Cross Country/7-8th Coach	0.19	0.27	0.35	1,530	2,174	2,818	
Faculty Manager/High School	0.75	0.83	0.90	6,039	6,683	7,247	
Faculty Manager/Middle School	0.75	0.83	0.90	6,039	6,683	7,247	
<b><u>FOOTBALL</u></b>							
Football/Head--Varsity Coach	0.84	0.92	1.00	6,764	7,408	8,052	
Football/Asst--V-JV Coach	0.54	0.62	0.70	4,348	4,992	5,636	
Football/9th Grade Head Coach	0.495	0.575	0.655	3,986	4,630	5,274	
Football/9th Grade Asst Coach	0.435	0.515	0.595	3,503	4,147	4,791	
Football/7-8th Head Coach	0.33	0.41	0.49	2,657	3,301	3,945	
Football/7-8th Asst Coach	0.20	0.28	0.36	1,610	2,255	2,899	
<b><u>GOLF - B/G</u></b>							
Golf/Head Coach	0.31	0.46	0.50	2,496	3,704	4,026	
Golf/Asst V-JV	0.22	0.30	0.38	1,771	2,416	3,060	
<b><u>GYMNASTICS</u></b>							
Gymnastics/Head Coach	0.485	0.557	0.628	3,905	4,485	5,057	
Gymnastics/Asst Coach	0.296	0.368	0.440	2,383	2,963	3,543	
<b><u>HOCKEY</u></b>							
Hockey/Head Coach--Varsity	0.67	0.75	0.83	5,395	6,039	6,683	
Hockey/Assistant Coach	0.42	0.50	0.58	3,382	4,026	4,670	
<b><u>SOCCER - B/G</u></b>							
Soccer/Head Coach	0.44	0.52	0.60	3,543	4,187	4,831	
Soccer/Asst Coach	0.26	0.34	0.42	2,094	2,738	3,382	
Soccer/7-8th Coach	0.20	0.28	0.36	1,610	2,255	2,899	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>SOFTBALL - GIRLS</u></b>							
Softball-Girls/Head Coach	0.44	0.52	0.60	3,543	4,187	4,831	
Softball-Girls/Asst Coach	0.26	0.34	0.42	2,094	2,738	3,382	
Softball-Girls/9th Coach	0.22	0.30	0.38	1,771	2,416	3,060	
Softball/Girls--8th Grade	0.22	0.30	0.38	1,771	2,416	3,060	
<b><u>SWIMMING - B/G</u></b>							
Swimming/Head Coach	0.75	0.83	0.90	6,039	6,683	7,247	
Swimming/Asst Coach/Diving	0.375	0.455	0.535	3,020	3,664	4,308	
Swimming/7-8th Head Coach	0.20	0.28	0.36	1,610	2,255	2,899	
<b><u>TENNIS - B/G</u></b>							
Tennis/Head Coach	0.31	0.46	0.50	2,496	3,704	4,026	
Tennis/Asst V-JV	0.22	0.30	0.38	1,771	2,416	3,060	
Tennis/7-8th Head Coach	0.19	0.27	0.35	1,530	2,174	2,818	
Tennis/7-8th Asst	0.15	0.20	0.26	1,208	1,610	2,094	
<b><u>TRACK - B/G</u></b>							
Track/Head Coach	0.44	0.52	0.60	3,543	4,187	4,831	
Track/Asst Coach	0.26	0.34	0.42	2,094	2,738	3,382	
Track/9th--Head Coach	0.22	0.30	0.38	1,771	2,416	3,060	
Track/9th--Asst Coach	0.20	0.28	0.36	1,610	2,255	2,899	
Track/7-8th--Head Coach	0.22	0.30	0.38	1,771	2,416	3,060	
Track/7-8th--Asst Coach	0.20	0.28	0.36	1,610	2,255	2,899	
<b><u>VOLLEYBALL</u></b>							
Volleyball/Head Coach	0.44	0.52	0.60	3,543	4,187	4,831	
Volleyball/Asst Coach	0.26	0.34	0.42	2,094	2,738	3,382	
Volleyball/9th Coach	0.23	0.31	0.39	1,852	2,496	3,140	
Volleyball/7-8th Coach	0.20	0.28	0.36	1,610	2,255	2,899	
<b><u>WRESTLING</u></b>							
Wrestling/Head Coach	0.75	0.83	0.90	6,039	6,683	7,247	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Wrestling/Asst V-JV Coach	0.50	0.58	0.67	4,026	4,670	5,395	
Wrestling/9th Coach	0.455	0.535	0.62	3,664	4,308	4,992	
Wrestling/7-8th--Head Coach	0.33	0.41	0.49	2,657	3,301	3,945	
Wrestling/7-8th--Asst Coach	0.20	0.28	0.36	1,610	2,255	2,899	
<b><u>CLUBS/OTHERS</u></b>							
Academic Decathlon Advisor	0.224	0.251	0.278	1,804	2,021	2,238	
Adventurers (8th Grade History Club)	0.054	0.072	0.099	435	580	797	
American Field Service Adv.			0.08			644	
Art Club							398
Art Festival Coord./District Coordinator	0.065	0.085	0.12	523	684	966	
Art Show-Bldg./District Art Festival Participant (1 release day per participant)							277
Astronomy Club Advisor							398
Book Store/MS							443
Cat's Cabinet			0.10			805	
Chess Team Advisor	0.12	0.16	0.19	966	1,288	1,530	
Class Advisor/Freshman							804
Class Advisor/Junior							1,541
Class Advisor/Senior							1,700
Class Advisor/Sophomore							804
Dance Team Advisor	0.11	0.14	0.17	886	1,127	1,369	
Fall Festival Coordinator							277
Fall Festival Teacher Participants							139
Foreign Language Club							398
Future Business Leaders							1,303
Key Club			0.165			1,329	
Magazine Drive Chairman			0.099			797	
National Honor Society Advisor							1,341

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Overnight Residence							132.03	per night
Peace Core Club Advisor							600	
Power of the Pen	0.07	0.085	0.095	564	684	765		
P.R.I.D.E. Advisor			0.165				1,329	
Saturday Field Trips							138.38	per day
Science Fair/Gates Mills							112	
Science Fair/Lander, Center, Millridge							166	
Science Fair Coordinator/HS	0.065	0.085	0.12	523	684	966		
Science Showcase Coordinator	0.065	0.085	0.12	523	684	966		
Science Olympiad Adv./HS	0.054	0.072	0.099	435	580	797		
Science Olympiad Adv./MS	0.054	0.072	0.099	435	580	797		
Science Olympiad Adv./Elementary	0.054	0.072	0.099	435	580	797		
Science Olympiad Coach							475	
Ski Club Advisor/HS			0.054				435	
Ski Club Advisor/MS			0.054				435	
Speech & Debate Club Advisor							1,283	
Student Council Adv/9-12							1,737	
Student Council Asst. Adv./9-12							1,437	
Student Council Advisor/8th Grade							1,283	
Student Council Adv./MS							1,500	
Swimming/Synchronized Advisor	0.20	0.28	0.36	1,610	2,255	2,899		
Teen Institute Advisor							398	
V.I.C.A.							600	
World Affairs Club	0.12	0.16	0.19	966	1,288	1,530		
<b><u>DRAMATICS</u></b>								
Dramatics/Artistic Designer			0.05				403	per production
Dramatics/Choreographer HS Musical	0.08	0.11	0.14	644	886	1,127		
Dramatics/Drama Club/8th Grade			0.11				886	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Dramatics/Assistant							1,279	per production
Dramatics Director/Fall Play	0.31	0.32	0.36	2,496	2,577	2,899		
Dramatics Director/Musical	0.38	0.41	0.44	3,060	3,301	3,543		
Dramatics Director/Spring Play	0.31	0.32	0.36	2,496	2,577	2,899		
Lighting & Sound Supv./nonmusical			0.04				362	
Lighting & Sound Supv./musical			0.12				966	
Dramatics/Mayfield Players			0.054				435	
Mock Trial	0.224	0.251	0.278	1,804	2,021	2,238		
Dramatics/Staging							743	per production
<b><u>MISCELLANEOUS</u></b>								
Audio Visual Director			0.601				4,839	
Curriculum/Other Special Employment							120	per day
Elementary Ordering (max. \$300 per yr)							16.75	per hour
Middle School Ordering (max. \$300 per yr)							16.75	per hour
Evening Meetings (3 & 4)							30	per meeting
Evening Meetings (5 & 6)							45	per meeting
Inclusion/IEP Meeting							33	per hour
Learning Coach				24	26	28		
LPDC							2,400	
LPDC Chair							3,000	
Mentor							1,200	
MS Department Liaison (limit 6)							500	
Summer School Teacher							31.75	per hour
Teach a 6th Class-HS							7,707	
Teach an additional Class/MS							7,707	
Teacher Leader (except HS)							3,000	
Teacher Leader (HS) – will receive a release period in lieu of stipend.								

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Teacher Sub for Another Teacher							33	per hour
Technology Trainer/MS							2,000	
Tech/Public Relations/Broadcasting Dir.							7,000	
Van Certification							112	
Virtual Learning/Teacher of Record				Hourly Tutor Rate x Number of Students x 1 - 12 submissions (2 hours)				
				Hourly Tutor Rate x Number of Students x 13 - 25 submissions (4 hours)				
				Hourly Tutor Rate x Number of Students x 26 - 36 submissions (6 hours)				

**MUSIC**

**Instrumental**

Marching Band Director							5,000	
Asst Marching Band Director 1							3,250	
Asst Marching Band Director 2							1,500	
Flag Corp Coach							1,600	
Cattette Advisor							1,600	
Director-HS Evening Concert Band Performances (at least 3 evening performances)							375	per performance
Asst. HS Evening Concert Band Performances (at least 3 evening performances)							300	per performance
Director/MS Evening Band Performances (at least 3 evening performances)							285	per performance
Asst Dir./MS Evening Band Performances (at least 3 evening performances)							240	per performance
Director-HS Jazz Ensemble							1,600	
Asst Dir./HS Jazz Ensemble							800	
Director/MS Jazz Ensemble							800	

**Vocal**

Show Choir Director							4,400	
Asst. Show Choir Director							2,860	
Show Choir Choreographer							1,150	
MS Show Choir Director							1,150	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Director HS Evening Vocal Music (at least 3 evening performances)							375	per performance
Asst Director HS Evening Vocal Music (at least 3 evening performances)							300	per performance
Director/MS Evening Vocal Performances (at least 3 evening performances)							285	per performance
Asst Dr/MS Evening Vocal Music Performance (at least 3 evening performances)							240	per performance
Elem Vocal & Instrumental Evening Performances							250	per performance

**PUBLICATIONS**

First Amendment/HS Newspaper (Per Publication) (minimum 4, maximum 8 publications)							350	per publication
Publications/Memory Book/MS			0.13				1,047	
Publications/Newspaper/8th Grade			0.10				805	
Voices/Literary Magazine	0.07	0.085	0.095	564	684	765		
Yearbook Advisor	0.42	0.45	0.48	3,382	3,623	3,865		
Yearbook Asst Advisor	0.28	0.31	0.34	2,255	2,496	2,738		
Publications/Yearbook/8th Grade			0.11				886	

**SUPERVISIONS**

AM/PM Supervision							17.04	per hour
After School Activities - Elem/Middle School							21.84	per hour
Biddy Sports Activities							21.84	per hour
Intramural Supervision-Fall			0.099				797	
Intramural Supervision-Spring			0.099				797	
Intramural Supervision--Winter			0.099				797	
Saturday School Intervention Program/MS							51.91	per Saturday
Supervision - Athletic Team during Match							21.84	per hour
Weight Room Supervisor--Season 1			0.099				797	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Weight Room Supervisor--Season 2			0.099			797	
Weight Room Supervisor--Season 3			0.099			797	
Weight Room Supervisor--Season 4			0.099			797	

## SUPPLEMENTAL SALARY SCHEDULE

### 2009/10 SCHOOL YEAR

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>BASEBALL - BOYS</u></b>							
Baseball-Boys/Head Coach	0.50	0.60	0.70	4,107	4,928	5,749	
Baseball/Boys-Asst Coach	0.30	0.40	0.50	2,464	3,285	4,107	
Baseball/Boys--9th Coach	0.24	0.34	0.44	1,971	2,792	3,614	
Baseball/Boys--8th Grade	0.24	0.32	0.42	1,971	2,628	3,449	
<b><u>BASKETBALL - B/G</u></b>							
Basketball/Head Coach	0.75	0.83	0.90	6,160	6,817	7,392	
Basketball/Asst-- V--JV Coach	0.50	0.58	0.67	4,107	4,764	5,503	
Basketball/9th Coach	0.455	0.535	0.62	3,737	4,394	5,092	
Basketball/8th Head Coach	0.33	0.41	0.49	2,710	3,367	4,024	
Basketball/8th Asst Coach	0.28	0.36	0.44	2,300	2,957	3,614	
Basketball/7th Head Coach	0.28	0.36	0.44	2,300	2,957	3,614	
Basketball/7th Asst Coach	0.20	0.28	0.36	1,643	2,300	2,957	
<b><u>BOWLING</u></b>							
Bowling	0.31	0.46	0.50	2,546	3,778	4,107	
<b><u>CHEERLEADING</u></b>							
<b><u>FALL</u></b>							
Cheerleading/Varsity Coach - Fall	0.18	0.22	0.30	1,478	1,807	2,464	
Cheerleading/Junior Varsity Coach - Fall	0.15	0.19	0.24	1,232	1,560	1,971	
Cheerleading/9th Coach - Fall	0.15	0.19	0.24	1,232	1,560	1,971	
Cheerleading/8th Coach - Fall	0.14	0.17	0.20	1,150	1,396	1,643	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>CHEERLEADING</u></b>							
<b><u>WINTER</u></b>							
Cheerleading/Varsity Coach - Winter	0.18	0.22	0.30	1,478	1,807	2,464	
Cheerleading/Junior Varsity Coach - Winter	0.15	0.19	0.24	1,232	1,560	1,971	
Cheerleading/9th Coach - Winter	0.15	0.19	0.24	1,232	1,560	1,971	
Cheerleading/8th Coach - Winter	0.14	0.17	0.20	1,150	1,396	1,643	
<b><u>CROSS COUNTRY - B/G</u></b>							
Cross Country/Head Coach	0.31	0.46	0.50	2,546	3,778	4,107	
Cross Country/7-8th Coach	0.19	0.27	0.35	1,560	2,218	2,875	
Faculty Mgr./HS	0.75	0.83	0.90	6,160	6,817	7,392	
Faculty Mgr./MS	0.75	0.83	0.90	6,160	6,817	7,392	
<b><u>FOOTBALL</u></b>							
Football/Head--Varsity Coach	0.84	0.92	1.00	6,899	7,556	8,213	
Football/Asst--V-JV Coach	0.54	0.62	0.70	4,435	5,092	5,749	
Football/9th Grade Head Coach	0.495	0.575	0.655	4,065	4,722	5,380	
Football/9th Grade Asst Coach	0.435	0.515	0.595	3,573	4,230	4,887	
Football/7-8th Head Coach	0.33	0.41	0.49	2,710	3,367	4,024	
Football/7-8th Asst Coach	0.20	0.28	0.36	1,643	2,300	2,957	
<b><u>GOLF - B/G</u></b>							
Golf/Head Coach	0.31	0.46	0.50	2,546	3,778	4,107	
Golf/Asst V-JV	0.22	0.30	0.38	1,807	2,464	3,121	
<b><u>GYMNASTICS</u></b>							
Gymnastics/Head Coach	0.485	0.557	0.628	3,983	4,575	5,158	
Gymnastics/Asst Coach	0.296	0.368	0.44	2,431	3,022	3,614	
<b><u>HOCKEY</u></b>							
Hockey/Head Coach--Varsity	0.67	0.75	0.83	5,503	6,160	6,817	
Hockey/Assistant Coach	0.42	0.50	0.58	3,449	4,107	4,764	
<b><u>SOCCER - B/G</u></b>							
Soccer/Head Coach	0.50	0.60	0.70	4,107	4,928	5,749	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Soccer/Asst Coach	0.30	0.40	0.50	2,464	3,285	4,107	
Soccer/7-8th Coach	0.22	0.32	0.42	1,807	2,628	3,449	
<b><u>SOFTBALL – GIRLS</u></b>							
Softball-Girls/Head Coach	0.50	0.60	0.70	4,107	4,928	5,749	
Softball-Girls/Asst Coach	0.30	0.40	0.50	2,464	3,285	4,107	
Softball-Girls/9th Coach	0.24	0.34	0.44	1,971	2,792	3,614	
Softball/Girls--8th Grade	0.24	0.32	0.42	1,971	2,628	3,449	
<b><u>SWIMMING - B/G</u></b>							
Swimming/Head Coach	0.75	0.83	0.90	6,160	6,817	7,392	
Swimming/Asst Coach/Diving	0.375	0.455	0.535	3,080	3,737	4,394	
Swimming/7-8th Head Coach	0.20	0.28	0.36	1,643	2,300	2,957	
<b><u>TENNIS - B/G</u></b>							
Tennis/Head Coach	0.31	0.46	0.50	2,546	3,778	4,107	
Tennis/Asst V-JV	0.22	0.30	0.38	1,807	2,464	3,121	
Tennis/7-8th Head Coach	0.19	0.27	0.35	1,560	2,218	2,875	
Tennis/7-8th Asst	0.15	0.20	0.26	1,232	1,643	2,135	
<b><u>TRACK - B/G</u></b>							
Track/Head Coach	0.50	0.60	0.70	4,107	4,928	5,749	
Track/Asst Coach	0.30	0.40	0.50	2,464	3,285	4,107	
Track/9th--Head Coach	0.26	0.34	0.44	2,135	2,792	3,614	
Track/9th--Asst Coach	0.22	0.32	0.40	1,807	2,628	3,285	
Track/7-8th--Head Coach	0.24	0.32	0.42	1,971	2,628	3,449	
Track/7-8th--Asst Coach	0.22	0.30	0.38	1,807	2,464	3,121	
<b><u>VOLLEYBALL</u></b>							
Volleyball/Head Coach	0.50	0.60	0.70	4,107	4,928	5,749	
Volleyball/Asst Coach	0.30	0.40	0.50	2,464	3,285	4,107	
Volleyball/9th Coach	0.24	0.34	0.44	1,971	2,792	3,614	
Volleyball/7-8th Coach	0.24	0.32	0.42	1,971	2,628	3,449	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>WRESTLING</u></b>							
Wrestling/Head Coach	0.75	0.83	0.90	6,160	6,817	7,392	
Wrestling/Asst V-JV Coach	0.50	0.58	0.67	4,107	4,764	5,503	
Wrestling/9th Coach	0.455	0.535	0.620	3,737	4,394	5,092	
Wrestling/7-8th--Head Coach	0.33	0.41	0.49	2,710	3,367	4,024	
Wrestling/7-8th--Asst Coach	0.20	0.28	0.36	1,643	2,300	2,957	
<b><u>CLUBS/OTHERS</u></b>							
Academic Decathlon Advisor	0.224	0.251	0.278	1,840	2,061	2,283	
Adventurers (8th Grade History Club)	0.054	0.072	0.099	444	591	813	
American Field Service Adv.			0.080			657	
Art Club							398
Art Festival Coord./District Coordinator	0.065	0.085	0.12	534	698	986	
Art Show-Bldg./District Art Festival Participant (1 release day per participant)							277
Astronomy Club Advisor							398
Book Store/MS Cat's Cabinet			0.10			821	443
Chess Team Advisor	0.12	0.16	0.19	986	1,314	1,560	
Class Advisor/Freshman							804
Class Advisor/Junior							1,541
Class Advisor/Senior							1,700
Class Advisor/Sophomore							804
Dance Team Advisor	0.11	0.14	0.17	903	1,150	1,396	
Fall Festival Coordinator							277
Fall Festival Teacher Participants							139
Foreign Language Club							398
Future Business Leaders							1,303
Key Club			0.165			1,355	
Magazine Drive Chairman			0.099			813	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
National Honor Society Advisor							1,341	
Overnight Residence							132.03	per night
Peace Core Club Advisor							600	
Power of the Pen	0.070	0.085	0.095	575	698	780		
P.R.I.D.E. Advisor			0.165			1,355		
Saturday Field Trips							138.38	per day
Science Fair/Gates Mills							112	
Science Fair/Lander, Center, Millridge							166	
Science Fair Coordinator/HS	0.065	0.085	0.12	534	698	986		
Science Showcase Coordinator	0.065	0.085	0.12	534	698	986		
Science Olympiad Adv./HS	0.054	0.072	0.099	444	591	813		
Science Olympiad Adv./MS	0.054	0.072	0.099	444	591	813		
Science Olympiad Adv./Elementary	0.054	0.072	0.099	444	591	813		
Science Olympiad Coach							475	
Ski Club Advisor/HS			0.054			444		
Ski Club Advisor/MS			0.054			444		
Speech & Debate Club Advisor							1,283	
Student Council Adv/9-12							1,737	
Student Council Asst. Adv./9-12							1,437	
Student Council Advisor/8th Grade							1,283	
Student Council Adv./MS							1,500	
Swimming/Synchronized Advisor	0.20	0.28	0.36	1,643	2,300	2,957		
Teen Institute Advisor							398	
V.I.C.A.							600	
World Affairs Club	0.12	0.16	0.19	986	1,314	1,560		
<b><u>DRAMATICS</u></b>								
Dramatics/Artistic Designer			0.05			411		per production
Dramatics/Choreographer HS Musical	0.08	0.11	0.14	657	903	1,150		

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Dramatics/Drama Club/8th Grade			0.11			903		
Dramatics/Assistant							1,279	per production
Dramatics Director/Fall Play	0.31	0.32	0.36	2,546	2,628	2,957		
Dramatics Director/Musical	0.38	0.41	0.44	3,121	3,367	3,614		
Dramatics Director/Spring Play	0.31	0.32	0.36	2,546	2,628	2,957		
Lighting & Sound Supv./nonmusical			0.045			370		
Lighting & Sound Supv./musical			0.12			986		
Dramatics/Mayfield Players			0.054			444		
Mock Trial	0.224	0.251	0.278	1,840	2,061	2,283		
Dramatics/Staging							743	per production
<b><u>MISCELLANEOUS</u></b>								
Audio Visual Director			0.601			4,936		
Curriculum/Other Special Employment							120	per day
Elementary Ordering (maximum \$300 per yr)							16.75	per hour
Middle School Ordering (max. \$300 per yr)							16.75	per hour
Evening Meetings (3 & 4)							30	per meeting
Evening Meetings (5 & 6)							45	per meeting
Inclusion/IEP Meeting							33	per hour
Learning Coach				24	26	28		
LPDC							2,400	
LPDC Chair							3,000	
Mentor							1,200	
MS Department Liaison (limit 6)							500	
Summer School Teacher							35	per hour
Teach a 6th Class-HS							7,861	
Teach an additional Class/MS							7,861	
Teacher Leader (except HS)							3,000	
Teacher Leader (HS) – will receive a release period in lieu of stipend.								

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Teacher Sub for Another Teacher							33	per hour
Technology Trainer/MS							2,000	
Tech/Public Relations/Broadcasting Dir.							7,000	
Van Certification							112	
Virtual Learning/Teacher of Record								
								Hourly Tutor Rate x Number of Students x 1 - 12 submissions (2 hours)
								Hourly Tutor Rate x Number of Students x 13 - 25 submissions (4 hours)
								Hourly Tutor Rate x Number of Students x 26 - 36 submissions (6 hours)
<b><u>MUSIC</u></b>								
<b><u>Instrumental</u></b>								
Marching Band Director							5,000	
Asst Marching Band Director 1							3,250	
Asst Marching Band Director 2							1,500	
Flag Corp Coach							1,600	
Cattette Advisor							1,600	
Director-HS Evening Concert Band Performances (at least 3 evening performances)							375	per performance
Asst. HS Evening Concert Band Performances (at least 3 evening performances)							300	per performance
Director/MS Evening Band Performances (at least 3 evening performances)							285	per performance
Asst Dir./MS Evening Band Performances (at least 3 evening performances)							240	per performance
Director-HS Jazz Ensemble							1,600	
Asst Dir./HS Jazz Ensemble							800	
Director/MS Jazz Ensemble							800	
<b><u>Vocal</u></b>								
Show Choir Director							4,400	
Asst. Show Choir Director							2,860	
Show Choir Choreographer							1,150	
MS Show Choir Director							1,150	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Director HS Evening Vocal Music (at least 3 evening performances)							375	per performance
Asst Director HS Evening Vocal Music (at least 3 evening performances)							300	per performance
Director/MS Evening Vocal Performances (at least 3 evening performances)							285	per performance
Asst Dr/MS Evening Vocal Music Performance (at least 3 evening performances)							240	per performance
Elem Vocal & Instrumental Evening Performances							250	per performance
<b><u>PUBLICATIONS</u></b>								
First Amendment/HS Newspaper (Per Publication) (minimum 4, maximum 8 publications)							350	per publication
Publications/Memory Book/MS			0.13				1,068	
Publications/Newspaper/8th Grade			0.10				821	
Voices/Literary Magazine	0.07	0.085	0.095	575	698	780		
Yearbook Advisor	0.42	0.45	0.48	3,449	3,696	3,942		
Yearbook Asst Advisor	0.28	0.31	0.34	2,300	2,546	2,792		
Publications/Yearbook/8th Grade			0.11				903	
<b><u>SUPERVISIONS</u></b>								
AM/PM Supervision							17.04	per hour
After School Activities - Elem/Middle School							21.84	per hour
Biddy Sports Activities							21.84	per hour
Intramural Supervision-Fall			0.099				813	
Intramural Supervision-Spring			0.099				813	
Intramural Supervision--Winter			0.099				813	
Saturday School Intervention Program/MS							51.91	per Saturday
Supervision - Athletic Team during Match							21.84	per hour
Weight Room Supervisor--Season 1			0.099				813	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Weight Room Supervisor--Season 2		0.099				813	
Weight Room Supervisor--Season 3		0.099				813	
Weight Room Supervisor--Season 4		0.099				813	

## SUPPLEMENTAL SALARY SCHEDULE

### 2010/11 SCHOOL YEAR

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>BASEBALL - BOYS</u></b>							
Baseball-Boys/Head Coach	0.50	0.60	0.70	4,189	5,026	5,864	
Baseball/Boys-Asst Coach	0.30	0.40	0.50	2,513	3,351	4,189	
Baseball/Boys--9th Coach	0.24	0.34	0.44	2,010	2,848	3,686	
Baseball/Boys--8th Grade	0.24	0.32	0.42	2,010	2,681	3,518	
<b><u>BASKETBALL - B/G</u></b>							
Basketball/Head Coach	0.75	0.83	0.90	6,283	6,953	7,539	
Basketball/Asst-- V--JV Coach	0.50	0.58	0.67	4,189	4,859	5,613	
Basketball/9th Coach	0.455	0.535	0.62	3,812	4,482	5,194	
Basketball/8th Head Coach	0.33	0.41	0.49	2,764	3,435	4,105	
Basketball/8th Asst Coach	0.28	0.36	0.44	2,346	3,016	3,686	
Basketball/7th Head Coach	0.28	0.36	0.44	2,346	3,016	3,686	
Basketball/7th Asst Coach	0.20	0.28	0.36	1,675	2,346	3,016	
<b><u>BOWLING</u></b>							
Bowling	0.31	0.46	0.50	2,597	3,853	4,189	
<b><u>CHEERLEADING</u></b>							
<b><u>FALL</u></b>							
Cheerleading/Varsity Coach - Fall	0.18	0.22	0.30	1,508	1,843	2,513	
Cheerleading/Junior Varsity Coach - Fall	0.15	0.19	0.24	1,257	1,592	2,010	
Cheerleading/9th Coach - Fall	0.15	0.19	0.24	1,257	1,592	2,010	
Cheerleading/8th Coach - Fall	0.14	0.17	0.20	1,173	1,424	1,675	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>CHEERLEADING</u></b>							
<b><u>WINTER</u></b>							
Cheerleading/Varsity Coach - Winter	0.18	0.22	0.30	1,508	1,843	2,513	
Cheerleading/Junior Varsity Coach - Winter	0.15	0.19	0.24	1,257	1,592	2,010	
Cheerleading/9th Coach - Winter	0.15	0.19	0.24	1,257	1,592	2,010	
Cheerleading/8th Coach - Winter	0.14	0.17	0.20	1,173	1,424	1,675	
<b><u>CROSS COUNTRY - B/G</u></b>							
Cross Country/Head Coach	0.31	0.46	0.50	2,597	3,853	4,189	
Cross Country/7-8th Coach	0.19	0.27	0.35	1,592	2,262	2,932	
Faculty Mgr./HS	0.75	0.83	0.90	6,283	6,953	7,539	
Faculty Mgr./MS	0.75	0.83	0.90	6,283	6,953	7,539	
<b><u>FOOTBALL</u></b>							
Football/Head--Varsity Coach	0.84	0.92	1.00	7,037	7,707	8,377	
Football/Asst--V-JV Coach	0.54	0.62	0.70	4,524	5,194	5,864	
Football/9th Grade Head Coach	0.495	0.575	0.655	4,147	4,817	5,487	
Football/9th Grade Asst Coach	0.435	0.515	0.595	3,644	4,314	4,984	
Football/7-8th Head Coach	0.33	0.41	0.49	2,764	3,435	4,105	
Football/7-8th Asst Coach	0.20	0.28	0.36	1,675	2,346	3,016	
<b><u>GOLF - B/G</u></b>							
Golf/Head Coach	0.31	0.46	0.50	2,597	3,853	4,189	
Golf/Asst V-JV	0.22	0.30	0.38	1,843	2,513	3,183	
<b><u>GYMNASTICS</u></b>							
Gymnastics/Head Coach	0.485	0.557	0.628	4,063	4,666	5,261	
Gymnastics/Asst Coach	0.296	0.368	0.44	2,480	3,083	3,686	
<b><u>HOCKEY</u></b>							
Hockey/Head Coach--Varsity	0.67	0.75	0.83	5,613	6,283	6,953	
Hockey/Assistant Coach	0.42	0.50	0.58	3,518	4,189	4,859	
<b><u>SOCCER - B/G</u></b>							

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Soccer/Head Coach	0.50	0.60	0.70	4,189	5,026	5,864	
Soccer/Asst Coach	0.30	0.40	0.50	2,513	3,351	4,189	
Soccer/7-8th Coach	0.22	0.32	0.42	1,843	2,681	3,518	
<b><u>SOFTBALL - GIRLS</u></b>							
Softball-Girls/Head Coach	0.50	0.60	0.70	4,189	5,026	5,864	
Softball-Girls/Asst Coach	0.30	0.40	0.50	2,513	3,351	4,189	
Softball-Girls/9th Coach	0.24	0.34	0.44	2,010	2,848	3,686	
Softball/Girls--8th Grade	0.24	0.32	0.42	2,010	2,681	3,518	
<b><u>SWIMMING - B/G</u></b>							
Swimming/Head Coach	0.75	0.83	0.90	6,283	6,953	7,539	
Swimming/Asst Coach/Diving	0.375	0.455	0.535	3,141	3,812	4,482	
Swimming/7-8th Head Coach	0.20	0.28	0.36	1,675	2,346	3,016	
<b><u>TENNIS - B/G</u></b>							
Tennis/Head Coach	0.31	0.46	0.50	2,597	3,853	4,189	
Tennis/Asst V-JV	0.22	0.30	0.38	1,843	2,513	3,183	
Tennis/7-8th Head Coach	0.19	0.27	0.35	1,592	2,262	2,932	
Tennis/7-8th Asst	0.15	0.20	0.26	1,257	1,675	2,178	
<b><u>TRACK - B/G</u></b>							
Track/Head Coach	0.50	0.60	0.70	4,189	5,026	5,864	
Track/Asst Coach	0.30	0.40	0.50	2,513	3,351	4,189	
Track/9th--Head Coach	0.26	0.34	0.44	2,178	2,848	3,686	
Track/9th--Asst Coach	0.22	0.32	0.40	1,843	2,681	3,351	
Track/7-8th--Head Coach	0.24	0.32	0.42	2,010	2,681	3,518	
Track/7-8th--Asst Coach	0.22	0.30	0.38	1,843	2,513	3,183	
<b><u>VOLLEYBALL</u></b>							
Volleyball/Head Coach	0.50	0.60	0.70	4,189	5,026	5,864	
Volleyball/Asst Coach	0.30	0.40	0.50	2,513	3,351	4,189	
Volleyball/9th Coach	0.24	0.34	0.44	2,010	2,848	3,686	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Volleyball/7-8th Coach	0.24	0.32	0.42	2,010	2,681	3,518	
<b><u>WRESTLING</u></b>							
Wrestling/Head Coach	0.75	0.83	0.90	6,283	6,953	7,539	
Wrestling/Asst V-JV Coach	0.50	0.58	0.67	4,189	4,859	5,613	
Wrestling/9th Coach	0.455	0.535	0.62	3,812	4,482	5,194	
Wrestling/7-8th--Head Coach	0.33	0.41	0.49	2,764	3,435	4,105	
Wrestling/7-8th--Asst Coach	0.20	0.28	0.36	1,675	2,346	3,016	
<b><u>CLUBS/OTHERS</u></b>							
Academic Decathlon Advisor	0.224	0.251	0.278	1,876	2,103	2,329	
Adventurers (8th Grade History Club)	0.054	0.072	0.099	452	603	829	
American Field Service Adv.			0.08			670	
Art Club							398
Art Festival Coord./District Coordinator	0.065	0.085	0.12	545	712	1,005	
Art Show-Bldg./District Art Festival Participant (1 release day per participant)							277
Astronomy Club Advisor							398
Book Store/MS							443
Cat's Cabinet			0.10			838	
Chess Team Advisor	0.12	0.16	0.19	1,005	1,340	1,592	
Class Advisor/Freshman							804
Class Advisor/Junior							1,541
Class Advisor/Senior							1,700
Class Advisor/Sophomore							804
Dance Team Advisor	0.11	0.14	0.17	921	1,173	1,424	
Fall Festival Coordinator							277
Fall Festival Teacher Participants							139
Foreign Language Club							398
Future Business Leaders							1,303

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Key Club			0.165			1,382	
Magazine Drive Chairman			0.099			829	
National Honor Society Advisor							1,341
Overnight Residence							132.03 per night
Peace Core Club Advisor							600
Power of the Pen	0.07	0.085	0.095	586	712	796	
P.R.I.D.E. Advisor			0.165			1,382	
Saturday Field Trips							138.38 per night
Science Fair/Gates Mills							112
Science Fair/Lander, Center, Millridge							166
Science Fair Coordinator/HS	0.065	0.085	0.12	545	712	1,005	
Science Showcase Coordinator	0.065	0.085	0.120	545	712	1,005	
Science Olympiad Adv./HS	0.054	0.072	0.099	452	603	829	
Science Olympiad Adv./MS	0.054	0.072	0.099	452	603	829	
Science Olympiad Adv./Elementary	0.054	0.072	0.099	452	603	829	
Science Olympiad Coach							475
Ski Club Advisor/HS			0.054			452	
Ski Club Advisor/MS			0.054			452	
Speech & Debate Club Advisor							1,283
Student Council Adv/9-12							1,737
Student Council Asst. Adv./9-12							1,437
Student Council Advisor/8th Grade							1,283
Student Council Adv./MS							1,500
Swimming/Synchronized Advisor	0.20	0.28	0.36	1,675	2,346	3,016	
Teen Institute Advisor							398
V.I.C.A.							600
World Affairs Club	0.12	0.16	0.19	1,005	1,340	1,592	
Dramatics/Artistic Designer			0.05			419	per production

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
<b><u>DRAMATICS</u></b>								
Dramatics/Choreographer HS Musical	0.08	0.11	0.14	670	921	1,173		
Dramatics/Drama Club/8th Grade			0.11			921		
Dramatics/Assistant							1,279	per production
Dramatics Director/Fall Play	0.31	0.32	0.36	2,597	2,681	3,016		
Dramatics Director/Musical	0.38	0.41	0.44	3,183	3,435	3,686		
Dramatics Director/Spring Play	0.31	0.32	0.36	2,597	2,681	3,016		
Lighting & Sound Supv./nonmusical			0.045			377		
Lighting & Sound Supv./musical			0.12			1,005		
Dramatics/Mayfield Players			0.054			452		
Mock Trial	0.224	0.251	0.278	1,876	2,103	2,329		
Dramatics/Staging							743	Per production
<b><u>MISCELLANEOUS</u></b>								
Audio Visual Director			0.601			5,035		
Curriculum/Other Special Employment							120	per day
Elementary Ordering (maximum \$300 per yr)							16.75	per hour
Middle School Ordering (max. \$300 per yr)							16.75	per hour
Evening Meetings (3 & 4)							30	per meeting
Evening Meetings (5 & 6)							45	per meeting
Inclusion/IEP Meeting							33	per hour
Learning Coach				24	26	28		
LPDC							2,400	
LPDC Chair							3,000	
Mentor							1,200	
MS Department Liaison (limit 6)							500	
Summer School Teacher							35	per hour
Teach a 6th Class-HS							8,018	
Teach an additional Class/MS							8,018	
Teacher Leader (except HS)							3,000	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Teacher Leader (HS) – will receive a release period in lieu of stipend.							
Teacher Sub for Another Teacher						33	per hour
Technology Trainer/MS						2,000	
Technology/Public Relations/Broadcasting Dir.						7,000	
Van Certification						112	
Virtual Learning/Teacher of Record				Hourly Tutor Rate x Number of Students x 1 - 12 submissions (2 hours)			
				Hourly Tutor Rate x Number of Students x 13 - 25 submissions (4 hours)			
				Hourly Tutor Rate x Number of Students x 26 - 36 submissions (6 hours)			
<b><u>MUSIC</u></b>							
<b><u>Instrumental</u></b>							
Marching Band Director						5,000	
Asst Marching Band Director 1						3,250	
Asst Marching Band Director 2						1,500	
Flag Corp Coach						1,600	
Cattette Advisor						1,600	
Director-HS Evening Concert Band Performances (at least 3 evening performances)						375	per performance
Asst. HS Evening Concert Band Performances (at least 3 evening performances)						300	per performance
Director/MS Evening Band Performances (at least 3 evening performances)						285	per performance
<b><u>MUSIC - Instrumental continued</u></b>							
Asst Dir./MS Evening Band Performances (at least 3 evening performances)						240	per performance
Director-HS Jazz Ensemble						1,600	
Asst Dir./HS Jazz Ensemble						800	
Director/MS Jazz Ensemble						800	
<b><u>Vocal</u></b>							
Show Choir Director						4,400	
Asst. Show Choir Director						2,860	
Show Choir Choreographer						1,150	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
MS Show Choir Director							1,150	
Director HS Evening Vocal Music (at least 3 evening performances)							375	per performance
Asst Director HS Evening Vocal Music (at least 3 evening performances)							300	per performance
Director/MS Evening Vocal Performances (at least 3 evening performances)							285	per performance
Asst Dr/MS Evening Vocal Music Performance (at least 3 evening performances)							240	per performance
Elem Vocal & Instrumental Evening Performances							250	per performance
<b><u>PUBLICATIONS</u></b>								
First Amendment/HS Newspaper (Per Publication) (minimum 4, maximum 8 publications)							350	per publication
Publications/Memory Book/MS			0.13				1,089	
Publications/Newspaper/8th Grade			0.10				838	
Voices/Literary Magazine	0.07	0.085	0.095	586	712	796		
Yearbook Advisor	0.42	0.45	0.48	3,518	3,770	4,021		
Yearbook Asst Advisor	0.28	0.31	0.34	2,346	2,597	2,848		
Publications/Yearbook/8th Grade			0.11				921	
<b><u>SUPERVISIONS</u></b>								
AM/PM Supervision							17.04	per hour
After School Activities - Elem/Middle School							21.84	per hour
Biddy Sports Activities							21.84	per hour
Intramural Supervision-Fall			0.099				829	
Intramural Supervision-Spring			0.099				829	
Intramural Supervision--Winter			0.099				829	
Saturday School Intervention Program/MS							51.91	per Saturday
Supervision - Athletic Team during Match							21.84	per hour
Weight Room Supervisor--Season 1			0.099				829	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	x	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Weight Room Supervisor--Season 2			0.099				829	
Weight Room Supervisor--Season 3			0.099	3			829	
Weight Room Supervisor--Season 4			0.099				829	

## SUPPLEMENTAL SALARY SCHEDULE

### 2011/12 SCHOOL YEAR

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	x	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>BASEBALL - BOYS</u></b>								
Baseball-Boys/Head Coach	0.50	0.60	0.70		4,314	5,177	6,040	
Baseball/Boys-Asst Coach	0.30	0.40	0.50		2,588	3,451	4,314	
Baseball/Boys--9th Coach	0.24	0.34	0.44		2,071	2,934	3,796	
Baseball/Boys--8th Grade	0.24	0.32	0.42		2,071	2,761	3,624	
<b><u>BASKETBALL - B/G</u></b>								
Basketball/Head Coach	0.75	0.83	0.90		6,471	7,161	7,765	
Basketball/Asst-- V--JV Coach	0.50	0.58	0.67		4,314	5,004	5,781	
Basketball/9th Coach	0.455	0.535	0.620		3,926	4,616	5,349	
Basketball/8th Head Coach	0.33	0.41	0.49		2,847	3,537	4,228	
Basketball/8th Asst Coach	0.28	0.36	0.44		2,416	3,106	3,796	
Basketball/7th Head Coach	0.28	0.36	0.44		2,416	3,106	3,796	
Basketball/7th Asst Coach	0.20	0.28	0.36		1,726	2,416	3,106	
<b><u>BOWLING</u></b>								
Bowling	0.31	0.46	0.50		2,675	3,969	4,314	
<b><u>CHEERLEADING</u></b>								
<b><u>FALL</u></b>								
Cheerleading/Varsity Coach - Fall	0.18	0.22	0.30		1,553	1,898	2,588	
Cheerleading/Junior Varsity Coach - Fall	0.15	0.19	0.24		1,294	1,639	2,071	
Cheerleading/9th Coach - Fall	0.15	0.19	0.24		1,294	1,639	2,071	
Cheerleading/8th Coach - Fall	0.14	0.17	0.20		1,208	1,467	1,726	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>CHEERLEADING</u></b>							
<b><u>WINTER</u></b>							
Cheerleading/Varsity Coach - Winter	0.18	0.22	0.30	1,553	1,898	2,588	
Cheerleading/Junior Varsity Coach - Winter	0.15	0.19	0.24	1,294	1,639	2,071	
Cheerleading/9th Coach - Winter	0.15	0.19	0.24	1,294	1,639	2,071	
Cheerleading/8th Coach - Winter	0.14	0.17	0.20	1,208	1,467	1,726	
<b><u>CROSSCOUNTRY - B/G</u></b>							
Cross Country/Head Coach	0.31	0.46	0.50	2,675	3,969	4,314	
Cross Country/7-8th Coach	0.19	0.27	0.35	1,639	2,330	3,020	
Faculty Mgr./HS	0.75	0.83	0.90	6,471	7,161	7,765	
Faculty Mgr./MS	0.75	0.83	0.90	6,471	7,161	7,765	
<b><u>FOOTBALL</u></b>							
Football/Head--Varsity Coach	0.84	0.92	1.00	7,248	7,938	8,628	
Football/Asst--V-JV Coach	0.54	0.62	0.70	4,659	5,349	6,040	
Football/9th Grade Head Coach	0.495	0.575	0.655	4,271	4,961	5,651	
Football/9th Grade Asst Coach	0.435	0.515	0.595	3,753	4,443	5,134	
Football/7-8th Head Coach	0.33	0.41	0.49	2,847	3,537	4,228	
Football/7-8th Asst Coach	0.20	0.28	0.36	1,726	2,416	3,106	
<b><u>GOLF - B/G</u></b>							
Golf/Head Coach	0.31	0.46	0.50	2,675	3,969	4,314	
Golf/Asst V-JV	0.22	0.30	0.38	1,898	2,588	3,279	
<b><u>GYMNASTICS</u></b>							
Gymnastics/Head Coach	0.485	0.557	0.628	4,185	4,806	5,418	
Gymnastics/Asst Coach	0.296	0.368	0.440	2,554	3,175	3,796	
<b><u>HOCKEY</u></b>							
Hockey/Head Coach--Varsity	0.67	0.75	0.83	5,781	6,471	7,161	
Hockey/Assistant Coach	0.42	0.50	0.58	3,624	4,314	5,004	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
<b><u>SOCCER - B/G</u></b>							
Soccer/Head Coach	0.50	0.60	0.70	4,314	5,177	6,040	
Soccer/Asst Coach	0.30	0.40	0.50	2,588	3,451	4,314	
Soccer/7-8th Coach	0.22	0.32	0.42	1,898	2,761	3,624	
<b><u>SOFTBALL - GIRLS</u></b>							
Softball-Girls/Head Coach	0.50	0.60	0.70	4,314	5,177	6,040	
Softball-Girls/Asst Coach	0.30	0.40	0.50	2,588	3,451	4,314	
Softball-Girls/9th Coach	0.24	0.34	0.44	2,071	2,934	3,796	
Softball/Girls--8th Grade	0.24	0.32	0.42	2,071	2,761	3,624	
<b><u>SWIMMING - B/G</u></b>							
Swimming/Head Coach	0.75	0.83	0.90	6,471	7,161	7,765	
Swimming/Asst Coach/Diving	0.375	0.455	0.535	3,236	3,926	4,616	
Swimming/7-8th Head Coach	0.20	0.28	0.36	1,726	2,416	3,106	
<b><u>TENNIS - B/G</u></b>							
Tennis/Head Coach	0.31	0.46	0.50	2,675	3,969	4,314	
Tennis/Asst V-JV	0.22	0.30	0.38	1,898	2,588	3,279	
Tennis/7-8th Head Coach	0.19	0.27	0.35	1,639	2,330	3,020	
Tennis/7-8th Asst	0.15	0.20	0.26	1,294	1,726	2,243	
<b><u>TRACK - B/G</u></b>							
Track/Head Coach	0.50	0.60	0.70	4,314	5,177	6,040	
Track/Asst Coach	0.30	0.40	0.50	2,588	3,451	4,314	
Track/9th--Head Coach	0.26	0.34	0.44	2,243	2,934	3,796	
Track/9th--Asst Coach	0.22	0.32	0.40	1,898	2,761	3,451	
Track/7-8th--Head Coach	0.24	0.32	0.42	2,071	2,761	3,624	
Track/7-8th--Asst Coach	0.22	0.30	0.38	1,898	2,588	3,279	
<b><u>VOLLEYBALL</u></b>							
Volleyball/Head Coach	0.50	0.60	0.70	4,314	5,177	6,040	
Volleyball/Asst Coach	0.30	0.40	0.50	2,588	3,451	4,314	

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	x	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Volleyball/9th Coach	0.24	0.34	0.44		2,071	2,934	3,796	
Volleyball/7-8th Coach	0.24	0.32	0.42		2,071	2,761	3,624	
<b><u>WRESTLING</u></b>								
Wrestling/Head Coach	0.75	0.83	0.90		6,471	7,161	7,765	
Wrestling/Asst V-JV Coach	0.50	0.58	0.67		4,314	5,004	5,781	
Wrestling/9th Coach	0.455	0.535	0.62		3,926	4,616	5,349	
Wrestling/7-8th--Head Coach	0.33	0.41	0.49		2,847	3,537	4,228	
Wrestling/7-8th--Asst Coach	0.20	0.28	0.36		1,726	2,416	3,106	
<b><u>CLUBS/OTHERS</u></b>								
Academic Decathlon Advisor	0.224	0.251	0.278		1,933	2,166	2,399	
Adventurers (8th Grade History Club)	0.054	0.072	0.099		466	621	854	
American Field Service Adv.			0.08				690	
Art Club								398
Art Festival Coord./District Coordinator	0.065	0.085	0.12		561	733	1,035	
Art Show-Bldg./District Art Festival Participant								277
Astronomy Club Advisor								398
Book Store/MS								443
Cat's Cabinet			0.10				863	
Chess Team Advisor	0.12	0.16	0.19		1,035	1,380	1,639	
Class Advisor/Freshman								804
Class Advisor/Junior								1,541
Class Advisor/Senior								1,700
Class Advisor/Sophomore								804
Dance Team Advisor	0.11	0.14	0.17		949	1,208	1,467	
Fall Festival Coordinator								277
Fall Festival Teacher Participants								139
Foreign Language Club								398
Future Business Leaders								1,303

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	x	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>
Key Club			0.165				1,424	
Magazine Drive Chairman			0.099				854	
National Honor Society Advisor Overnight Residence								1,341
Peace Core Club Advisor								600
Power of the Pen	0.07	0.085	0.095		604	733	820	
P.R.I.D.E. Advisor			0.165				1,424	
Saturday Field Trips								138
Science Fair/Gates Mills								112
Science Fair/Lander, Center, Millridge								166
Science Fair Coordinator/HS	0.065	0.085	0.12		561	733	1,035	
Science Showcase Coordinator	0.065	0.085	0.12		561	733	1,035	
Science Olympiad Adv./HS	0.054	0.072	0.099		466	621	854	
Science Olympiad Adv./MS	0.054	0.072	0.099		466	621	854	
Science Olympiad Adv./Elementary	0.054	0.072	0.099		466	621	854	
Science Olympiad Coach								475
Ski Club Advisor/HS			0.054				466	
Ski Club Advisor/MS			0.054				466	
Speech & Debate Club Advisor								1,283
Student Council Adv/9-12								1,737
Student Council Asst. Adv./9-12								1,437
Student Council Advisor/8th Grade								1,283
Student Council Adv./MS								1,500
Swimming/Synchronized Advisor	0.20	0.28	0.36		1,726	2,416	3,106	
Teen Institute Advisor								398
V.I.C.A.								600
World Affairs Club	0.12	0.16	0.19		1,035	1,380	1,639	

**DRAMATICS**

Dramatics/Artistic Designer			0.05				431	per production
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<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	x	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Dramatics/Choreographer HS Musical	0.08	0.11	0.14	690	949	1,208			
Dramatics/Drama Club/8th Grade			0.11				949		
Dramatics/Assistant								1,279	per production
Dramatics Director/Fall Play	0.31	0.32	0.36	2,675	2,761	3,106			
Dramatics Director/Musical	0.38	0.41	0.44	3,279	3,537	3,796			
Dramatics Director/Spring Play	0.31	0.32	0.36	2,675	2,761	3,106			
Lighting & Sound Supv./nonmusical			0.045				388		
Lighting & Sound Supv./musical			0.12				1,035		
Dramatics/Mayfield Players			0.054				466		
Mock Trial	0.224	0.251	0.278	1,933	2,166	2,399			
Dramatics/Staging								743	per production
Audio Visual Director			0.601				5,185		
Curriculum/Other Special Employment								120	per day
Elementary Ordering (maximum \$300 per yr)								16.75	per hour
Middle School Ordering (max. \$300 per yr)								16.75	per hour
Evening Meetings (3 & 4)								30	per meeting
Evening Meetings (5 & 6)								45	per meeting
Inclusion/IEP Meeting								33	per hour
Learning Coach				24	26	28			
LPDC								2,400	
LPDC Chair								3,000	
Mentor								1,200	
MS Department Liaison (limit 6)								500	
Summer School Teacher								35	per hour
Teach a 6th Class-HS								8,259	
Teach an additional Class/MS								8,259	
Teacher Leader (except HS)								3,000	
Teacher Leader (HS) – will receive a release period in lieu of stipend.									

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	x	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Teacher Sub for Another Teacher								33	per hour
Technology Trainer/MS								2,000	
Technology/Public Relations/Broadcasting Dir.								7,000	
Van Certification								112	
Virtual Learning/Teacher of Record									
									Hourly Tutor Rate x Number of Students x 1 - 12 submissions (2 hours)
									Hourly Tutor Rate x Number of Students x 13 - 25 submissions (4 hours)
									Hourly Tutor Rate x Number of Students x 26 - 36 submissions (6 hours)
<b><u>MUSIC</u></b>									
<b><u>Instrumental</u></b>									
Marching Band Director								5,000	
Asst Marching Band Director 1								3,250	
Asst Marching Band Director 2								1,500	
Flag Corp Coach								1,600	
Cattette Advisor								1,600	
Director-HS Evening Concert Band Performances (at least 3 evening performances)								375	per performance
Asst. HS Evening Concert Band Performances (at least 3 evening performances)								300	per performance
Director/MS Evening Band Performances (at least 3 evening performances)								285	per performance
Asst Dir./MS Evening Band Performances (at least 3 evening performances)								240	per performance
Director-HS Jazz Ensemble								1,600	
Asst Dir./HS Jazz Ensemble								800	
Director/MS Jazz Ensemble								800	
<b><u>Vocal</u></b>									
Show Choir Director								4,400	
Asst. Show Choir Director								2,860	
Show Choir Choreographer								1,150	
MS Show Choir Director								1,150	
Director HS Evening Vocal Music (at least 3 evening performances)								375	per performance

<u>Description</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	x	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>Fixed</u>	
Asst Director HS Evening Vocal Music (at least 3 evening performances)								300	per performance
Director/MS Evening Vocal Performances (at least 3 evening performances)								285	per performance
Asst Dr/MS Evening Vocal Music Performance (at least 3 evening performances)								240	per performance
Elem Vocal & Instrumental Evening Performances								250	per performance
<b><u>PUBLICATIONS</u></b>									
First Amendment/HS Newspaper (Per Publication) (minimum 4, maximum 8 publications)								350	per publication
Publications/Memory Book/MS			0.13					1,122	
Publications/Newspaper/8th Grade			0.10					863	
Voices/Literary Magazine	0.07	0.085	0.095		604	733	820		
Yearbook Advisor	0.42	0.45	0.48		3,624	3,883	4,141		
Yearbook Asst Advisor	0.28	0.31	0.34		2,416	2,675	2,934		
Publications/Yearbook/8th Grade			0.11					949	
<b><u>SUPERVISIONS</u></b>									
AM/PM Supervision								17.04	per hour
After School Activities - Elem/Middle School								21.84	per hour
Biddy Sports Activities								21.84	per hour
Intramural Supervision-Fall			0.099					854	
Intramural Supervision-Spring			0.099					854	
Intramural Supervision--Winter			0.099					854	
Saturday School Intervention Program/MS								51.91	per Saturday
Supervision - Athletic Team during Match								21.84	per hour
Weight Room Supervisor--Season 1			0.099					854	
Weight Room Supervisor--Season 2			0.099					854	
Weight Room Supervisor--Season 3			0.099					854	
Weight Room Supervisor--Season 4			0.099					854	

## XVI. REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER

- A. During the first month of each semester, a list of teachers available for substitute duties during each period of the day shall be prepared. From among the names on the list, employees shall be solicited who wish to volunteer for substitute duties. Employees who volunteer shall be compensated at the rate of \$33.00 per hour. Those employees who elect to volunteer shall be used exclusively on a rotating basis for substitute service, unless the number of substitutions during a period is greater than the available number of volunteers, in which case required substitution shall be compensated at the rate of \$33.00 per hour.
- B. This provision does not apply if the substitution takes place during the teacher's regularly assigned teaching time and the class for which the teacher would normally be responsible is not in school or the teacher does not have instructional responsibility. Field trips supervised by others, and teachers of senior classes following the last day of school for seniors, but before the end of the school calendar year, are specific examples of this provision.
- C. Part-time teachers, who voluntarily choose to substitute, are paid "remuneration for subbing for another teacher" pay, as provided in this Article, on days they are scheduled, with a cap of \$55.00, provided, however, that part-time teachers are not required to sub on days or partial days when they are not scheduled to work. In the event that part-time teachers choose to sub on nonscheduled days, she/he will be paid regular substitute teacher pay.

## XVII. EMPLOYMENT FOR RETIRED TEACHERS

Retired teachers who are rehired by the Mayfield Board of Education shall receive a one year limited contract. Said teacher shall be placed at a maximum of step ten (10) on the Teacher Salary Schedule with a maximum educational experience level of Master's Degree; if the retired teacher is issued a second limited contract, there will be no movement on the teacher Salary Schedule. A retire/rehire teacher is not subject to the evaluation process and is not eligible for continuing contract status and shall not accumulate seniority.

## XVIII. SEVERANCE PAY

Upon retirement, as hereinafter defined, certificated personnel of the district shall be entitled to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave at the time of their retirement up to a maximum of sixty five (65) days. For full-time employees such payment shall be based upon the employee's daily rate of pay at the time of retirement or the employee's highest daily rate earned in any of the three (3) school years immediately preceding the year in which the employee retires, exclusive of supplemental pay.

For part-time teachers, severance pay will be prorated to the percentage of the employment contract. If the proration is already reflected in the daily rate of pay, no further proration is necessary.

In addition to the above calculation, each employee shall receive an additional severance day for each year of perfect attendance where no personal, sick or "salary deduct days" were used.

Unused personal leave days will accrue for application toward days above severance cap according to the following formula: five (5) accrued personal leave days convert to one (1) additional severance day above the cap.

"Retirement" shall be defined to mean resignation from Board employment in addition to one of the following:

- A. Eligibility and application for benefits under the State Teachers Retirement System;
- B. Ten (10) or more years of continuous teaching experience in the Mayfield Schools and age fifty (50). Leaves of absence do not interrupt continuous service or count toward service credit.
- C. Death, in which case, payment shall be made to the employee's spouse, or, if no spouse, to the employee's estate.
- D. A teacher who does not qualify for "retirement" benefits under paragraph (A) or (B) above, but who has more than ten (10) years of continuous teaching experience in the Mayfield Schools, shall receive severance pay up to 25% of accumulated sick leave provided that the total received shall not exceed one day of pay for each year of service. A teacher who does not qualify for "retirement" benefits under paragraph (A) or (B) above, but who has more than twenty (20) years of continuous teaching experience in the Mayfield Schools, shall receive severance pay up to 25% of accumulated sick leave provided that the total received shall not exceed two (2) days of pay for each year of service. Leaves of absence do not interrupt continuous service or count toward service credit.

If a teacher who elects part-time status retires pursuant to Paragraph (B) or (D), the employee's severance pay shall be paid at the employee's daily part-time rate at the time of retirement. If an employee who retires pursuant to Paragraph (B) or (D) was involuntarily reduced to part-time, the employee's severance pay shall be based on the employee's highest daily rate earned in any of the three (3) school years immediately preceding the year in which the employee retires.

The individual shall have one year following separation from service with the Mayfield Schools to apply for severance pay. Acceptance of severance pay shall eliminate all sick leave pay credit accrued by the individual up to that time and such credit may not be transferred to any other institution.

## XIX. FRINGE BENEFIT PROVISIONS

- A. The Board shall provide the following fringe benefits, either single or family coverage as selected by the employee. The Board will pay ninety percent (90%) of the premium cost and the employee will pay ten percent (10%).

New employees shall pay the full cost of the first month's medical insurance (comprehensive medical, prescription drug, dental and vision) premiums under either the single or family plans. For purposes of this Article only, new employees are defined as those within their first year of contracted employment.

Fringe benefits with the exception of life insurance for part-time employees working one-half (1/2) time or more shall be prorated. The M.E.A. President shall receive a copy of the calculations of the proration of pay and benefits for all part-time teachers.

### B. Dental Insurance

Dental insurance shall be provided, according to the provisions of the Agreement and **as specified in Appendix B**, carrier to be selected by the Board based upon lowest and best bid, current coverage or its equivalent to be continued, specifications to be revised only by mutual agreement between the Board and the M.E.A.

The dental coverage shall have a \$25 per person, \$50 per family per year deductible clause. The coverage shall be UCR. The carrier shall pay 100% for all diagnostic and preventative services (without any deductible). Coverage shall be coinsurance on a 60/40 basis for orthodontics (carrier pays 60%) and an 80/20 basis for all other procedures (carrier pays 80%) subject to the following maximum amounts:

1. Orthodontics - \$1,750 lifetime maximum per person.
2. All other procedures - \$3,000 per calendar year.

### C. Comprehensive Medical

Hospitalization and Major Medical insurance, according to the provisions of this Agreement, current coverage **as specified in Appendix C** to include no lifetime maximum and the balance of current coverage or its equivalent to be continued, carrier to be selected by the Board according to lowest and best bid.

D. Prescription Drug Plan

Prescription drug insurance will be provided, according to the provisions of this Agreement, **as specified in Appendix D.**

E. Vision Care

Vision insurance coverage will be provided which meets the following specifications and **as specified in Appendix E:**

1. Deductible amounts: The plan shall provide the payment of benefits with a deductible: \$7.50 on examinations and \$12.50 on lenses.
2. The plan shall provide for vision examinations once every twelve (12) months, lenses whenever the prescription changes but at least once every twenty-four (24) months and frames every twenty-four (24) months.
3. Eligible expenses: The plan shall provide for the payment of the usual, customary, and reasonable charges for such items as:
  - a. Examinations; and
  - b. Materials – single vision, bifocal, trifocal, and lenticular lenses; frames; and contact lenses – either necessary or cosmetic.

F. Life Insurance

Coverage of \$50,000 shall be provided, according to the provisions of this Agreement, with a company as selected by the Board, one hundred percent (100%) Board paid.

All employees shall have an opportunity to purchase additional life insurance through payroll deduction, one hundred percent (100%) employee paid, provided the percentage participation requirement of the carrier is met.

Subject to approval of the carrier, an employee shall be allowed the right of conversion of the life insurance policy upon leaving Board employment.

G. Plan Description

All employees shall receive a copy of the life insurance policy and complete plan description for each of the insurance coverages provided.

H. Alternate Health Insurance

In lieu of any or all of the insurance coverage(s) provided above, a teacher may choose to have the Board pay an amount equal to the teacher's cost for participation in a qualified health maintenance organization **as specified in Appendix F** or the premium(s) for such coverage, whichever is lesser.

I. Employee Assistance Program and Work/Life Program

The District provides an Employee Assistance Program in which employees can receive professional counseling, guidance and crisis intervention for personal and work-related problems. The program is also a source of information and referrals for issues concerning daily life. It is a completely confidential and voluntary program and is open to all employees and family members residing in the employee's home.

J. Flexible Spending Account Plan

1. Health and Child Care

Teachers are eligible to participate in the Flexible Spending Account (FSA) plan for out-of-pocket health and child care expenses. The plan allows teachers, through payroll deductions, to set aside monies on a pretax basis (prior to taxing for federal, state and local taxes) to pay for approved expenses, i.e. deductibles, co-payments.

2. Section 125

Teachers enrolled in the district's health plans (comprehensive medical, prescription drug, dental and vision) will automatically have their monthly payroll deduction for the teacher's share of the premium taken prior to taxing for federal, state and local tax purposes.

K. Comprehensive Wellness Initiative

Beginning in the 2008-09 school year, a voluntary employee wellness program will be implemented. The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual, encourage modifications of his or her health status, and enhance his or her personal well-being and productivity, with a goal of preventing injury and illness. An illustration of the program can be found in **Appendix G**.

The program will include the following provisions:

1. An annual voluntary on-site biometrics screening provided at no cost to the employee. The on-site screening shall provide (but not be limited in application to as determined by the Mayfield School District Healthcare Committee) confidential employee information in five (5) key wellness categories.
  1. Health risk assessment
  2. Non-smoker or participation in a smoking cessation program
  3. Low-density Li-protein (LDL)/High-density Li-protein (HDL) - Cholesterol
  4. (BMI) Body-Mass Index
  5. Blood Pressure
2. Effective January 1, 2009 – December 31, 2009, employees who voluntarily participate in the annual on-site biometric screening held in the fall of 2008 will be eligible to receive a \$20 insurance premium credit per month.
3. Effective January 1, 2010 – December 31, 2010, employees who voluntarily participate in the annual on-site biometric screening held in the fall of 2009 will be eligible to receive a \$20 insurance premium credit per month. Eligibility for the \$20 insurance premium credit is not impacted by participation in this program during the 2009 calendar year.
4. Effective January 1, 2010 – December 31, 2010, employees who voluntarily participate in the annual on-site biometric screening will also have the opportunity to earn Deductible Credits. Deductible Credits are defined as discounted units to be applied directly against the major medical plan deductible. Each credit shall be worth \$80 for single enrollees and \$160 for family enrollees. All credits shall be applied against the top of the deductible (i.e., reducing the deductible from \$500 to \$420 per single). A maximum of five (5) credit units can be applied in any one calendar year period. Deductible Credits are non-transferable and are only applicable against claims incurred during the same calendar year.

Deductible credit shall be awarded for meeting the established biometric target or exceeding targeted improvement metrics from the prior year's results when applicable. Biometric targets and improvement metrics shall be established jointly by the Mayfield School District Healthcare Committee. Deductible credits for the 2010 calendar year shall be based on scores from the fall 2009 biometrics screening.

Employees unable to reasonably meet the healthcare committee's established improvement metrics or target score due to a physician's documented medical condition or chronic illness will receive the established deductible credit when deemed appropriate.

5. Effective January 1, 2011 and thereafter, employees who voluntarily participate in the annual on-site biometric screening held in the fall of 2010 will be eligible to receive a \$10 insurance premium credit per month. All other aspects of this program, including Deductible Credits as notated above shall continue unchanged. All employees are required to re-screen to earn deductible credits for the 2011 calendar year. Deductible Credits are non-transferable and are only applicable against claims incurred during the same calendar year.

## XX. GROUP INSURANCE COVERAGE WHILE ON UNPAID LEAVE OF ABSENCE

Any teacher who is on an approved leave of absence or recall list shall have the option of maintaining group insurance coverages through the Mayfield School District, provided the carrier permits such action. It shall be the obligation of the teacher to make the full premium payments for whatever coverages are maintained in accordance with reasonable rules and regulations and schedules of payments as may be indicated by the Board. Arrangements for this procedure should be made by the teacher with the certified payroll officer.

Failure to comply with the rules and regulations or the payment schedules shall constitute forfeiture by the teacher of the right to maintain coverage.

A teacher who is on unpaid leave of absence for reasons of illness or injury shall have his/her insurance premiums paid by the Board for a period of two months commencing with the first day of the month following the effective date the unpaid leave begins.

## XXI. LEAVES

### A. Sick Leave

1. Sick leave shall be provided in compliance with O.R.C. Section 3319.141 except as specifically modified herein. Beginning with the 2002/03 school year, part-time bargaining unit members will earn sick leave on a pro rata basis with full-time bargaining unit members based upon a percentage of contract. Part-time bargaining unit members will be compensated for sick leave taken on the actual percentage of day absent, to the nearest one-quarter (1/4) day.
2. Unused sick leave shall be cumulative up to three hundred (300) days.
3. Teachers without accumulated sick leave shall be advanced five (5) days sick leave at the time of their initial contract. Additional sick leave shall not accrue beyond five (5) days until the fifth month of the contract.

4. Abuse of sick leave may be considered just cause for dismissal from service.
5. For purposes of illness or injury "immediate family" includes minor or dependent children, spouse or parents. "Immediate family" will be extended to include relatives other than the above if they are dependent for care upon the staff member and no closer relative may be reasonably expected to perform this care.

For purposes of death "immediate family" shall include the teacher's spouse, child, mother, father, mother-in-law, father-in-law, sister or brother, grandchild, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, niece, nephew, aunt and uncle.

6. Sick leave may be used for absence in case of death of relatives subject to the provisions of O.R.C. Section 3319.141.
7. Sick leave shall not be charged for absences on days when the school is closed for a calamity day and the teacher applies to use sick leave if the duration of absence is less than twenty (20) consecutive workdays.
8. Sick Leave Bank - If a teacher exhausts sick leave but has not qualified for disability retirement benefits, additional sick leave may be granted from the sick leave bank per the following:
  - a. Teachers who wish to be eligible to withdraw days must donate up to two (2) days from their own sick leave accumulation to be credited to the sick leave bank during the open enrollment period. Donation of days shall be in writing.
  - b. The sick leave bank shall be administered by a Sick Leave Bank Committee consisting of three (3) teachers appointed by the M.E.A. President. Application for use of days from the sick leave bank shall be made in writing.
  - c. Days shall be awarded for catastrophic illness or injuries, including serious diseases such as heart disease, cancer, etc., but shall be used for the employee's illness or injury, not for illness or injury in the family or pregnancy except in the case of serious illness resulting from complications associated with the pregnancy.
  - d. An employee who is eligible for disability benefits shall be obligated to apply and shall be ineligible for sick leave bank days as of the effective date of disability benefits.
  - e. An employee may be advanced up to seventy-five (75) sick days from the bank during the term of the Collective Bargaining Agreement, in accordance with the following:

1. Up to forty-five (45) days in any one year of the Agreement.
  2. Up to fifteen (15) days in any other year of the Agreement that forty-five days were not taken.
  3. An employee must be on active status in order to be eligible to apply for sick leave from the sick leave bank.
- f. Newly hired teachers may enroll in the sick leave bank and be eligible for the benefit immediately with the donated sick days to be withdrawn from their own sick leave accumulation in January.
  - g. Open enrollment periods will be offered every January for those that did not previously elect to participate with the donated sick days to be withdrawn from their own sick leave accumulation immediately.
  - h. Any employee that has a sick leave accumulation of 300 days during any open enrollment period may donate up to two (2) days to the sick leave bank with the donated sick days to be withdrawn from their own sick leave accumulation immediately.
  - i. At any time the bank falls below one hundred fifty (150) days, resubmission of additional days may occur.

9. Sick Leave for Pregnancy and Delivery or Adoption:

Teachers are expected to inform the Board of their pregnancy and anticipated due date as early as possible but no later than eight (8) weeks prior to their delivery date. Notification should include a statement from the physician confirming the anticipated delivery date and a statement of the teacher's tentative plans for leave. The employee is also expected to notify the Personnel Office of the actual date of birth within seven (7) days of the birth.

Accumulated sick leave may be used for pregnancy and delivery of a child or, in the case of adoption, the placement of a child with the following guidelines:

- a. Accumulated sick leave for pregnancy shall be granted, upon request of the female teacher, beginning three (3) weeks prior to expected delivery and for nine (9) weeks following delivery. Sick leave for pregnancy and delivery shall be granted for longer periods upon certification by the attending physician that the female teacher is unable to perform regular duties.
- b. Accumulated sick leave shall be granted upon request of the male employee for five (5) days upon the birth of his child. Additional sick leave shall be granted upon certification by the relevant physician.

- c. The MEA and the Mayfield Board of Education specifically agree that utilization of accumulated sick leave is authorized, upon request of a Bargaining Unit Member for the purpose of adoption. Sick leave for adoption shall be granted from accumulated sick leave, upon request of the teacher, beginning one (1) week prior to adoption date and for three (3) weeks following the adoption date for a child age 0 through 18 years.

## B. Unpaid Parental Leave

Unpaid parental leave will be granted at the request of the teacher for the purpose of child rearing after the birth of a child or a placement of an adopted child. The following procedures shall guide the use of unpaid parental leave:

1. A letter requesting unpaid parental leave shall be submitted to the Director of Personnel within three (3) weeks of the birth of the child or, in the case of adoption, placement of the child. The letter must include:
  - a. Name, School Building, Position/Grade Level
  - b. Date Unpaid Parental Leave shall commence
  - c. Date that teacher shall return to the classroom
2. The length of the unpaid parental leave shall be at the discretion of the teacher with the following options:
  - a. the remainder of any nine (9) week grading period;
  - b. the remainder of the semester; or
  - c. the remainder of the school contract year

in which the delivery of a baby or adoption of a child eighteen (18) years of age or younger occurs.
3. A teacher on unpaid parental leave must notify the Director of Personnel of their intent for the following school year by April 1 unless the birth of the baby or the adoption occurs subsequent to March 15, in which case the teacher shall have one (1) month from the date of the birth to notify the Director of Personnel of his/her intentions for the upcoming school year. The options available to the teacher include:
  - a. The teacher may return to work and shall resume his/her contract status and shall be returned to a position of equivalent pay and equivalent duties, providing the procedures contained herein have been met.
  - b. The teacher may request additional unpaid parental leave for the following school year.

- c. If notification is not received by the date required, it will be deemed an abandonment of position and contractual rights.
4. Once an unpaid parental leave has been requested and approved, it can only be amended when the employee has a life-changing, qualifying event (i.e. change of job status and/or benefits of spouse, divorce, death, etc.) A minimum of four (4) weeks written notice must be provided to the Director of Personnel.
5. If the teacher granted leave is on a limited contract, provisions of such contract will apply in reference to non-renewal and notification dates. The provision of this Agreement entitled "Reduction in Force" shall apply.
6. Family and Medical Leave (FMLA) shall run CONCURRENTLY with paid sick leave and unpaid parental leave (see Article XXIV (I), FAMILY AND MEDICAL LEAVE) which includes vacation and break times except that the FMLA leave entitlement is not counted during vacation and break times of less than one week.
7. Teachers on unpaid parental leave shall not accumulate seniority once the 12 weeks of Family and Medical Leave has expired.
8. A teacher on unpaid parental leave after the 12-weeks of Family and Medical (FMLA) has expired who does not work the last day of the school year will not receive Board paid medical benefits throughout the summer.

#### C. Personal Leave

1. Pay for Personal Leave due to situations of a personal nature over which the teacher has no control shall be granted to a maximum of three (3) days per school year. Application for paid personal leave shall be made at least three (3) school days prior to the leave day, except in emergency situations. Applications for Personal Leave shall be made to the Director of Personnel on forms so provided. In the event that the Administrator determines that the personal leave day is not in compliance with this provision, the day will be considered an unpaid absence and a per diem deduction will be made accordingly from the teacher's salary. These days are not accumulated from year to year, nor may they be deducted from Sick Leave.
2. The following are valid reasons for which the use of Personal Leave shall be granted:
  - a. Funeral for persons not covered by sick leave.
  - b. Mandatory court appearances.
  - c. Day of marriage of the teacher, teacher's child, teacher's parent.

- d. Graduation exercises of the teacher, teacher's child, teacher's spouse, or teacher's parent.
- e. Necessary legal or business matters which cannot be performed after school hours, on weekends, or during vacation periods.
- f. Travel conditions which make it impossible for the teacher to report as assigned.
- g. First day of departure of a teacher's child for initial induction into military service.
- h. Official audit by United States Internal Revenue.
- i. House or dwelling of teacher damaged by fire, flood, or severe accident.
- j. Proceedings for the adoption of a child by the teacher.
- k. Repair of damaged major appliance which would create hazardous conditions to the teacher's dwelling if left unattended.
- l. Urgent or unusual family obligations, not covered by sick leave (family defined as husband, wife, child, father, mother, brother, sister, or any who stand in the same relationship), such as weddings, graduations, or other matters over which the employee has no control.
- m. Traditional religious ceremonies and holidays.

### 3. Limitations and Exceptions

- a. Personal leave on days preceding or following a vacation, holiday, or the opening or closing of school shall be avoided whenever possible. When an emergency situation beyond the control of the teacher necessitates the use of personal leave on one of these days, the teacher shall provide, in addition to the PERSONAL LEAVE FORM, sufficient information to substantiate that the day is beyond the teacher's control.
- b. The following are examples of reasons which are not valid for the use of paid personal leave of absence:
  - (1) Gainful employment.
  - (2) Recreation or vacation.
  - (3) Accompanying spouse on business trip.
  - (4) Family reunion.

(5) Any other reason which does not comply with these established guidelines.

4. Falsification of the reasons for requesting personal leave shall be grounds for discipline, including discharge.
5. For purpose of the grievance procedure, time limits shall be calculated from the date the teacher receives the pay check from which the deduction has been made.
6. Personal Leave shall not be charged for absences on days when the school is closed for a calamity day and the teacher applies to use personal leave.
7. One additional day for religious purposes may be granted by the Superintendent. Bargaining unit members who request an additional day for religious purposes must make a written request at least five (5) days in advance.
8. Unused personal leave days will accrue for application toward days above severance cap according to the following formula: five (5) accrued personal leave days convert to one (1) additional severance day above the cap.

#### D. Assault Leave

If, as a result of job related activities, a teacher is assaulted, resulting in physical injury to the teacher which is severe enough to preclude the satisfactory performance of regular teaching duties, the teacher shall be granted leave for the period of incapacitation, except that the length of the leave shall be limited to twelve (12) months duration. The twelve (12) months duration shall commence with the first day of assault leave. In the case of injury or visible disfigurement, assault leave shall be limited to ten (10) days. Assault is defined as the intentional, knowing, or reckless causation of physical harm to the employee by any other person. This Article is also intended to apply to injuries suffered by the employee during the course, or as a result, of an assault upon third person(s).

In the event of an assault that does not result in physical injury, the Director of Personnel may review the facts surrounding the assault and make recommendation to the Superintendent of appropriate paid leave.

1. The teacher shall not qualify for assault leave except upon submission of an application on a form justifying the granting of assault leave. If medical attention is required, the employee shall furnish a certificate from the attending physician stating the nature of the disability and its expected duration.

2. Payment of assault leave shall be at the regular rate of pay (teacher's regular pay plus any extra duty, supplemental pay) in effect for such teacher at the time of such assault, less any compensation to which the employee is entitled under the Workers' Compensation Act of Ohio.
3. A teacher who has been assaulted in connection with the performance of a professional assignment of this Board shall notify the building principal. The teacher shall have the right to confer with a representative of the teacher's choice prior to the submission of any report. The teacher shall file a written report and the report shall be signed by the teacher or his representative.
4. The principal or designated representative shall attempt to obtain a list of witnesses to said assault. The principal shall then attempt to obtain a written statement of the observations of each witness. These statements shall be made available to the teacher or his representative, the Superintendent and the principal.
5. If court action results, said teacher shall be granted leave of his professional duties with no loss of pay for necessary time in court.
6. A teacher temporarily disabled as a result of an assault shall be returned to the same position as held at the time of the incident if during the same school year or a position of equivalent pay and equivalent duties if the return is during the next school year, or shall be transferred to the first available teaching position carrying equivalent pay and equivalent professional duties for which the teacher is certified, if the teacher so desires.

E. Association Leave

Twenty (20) school days per year shall be granted to the M.E.A., which shall assign such days to elected or designated delegates of the M.E.A. for the purpose of attendance at meetings or participation in the business of professional organizations affiliated with the M.E.A. The M.E.A. President shall notify the Director of Personnel of the days and persons elected or designated or delegated as soon as possible but not later than five (5) days before the leave days. The Board shall pay the cost of substitutes. An additional ten (10) days shall be allowed with the cost of the substitute, if any, paid by the M.E.A.

F. Professional Leave

Bargaining unit members may attend professional meetings whose primary purpose is the improvement of the employees' job performance or ability to service the District, without loss of salary, upon the prior written approval of the Superintendent or designee. Employees who attend such approved meetings may request to be reimbursed necessary and actual travel and related expenses consistent with Board of Education policies and procedures.

The determination by the Superintendent or designee to approve or deny any particular meeting will be final and not subject to the grievance process.

G. Jury Duty/Court Leave

A Bargaining Unit Member, who receives a Jury Duty Summons, shall be provided jury leave and be compensated for all work days while acting in the selection process or as a seated juror. When the member is released from duty at a time that would reasonably allow them to return to the classroom, said member shall return. In the event that the bargaining unit member receives jury compensation, said compensation will be signed over to the Mayfield Board of Education.

A Bargaining Unit Member, who is required by the Board to attend a mandatory Court appearance hearing or meeting, or an Administrative Hearing under the jurisdiction of the State of Ohio, shall be provided release time to assist the Board in the matter, as approved by the Director of Personnel.

A bargaining unit member who receives a Subpoena to attend a mandatory Court appearance hearing or meeting, that is issued as a direct result of the Bargaining Unit Member's performance of teaching duties or assignments, shall be granted Court Leave, as approved by the Director of Personnel, provided that the Mayfield board of Education is not a party to the proceedings, or the interests of any party in the proceeding are not adverse to the Board of Education.

This provision applies to either a scheduled day or nonscheduled day if the appearance is at the request of the Board. If the appearance is on a nonscheduled day and at the request of the Board, the teacher shall be paid his/her per diem rate of pay, or portion thereof, with a half day minimum.

H. Educational, Professional, Family Illness and Other Leaves

An unpaid leave of absence may be granted upon the written request of a teacher, where illness or other disability of the employee is not the reason for the request, upon the following conditions:

1. The teacher shall have been in the active service of the Board for a minimum of two (2) years immediately preceding the period of the proposed absence.
2. The application shall have been received by the Superintendent on or before March 15 of the school year preceding the leave year or in the case of illness or disability in the immediate family at such other time as is mutually agreed.
3. Reasons for which leaves may be granted are professional study, military service, educational endeavor, and other reasons which offer the teacher

a significant opportunity for personal or professional growth. In addition, any teacher may be entitled to unpaid leave of up to one (1) year's duration during his/her employment with the Board for extended illness in the immediate family as defined in the Sick Leave provisions of this Agreement.

- d. The teacher shall notify the Superintendent by March 15 of the leave year of intent to return or not return for the year following the leave. Upon return from leave, the teacher shall be entitled to a position of equivalent pay and equivalent duties. Leaves granted in connection with the above provisions shall be for a period of either the balance of the semester or school year or one (1) semester or one (1) school year.
2. This leave shall be subject to approval by the Superintendent subject to review by the Board. This provision shall be reasonably applied.
  3. If the teacher elects to purchase retirement credit for leave taken pursuant to this Section, the Board's contribution for retirement purchase for the leave period shall be the lesser of:
    - a. the State Teachers Retirement System's current employer's contribution rate, or,
    - b. the difference between the total employment cost (salary, retirement, Board paid taxes, fringe benefits, unemployment compensation costs) of the replacement person and the total employment cost the teacher would have cost during the period of leave.
  4. Family illness leave will be provided to teachers in accordance with the Family and Medical Leave Act of 1993 (FMLA). A teacher may request an unpaid leave of absence for family illness, in addition to the leave provided by the FMLA, and if granted by the Board, the additional leave shall be subject to the provisions of Paragraph H (1-6) of this Article.
- I. Family and Medical Leave (twelve-week (12) leave)
1. Teachers who qualify, shall be entitled to a leave of absence under the Family and Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement. To the extent that provisions of the FMLA are covered by paid leave provisions of this Agreement, the twelve (12) weeks (in cases of a husband and wife both employed by the Board, the total amount of FMLA leave will be twelve (12) weeks for the couple for birth or placement of a child) of leave and benefit coverage to which a teacher is entitled under the FMLA shall run concurrently with existing paid leave benefits.
  2. Seniority rights and their accrual shall continue during the time a teacher is on leave under FMLA.

J. Salary Deduct Leave

All employees of the Mayfield City Schools have entered into a contractual agreement to work a designated number of days in exchange for a salary as determined by this negotiated Agreement. When an employee is unable to fulfill the requirements of his/her contract as to assigned workdays, some type of approved leave must be used to substantiate the absence.

Leave at salary deduct must be requested in writing to the Director of Personnel at least three school days in advance of the leave. Leave at salary deduct shall be granted according to the following formula as applied to years of experience in the district.

1 thru 7 years	-	5 days
8 years and over	-	10 days

Salary deduct leave may not be used for other employment.

An employee who is absent without approved leave shall be considered in violation of his/her contract and shall face disciplinary action up to and including dismissal.

A teacher on unpaid leave who does not work the last day of the school year will not receive medical benefits throughout the summer.

K. Military Leave

1. Military leaves and right to reemployment upon completion of military service will be granted upon terms and conditions and to the extent specified by Sections 3319.14 and 5923.05 of the Ohio Revised Code.
2. Teachers who are members of the Reserve Forces of the United States or the Organized Militia as defined in Ohio Revised Code 5923.01 shall be entitled to leave of absence without loss of pay for such time as they are in military duty as defined in Ohio Revised Code 5923.01E for periods not to exceed thirty-one (31) days in any one calendar year. Reinstatement shall be to previous position.
3. During a national emergency, should the period of active duty exceed thirty-one (31) days, the teacher shall continue to receive the difference between his/her normal pay and his/her military pay for the duration of military service up to twelve (12) months and all benefits shall remain in force. Upon return, the employee shall be reinstated to fill vacancies for which they are certified/licensed, or if no certificate/license is required, for which they are qualified. For purposes of seniority and placement on the salary schedule, years of absence for military service shall be counted as though teaching service had been performed during that time.

4. Such leave in (3) above may be extended at the Superintendent's discretion.

L. Student Bereavement Leave

In addition to other leaves available to teachers, the Association and Board recognize that special leave will be authorized in the event of the death of a current student. Bargaining unit members who had current, direct contact with the deceased student will be eligible for Student Bereavement Leave, in the following manner:

1. Five bargaining unit members will be eligible for Leave, with coverage provided by the Administrative Staff.
2. Three additional bargaining unit members will be eligible for Leave, provided coverage is not necessary for that bargaining unit member.

The Administrative Staff and individual building representatives will collaboratively determine appropriate personnel to attend student funeral services.

XXII. CERTIFICATION/LICENSURE

It shall be the teacher's responsibility to make application for certification/licensure in a timely manner. It shall be the responsibility of the office of the Director of Personnel to notify the teaching staff during the second semester that it is time to check certificates/licenses for possible renewal requirements. The office of the Director of Personnel will provide reasonable assistance, if requested, including making applications available for staff.

XXIII. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

- A. The term of office for LPDC members shall be one (1) teacher and one (1) administrator for three (3) years; three (3) teachers and two (2) administrators for two (2) years. Terms shall run from July 1 to June 30. Vacancies which occur mid-term shall be filled as provided in Paragraph (C) below for the remainder of the term.
- B. The LPDC shall have four (4) teacher members appointed by the M.E.A. President and three (3) administrators appointed by the Superintendent. Committee composition will be as follows:

One (1) teacher rep. -- Elementary level

One (1) teacher rep. -- Middle School

One (1) teacher rep. -- High School

One (1) teacher rep. -- Special Education

Four (4) teachers representing the District, two (2) of whom shall be nonvoting members when administrator IPDP's are being approved.

Vacancies shall be filled in the same manner.

- C. The LPDC shall be responsible for orienting the certified/licensed staff to the process and function of the LPDC. Each educator fulfilling the license renewal requirements is responsible for the design of an individual professional development plan, subject to the approval of the LPDC. The plan shall be based on the needs of the educator, the students, the school, and the school district.
- D. See Supplemental Schedule "B".
- E. The LPDC shall be responsible for establishing an appeals process. The LPDC process shall not, however, be subject to the grievance/arbitration procedure as provided in the Collective Bargaining Agreement.
- F. The LPDC shall be granted a maximum of five (5) full days of release time spread throughout the school year for performance of committee duties. The scheduling of the days of release time shall be subject to approval of the Director of Personnel. Additional meetings are expected and are to be scheduled outside of the workday.

#### XXIV. ENTRY YEAR PROGRAM

##### A. Purpose

In accordance with the 1998 Teacher Education and Licensure Standards and the accompanying rules and guidelines, the Entry Year program is to provide a program of positive formal support including mentoring to foster professional growth of the individual, and assessment of the performance of beginning teachers and other bargaining unit members who require a license. The Entry Year Program and assessment examination does not replace the employment evaluation.

##### B. Mentors

The building principal shall nominate mentors to the Director of Personnel based on the following guidelines:

1. Preference given to teachers who have a minimum of five years teaching experience, at least two of which are in Mayfield.
2. Preference given to teachers who have completed their Masters degree.
3. Preference given to teachers who have demonstrated successful teaching and professional standards as documented in evaluation, leadership responsibilities, and other district duties.

4. When possible, the mentor and mentee should be in the same building, at the same grade level and/or certified/licensed in the same subject area. Preferably, no mentor should have more than one (1) mentee at a time.
5. Preference given to teachers who have completed Pathwise Training.
6. Each mentor shall be paid a stipend of \$1,000.

C. Training and Release Time

1. The Board shall provide mentors with training necessary to establish and maintain the Entry Year Program. Such training may include Pathwise and Praxis III Assessment training.
2. Training for mentors may be during release time, if necessary.
3. In order to obtain the support for professional growth needed to successfully complete the Entry Year Program, the mentor and mentee shall be provided with coordinated release/planning time, of at least three (3) days collectively. Any release time shall be scheduled between the mentor and mentee with the approval of the building administrator.

D. Confidentiality

1. Training for all affected parties shall address legal, contractual and professional confidentiality issues.
2. No mentor shall be required to participate in any informal or formal contractual evaluation of an Entry Year teacher, however, appropriate communication about planned and completed activities in the mentor/mentee relationship shall be shared with the administration.
3. The regular evaluation as required by Article XXXIX, EVALUATION AND SUPERVISION OF TEACHERS shall not be affected by involvement in the Entry Year Program.

E. Praxis

The Ohio Department of Education assessment for licensure is separate from the Entry Year Program.

F. Mentors

See Supplemental Schedule "B".

XXV. M.E.A. RIGHTS AND RESPONSIBILITIES

- A. Use of School Facilities: The M.E.A. shall have the right to use available school facilities outside of school hours after checking on the availability of the desired space with the school principal and/or Business Manager. No

charge shall be made for the use of school buildings unless overtime custodial assistance is required. The use of electronic devices (email, faxes, networks, telephone calls, etc.) by teachers and the M.E.A. shall be permitted consistent with other forms of communication/use as addressed in this Collective Bargaining Agreement. If misuse is suspected, the procedures in Article XXXVII, TEACHER DISCIPLINE shall be followed.

- B. Full-time Representatives: Full-time representatives of the M.E.A. and their respective affiliates shall be permitted to transact official business on school property at all reasonable times and after checking in with the principal and stating the reason for the visit. However, meeting with a teacher during assigned teaching or student help time shall be strictly prohibited.
- C. Board Meetings: The M.E.A. shall be notified of all Board meetings as much in advance as possible. The M.E.A. shall receive a copy of the agenda for each Board meeting, and the M.E.A. shall receive a copy of the Board minutes of each meeting.
- D. School Mailboxes: The M.E.A. is guaranteed the right to use school mailboxes for distribution of M.E.A. materials. All material for general distribution shall be authored by a duly appointed M.E.A. committee and a copy shall be presented to the building principal and the Superintendent at the time of distribution.
- E. No Reprisals: There will be no reprisals of any kind taken against any teacher by reason of his membership or nonmembership in the M.E.A. or participation in any of its activities by either the M.E.A. or the administration.
- F. Exchange of Information: The M.E.A. shall furnish by September 30 of each school year a copy of its constitution and current by-laws and the names and positions of all officers and building representatives to the Superintendent of Schools. The Board shall furnish copies of all "Board of Education Policies" to the M.E.A. President plus one additional copy in each school library.
- G. Publication of Collective Bargaining Agreement: The cost of publication and distribution of this Agreement shall be paid by the Board. Seventy-five (75) extra copies shall be provided to the M.E.A.
- H. Forms: Forms applicable to the following topics shall be included as part of this Agreement:
  - 1. Grievances
  - 2. Evaluation Forms
- I. M.E.A. Input: The Superintendent shall, at the invitation of the M.E.A. President, meet at least once each semester with the M.E.A. Executive Committee to discuss matters of mutual concern. If possible, each shall exchange agendas ahead of each meeting.

J. Released Time for Negotiations: Released time for negotiations shall be provided as reasonably necessary.

K. Released Time for M.E.A. President:

M.E.A. President: High School – one (1) full period (50 minutes) for M.E.A. President/academic assistance.

M.E.A. President: Middle School – maximum of 55 minutes per day or one-half (1/2) day per week mutually agreed upon as based on scheduling needs for M.E.A. President.

M.E.A. President: Elementary – one half (1/2) day per week

XXVI. PERSONAL FREEDOM

A. Private Life: The private life of a teacher is not within the appropriate concern or attention of the Board except as it affects the ability of the teacher to satisfactorily meet assigned professional responsibilities.

B. Nondiscrimination: Neither the Board, the administration, nor the M.E.A shall practice any discrimination on the basis of age, sex, color, national origin or religion.

XXVII. PERSONNEL FILES

A. Certified staff members shall have the right to review their personnel files on any regularly scheduled school day between those hours following the end of the instructional day and before the Central Office closes. This would normally be between the hours of 3:00 and 4:30 p.m. The file shall be reviewed in the presence of an appropriate Central Office official.

B. Anything in the personnel file may be copied, using Central Office equipment, with the teacher paying for the actual cost of making copies totaling more than thirty (30) pages. The above shall exclude confidential letters of recommendation and material placed in the file prior to appointment, providing the Board uniformly maintains that these documents are excludable as public records, and, if challenged, is successful in maintaining their excludability. The latter materials shall be placed in an envelope which shall be removed from the file by the appropriate Central Office official prior to review by the staff member.

C. Teachers shall receive a copy of any material which is placed in the file, except for the following:

1. Any document authored by the teacher.

2. Any evaluation of the teacher or official record, transcripts, license or certificates sent to the Board at the request of the teacher.

3. Any signed letters or notices from the Board's administrative staff, which states that a copy of the document will be placed in the teacher's personnel file.
4. Any document previously sent to the teacher that is apparent on the face of the document that it will be placed in his/her personnel file.

An individual may respond in writing to any material contained in the personnel file and have such response placed in the file. All material in the personnel file must be job-related.

- D. Any materials, except all evaluation materials, placed in a teacher's personnel file may be grieved on the basis of accuracy, irrelevancy, untimeliness or incompleteness of such material. If the material is found to be inaccurate, irrelevant, untimely or incomplete, the material shall be corrected or removed from the teacher's personnel file. No anonymous documents shall be placed in the personnel file. The file may be reviewed by a M.E.A. representative of the teacher who has been authorized to do so in writing by the teacher. Such review by such a representative of the teacher shall be subject to all the conditions contained herein applicable to the teacher, except such review by a representative who is not an employee of the District may be made between the hours of 8:30 a.m. and 4:30 p.m. on a regularly scheduled school day.
- E. Teachers shall be notified, if possible, twenty-four (24) hours prior to the release of any documents from the teacher's personnel file to the public. The teacher shall receive a copy of any such documents released, and the name of the person who received the documents. Upon the teacher's request, the teacher may be present at the time the documents are released, if the teacher's presence does not interfere with the teacher's work schedule.

## XXVIII. PUPIL DISCIPLINE

- A. The responsibility for the maintenance of proper discipline and order within each school building is recognized as being the shared responsibility of teaching personnel and administrative personnel. Therefore, each school principal, with input from the faculty, shall develop a set of written guidelines for the handling of student disciplinary problems. These guidelines shall include, but not be limited to, the rules and regulations of the school pertaining to student conduct, expected standards of student behavior, the procedures for handling disciplinary problems and notification to teachers who referred the pupil as to the disposition of pupil discipline referrals that are sent to the Principal's Office for violent behavior. The administration shall maintain all reports of violent student behavior that lead to suspension and/or expulsion for a period of at least four (4) years to the extent permitted by applicable state and federal laws and regulations. The teacher may access such reports whether they are in the student's personnel file or another file in the district.

- B. Once the above-mentioned guidelines are developed, they shall be recommended by the building principal for approval to the Superintendent and, in turn to the Board. Procedures relating to school discipline shall include the relationship of the teacher to the administrative personnel in respect to discipline procedures for the referral of students, the handling of discipline cases and emergencies in the absence of the school principal, etc.
- C. Any student who physically attacks a teacher or makes violent threats to a teacher, shall be immediately removed from his/her classroom at his/her discretion for up to twenty-four (24) hours. A conference with the teacher, student and the building (assistant) principal regarding the student's behavior will be held before said student is to return to class. The parent will be invited to all such conferences.
- D. The guidelines shall be explained at the beginning of each school year by the building principal or his designee and each teacher shall receive a copy. Each year, prior to March 1, the guidelines shall be reviewed by a committee of teachers, administrators, students and parents for possible revision for the coming year.
- E. Any student not protected under IDEA that violates the student code of conduct against a staff member shall be subject to at least the same disciplinary consequences as if the behavior was directed at a student.

#### XXIX. JOB POSTING

Upon the occurrence of a job opening, as defined below, the opening will be posted for a minimum of five (5) days using email, and the intranet; all building secretaries and the M.E.A. President. President shall receive a copy of the notice which shall include:

- A. The position open, job abstract and job description, if available;
- B. The training, experience and certification/licensure required or preferred;
- C. Deadline for submitting applications; and
- D. The person to whom applications should be directed.

Job openings shall not be filled except on a temporary emergency basis until all applications submitted in accordance with these provisions have been reviewed for decision. The parties acknowledge that the job location indicated on an individual posting may be changed.

These provisions shall apply to all full-time promotional positions which shall include all supplemental positions and managerial and supervisory positions. Bargaining unit positions which will be open in a succeeding school contract year shall be posted between the end of the school contract year and August 15.

These posting provisions shall not apply to positions that become open between August 15 and the beginning of the school year.

Teachers who wish to apply for job openings which occur over the summer vacation period shall leave on file with the Personnel Office two (2) self-addressed, stamped envelopes and notice of the position(s) which the teacher would wish to apply for should they become open. The Personnel Office will mail the posting notice to the address provided by the teacher using the envelopes provided by the teacher.

Mid-year openings will be posted as a process of notification. An additional posting will take place at the end of the school year in June.

#### REGULAR PART-TIME CLASSROOM TEACHERS

1. Full-time teachers who voluntarily elect to obtain a part-time position will have no contractual right to restoration to a full-time position.
2. Full-time teachers who are involuntarily reduced to a part-time position will be placed on a recall list for full-time status.

#### XXXI. REGULAR REPLACEMENT TEACHERS

A. Regular replacement teachers shall be defined as a teacher employed for the purpose of replacing a teacher on leave, or any teacher hired after October 10<sup>th</sup> for more than forty-five (45) consecutive days in a specific teaching position. The following guidelines for non-specified teaching positions shall be as follows:

1. During the first forty-five (45) consecutive days in a specific teaching position, the regular replacement teacher may be paid in accordance with the Board's substitute pay policy.
2. On the forty-sixth (46) consecutive day worked in a specific teaching position, the regular replacement teacher shall be placed on the appropriate position on the Teachers' Salary Schedule. Healthcare benefits shall begin on the forty-sixth (46) day.
3. If the first day of service occurs in the second semester, the teacher evaluation, parental leave of absence, and regular part-time classroom teachers provisions shall not apply to the replacement teacher.
4. A regular replacement teacher will be non-renewed and may be reconsidered for re-employment.

B. Regular replacement teachers for the specified areas of shortages Mathematics 7-12, Science 7-12, Special Education 7-12, and Foreign Language K-12 shall be employed under the following guidelines:

1. During the first twenty-five (25) consecutive days in a specific teaching position, the regular replacement teacher may be paid in accordance with the Board's substitute pay policy.
  2. On the twenty-sixth (26) consecutive day worked in a specific teaching position, the regular replacement teacher shall be placed on the appropriate position on the Teachers' Salary Schedule. The regular replacement teacher will become a bargaining unit member and be eligible for Healthcare benefits on the forty-sixth (46) day.
  3. If the first day of service occurs in the second semester, the teacher evaluation, parental leave of absence, and regular part-time classroom teachers provisions shall not apply to the replacement teacher.
  4. A regular replacement teacher will be non-renewed and may be reconsidered for re-employment.
- C. All regular replacement teachers shall become Bargaining Unit eligible on the forty-sixth (46) consecutive day of employment and shall have all rights covered by the provisions of this Agreement, except those stated in this provision shall apply.
- D. Regular replacement teachers shall be issued limited employment contracts for the duration of the school year in which they are employed, and will automatically be non-renewed without being subject to the evaluation process or the right to appeal upon the return to duty of the regular teacher or the end of the school year, whichever comes first. The President/designee shall be notified when a regular replacement teacher is hired.

## XXXII. REDUCTION IN FORCE

### A. Definition

A reduction in force occurs when a teacher's contract is nonrenewed or suspended. However, a contract suspension pending termination in accordance with O.R.C. 3319.16 shall not result in placement on the recall list or bumping rights nor shall a contract nonrenewal which is performed in accordance with O.R.C. 3319.11, O.R.C. 3319.111 and the evaluations contained in Appendix B of the Agreement.

### B. Reductions

#### 1. Reduction in Force; Continuing Contract Teachers

Teachers holding continuing contracts may have their contracts suspended for any reason specified in Section 3319.17 of the Ohio Revised Code. Prior to suspension, such teachers who have certification/licensure in more than one teaching field shall be placed in positions for which they have certification/licensure and greater seniority. Less senior teachers and teachers holding limited contracts in the

teaching field will have their contracts suspended or nonrenewed prior to the suspension of any continuing contracts of teachers.

2. Reduction in Force; Limited Contracts

Teachers holding limited contracts may have their contracts suspended with recall rights for the following reasons:

- b. A return to duty of a bargaining unit member after a leave of absence.
- c. Suspension of schools or closing of a school building.
- d. A return to duty of a bargaining unit member after a leave of absence.
- e. Suspension of schools or closing of a school building.
- f. Territorial changes affecting the school district.
- g. Decreased enrollment of total students in the district, individual building, grade level or department.
- h. Financial reasons, as determined by the Board.
- i. Changes in curricular offerings.
- j. Loss or redirection of available grant funds.

Teachers holding limited contracts in a teaching field shall be reduced in accordance with their seniority, the least senior teacher in the teaching field being reduced first, except that limited contract teachers will be placed in teaching assignments for which they have certification/licensure and greater seniority.

3. A list shall be prepared indicating the specific position(s), or portion thereof within each teaching field, to be reduced. System-wide seniority, as defined in Article II (K), DEFINITIONS shall be the basis of any reduction in force. The teacher(s) who presently hold those positions are the employee(s) whose contract(s) are to be suspended or nonrenewed unless it is possible for the involved employee(s) to displace another employee with less seniority in another area of certification/licensure for which the involved employee(s) is properly certificated.

The Board will publish and post in each teacher lounge/work area on the first workday in March, for informational purposes, the following:

- a. A seniority list by teaching field (this list shall show each teacher's teaching field(s) of assignments for the current school year).

- b. A seniority list by areas of certification/licensure. A teacher shall appear in every area within this list where the teacher has certification/licensure. The administration will approve no validation if the validation will affect the order of seniority for the purposes of layoff or recalls.

Teachers shall file current certificates/licenses showing all subjects and grade levels by February 1 of each school year with the office of the Director of Personnel.

Each teacher shall have until March 15 to notify the office of the Director of Personnel of additional areas of certification/licensure and to provide proof of such certification/licensure and/or corrections to the seniority list. If a teacher has completed the requirements for additional certification/licensure, but has not yet received the certificate/license, the teacher may provide that information to the office of the Director of Personnel and certification/licensure shall be shown as pending. An updated seniority list will be published by March 20, if appropriate. If the teacher can provide to the Director of Personnel written/verbal confirmation from the State Department of Education that the requirements for additional certification/licensure have been completed at least by noon of the Friday prior to the April Board meeting at which time reductions are acted upon, the certification/licensure shall be included in the determination of the order of layoff.

Once the updated seniority list is published, no additional areas of certification/licensure or contract status shall be valid for the determination of the order of layoff until the next published and posted list. In addition, the contract status of individuals (limited or continuing) on March 20<sup>th</sup> in any school year, will determine placement on seniority list. The change from limited contract to continuing contract will not apply when the continuing contract is granted in the same year as a reduction occurs.

Seniority lists and revisions thereof shall be given to the officers and building representatives of the M.E.A.

### C. Recall

1. Teachers whose continuing contracts are suspended shall be placed on a recall list and shall have first priority in recall and shall be recalled in order of greater seniority to fill vacancies for which they are certificated or, if no certificate is required, for which they are qualified.
2. Teachers whose limited contracts are suspended only by virtue of reduction-in-force shall be placed on a recall list for a period of three (3) years unless earlier recalled. Teachers whose limited contracts are nonrenewed for reasons other than reduction-in-force will be nonrenewed in accordance with the provisions of Article XXXIX, EVALUATION AND SUPERVISION OF TEACHERS, and shall not be

placed on the recall list. Teachers whose limited contracts were nonrenewed only by virtue of reduction-in-force shall have priority after continuing contract teachers have been recalled. Limited contract teachers shall be recalled in order of greater seniority to fill vacancies for which they are certificated/licensed, or, if no certificate/license is required, for which they are qualified.

3. A teacher shall have two (2) days, excluding Saturdays, Sundays and holidays, from the date of receipt of notification of the opening to indicate his/her intent to accept or reject reemployment, but not to exceed a total of seven (7) days from the mailing date provided the Board can provide proof of attempted delivery to the teacher's last known address; otherwise, such teacher shall lose all rights to be reemployed unless:
  - a. the teacher is under contract with another district and is unable to obtain a release from that contract, which waiver shall be valid for the school year in which the position is being offered, or
  - b. the teacher is gainfully employed and the position offered is a temporary position, or
  - c. the position to which the teacher is recalled is for fewer hours of employment than the teacher was working at the time of layoff.
  - d. A copy of these requirements shall be included in the layoff notice provided to the teacher at the time of layoff.

In the event the administration is unable to contact a teacher on recall, the M.E.A. President shall receive notice of the Board's intention to remove a teacher from the recall list at least one (1) calendar day prior to actual removal.

Notice of vacancy shall be sent to the teacher by registered or certified letter addressed to the teacher's last known address. It shall be the responsibility of each teacher to notify the Board of any change in address, whether temporary or permanent.

4. If the teacher is a continuing contract teacher, the teacher shall retain his/her right to recall and shall be permitted to return to work with the Board at the beginning of the next school year following the notice of recall, providing he/she makes timely written notification to the Director of Personnel. Timely written notification shall be sent within five (5) calendar days following notice of recall. A job shall be available at the beginning of the next school year unless further reductions in force result in the suspension of the teacher filling the position during the year when the teacher could not obtain release from his/her existing contract.

5. If the teacher is a limited contract teacher, the teacher shall retain his/her right to recall as provided in Section C, 2 of this Provision.
6. A teacher on the recall list substituting for a teacher who is scheduled to go on parental leave may waive recall for openings that occur prior to the beginning of the parental leave.
7. A waiver of a right to recall shall be in writing, signed by the teacher, and shall indicate the position and school year which are the subject of the waiver and delivered to the Director of Personnel promptly after notification.
8. No teacher shall be hired to fill a vacancy if there is a teacher who meets the eligibility requirements for recall and who accepts recall, or, if no certificate/license is required, who is qualified for the vacancy and accepts recall. No reassignments or transfers shall be made if such reassignments or transfer would preclude the recall of a teacher on the recall list. In addition, in the event a teacher is reassigned or transferred in connection with a reduction and a vacancy occurs in the teacher's former teaching field, the teacher shall be returned to the former teaching field if the return permits the recall of another teacher.
9. A teacher who was evaluated and recommended by the principal for a continuing contract but who is reduced shall, if recalled, be given a continuing contract. A teacher who was not evaluated for a continuing contract but who is reduced shall, if recalled, be given a limited contract for at least one complete year following recall.

D. Notification to M.E.A.

A list of all teaching positions, or portions thereof, in each teaching field, as defined above, to be reduced shall be provided to the M.E.A. President and a list of teachers whose contracts will be suspended or nonrenewed due to reductions in each teaching field shall be presented to the M.E.A. President a reasonable number of days prior to presentation to the Board for action but not later than April 15. In the event that the Board of Education has placed an operating levy on the May ballot, the deadline for notification to the M.E.A. will be not later than May 15. A copy of all recall notices, employee refusals of vacancies, waivers will be given to the M.E.A. President when sent to a teacher to enable the M.E.A. President to update the recall list or when received by the Director of Personnel from the teacher.

E. General

1. Nothing in this Article shall be deemed to apply to the issuance, termination and/or renewal of supplemental contracts.

2. Teachers recalled from the Recall List shall, upon return to active employment status, be placed on the salary schedule at the step and level based upon their experience and training and shall have the accumulated sick leave that they held at the time of the effective date that their teacher's contract was suspended or nonrenewed plus any sick leave which may be transferred in accordance with law.
3. In the event a teacher leaves the bargaining unit for a managerial or supervisory job in this District, the teacher shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.

### XXXIII. REASSIGNMENTS AND TRANSFERS

#### A. Definitions for purposes of this Article Reassignments and Transfers.

1. Transfer shall mean a change in buildings.
2. Reassignment shall mean a change in teaching fields.
3. At the High School, teaching field shall mean the current department/assignment.

#### B. Notice

If a teacher is to be transferred or reassigned after the first two (2) weeks of the beginning of the school year or after the first two (2) weeks of the beginning of the second semester, the teacher shall receive notice from the Superintendent not less than ten (10) days in advance of the transfer or reassignment. Whenever a teacher is transferred or reassigned, the teacher shall receive notice in advance.

#### C. Declining Enrollment/Staff Reductions Procedures

1. When classes are eliminated due to declining enrollment/staff reductions:
  - a. The principal(s) and classroom teacher(s) involved shall attempt to work out an arrangement using voluntary reassignment, whereby all changes in assignment can be made within the building.
  - b. All transfers between buildings shall be made by reassigning the least senior teacher from the building where a reduction needs to occur to open position(s) in the order the opening(s) occurred. This shall be done no later than the last five (5) school days in the current school year and again at later dates if subsequent enrollment changes require it.

- c. If arrangements cannot be made applying (a) or (b) above, and transfer is still necessary due to declining enrollment/staff reductions, the teacher(s) with the least amount of seniority in the system at the grade level/teaching field shall be the teacher(s) reassigned/transferred. Seniority will be used to determine reassignments/transfers whenever possible.
2. If a teacher is to be transferred to another building and an opening occurs between April 15 and the next school year in the building in which the teacher was formerly assigned, the teacher will be informed of the opening and shall have the option of returning to the former building of assignment unless the vacancy occurs within 10 days of the commencement of school.
3. At the secondary level, if reassignments are necessary as a result of declining enrollment, strong consideration will be given to the reassignment of the least senior teacher in the teaching field from which the reassignment is to be made, provided an attempt has been made to accomplish reassignments on a voluntary basis.
4. A teacher being involuntary transferred or reassigned may choose to resign and shall not be the subject of a request for revocation of certification/licensure or other detrimental Board action.
5. A teacher involuntarily transferred or reassigned will be given consideration for return to the teacher's former building or assignment, upon written request to the Superintendent, if and when a vacancy occurs.
6. In the event that programs exist which do not require special certification/licensure, but do require special training, expertise and/or close compatibility with an existing teacher, the Superintendent of Schools, with good cause, may exempt openings in such programs provided written notice of the reasons for the exemption is given to the M.E.A. President.

D. Nothing in this Article shall be construed as restricting the Superintendent's right of assignment.

#### XXXIV. TEACHER DISCIPLINE

Before disciplinary action is taken against a teacher, the teacher shall have the right to a conference and to have a representative of his/her choice at said conference. Prior to the disciplinary conference, the teacher shall be given a written statement specifying the available facts which could lead to disciplinary action. The teacher shall be provided, at the time of the discipline, a specific written statement of the basis for the discipline.

Disciplinary action shall be designed to bring to the attention of the teacher the impropriety of the conduct in question and shall be appropriate to the nature of

the conduct. When the basis of possible disciplinary measures are complaints by a teacher, parent or citizen, the appropriate administrator shall investigate the facts so that said disciplinary action is not taken as a result of allegations. Such investigation will, at the request of the teacher, include the right to request a meeting with his/her accuser in an attempt to establish the facts.

All bargaining unit members are responsible to familiarize themselves with applicable rules and regulations governing employment in the Mayfield Schools. These rules and regulations are contained in Board policies, the collective bargaining agreement, selected Ohio Revised Code Statutes, the Licensure Code of Professional Conduct for Ohio Educators and teacher/building handbooks.

The Board and Association agree that discipline of bargaining unit members will be for just cause, implementing due process. The discipline shall be appropriate for the infraction(s) and consistently applied throughout the District. When a bargaining unit member may have committed a violation of applicable rules and regulations implementing due process shall mean:

- 1) The bargaining unit member shall be given written notice of the allegations against him/her, disclosure of documentation that is available at the time of the notice, if any, which supports the allegations, and an opportunity to review such allegations and documentation.
- 2) The bargaining unit member will be entitled to a disciplinary hearing for the purpose of presenting evidence and/or testimony regarding the allegations. The bargaining unit member may be accompanied by a representative of his/her choosing at the disciplinary hearing.
- 3) The disciplinary hearing may be conducted by any administrator, or designee, depending upon the seriousness of the allegations.
- 4) After the disciplinary hearing is concluded, the administrator conducting the hearing will consider the evidence/testimony presented by the bargaining unit member and review the personnel file for pertinent and relevant items related to the alleged infraction or previous discipline issues.
- 5) If the determination is made that disciplinary action is warranted, such discipline shall be reduced to writing and presented to the bargaining unit member in person by the appropriate Administrator or designee.

The Board and Association recognize that current, and future, technology programs and mandates may lend themselves to a system breach, hacking into system, and/or violation of protocols. In the event of an allegation of such violations, the Board, through its Administrative Staff, shall initiate an investigation, implementing due process, regarding the conduct of the bargaining unit member. No bargaining unit member shall be disciplined for a system breach or hacking into systems, or violation of protocols by others, unless such bargaining unit member's conduct contributed to the violation.

XXXV. TEACHER EMPLOYMENT

A. Summer School

Summer school positions shall be advertised to the staff as the administration identifies the need. Teachers shall have the number of days listed on the posting to apply for the positions. Applications shall be submitted to the designated individuals. All teachers shall receive notification as soon as possible of the status of their application.

B. Adult Education

Teachers employed by the Mayfield Schools to teach in grades PreK through 12 shall be granted priority with regard to new job openings in adult education for which the Director of Adult Education considers the teacher qualified.

C. Curriculum and Other Special Employment

Teachers may be employed for professional work as requested by the Board over the summer; this shall be paid at the rate of \$120.00 per day. This is not to be confused with per diem pay as detailed on the Supplemental Services Schedule.

XXXVI. EVALUATION AND SUPERVISION OF TEACHERS

A. PURPOSE

The performance of all certified personnel should be supervised and evaluated. The evaluation should be thorough, fair and objective.

The primary purpose of evaluation and supervision is to assist teachers to improve their professional performance. Other purposes are to maintain a consistently high level of performance and, if necessary, to separate those with poor performance from service.

B. RESPONSIBILITY

The building principal, or designated representative who is an administrator, is the primary observer/evaluator of teacher competency and shall be responsible for the recommendation of the teacher to the Superintendent of Schools. Teachers who travel will be evaluated by a designated "home" observer/evaluator who shall be responsible for the recommendation of the teacher to the Superintendent of Schools.

C. EVALUATION PROCESS OF LIMITED CONTRACT TEACHERS

Nonrenewal of bargaining unit members will only be for one of the following three (3) reasons:

1. Performance based.
2. Regular replacement teacher contract (Article XXXIV, REGULAR REPLACEMENT TEACHERS).
3. Temporary certification/licensure.

### EVALUATION PROCESS OF CONTINUING CONTRACT TEACHERS –

This part of the evaluation program uses a positive approach to stimulate self-improvement as well as creating a continuous focus on improved instruction and/or the delivery of instructional support. The observer/evaluator and the teacher share the responsibility for this procedure.

The evaluation plan is formative (data gathered for the purpose of improving job performance) and cooperative in nature. Its purpose is to focus on the delivery system of instruction to increase teaching effectiveness and student learning.

#### 1. Cycle

The evaluation of Continuing Contract teachers will be according to the cycle listed below.

a. There will be a four (4) year cycle of evaluation/observation for continuing contract teachers as follows:

- (1) 1<sup>st</sup> Year – Standard evaluation according to team, grade level or department.
- (2) 2<sup>nd</sup> Year – One of the options listed below selected by teacher.

##### (a) Peer review

Two partners may opt to peer coach each other. They would meet and agree to develop individual areas of concentration for the year. A starting matrix would be designed for each partner and initial observation dates determined. A nonjudgmental conference between partners would follow. Included would be a 'stretch' for further growth, the next date for observation and the matrix to be used. At year's end a nonevaluative summary paragraph will be submitted by each partner.

##### (b) Self evaluation

The participant might use established forms to create his/her own form to evaluate him/her in the areas of standard

evaluation. He/she might choose to report these areas in a narrative as a report.

(c) Selective survey evaluation

A self-Survey would consist of three main parts: the survey form to be distributed; the survey sheets filled out by the selected group answering the survey; the written results and evaluation or analysis. The written summary of results would be submitted to the evaluator. A suggestion for a 'stretch' might be included in the summary.

(d) Portfolio evaluation

A portfolio for evaluation purposes would be a collection of projects, units, pictures, samples of student work, videos, written articles, evaluation records of student, reports of conferences, lists of professional meetings attended, workshops attended, course work summaries, etc. The portfolio would be submitted to the evaluator.

(e) Standard evaluation

This evaluation would follow the format for the limited contract teacher.

(f) Other mutually agreed upon evaluation option.

(3) 3<sup>rd</sup> Year – Self-reported growth

The process would be similar to the portfolio evaluation, but would concentrate on professional readings, course work, seminars, and conferences. The portfolio of summaries would be submitted to the evaluator.

(4) 4<sup>th</sup> Year – Selection options (as listed for 2<sup>nd</sup> year above).

- b. The standard evaluation process may be used by a building administrator in lieu of another choice during the second, third and fourth years of the cycle.
- c. The selection process must be completed by October 1 of each school year. It will be the responsibility of the principal of each building to develop an equitable phase-in of building staff to the cycle discussed above.

#### D. APPEALS

1. Continuing Contract Teachers – Failure to follow EVALUATION AND SUPERVISION for continuing contract teachers is subject to Article VIII, GRIEVANCE PROCEDURE. However, the judgment of the observer/evaluator in assigning ratings on the observation and evaluation forms shall not be subject to review through the Grievance Procedure except in connection with the termination of a continuing or limited contract.
  2. Limited Contract Teachers - - Failure to follow EVALUATION AND SUPERVISION for limited contract teachers is subject to the procedures in O.R.C. 3319.11 AND 3319.111 and is therefore not subject to Article VIII, GRIEVANCE PROCEDURE.
  3. Nonrenewals for Reduction in Force – Failure to complete the evaluation process shall not result in automatic rehire if the limited contract teacher is nonrenewed as a consequence of REDUCTION IN FORCE in accordance with XXXIV of the Collective Bargaining Agreement and placed on the recall list, nor shall the teacher have access to the hearing procedure of Division G of 3319.11 provided the teacher has been provided with a written statement indicating that the reason for the nonrenewal is a reduction in force and that the teacher has been placed on the recall list in accordance with Article XXXV, REDUCTION IN FORCE.
  4. A teacher who disagrees with an observation or evaluation may file a written response which shall be physically annexed to all copies of the observation or evaluation.
- E. The teacher evaluation form may be altered, revised or amended by agreement of the Board and the M.E.A. All documents related to evaluation may be found in Appendix B.

#### XXXVII. TEACHING HOURS AND TEACHING LOAD

- A. The length of the workday for teachers shall not exceed the following:

Senior High School – 7 hours, 30 minutes  
Middle School – 7 hours, 30 minutes  
Elementary School – 7 hours, 30 minutes

##### B. High School

1. It is recognized by the parties that the performance of student supervision duties (study hall supervision, hallways, cafeteria, exclusion room coverage, etc.) are best performed by bargaining unit members. However, the Board may utilize nonbargaining unit members to perform student supervision duties (defined as noninstructional duties that do not require an instructional certificate), provided that the performance of such duties

by nonbargaining unit members does not result in a suspension of a teaching contract or otherwise in the reduction of any employee's contract. Further, the Board agrees not to initiate an involuntary reduction in any bargaining unit member's employment contract as a result of utilizing nonbargaining unit members. However, the parties recognize that reductions in force may be initiated for other reasons consistent with the reduction in force provision of the Collective Bargaining Agreement and/or state law.

2. It is further recognized between the Board and the M.E.A. that no bargaining unit member's teaching contract will be reduced for the sole purpose of replacing that reduced portion of the bargaining unit member's contract with work performed by nonbargaining unit members.
3. Bargaining unit members shall be provided the opportunity to perform available duty assignments. The determination of availability will be made on a year-to-year basis by the administration, and the opportunity for bargaining unit members will be determined by the normal process of student scheduling. Bargaining unit members shall have a priority for employment in available duty assignments over nonbargaining unit members. Bargaining unit members who are teaching three (3) or fewer instructional periods per day shall be compensated for any duty assignments performed in addition to the supervision included as part of the teacher's compensation percentage and shall be paid at a flat rate of \$9.43 per twenty-five (25) minute duty assignment, which shall hereafter increase at the same times and by the same percentage and increases applied to the teacher's salary schedule.
4. Bargaining unit members who are teaching four (4) instructional periods per day shall be assigned a single duty assignment in addition to the shared duty/student aid assignment. In the event that the bargaining unit member declines the single duty assignment, the employment contract shall be compensated at eighty percent (80%) of full-time compensation.
5. Bargaining unit members who refuse extra teaching assignments agree to waive any right or priority for extra duty assignments for the current semester. Bargaining unit members who perform teaching assignments at both the High School and Middle School shall be eligible for extra duty assignments on the basis of their schedules at both schools, but the Board shall not be obligated to pay the employee for the twenty-five (25) minute travel time for the sole purpose of returning to the High School to perform student supervision duty.
6. The Board and M.E.A. further agree that the administrative staff may assign a sixth (6<sup>th</sup>) teaching assignment to staff members, where needed, instead of assigning a shared duty/student aid assignment on a semester-by-semester basis. Any bargaining unit member who is assigned a sixth (6<sup>th</sup>) teaching assignment shall be paid the unit member's salary from the teacher's salary schedule, plus twenty percent (20%) of the BA minimum

salary, and shall not be assigned any duty assignments. Furthermore, not more than two (2) employees in any particular certification/licensure area may be assigned six (6) instructional assignments.

Teaching a sixth class is based on a year-to-year need and will be automatically nonrenewed at the end of the academic year. Notice from Treasurer's Office or Personnel Office is not required.

7. An am duty assignment may not be assigned to any teacher with more than three (3) unrelated preparations. Homeroom or a duty assignment comparable to homeroom, or the lack of, shall not affect the salary proration.
  - a. Such teachers shall be assigned as homeroom substitutes.
  - b. If such a teacher is teaching six (6) classes, said teacher shall be assigned as a homeroom substitute, if possible, with hall duty as the second choice of assignment as a homeroom substitute is not available.
  - c. Courses which are the same course but with a different title (i.e., 8<sup>th</sup> grade French and French I) shall be considered one preparation.
  - d. Assignments to co-teaching classes and/or resource room shall not be considered preparations for the purpose of counting the number of unrelated preparations.
  - e. Teachers of the multi-handicapped and the developmentally handicapped students are exempt from this provision.
8. Teachers with the homeroom substitute duty may be assigned duty in the book store for any of the first five (5) days of each semester.
  - a. Book Store work done at any other time of the year by any other teacher(s) is only on a volunteer basis.
  - b. The ordering of supplies is not bargaining unit work.

9. Schedule for Teachers – Available Options

<u>Instruction Periods</u>	<u>Planning Conference</u>	<u>Shared Duty/ Student Aid</u>	<u>Supv Time</u>	<u>Comp Perct</u>
1 (50 Min)	25 Min	--	30 Min*	20%
2 (100 Min)	50 Min	--	30 Min*	40%
3 (150 Min)	70 Min	--	40 Min*	60%
4 (200 Min)	70 Min	25/25 Min	50 Min	100%
5 (250 Min)	70 Min	25/25 Min	50 Min	100%

\*Any part-time teacher whose schedule does not include an a.m. assignment will have a fifteen (15) minute supervision assignment added to his/her schedule.

High School teachers will have a minimum of three hundred fifty (350) minutes of preparation/meeting time per week. Except for department chairs, all High School teachers shall have a shared duty/student assistance period. High School teachers shall have a duty-free lunch period of at least thirty (30) minutes. Planning time for all teachers shall be in blocks of not less than twenty (20) minutes.

Within departments, teachers will determine the utilization of student assistance time.

C. Middle School – The following will be in effect:

1. Middle School shall have a four hundred fifty (450) minute day.
2. The current Middle School schedule shall be maintained except as modified in accordance with O.R.C. 4117 procedures and regulations.
3. Teachers will have a minimum of four hundred (400) minutes of planning time per week which shall be in blocks of at least twenty (20) minutes. It may be scheduled as two (2) planning time periods that are blocked together. Administrator initiated meeting time is limited to forty (40) minutes per week.
4. The Middle School schedule shall be organized as follows:
  - a. Instructional time will consist of four (4) fifty-five (55) minute classes or a maximum of six (6) forty (40) minute classes. Teachers will have a maximum of two hundred forty (240) minutes of instructional time.
  - b. Physical education/music and exploratory classes may be blocked together.
  - c. Physical education/music/exploratory will have forty (40) minute classes and shall be organized into a rotation.
  - d. Teachers will have a thirty (30) minute duty free lunch.
  - e. Planning times shall be rotated among grade levels whenever possible.
5. Schedule for Part-time Middle School Teachers

Part-time Middle School classroom teachers will receive a schedule developed to fill the needs of the District. Planning time will be provided pro-rata, based upon a 7.5 hour day.

Part-time Middle School teachers' schedules shall be consecutive – meeting attendance required before school for morning teachers, after school for afternoon teachers; attendance at these meetings as necessary.

6. No more than two (2) Middle School teachers per subject area may be assigned an additional class; teachers who are willing to teach an extra class shall be compensated at the rate of an additional twenty percent (20%) of the BA minimum salary.

#### D. Elementary School

1. Elementary classroom teachers, including MCHI, will have preparation time of a minimum of 175 minutes per week, during the periods that specialists are responsible for the class and shall have an additional 150 minutes per week at the end of the student school day (30 minutes per day) for preparation. This time may be used for administrator initiated conferences on an as-needed basis not to exceed two (2) occasions per week. Early supervision of students (7:30 a.m. to 7:50 a.m.) will be conducted under a supplemental contract consistent with Article XV, SUPPLEMENTAL SERVICE SCHEDULE of the Collective Bargaining Agreement. Elementary classroom teachers, for the purpose of this provision shall include elementary art, music, and physical education teachers. Elementary preparation periods shall be in blocks of no less than twenty (20) minutes each.
2. There will be a fifteen (15) minute recess period each day at the discretion of the teachers and principal at a given site. Teachers may be assigned, in accordance with a schedule established by the teachers, duty during this recess period on a rotating basis. The principal may review this schedule for adequacy of student supervision. If the principal concludes that supervision is not adequate, the principal shall explain his or her concerns and request that the teachers revise the schedule. If the revised schedule does not resolve the problem, the principal may modify the schedule. Recess time shall not be included as planning and meeting time, but may be used for preparation purposes.
3. On limited occasions it may be necessary to assign a teacher an “extra” class beyond the normal teaching load. This is most likely to occur in special areas such as art, music, and/or physical education where the number of classes may exceed the space or time available. The administration attempts to keep the frequency of assigning an “extra” class to a minimum. An elementary teacher who is assigned to teach an “extra” class shall be compensated at the rate paid for substituting for another teacher (Article XVI, REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER).
4. Schedule for Part-time Elementary Teachers

Part-time elementary teachers will receive a schedule developed to fill the needs of the District. Planning time will be provided pro-rata, based upon a 7.5 hour day.

Part-time elementary teachers' schedule shall be consecutive – meeting attendance required before school for morning teachers, after school for afternoon teachers; attendance at these meetings as necessary.

#### E. Meetings

The teaching schedule anticipates that teachers will remain after the end of the regular school day or report before the regular school day without additional compensation to attend faculty or other professional meetings, not to exceed the following limitations:

1. Two (2) hours per month for building, district grade level or departmental meetings, starting within ten (10) minutes after the end of the normal teacher day.
2. In addition to the above, meetings may be held to provide in-service as mandated by law (e.g., child abuse training required of all elementary teachers.)
3. Teachers new to the district may be required to attend additional staff development in-service not to exceed one and one-half (1-1/2) hours per month of time beyond the school day.

Department heads, librarians and guidance counselors shall be exempted from the provisions of this item.

#### F. Special Teachers and Traveling Teachers

1. Special teachers and/or those teachers who travel between buildings shall have a duty-free lunch period and preparation time. In the event the teacher's time is divided between buildings, the length of lunch period and preparation time shall be determined according to the schedule for the building where the teacher spends most of his/her teaching time.
2. With the exception of mainstreamed students, special teachers shall not be assigned the students of more than one (1) classroom teacher at a time.
3. Teachers assigned to more than one (1) building will be guaranteed a minimum of fifteen (15) minutes of travel time per trip between buildings. Five (5) minutes prior to the fifteen (15) minutes travel time will be allowed for the teacher to dismiss students and leave the building. Five (5) minutes following the fifteen (15) minutes travel time will be allowed for the teacher to reach the classroom and begin the class.

4. Any conflicts or difficulties associated with the schedules of traveling teachers shall be brought to the attention of the principals by the traveling teacher for resolution. If not resolved, the matter shall be referred to the Superintendent and M.E.A. President for resolution.
- G. Elementary teachers shall have a duty-free lunch period of at least fifty (50) minutes. High School teachers and Middle School teachers shall have a duty-free lunch period of at least thirty (30) minutes. Planning time for all teachers shall be in blocks of not less than twenty (20) minutes.
- H. The M.E.A. President will designate a teacher at each school to review proposed teacher schedules. If apparent inequities exist in the schedules of individual teachers when compared to the schedules of other teachers in the department (excluding department heads), the reviewer shall discuss the reason for the apparent inequity with the school principal.

Inequities in the schedules of individual teachers will be brought to the attention of the Superintendent of School who will make a reasonable attempt to resolve said inequities.

- I. Except for newly employed teachers who may be required to work up to one hundred and eighty-eight (188) days, the work year of teachers will not exceed one hundred and eighty-five (185) workdays. Included in the one hundred-eighty five (185) workdays shall be one (1) day, on the first Tuesday in November, with the first two (2) hours administratively directed and five and one half (5-1/2) hours teacher directed; one (1) day at the end of the third grading period, with the first two (2) hours administratively directed and five and one half (5-1/2) hours teacher directed. Any teacher who is required to work beyond the regular work year will be compensated at his/her regular rate of pay (computed on the basis of a 185 day work year) for all additional time worked, except as otherwise specified within this Agreement. No teacher will be required to attend any meeting or accept any assignment other than during the regular teacher work year.
- J. Evening Meetings – Classroom teachers may be required to attend not more than six (6) evening meetings during any school year, one of which shall be the fall open house/parent orientation. The others shall be designated by the Administration. This shall not apply when release time is provided for parent-teacher conferences or to evening meetings related to the performance of supplemental contract duties.

Meetings beyond two (2) for which release time is not provided shall be compensated as follows:

- meetings #3 and 4 - \$30 per meeting
- meetings #5 and 6 - \$45 per meeting

Unless release time is provided or pursuant to a supplemental contract, no employee shall be required to attend additional evening meetings.

Nonclassroom teachers who receive any supplemental pay may be required to attend the fall open house/parent orientation and other evening meetings reasonably related to the performance of their jobs. Teacher attendance at evening meetings shall be excused upon the showing of good cause.

- K. The M.E.A. and the Board encourage all bargaining unit members to attend or participate in, on a voluntary basis, activities or events which relate to their educational interests or professional responsibilities.

- L. Special Education Class Size

Classes/caseload for special education teachers/intervention specialists/tutors and related service providers shall adhere to guidelines adopted by the State Board of Education in the "Operating Standards for Ohio's Schools Serving Children with Disabilities – 3-21 Years of Age." The Board agrees to adopt and follow any changes in current State mandates.

- M. Staff Development

Teachers will work with the Curriculum Office to plan meaningful staff development activities.

### XXXVIII. SATELLITE COURSES

If courses are offered to Mayfield High School students through a (Satellite Television Instructional System) (hereinafter "STIS") (or a comparable system), the following conditions must be met:

- A. Courses will not be offered through STIS if there are current teachers or teachers on the Reduction in Force list with the certification/licensure required to teach the course. The only exceptions to this may occur in those instances where student enrollment is less than 10 or when the offering of the course would result in the employment of a teacher to teach a single class, in which case STIS may be used.
- B. The work of "Classroom Facilitators" is bargaining unit work and teachers will be assigned to function as classroom facilitators. Each class for which a teacher is assigned to act as a classroom facilitator shall count as part of the maximum modules (minutes) of assignment work for secondary teachers (Article XL, Paragraph B, TEACHING HOURS AND TEACHING LOAD).
- C. If classroom facilitators agree to participate in the "facilitator training teleconference," compensatory time off or pay for hours worked at the summer school per diem rate shall be provided for time spent in facilitator training. Advance notice of the time and place of facilitator training shall be provided as much in advance as possible.

- D. The duties of the classroom facilitator shall be those listed on the Daily Checklist for SERC Facilitator and the Checklist for SERC School Classroom Facilitators, or comparable guidelines for other STIS, except that the classroom facilitators shall arrive prior to the start of STIS class.
- E. Classroom facilitators shall not be responsible for assigning students' grades or otherwise evaluating student performance. However, classroom facilitators shall be responsible for adjusting STIS grades into the Mayfield grading systems as necessary. Classroom facilitator's responsibilities regarding parent-teacher conferences or other conferences shall be limited to student attendance, student conduct, and an explanation of correspondence or other STIS information.
- F. Classroom facilitators must be classroom teachers. A maximum of two (2) courses in the same certification/licensure area may be offered through STIS and a maximum of six (6) total classes may be offered through STIS. If three (3) or more total courses in the same certification/licensure area are to be offered, a teacher shall be hired.

#### XXXIX. AIDS AGREEMENT

The parties agree that since currently available medical information indicates that AIDS is not spread by the kind of casual contact that usually occurs in school settings, decisions regarding each case shall be made on an individual basis. These decisions shall be based on the medical and legal advice available at the time the situation occurs and shall balance the rights of the individual(s) who is (are) infected with the health of others in the school setting.

Any necessary medical evaluation shall be conducted by the AIDS Evaluation team, which shall consist of the individual's primary care physician, the school physician and a physician specializing in communicable diseases. The Director of Personnel shall be available to inform the three physician team, as requested, of the nature of the job duties performed by the evaluatee.

The AIDS evaluation team shall render a report which shall be restricted to an evaluation of the employee's medical condition and shall provide:

- A. A description of the employee's medical condition.
- B. Whether or not the employee's condition imposes a substantial risk to others in the school environment and a rationale for the finding.
- C. Whether or not the employee's condition has substantially impaired the employee's ability to perform his/her normal work responsibilities and the rationale for the finding.

The AIDS evaluation team shall be required to treat all information regarding an employee's condition as highly confidential. The AIDS evaluation team's report shall be released only to the Superintendent and the employee.

Any dispute with regard to the application of the foregoing procedures may be processed through the grievance and arbitration provisions of the respective collective bargaining agreements. Any dispute with regard to the necessity of a medical review or the Board's right to compel an employee to undergo a medical review, or the employer's action taken pursuant to the issuance to the AIDS evaluation team's report shall be subject to litigation pursuant to appropriate State or Federal law.

#### XL. TESTS

In the event that the Board has valid reason to believe that a mental or physical disorder is interfering with the performance of the teacher's duties, the Board may require a physical examination or psychiatric examination. Such examination shall be at public expense.

#### XLI. INCLUSION

##### A. Building Assistance Team - (referred to the Special Education Committee for review and application)

Each building shall form a Building Assistance Team (BAT) to assist all staff in educating students who, due to their unique needs require special intervention and/or diverse instruction. The purpose of the BAT committee is to provide support and assistance to staff in the inclusion of all students in the regular curriculum and/or environment. The support and assistance may include, but not be limited to:

1. The time, support and training required to adjust the environment, equipment, materials, curriculum and activities in the classroom to meet the needs of all students.
2. The definition of roles and responsibilities of staff members working in the classroom when confusion or concern arises in compliance with their job description.
3. The provision of specialized assistance to the student or staff member(s) to meet a child's needs.
4. The support needed to reconvene an IEP, staff and/or parent meeting when the need arises.
5. The provision of consultative, counseling and/or social services to students who are in need of these services.

6. Any other assistance or support services that are needed by a staff member in order to meet the needs of students.

The BAT committee shall be comprised of the building principal or designee as chairperson, the staff member making the request for assistance, a regular education teacher, and an intervention specialist who would be knowledgeable in the area of concern. Any other member(s) of the staff or administrative team may also be called when needed to resolve the issues.

To initiate the process, the referring staff member will contact the building principal or designee to discuss the issue. The necessary staff members will be called to meet to address the issue and formulate a plan of action to resolve the issue.

#### B. Meeting of IEP Team

Any classroom teacher may be required to attend one IEP meeting a week during the employee's planning/conferencing time. Additional meetings may be scheduled provided the teacher is given release time. If release time is not feasible, the required regular classroom teachers will be compensated at the rate of \$33.00 per hour. This rate shall also apply to meetings outside of school hours. Special education teachers will only be compensated for meetings which occur after school hours. Any staff member who desired may volunteer to attend an IEP meeting. IEP meetings are to be scheduled with the approval of the building principal.

#### C. Release Time for Procedural Requirements

In addition to daily planning time, each special education teacher/intervention specialists/tutor will be given two (2) days per year of release time to complete tasks that are required by law or state guidelines, such as; writing IEPs, holding parent conferences, updating CIMS data, conducting multi-factored evaluations and other duties at the teacher's/tutor's discretion. Speech language pathologists will be granted four (4) days release time per year. Such release days will not carry over from year to year.

In the event that there is a temporary and immediate need for more release time that is directly due to completing the requirements or implementation of IEP, MFE, 504's or other statutorily required documents, the intervention specialist/tutor/related services personnel will meet with the building principal or the Director of Special Pupil Services to present, discuss and grant, if appropriate, the needed additional time to complete the requirements.

#### D. Training

Specialized training will be provided to employees who may be expected to participate in the provision of services to students with unique needs (e.g. students with physical disabilities, emotional and/or behavioral issues, students with severe allergies, and/or medical issues).

The identification of and other pertinent information regarding the needs of the student and initial training may be provided by the student's case manager when the child is on an IEP; the school nurse when the need is medical or physical in nature; and the guidance counselor for regular education students. More specialized training for staff working with individual students will be determined by the IEP team, school nurse, psychologist or counselor with the involvement of the director of curriculum, director of special student services and/or coordinator of special education. Initial training will commence within fifteen (15) school days from the time the need of the child is reported. Training will take place on an ongoing basis throughout the school year as seen necessary. Other staff and administrative team members will be included as needed.

E. Nursing Services/Custodial Care

Qualified nurses and/or trained healthcare paraprofessionals shall be the only employees to provide and conduct medical procedures. Employees other than qualified nurses and/or trained healthcare paraprofessionals shall not be required or requested to perform any medical procedure. Employees other than qualified nurses and/or trained healthcare paraprofessionals shall not be required to dispense medication; however, building monitors shall be assigned the responsibility of dispensing medication in situations when the school nurse or trained healthcare paraprofessional is not available. Performance of the functions identified in this paragraph shall be done pursuant to specific medical instructions detailed on a properly signed authorization by the student's physician, or, in the case of medication, pursuant to the instruction of the student's pharmacist.

Custodial care services, such as changing diapers, catheterization, cleaning feeding tubes, etc., shall be provided by school nurses or instructional assistants hired for and trained properly to perform the required services and shall be designated in the students IEP.

F. Evacuation of IEP Students and/or Other Students with Special Needs

A plan for emergency situations such as evacuations due to fire drills or fires shall be developed as necessary for IEP students whose physical or mental condition reasonably suggests that evacuation poses problems. If the teacher cannot physically remove the student, an alternative plan shall be devised and the employee shall not be adversely affected or evaluated as a consequence.

G. Access to and Distribution of IEP's

All teachers who are expected to provide services to an IEP student shall be provided with a summary of the IEP and/or copy of the student's IEP in advance of the time the staff member is to provide services.

#### H. Indemnification

All teachers shall be covered by an employer-provided liability insurance policy which shall provide coverage for all employer-related school events in which the teacher participates. Insurance coverage shall include malpractice protection in an amount equal to that set forth in the district's insurance policies of \$1,000,000, whichever is greater. The employer agrees to indemnify teachers against any damages, fines, legal fees or other costs that may result as a consequence of the teacher's performance of school-related duties, including any costs not covered by insurance as outlined above.

#### I. Special Teacher Workload

With the exception of the High School, if a special teacher (Art, Music, P.E. or exploratory) has, in one class, five (5) or more students identified as disabled with an IEP (excluding speech and SLD) of which at least three (3) are normally served by an instructional assistant for the majority of the academic day, or hearing impaired students who are served primarily by a specialist throughout the day, then instructional assistant services will be provided in the special area class. Additionally, if any student is served individually for the majority of the day by an instructional assistant then equivalent instructional assistant services will be provided.

#### J. Planning Time for Special Education Staff

The amount of planning time will be the same for special education teachers (HI, MH, CD, SLD, SED, SLP, OT, PT and educational audiologist) as a regular education teacher in the building to which they are assigned.

#### K. Assignment of Special Education Students

1. Assignment of special education students will be equal among placement options.
2. The academic staff affected by the placement of a special education student will have input into scheduling.
3. Association and Board recognize parental rights granted by special education law regarding the development and implementation of the IEP and placement.
4. Bargaining unit member concerns regarding scheduling issues will be taken to the Building Assistance Team (BAT) Team.

#### XLII. DRUG-FREE SCHOOLS WORK PLACE

The Mayfield City Schools Board of Education directs the Superintendent or his/her designee to make a good faith effort to continue to maintain a drug-free work place.

Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance is prohibited within or on the property, building, buses, or facilities of the Mayfield City School District in order to maintain a drug-free work place. "Controlled substances" are drugs that are illegal under the Federal Controlled Substance Act.

The use of alcoholic beverages on school property or at any Board funded event is prohibited.

Any use of alcoholic substances (on or off premises) that interferes with job performance, or any violation of state or federal laws dealing with alcoholic substances that occurs in the Mayfield City School District is prohibited.

As part of its educational mission in the community, the Board discourages the use of alcoholic beverages by school related groups or at school related events, and especially discourages the use of alcoholic beverages by young people or in the presence of young people.

The Board of Education directs that an age-appropriate, developmentally based drug and alcohol education and prevention program for students shall be implemented for all students K through 12<sup>th</sup> grade. The Board further directs that students and parents shall be notified, through the student handbooks of the schools and any other appropriate means, of the requirements of a drug-free school, the standards of conduct expected, disciplinary sanctions (up to and including expulsion and referral for prosecution), availability of drug and alcohol counseling and rehabilitation programs, and that compliance with the standards is mandatory.

The Board of Education directs that each employee receive, in writing, notice of the standards of conduct applicable to them, including, at a minimum, that the unlawful possession, use, and distribution of illicit drugs and alcohol on school premises or as part of Board approved activities is prohibited.

Compliance with the Drug-Free Policy is mandatory. Violators of this policy are subject to disciplinary actions as defined in the applicable negotiated agreements and the law. These disciplinary actions could include termination of employment. Any violation of the law may subject the employee to further actions on the part of the school district and/or with the appropriate law enforcement agency and could result in substantial fines and imprisonment.

Any employee of the Mayfield City School District who is convicted for a violation of any criminal drug statute occurring in the work place is required to notify the Superintendent of the district no later than five (5) days after the conviction. The district will report this violation to the appropriate Federal agency within ten (10) days of receipt of such conviction. Further, the school district will take appropriate personnel action against such an employee, up to and including termination, or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, or local health law enforcement, or other appropriate agency.

The Superintendent or his/her designee is directed to publish this policy for maintaining a drug-free work place to the employees and to establish a drug-free awareness program to inform employees about:

- A. The dangers of drug abuse in the work place,
- B. The district's policy of maintaining a drug-free work place,
- C. Any available drug counseling, rehabilitation, and employee assistance programs, and
- D. The penalties that may be imposed upon employees for drug abuse violations occurring in the work place.

XLIII. DURATION

This Collective Bargaining Agreement shall take effect following ratification by both parties and written execution thereof, and shall remain in full force and effect through June 30, 2011, with a contingency to continue through June 30, 2012 with the approval of both the Board of Education and the Mayfield Education Association. If any provisions of this document shall be found contrary to law, then that provision or application shall be deemed invalid except to the extent permitted by law. All other provisions herein stated shall continue in full force and effect, through June 30, 2011, with a contingency to continue through June 30, 2012 with the approval of both the Board of Education and the Mayfield Education Association so long as they do not conflict with any local, state or federal laws.

This Agreement shall be in effect from July 1, 2008, until June 30, 2011, with a contingency to continue through June 30, 2012 with the approval of both the Board of Education and the Mayfield Education Association with salary changes made as soon as possible after the Agreement is ratified by the Union and approved by the Board of Education.

WHEREAS, the undersigned persons representing the Mayfield City School Board of Education and the Mayfield Education Association have met, negotiated and agreed to the provisions as set forth in this Collective Bargaining Agreement;

NOW, THEREFORE, this Collective Bargaining Agreement between the parties is attested to by representatives who signatures appear below.

Mayfield Education Association Negotiating Team

By   
Member

By Paula S. Rine  
Member

By Suzen Meyer  
Member

By Deborah A Booth  
Member

By John A. Paydo  
Member

By Paul H. Wagner  
Member

By \_\_\_\_\_  
Member

Mayfield Education Association Officers

By Diana A. Beebe, M.E.A. President  
Diana Beebe, M.E.A. President

By Nicole Rucci-Macauda, Vice President  
Nicole Rucci-Macauda, Vice President – Certified

Board of Education Negotiating Team

By   
Phillip G. Price, Member

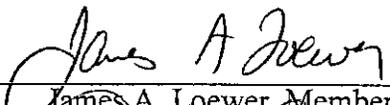
By   
Scott C. Snyder, Member

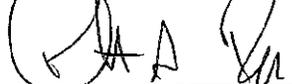
By   
Janet L. Barr, Member

By   
Susan P. Beatty, Member

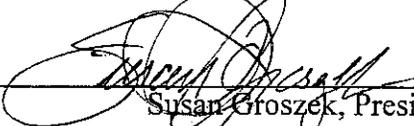
By   
Tammi L. Bender, Member

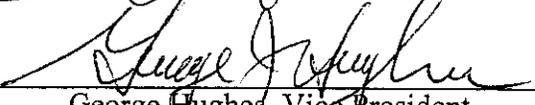
By   
Paul M. Destino, Member

By   
James A. Loewer, Member

By   
Robert G. Ross, Member

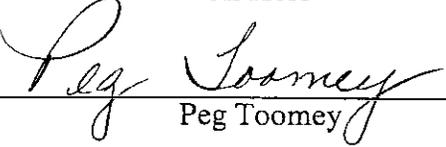
Mayfield City School District Board of Education

By   
Susan Groszek, President

By   
George Hughes, Vice President

By   
Charles Abbey

By   
Al Hess

By   
Peg Toomey

## APPENDIX A:

### TUTOR AGREEMENT

All articles and sections of the current Collective Bargaining Agreement between the Board and the M.E.A. shall fully apply to tutors unless otherwise determined herein.

- I. PREAMBLE - Fully applies.
- II. DEFINITIONS - Revise by addition as follows:
  - N. Tutor - Shall refer to all regularly employed and appropriately certified personnel who are under a tutor contract and assigned students. Such instruction will supplement but not supplant regular classroom instruction and may include but not be limited to learning centers, inclusion classes, assistance in regular classrooms, collaborative teaching and curriculum modification. Tutors shall not be required to give grades; however, tutors are required to prepare written communications of student progress as outlined in the specific program guidelines such as IEP goals and 504 plans. It is agreed that homebound tutors will not be considered as members of the bargaining unit.
  - O. English As A Second Language (ESL) Tutor - Shall refer to all regularly employed and, when required by the Ohio State Department of Education, appropriately certified or validated teachers who are under a tutor contract and assigned to serve students with limited proficiency in the English language and to assist them in making a successful academic transition. The activities of assisting students with reading, writing and speaking the English language is to supplement regular classroom instruction and ESL tutors shall not be required to give grades or completed interim progress reports to parents, however, ESL tutors are required to prepare written communications of student progress for the classroom teacher(s) as outlined in the specific program guidelines.
- III. RECOGNITION OF ASSOCIATION - Revised for Tutor Agreement as follows:

The Mayfield City School Board of Education, hereinafter referred to as the Board, recognizes the Mayfield Education Association, hereinafter referred to as the M.E.A. as the sole and exclusive representative of all certified teachers, including regular replacement teachers, and tutors, in accordance with Article XXXIV, REGULAR REPLACEMENT TEACHERS for the purpose of negotiating salaries, working conditions, fringe benefits and other items by mutual agreement. Said organization must represent teachers and tutors who are nonmembers in a nondiscriminatory manner. Teachers include all persons defined as such in Section 3319.09 of the Ohio Revised Code except the Superintendent, central office personnel, psychologists, reading supervisor, principals, high school athletic director and any other certified person who is devoting full time to managerial and supervisory matters and whose salary is determined by an administrative salary schedule.
- IV. RECOGNITION OF BOARD AND THE SUPERINTENDENT - Fully applies.
- V. SCOPE OF AGREEMENT - Fully applies.
- VI. FAIR SHARE FEE - Fully applies.
- VII. NEGOTIATING PROCEDURES - Fully applies.
- VIII. GRIEVANCE PROCEDURE - Fully applies.

IX. OPERATION OF SALARY SCHEDULE - A thru G fully applies with addition of H

H. Placement for tutors shall be to a maximum of three (3) years with credit given for prior tutor and/or teacher experience. To qualify for a year's experience on the salary schedule, the tutor must have worked any portion of a day for at least 120 days. (The Board and M.E.A. expressly agree that this provision is meant to supersede O.R.C.)

X. PAYROLL PRACTICES - Fully applies except for Section A which will be revised as follows:

A. Payroll Schedule

Teachers shall be paid in twenty-four (24) equal installments, except for tutors who shall be paid during the school year (September through June), on the fifteenth and the last day of each month. In the event that the fifteenth or the last day of the month is a Saturday, Sunday or holiday, teachers shall be paid on the workday immediately preceding the fifteenth or the last day of the month.

XI. SUPPLEMENTAL SERVICE SCHEDULE - Fully applies.

XII. REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER - Fully applies.

XIII. EMPLOYMENT FOR RETIRED TEACHERS - Fully applies.

XIV. SEVERANCE PAY - Fully applies with addition of the following at the end of the first paragraph:

Upon retirement, as hereinafter defined, certificated personnel of the district shall be entitled to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave at the time of their retirement up to a maximum of sixty-five (65) days. For full-time employees such payment shall be based upon the tutor's daily rate of pay at the time of retirement exclusive of supplemental pay. Severance payment to tutors shall be based on the last year of employment or the average of the last three (3) years of employment, whichever is higher, exclusive of supplemental pay.

For part-time employees, severance pay will be prorated to the percentage of the employment contract. If the proration is already reflected in the daily rate of pay, no further proration is necessary.

In addition to the above calculation, each employee shall receive an additional severance day for each year of perfect attendance where no personal, sick or "salary deduct days" were used.

XV. SEVERANCE PAY DEFERRAL PLAN - Fully applies.

XVI. FRINGE BENEFITS PROVISIONS - Fully applies with the addition of the following:

Board/employee contributions toward payment of premium as follows:

15 hours to less than 20 hours  
(tutors employed before March 23, 1994)  
Board - 45%    Employee - 55%

20 hours to under 24.5 hours

Board - 50%    Employee - 50%

24.5 hours to under 27.5 hours  
Board - 60%    Employee - 40%

27.5 hours to under 32.5 hours  
Board - 65%    Employee - 35%

Hours used to determine fringe benefit eligibility and payments for the current year will be the hours scheduled as of the date of ratification. Hours used to determine fringe benefit eligibility and payments will be determined on October 10 of each year.

- XVII. GROUP INSURANCE COVERAGE WHILE ON UNPAID LEAVE OF ABSENCE - Fully applies.
- XVIII. LEAVES OF ABSENCES - Fully applies.
- XIX. CERTIFICATION/LICENSURE - Fully applies.
- XX. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) - Fully applies
- XXI. ENTRY YEAR PROGRAM - Fully applies
- XXII. M.E.A. RIGHTS AND RESPONSIBILITIES - Fully applies.
- XXIII. PERSONAL FREEDOM - Fully applies.
- XXIV. PERSONNEL FILES - Fully applies.
- XXV. PUPIL DISCIPLINE - Fully applies.
- XXVI. JOB POSTING - Fully applies with the addition of the following:
  - A. Tutors who have been reduced in hours within a building shall have first right of refusal, by seniority, for additional hours (up to the number of hours reduced).
  - B. Increases and decreases in tutor hours shall not constitute a job opening when such increases and decreases occur during the normal school year. However, the above restoration of hours shall apply.
  - C. Tutors shall have seniority preference bidding rights for additional hours/days during the school year. Bidding may only take place on a building basis, where applicable or, if reasonable and agreed to by the parties, in another building which would create a traveling assignment.
  - D. Tutors may apply for a classroom teacher opening(s), as stipulated above, and if selected, shall receive credit for teaching experience in accordance with Board policy and the Ohio Revised Code.
  - E. Tutors may be considered for filling full-time vacancies or for vacancies offering work which provides greater employment than their existing position(s).
- XXVII. REGULAR PART-TIME CLASSROOM TEACHERS - Will not apply (see #E above).

XXVIII. REGULAR REPLACEMENT TEACHERS - Revised for Tutor Agreement as follows:

Regular replacement tutors shall be defined as a tutor employed for the purpose of replacing a tutor on leave, or any tutor hired after October 10th for more than twenty (20) consecutive days in a specific tutoring position. During the first twenty (20) days in a specific tutoring position, the regular replacement tutor may be paid in accordance with the Board's substitute pay policy. However, as of the twenty-first (21st) day worked in a specific teaching position, the regular replacement tutor shall be placed on the appropriate position on the Tutors' Salary Schedule and shall be paid retroactively to the first day worked in the specific tutoring assignment and all provisions of the Agreement, except all health insurance, shall be effective as of the first day worked in the specific tutoring position. However, if the first day of service occurs in the second semester, the tutor evaluation, and parental leave of absence provisions shall not apply to the replacement tutor. A regular replacement tutor will be nonrenewed and may be reconsidered for reemployment.

Regular replacement tutors shall be issued limited employment contracts for the duration of the school year in which they are employed, subject to return to duty of the regular tutor. The President/designee shall be notified when a regular replacement tutor is hired.

XXIX. REDUCTION IN FORCE - Fully replaces Article XXXV

Tutors - THIS SECTION SHALL ONLY PERTAIN TO TUTORS. THIS SECTION IS THE ONLY SECTION OF REDUCTION IN FORCE (RIF) WHICH APPLIES TO TUTORS.

A reduction in force occurs when a tutor's contract is nonrenewed or suspended. However, a contract suspension pending termination in accordance with O.R.C. 3319.16 shall not result in placement on the recall list or bumping rights nor shall a contract nonrenewal which is performed in accordance with O.R.C. 3319.11, O.R.C. 3319.111 and the evaluations contained in Appendix B of the Agreement.

A. Tutors will not have displacement rights over classroom teachers or other members of the bargaining unit nor shall classroom teachers or other members of the bargaining unit have bumping rights into tutor positions. In the event of a RIF, tutors will be considered for positions based upon their seniority and certification/licensure for the tutor position(s) to which they would have the right to displace. The determination of qualifications for the position shall be made by the administration and shall be based solely on the above criteria.

B. Definitions

1. Seniority - Seniority is defined as the total consecutive service in the district in a tutor bargaining unit position including time on recall. Leaves of absence shall not be counted toward seniority nor shall they be considered an interruption in consecutive employment in determining years of consecutive service. Tutors who work less than full time shall earn seniority on a proportionate basis.

In the event that tutors have equal seniority, seniority will be determined by consideration of:

- a. Consecutive years of service with the Mayfield Schools.
- b. Length of previous professional service in other school districts provided the staff member comes to Mayfield without interrupted service. An interruption of service shall consist of a minimum of at least sixty (60) calendar days not under the terms of a regular teacher or tutor contract (not a substitute contract).
- c. Length of previous interrupted professional service in Mayfield Schools.
- d. Length of previous interrupted professional service in other school districts.
- e. If, after application of the foregoing, individuals still have the same seniority, then seniority will be determined by (a) the date of the Board meeting at which the tutor was hired; and, then by (b) the date on which the tutor submitted a completed job application.

In the event the tutor leaves the bargaining unit for a managerial or supervisory job in this district, the teacher shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (The year the administrative contract becomes effective plus an additional school year.), whichever is less.

2. Teaching Field - For the purposes of this Article, each of the following categories of tutor assignments on the effective date of a staff reduction shall constitute a teaching field:
  - a. Tutor
  - b. English As A Second Language (ESL) Tutor

### C. Reductions

1. Reduction in Force; Continuing Contract Teachers.

Tutors holding continuing contracts may have their contracts suspended for any reason specified in Section 3319.17 of the Ohio Revised Code. Prior to suspension, such tutors who have certification/licensure in more than one teaching field shall be placed in positions for which they have certification/licensure and greater seniority. Less senior tutors and tutors holding limited contracts in the teaching field will have their contracts suspended or nonrenewed prior to the suspension of any continuing contracts of tutors.

2. Reduction in Force; Limited Contracts

Tutors holding limited contracts may have their contracts suspended with recall rights for the following reasons:

- a. A return to duty of a bargaining unit member after a leave of absence.
- b. Suspension of schools or closing of a school building.
- c. Territorial changes affecting the school district.
- d. Decreased enrollment of total students in the district, individual building, grade level or department.
- e. Financial reasons, as determined by the Board.
- f. Changes in curricular offerings.
- g. Loss or redirection of available grant funds.

Tutors holding limited contracts in a teaching field shall be reduced in accordance with their seniority, the least senior tutor in the teaching field being reduced first, except that limited contract tutors will be placed in tutoring assignments for which they have certification/licensure and greater seniority.

3. A list shall be prepared indicating the specific position(s), or portion thereof within each teaching field, to be reduced. System-wide seniority, as defined in (B-1) above shall be the basis of any reduction in force. The employee(s) who presently hold those positions are the tutor(s) whose contract(s) are to be suspended or nonrenewed unless it is possible for the involved tutor(s) to displace another tutor with less seniority in another area of certification/licensure for which the involved tutor(s) is properly certificated.

The Board will publish and post in each teacher lounge/work area on the first workday in March, for informational purposes, the following:

- a. A seniority list by teaching field (this list shall show each tutor's teaching field(s) of assignments for the current school year).
- b. A seniority list by areas of certification/licensure. A tutor shall appear in every area within this list where the tutor has certification/licensure. The administration will approve no validation if the validation will affect the order of seniority for the purposes of layoff or recalls.

Tutors shall file current certificates/licenses showing all subjects and grade levels by February 1 of each school year with the office of the Director of Personnel.

Each tutor shall have until March 15 to notify the office of the Director of Personnel of additional areas of certification/licensure and to provide proof of such certification/licensure and/or corrections to the seniority list. If a tutor has completed the requirements for additional certification/licensure, but has not yet received the certificate/license, the teacher may provide that information to the office of the Director of Personnel and certification/licensure shall be shown as pending. An updated seniority list will be published by March 20, if appropriate. If the tutor can provide to the Director of Personnel written/verbal confirmation from the State Department of Education that the requirements for additional certification/licensure have been completed at least by noon of the Friday prior to the April Board meeting at which time reductions are acted upon, the certification/licensure shall be included in the determination of the order of layoff.

Once the updated seniority list is published, no additional areas of certification/licensure shall be valid for the determination of the order of layoff until the next published and posted list. In addition, the contract status of individuals (limited or continuing) on March 20th in any school year, will determine placement on seniority list. The change from limited contract to continuing contract will not apply when the continuing contract is granted in the same year as a reduction occurs.

Seniority lists and revisions thereof shall be given to the officers and building representatives of the M.E.A.

#### 4. Recall

- a. Tutors whose continuing contracts are suspended shall be placed on a recall list and shall have first priority in recall and shall be recalled in order of greater seniority to fill vacancies for which they are certificated or, if no certificate/license is required, for which they are qualified.
- b. Tutors whose limited contracts are suspended only by virtue of reduction-in-force shall be placed on a recall list for a period of three (3) years unless earlier recalled. Tutors whose limited contracts are nonrenewed for reasons other than reduction-in-force will be nonrenewed in accordance with the provisions of Article XXXIX, EVALUATION AND SUPERVISION OF TEACHERS, and shall not be placed on the recall list. Tutors whose limited contracts were suspended only by virtue of reduction-in-force shall have priority after continuing contract tutors have been recalled. Limited contract tutors shall be recalled in order of greater seniority to fill vacancies for which they are certificated/licensed, or, if no certificate/license is required, for which they are qualified.
- c. A tutor shall have two (2) days, excluding Saturdays, Sundays and holidays, from the date of receipt of notification of the opening to indicate his/her intent to accept or reject reemployment, but not to exceed a total of seven (7) days from the mailing date provided the Board can provide proof of attempted delivery to the tutor's last known address; otherwise, such tutor shall lose all rights to be reemployed unless:

- (1) the tutor is under contract with another district and is unable to obtain a release from that contract, which waiver shall be valid for the school year in which the position is being offered, or
- (2) the tutor is gainfully employed and the position offered is a temporary position, or
- (3) the position to which the tutor is recalled is for fewer hours of employment than the tutor was working at the time of layoff.
- (4) A copy of these requirements shall be included in the layoff notice provided to the tutor at the time of layoff.

In the event the administration is unable to contact a tutor on recall, the M.E.A. President shall receive notice of the Board's intention to remove a tutor from the recall list at least one (1) calendar day prior to actual removal.

Notice of vacancy shall be sent to the tutor by registered or certified letter addressed to the tutor's last known address. It shall be the responsibility of each tutor to notify the Board of any change in address, whether temporary or permanent.

- d. If the tutor is a continuing contract tutor, the tutor shall retain his/her right to recall and shall be permitted to return to work with the Board at the beginning of the next school year following the notice of recall, providing he/she makes timely written notification to the Director of Personnel. Timely written notification shall be sent within five (5) calendar days following notice of recall. A job shall be available at the beginning of the next school year unless further reductions in force result in the suspension of the tutor filling the position during the year when the teacher could not obtain release from his/her existing contract.
- e. If the tutor is a limited contract tutor, the tutor shall retain his/her right to recall as provided in Section 4-b of this Provision.
- f. A tutor on the recall list substituting for a tutor who is scheduled to go on parental leave may waive recall for openings that occur prior to the beginning of the parental leave.
- g. A waiver of a right to recall shall be in writing, signed by the tutor, and shall indicate the position and school year which are the subject of the waiver and delivered to the Director of Personnel promptly after notification.
- h. No tutor shall be hired to fill a vacancy if there is a tutor who meets the eligibility requirements for recall and who accepts recall, or, if no certificate/license is required, who is qualified for the vacancy and accepts recall. No reassignments or transfers shall be made if such reassignments or transfer would preclude the recall of a tutor on the recall list. In addition, in the event a tutor is reassigned or transferred in connection with a reduction and a vacancy occurs in the tutor's former teaching field, the tutor shall be returned to the former teaching field if the return permits the recall of another tutor.

- i. A tutor who was evaluated and recommended by the principal for a continuing contract but who is reduced shall, if recalled, be given a continuing contract. A tutor who was not evaluated for a continuing contract but who is reduced shall, if recalled, be given a limited contract for at least one complete school year following recall.

5. Notification to M.E.A.

A list of all teaching positions, or portions thereof, in each teaching field, as defined above, to be reduced shall be provided to the M.E.A. President and a list of tutors whose contracts will be suspended or nonrenewed due to reductions in each teaching field shall be presented to the M.E.A. President a reasonable number of days prior to presentation to the Board for action but not later than April 15. In the event that the Board of Education has placed an operating levy on the May ballot, the deadline for notification to the M.E.A. will be not later than May 15. A copy of all recall notices, employee refusals of vacancies, waivers will be given to the M.E.A. President when sent to a tutor to enable the M.E.A. President to update the recall list or when received by the Director of Personnel from the tutor.

6. General

- a. Nothing in this Article shall be deemed to apply to the issuance, termination and/or renewal of supplemental contracts.
  - b. Tutors recalled from the Recall List shall, upon return to active employment status, be placed on the salary schedule at the step and level based upon their experience and training and shall have the accumulated sick leave that they held at the time of the effective date that their tutor's contract was suspended or nonrenewed plus any sick leave which may be transferred in accordance with law.
  - c. In the event a tutor leaves the bargaining unit for a managerial or supervisory job in this District, the tutor shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.
7. Increases or decreases in the hours of assignment for tutors may be made during the school year dependent upon the demand for student services as determined by the administration. Tutors may not bump into another tutor position based on a reduction in student demand and working hours. Tutors reduced in hours during the school year, shall have the first right of refusal for restoration of hours in their respective building(s), provided the tutor meets the requirements for providing instructional services in accordance with the age level and academic needs of the student(s) and certification/licensure for the tutor position.
  8. Seniority accrued as a tutor shall transfer to a position(s) of classroom teacher provided, however, that a former tutor who was subject to reduction in force from a classroom teacher position shall be entitled to exercise accrued seniority as a tutor for retention in tutor positions subject to the provisions of the immediately preceding paragraphs.
  9. Tutors on the recall list will not have rights of reinstatement to a classroom teaching vacancy if a teaching vacancy position exists, however, a tutor may be considered for the vacancy(ies) if there is not teacher on the recall list certified for the vacant position.
  10. Tutors who have been subject to a reduction in force shall have recall rights, on a seniority preference basis, to tutor positions for which they are certified. No tutor, new to the district, shall be employed while there is a tutor on the recall list certified for an open tutor position.

XXXII. REASSIGNMENTS AND TRANSFERS - Tutors are contained in Article XXXIV, REGULAR REPLACEMENT TEACHERS and accordingly tutors are exempt from this Article except for the following:

E. No classroom teacher shall be involuntarily transferred to a tutor position.

XXXIII. TEACHER DISCIPLINE - Fully applies.

XXXIV. TEACHER EMPLOYMENT - Fully applies.

XXXV. EVALUATION AND SUPERVISION OF TEACHERS - Fully applies.

XXXVI. TEACHING HOURS AND TEACHING LOAD - Add the following:

A. Tutors

Elementary and Middle School  
7 hours, 30 minutes

High School  
7 hours, 30 minutes

B. High School - Does not apply

C. Middle School - Does not apply

D. Elementary School - Does not apply

E. Meetings - Replace with the following language

1. Meetings may be held to provide in-service as mandated by law (e.g. child abuse training required of all elementary teachers.)
2. Tutors new to the district may be required to attend additional staff development in-service not to exceed one and one-half (1-1/2) hours per month of time beyond the school day.

F. Schedule for Part-time Teachers - Does not apply

G. Traveling Tutors - Replace with the following language

1. Tutors who travel between buildings shall have a duty-free lunch period and preparation time. In the event the tutor's time is divided between buildings, the length of lunch period and preparation time shall be determined according to the schedule for the building where the tutor spends most of his/her tutoring time.
2. Tutors assigned to more than one (1) building will be guaranteed a minimum of fifteen (15) minutes of travel time per trip between buildings. Five (5) minutes prior to the fifteen (15) minutes travel time will be allowed for the tutor to dismiss students and leave the building. Five (5) minutes following the fifteen (15) minutes travel time will be allowed for the tutor to reach the classroom and begin the class.
3. Any conflicts or difficulties associated with the schedules of traveling tutors shall be brought to the attention of the principals by the traveling tutor for resolution. If not resolved, the matter shall be referred to the Superintendent and M.E.A. President for resolution.

H. Tutors shall have a duty-free lunch period of at least 30 minutes.

I. Does not apply

J. Fully applies

K. Does not apply

L. Fully applies

M. Special Education Class Size - Fully applies

N. Staff Development - Does not apply

B. The actual working hours of each tutor will, by necessity, be determined by the number and needs of the students served, as determined by the administration, with input from the classroom teacher and a standard assessment and evaluation tool designed collaboratively for the specific program.

C. Each tutor shall receive a minimum of twelve (12) minutes paid planning and conferencing time for each sixty (60) minutes of assigned time in accordance with the attached chart. Such time shall not be utilized by the administration for other than planning and conferencing, and may be scheduled into the tutor's workday by the administration.

D. Any tutor expressly, individually requested or required by the building principal/supervisor and/or the Director of Special Pupil Services, to attend a meeting or conference (e.g., parent/teacher conferences, in-service meetings, open house, parent orientation, staff development activities, etc.) outside the normal workday, will be compensated according to the tutor's hourly rate on the tutor salary schedule, unless the tutor is given released time from his/her normal work schedule.

E. Tutors working four (4) scheduled hours or more per day, shall have a thirty (30) minute unpaid duty-free lunch, but not necessarily during the workday if a tutor's regular schedule is between four (4) and four and one-half (4-1/2) continuous hours each day.

XXXVII. SATELLITE COURSES - Does not apply

XXXVIII. AIDS AGREEMENT - Fully applies

XXXIX. TESTS - Fully applies

XL. INCLUSION - Section A, C, D, E, F and H only apply

XLI. DRUG-FREE SCHOOLS WORK PLACE - Fully applies

XLII. DURATION - Fully applies

XLIII. IMMERSION

A. Immersion is defined as intensified instruction in the basic (functional) English intended for students who have little or no knowledge of English, without which they could not benefit from the regular education program even with the aid of ESL tutoring.

Immersion is characterized by the following:

1. It is intended to substitute (replace) rather than support regular instruction and the instructor is responsible for the assignment of grades and/or progress reports for course credit where applicable.
2. It is taught in a class format with students of similar limited English proficiency rather than individual small group instruction (tutoring).

3. Students typically receive immersion for a limited time, usually one (1) semester to a maximum of one (1) school year.
  4. Immersion class shall be limited to students identified as "Beginning LEP (Limited English Proficiency)" or "Intermediate LEP" with beginning level abilities in reading and writing as defined by state and district adopted guidelines and assessment tools.
  5. Immersion classes will be determined by need each semester and will be approved by the Director of Special Pupil Services in collaboration with the building administrator and staff.
- B. Tutors of immersion classes will be paid at their hourly rate on the Teacher's Salary Schedule (i.e., salary amount, 185 days, 7.5 hours times number of hours working in immersion classes = hourly rate).

Example:

Salary schedule placement is BA, 0 Step (\$38,535) / 185 = \$208.30 per day, / by 7.5 hours = \$27.77 per hour times two hours of immersion classes = \$55.54 per day times five days = \$277.70 per week.

XLIV. CONTRACTS

Tutors shall be eligible for continuing contract status as tutors but not in any other bargaining unit position.

A continuing contract tutor employed as a regular classroom teacher shall be considered for a continuing contract as a regular classroom teacher not later than the conclusion of the first full school year (i.e., at least 120 days) of employment as a classroom teacher or at the conclusion of the second year of employment as a classroom teacher if the first year is not a full school year of at least 120 days.

Implementation of the salary schedules for the 2009-10 and 2010-11 school years are contingent upon the successful passage of an operating levy during the life of this agreement, with salary changes made retroactive to the beginning of the school year.

Implementation of the 2011-12 salary schedule is contingent upon the approval of both the Board of Education and Mayfield Education Association, with salary changes made as soon as possible.

## SCHEDULE A

### TUTOR SALARY SCHEDULE 2008/09 SCHOOL YEAR

<u>Years Experience</u>	150 hr. or						
	<u>BA</u>	<u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>
0	23.73	24.09	24.48	24.85	25.26	26.68	28.14
1	24.95	25.41	25.89	26.35	26.84	28.27	29.73
2	26.16	26.72	27.29	27.85	28.43	29.87	31.32
3	27.39	28.04	28.69	29.35	30.01	31.46	32.93
4	28.61	29.36	30.10	30.84	31.59	33.05	34.52
5	29.82	30.67	31.51	32.34	33.18	34.64	36.11
6	31.05	31.98	32.92	33.84	34.76	36.23	37.70
7	32.27	33.29	34.31	35.34	36.35	37.82	39.30
8	33.49	34.61	35.72	36.84	37.93	39.41	40.89
9	34.71	35.92	37.13	38.34	39.51	41.00	42.48
10	35.93	37.24	38.54	39.84	41.11	42.59	44.07

Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,193 annually, payable with the last pay in June, 2009. Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional \$2,499 annually, payable with the last pay in June, 2009. Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional \$2,805 annually, payable with the last pay in June, 2009. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

## SCHEDULE B

### TUTOR SALARY SCHEDULE 2009/10 SCHOOL YEAR

<u>Years Experience</u>	<u>BA</u>	150 hr. or <u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>
0	24.20	24.57	24.97	25.35	25.77	27.21	28.70
1	25.45	25.92	26.41	26.88	27.38	28.84	30.32
2	26.68	27.25	27.84	28.41	29.00	30.47	31.95
3	27.94	28.60	29.26	29.94	30.61	32.09	33.59
4	29.18	29.95	30.70	31.46	32.22	33.71	35.21
5	30.42	31.28	32.14	32.99	33.84	35.33	36.83
6	31.67	32.62	33.58	34.52	35.46	36.95	38.45
7	32.92	33.96	35.00	36.05	37.08	38.58	40.09
8	34.16	35.30	36.43	37.58	38.69	40.20	41.71
9	35.40	36.64	37.87	39.11	40.30	41.82	43.33
10	36.65	37.98	39.31	40.64	41.93	43.44	44.95

(Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,237 annually, payable with the last pay in June, 2010. Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional \$2,549 annually, payable with the last pay in June, 2010. Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional \$2,861 annually, payable with the last pay in June, 2010. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

## SCHEDULE C

### TUTOR SALARY SCHEDULE 2010/11 SCHOOL YEAR

<u>Years Experience</u>	<u>BA</u>	150 hr. or <u>BA9</u>	<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>
0	24.68	25.06	25.47	25.86	26.29	27.75	29.27
1	25.96	26.44	26.94	27.42	27.93	29.42	30.93
2	27.21	27.80	28.40	28.98	29.58	31.08	32.59
3	28.50	29.17	29.85	30.54	31.22	32.73	34.26
4	29.76	30.55	31.31	32.09	32.86	34.38	35.91
5	31.03	31.91	32.78	33.65	34.52	36.04	37.57
6	32.30	33.27	34.25	35.21	36.17	37.69	39.22
7	33.58	34.64	35.70	36.77	37.82	39.35	40.89
8	34.84	36.01	37.16	38.33	39.46	41.00	42.54
9	36.11	37.37	38.63	39.89	41.11	42.66	44.20
10	37.38	38.74	40.10	41.45	42.77	44.31	45.85

(Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,282 annually, payable with the last pay in June, 2011. Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional \$2,600 annually, payable with the last pay in June, 2011. Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional \$2,918 annually, payable with the last pay in June, 2011. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

## SCHEDULE D

### TUTOR SALARY SCHEDULE 2011/12 SCHOOL YEAR

<u>Years Experience</u>	150 hr. or		<u>BA+18</u>	<u>BA+27</u>	<u>MA</u>	<u>MA+9</u>	<u>MA+18</u>
	<u>BA</u>	<u>BA9</u>					
0	25.42	25.81	26.23	26.64	27.08	28.58	30.15
1	26.74	27.23	27.75	28.24	28.77	30.30	31.86
2	28.03	28.63	29.25	29.85	30.47	32.01	33.57
3	29.36	30.05	30.75	31.46	32.16	33.71	35.29
4	30.65	31.47	32.25	33.05	33.85	35.41	36.99
5	31.96	32.87	33.76	34.66	35.56	37.12	38.70
6	33.27	34.27	35.28	36.27	37.26	38.82	40.40
7	34.59	35.68	36.77	37.87	38.95	40.53	42.12
8	35.89	37.09	38.27	39.48	40.64	42.23	43.82
9	37.19	38.49	39.79	41.09	42.34	43.94	45.53
10	38.50	39.90	41.30	42.69	44.05	45.64	47.23

(Tutors with 15 years or more of service recognized for salary schedule placement will receive an additional \$2,350 annually, payable with the last pay in June, 2012. Tutors with 20 years or more of service recognized for salary schedule placement will receive an additional \$2,678 annually, payable with the last pay in June, 2012. Tutors with 25 years or more of service recognized for salary schedule placement will receive an additional \$3,006 annually, payable with the last pay in June, 2012. The Federal withholding tax for the additional payments will be calculated based on the current years' Internal Revenue Service publication, Circular E, Employers Tax Guide.)

ATTACHMENT #1

CHART FOR SCHEDULING  
INSTRUCTIONAL, CONFERENCE, PREPARATION AND PLANNING TIME

<u>INSTRUCTIONAL TIME</u>	<u>CONFERENCE PREPARATION AND PLANNING TIME</u>	<u>TOTAL TIME</u>
1 hr.	12 min. (.2 hr.)	1.2 hours
2 hrs.	24 min. (.4 hr.)	2.4 hours
2 hrs. 30 min. (2.5 hours)	30 min. (.5 hr.)	3.0 hours
3 hrs.	36 min. (.6 hr.)	3.6 hours
3 hrs. 30 min. (3.5 hours)	42 min. (.7 hr.)	4.2 hours
4 hrs.	48 min. (.8 hr.)	4.8 hours
4 hrs. 30 min. (4.5 hours)	54 min. (.9 hr.)	5.4 hours
4 hrs. 35 min. (4.6 hours)	55 min. (.9 hr.)	5.5 hours
5 hrs.	60 min. (1.0 hr.)	6.0 hours
5 hrs. 30 min. (5.5 hours)	66 min. (1.1 hrs.)	6.6 hours
6 hrs.	72 min. (1.2 hrs.)	7.2 hours
6 hrs. 15 min. (6.25 hours)	75 min. (1.25 hrs.)	7.5 hours

To complete the total hours per day including instructional time and planning time:

1. Compute the number of hours and minutes of instructional time per day.
2. State the instructional time in hours. Convert minutes to a decimal by dividing by 60.  
Example: 15 divided by 60 = .25; 6 hours and 15 minutes is 6.25 hours.
3. Multiply hours times 12 minutes.  
Example: 6.25 hours X 12 minutes = 75 minutes of planning time.  
75 minutes is 1 hour and 15 minutes or 1.25 hours.
4. Add instructional time and planning time to determine total hours per day.  
Example: 6.25 hours + 1.25 hours = 7.5 hours.

**APPENDIX B:**

**DENTAL INSURANCE BENEFIT SUMMARY**

<b>ALL PROVIDERS</b>		
Individual Calendar Year Deductible		\$25
Family Calendar Year Deductible		\$50
<b>Deductible applies to classes II and III services only</b>		
Class I - Preventive & Diagnostic	Cleanings, exams, fluorides, x-rays, sealants, palliative treatment, and space maintainers.	The Plan Pays 100% of Usual & Customary Charges
Class II - Basic Restorative	Amalgams, extractions, root canals, oral surgery, bruxism appliances, crown/denture repair, re-cement crowns, anesthesia, and periodontics.	The Plan Pays 80% of Usual & Customary Charges
Class III - Major Restorative	Inlay/onlay, bridges, crowns, and dentures.	The Plan Pays 80% of Usual & Customary Charges
Class IV - Orthodontics	Initial study, appliances, full banding, and retention.	The Plan Pays 60% of Usual & Customary Charges
Calendar Year Maximum Payable Per Person	Includes Classes I, II, & III	\$3,000
Orthodontic <b>Lifetime</b> Maximum	Includes Class IV	\$1,750
ADULT ORTHO		Yes
BITEWINGS		Class I
EXAMINATIONS		2 per 12 months
FAMILY SECURITY BENEFIT		2 Years
FLUORIDE TREATMENTS		1 per 12 months
FULL MOUTH X-RAYS/PANOREX		1 per 36 months
IMPLANTS		NOT COVERED
PROPHYLAXIS (CLEANINGS)		2 per 12 months
PROSTHODONTICS		5 Year Replacement Clause
SCALING/ROOT PLANING		Class II - 1 per 24 months
SEALANTS		to age 14 only
SPACE MAINTAINERS		Class I

**This is a summary of benefits only and does not represent a contract.**

**This summary represents highlights only and is not intended to take the place of the plan agreement.**

**APPENDIX C:**

**HOSPITALIZATION AND MAJOR MEDICAL BENEFIT SUMMARY**

<b>Benefits</b>	<b>Network</b>	<b>Non-Network</b>
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age Limit	19 Dependent/24 Student; Removal upon Birth date	
Blood Pint Deductible	0 Pints	
Pre-Existing Condition Waiting Period	Initial Group Waiver, All Others: 6-9	
Lifetime Maximum	Unlimited	
Benefit Period Deductible – Single/Family <sup>1</sup>	\$100/\$200	
Coinsurance	100%	80%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	N/A	\$500 / \$1,000

<b>Physician/Office Services</b>		
Office Visit (Illness/Injury) <sup>2</sup>	\$15 copay, then 100%	80% after deductible
Urgent Care Office Visit <sup>2</sup>	\$20 copay, then 100%	
Surgical Services in Physician's Office	100%	80% after deductible
All Immunizations	100%	80% after deductible
Therapeutic Injections and Administration	100%	80% after deductible
Allergy Testing and Treatment	100%	80% after deductible

<b>Preventative Services</b>		
Routine Physical Exams	100%	80% after deductible
Well Child Care Services including Exam and Immunizations:	100%	80% after deductible
Well Child Care Laboratory Tests	100%	80% after deductible
Routine Vision Exams (including Refraction)	100%	80% after deductible
Routine Hearing Exams	100%	80% after deductible
Routine Mammogram (One per benefit period)	100%	80% after deductible
Routine Pap Test (One per benefit period)	100%	80% after deductible
Routine Laboratory, X-Rays and Medical Tests	100%	80% after deductible
<b>Routine Endoscopic Services</b>		

<b>Outpatient Services</b>		
Surgical Services (other than a physician's office)	100% after deductible	80% after deductible
Diagnostic Services (Laboratory, X-rays and Medical Test)	100% after deductible	80% after deductible
Physical Therapy – Facility and Professional (50 visits per benefit period)	\$15 copay, then 100%	80% after deductible
Occupational Therapy – Facility and Professional (50 visits per benefit period)	\$15 copay, then 100%	80% after deductible
Chiropractic Therapy – Professional Only (24 visits per benefit period)	\$15 copay, then 100%	80% after deductible
Speech Therapy – Facility and Professional (50 visits per benefit period)	\$15 copay, then 100%	80% after deductible
Pulmonary Rehabilitation - Facility (50 visits per benefit period)	\$15 copay, then 100%	80% after deductible
Cardiac Rehabilitation-Facility (50 visits per benefit period)	\$125 copay, then 100%	
Emergency use of an Emergency Room <sup>3,4</sup>	\$125 copay, then 100%	\$125 copay, then 80%
Non-Emergency use of an Emergency Room <sup>3,4</sup>		

**This summary represents highlights only and is not intended to take the place of the plan agreement.**

APPENDIX C: (cont.)

**HOSPITALIZATION AND MAJOR MEDICAL BENEFIT SUMMARY**

<b>Benefits</b>	<b>Network</b>	<b>Non-Network</b>
<b>Inpatient Facility</b>		
Semi-Private Room and Board	100% after deductible	80% after deductible
Diagnostic Services (Laboratory, X-Rays and Medical Test)	100% after deductible	80% after deductible
Professional Services	100% after deductible	80% after deductible
Maternity	100% after deductible	80% after deductible
Skilled Nursing Facility (60 days per benefit period)	100% after deductible	80% after deductible
Inpatient Rehabilitation (60 days per benefit period)	100% after deductible	80% after deductible
<b>Additional Services</b>		
Ambulance	100% after deductible	100% after deductible
Dental (Accident Only)	100% after deductible	100% after deductible
Durable Medical Equipment (Limited to \$50,000 per benefit period)	100% after deductible	80% after deductible
Home Healthcare (60 visits per benefit period)	100% after deductible	80% after deductible
Hospice (360 days lifetime maximum)	100% after deductible	80% after deductible
Organ Transplants	100% after deductible	80% after deductible (\$30,000 per Transplant)
Weight Loss Surgical Services including complications from Weight Loss Surgery	Not Covered	Not Covered
Private Duty Nursing	Not Covered	Not Covered
TMJ Services	100% after deductible	80% after deductible
<b>Mental Health and Substance Abuse</b>		
Inpatient Mental Health Services (30 days per benefit period)	100% after deductible	80% after deductible
Inpatient Substance Abuse (30 days per benefit period)	100% after deductible	80% after deductible
Outpatient Mental Health Services (27 visits per benefit period)	\$15 copay, then 100% for Individual Therapy; \$5 copay, then 100% for Group Therapy; 100% for All Other Services	80% after deductible
Outpatient Substance Abuse (27 visits per benefit period)	\$15 copay, then 100% for Individual Therapy; \$5 copay, then 100% for Group Therapy; 100% for All Other Services	80% after deductible

**This summary represents highlights only and is not intended to take the place of the plan agreement.**

**APPENDIX D:**

**PRESCRIPTION DRUG PLAN BENEFIT SUMMARY**

<b>Benefits</b>	<b>Copay</b>	<b>Day Supply</b>
Benefit Period	January 1st through December 31st	
Dependent Age Limit	Same as Medical	

<b>Formulary Retail Program with Oral Contraceptive Coverage<sup>1</sup></b>		
Generic Copayment (Required Unless DAW)	\$5	30
Formulary Copayment	\$10	30
Non-Formulary Copayment	\$20	30
Diabetic Supplies <sup>2</sup>	\$0	30

<b>Formulary Mail Order Program with Oral Contraceptive Coverage<sup>1</sup></b>		
Generic Copayment (Required Unless DAW)	\$5	90
Formulary Copayment	\$10	90
Non-Formulary Copayment	\$20	90
Diabetic Supplies <sup>2</sup>	\$0	90

**This summary represents highlights only and is not intended to take the place of the plan agreement.**

APPENDIX E:

**VISION CARE BENEFIT SUMMARY**

<b>Benefits</b>	
Benefit Period	January 1st through December 31st
Dependent Age Limit	19 Dependent / 24 Student Removal upon Birth Date
<b>Examinations</b>	<b>One per benefit period</b>
Vision Examinations	\$7.50 copay, then 100% of usual, customary, and reasonable charges
<b>Frames</b>	<b>One per two benefit periods</b> *
Basic Frames	\$12.50 copay, then 100% of usual, customary, and reasonable charges per frame
<b>Prescription Lenses</b>	<b>One per benefit period</b> *
Single Vision Lenses	\$12.50 copay, then 100% of usual, customary, and reasonable charges per pair
Bifocal Lenses	\$12.50 copay, then 100% of usual, customary, and reasonable charges per pair
Trifocal Lenses	\$12.50 copay, then 100% of usual, customary, and reasonable charges per pair
<b>Contacts In Lieu of Lenses</b>	<b>One per benefit period</b>
Medically Necessary	100% of usual, customary, and reasonable charges per pair

\* - Only one copay of \$12.50 applies when filing frames and lenses at the same time.

This summary represents highlights only and is not intended to take the place of the plan agreement.

APPENDIX F:

**ALTERNATE HEALTH INSURANCE (HMO) BENEFIT SUMMARY**

MAYFIELD CITY SCHOOL DISTRICT 7/1/2008 - 6/30/2009

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<b>OUTPATIENT CARE</b>	
Office Visits-Primary Care Physician	\$10 per visit
Allergy treatment	No Charge
Office Visits-Specialist	\$10 per visit
• Vision Exams available through affiliated providers	\$10 per visit
Prenatal Care	No Charge
Outpatient surgery	\$10 per visit
Urgent Care-At Kaiser Permanente facilities or outside the service area	\$10 per visit
Physical, Speech, and Occupational Therapy	\$10 per visit
• Up to 30 visits per calendar year	

---

<b>PREVENTIVE SERVICES</b>	
Routine adult physical primary care exam	\$10 per visit
Routine Well Child Care primary care exam	\$10 per visit
Routine Mammogram and PAP Test	No Charge
Routine Lab and X-rays associated with routine physical exam	No Charge

---

<b>DIAGNOSTIC SERVICES</b>	
• Laboratory and diagnostic testing, X-rays	No Charge

---

<b>HOSPITAL INPATIENT CARE</b>	
No annual or lifetime limit on covered days, including:	No Charge
• Physician and surgeon services; Room and board, anesthesia, operating and recovery rooms; Laboratory and diagnostic testing, x-rays	

---

<b>EMERGENCY SERVICES (Fee waived if admitted)</b>	
Emergency Services provided at a Plan Facility	\$10 per visit
Emergency Services provided at a non-Plan Facility (must be authorized by Kaiser Permanente)	\$10 per visit

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<b>AMBULANCE SERVICES</b>	
Only when transportation in any other vehicle would endanger your health	No Charge

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<b>BIOLOGICALLY BASED MENTAL ILLNESSES</b>	
Inpatient Services	No Charge
Outpatient Services	\$10 per visit

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<b>MENTAL HEALTH SERVICES</b>	
Inpatient - 45 days of hospital care per calendar year	No Charge
Outpatient - 20 visit maximum	
• Individual Therapy	\$10 per visit
• Group Therapy (each visit counts as one-half visit against maximum)	\$5 per visit

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<b>CHEMICAL DEPENDENCY SERVICES</b>	
Inpatient	
• Detoxification in a general hospital	No Charge
• Detoxification in a specialized facility--1 admit per year	No Charge
Outpatient	
• Detoxification	\$10 per visit
• Individual Therapy	\$10 per visit

---

**This summary represents highlights only and is not intended to take the place of the plan agreement.**

APPENDIX F: (cont.)

**HEALTH MAINTENANCE ORGANIZATION BENEFIT SUMMARY**

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<b>ALTERNATE CARE</b>	
Home Health Services	No Charge
Hospice Home Care/Respite Care	No Charge
Skilled care in a Skilled Nursing Facility	No Charge
• Up to 100 days per calendar year	
<b>INFERTILITY SERVICES</b>	
• Inpatient	30%*
• Outpatient	30%
<b>PRESCRIPTION DRUGS</b>	
• Covered Formulary Drugs and Accessories up to a 31 day supply at Kaiser Permanente and affiliated network facilities	\$10 copay
• Up to 62 day supply of maintenance drugs by mail order from the Kaiser Permanente Mail Order Pharmacy	
<b>DURABLE MEDICAL EQUIPMENT</b>	
Coverage limited to specific durable medical equipment	No Charge
<b>EXTENDED DEPENDENT COVERAGE</b>	
• Dependents are covered up to age 19 at the end of the month	
• Full-Time Students are covered up to age 23 at the end of the month	

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\*When a plan deductible is indicated, inpatient infertility services are subject to deductible.

**This summary represents highlights only and is not intended to take the place of the plan agreement.**

APPENDIX G:

**COMPREHENSIVE WELLNESS INITIATIVE ILLUSTRATION**

**COMPREHENSIVE WELLNESS INITIATIVE 2008/2009:**

1. Free In Network Preventative Care (Based On Current Guidelines)
2. Introduction To Onsite Biometrics Screening Program
3. Provide Participants With A \$20/Month Premium Credit

**COMPREHENSIVE WELLNESS INITIATIVE – HOW IT WILL WORK IN YEAR 1:**

	<b>WITHOUT SCREENING 2009  SINGLE/FAMILY</b>	<b>WITH SCREENING 2009  SINGLE/FAMILY</b>
Projected Premium Cost Per Month (7/2008 – 6/2009)	\$58.78/\$160.53 (*)	\$38.78/\$140.53 (*)
Preventative Office Visit CoPayment	FREE	FREE
All Other Office Visit CoPayment	\$15 Copay	\$15 Copay
Prescription CoPayments	\$5/\$10/\$20	\$5/\$10/\$20
Network Deductible	\$100/\$200	\$100/\$200
<b>SAVINGS</b>	<b>NO \$ PREVENTATIVE</b>	<b>NO \$ PREVENTATIVE</b>
		\$240 Premium Discount

(\*) Represents estimated premium costs per month based on current insurance trends. Premium costs are provided for illustration purposes only and are not intended to represent actual premium rates.

APPENDIX G: (cont)

**COMPREHENSIVE WELLNESS INITIATIVE 2009/2010**

1. Continued free preventative care
2. Continue onsite biometrics screening program and provide participants with a \$20/month premium credit
3. Plan deductibles of MMO and Kaiser Plans increase to \$500/\$1000.
4. Provide employees with deductible credits of \$80/single or \$160/family for meeting target score, or improving score from year 1 in each of the following categories:
  - Complete Confidential Health Risk Assessment
  - Non-Smoker Or Participation In Smoking Cessation Program
  - Acceptable Range Or Improved LDL/HDL Score
  - Acceptable Range Or Improved BMI Score
  - Acceptable Range Or Improved Blood Pressure Score

**COMPREHENSIVE WELLNESS INITIATIVE – HOW IT WILL WORK IN YEAR 2:**

	EMPLOYEE MAY GO WITHOUT SCREENING IN 2010 SINGLE/FAMILY	EMPLOYEE MAY GO WITH SCREENING IN 2010 SINGLE/FAMILY
Projected Premium Cost Per Month (7/2009 – 6/2010)	\$65.83/\$179.79 (*)	\$45.83/\$159.79 (*)
Preventative Office Visit CoPayment	FREE	FREE
All Other Office Visit CoPayment	\$15 Copay	\$15 Copay
Prescription CoPayments	\$5/\$10/\$20	\$5/\$10/\$20
Network Deductible	\$500/\$1,000	\$500/\$1,000
<b>SAVINGS</b>	<b>NO \$ PREVENTATIVE</b>	<b>NO \$ PREVENTATIVE</b>
		\$240 Prem. Discount  Up to \$400/Single or \$800/Family in Deductible Credits

(\*)Represents estimated premium costs per month based on current insurance trends. Premium costs are provided for illustration purposes only and are not intended to represent actual premium rates.

APPENDIX G: (cont)

**COMPREHENSIVE WELLNESS INITIATIVE 2010/2011 and thereafter:**

Biometrics And Deductible Credits Continue To Be Part Of The Plan Each Year. Employees Must Requalify Each Year.

To Qualify: Participants Must Meet Range Or Improve From Prior Year.

Deductible Credits Cannot Be Reduced Or Eliminated Outside Of The Contract.

July 1, 2010:

1. Biometrics And Deductible Credits Remain In Effect
2. Premium Discount Is Reduced From \$20/Month To \$10/Month

What are deductible credits?

To Qualify for Deductible Credits, Employees Must:

1. Meet The Biometric Target Range, Or
2. Improve From Their 2009 Score

Each Credit is Independent and Worth:

1. Worth \$80/Single or \$160/Family and
2. Reassessed each year.

Credits are Awarded For:

1. Taking The Confidential Health Risk Assessment (-\$80/S Or -\$160/F)
2. Body Mass Index (-\$80/S Or -\$160/F)
3. Blood Pressure (-\$80/S Or -\$160/F)
4. Cholesterol (-\$80/S Or -\$160/F)
5. Smoking Cessation (-\$80/S Or -\$160/F)

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