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# **Collective Bargaining Agreement**

**between**

**Crooksville Exempted Village School  
District, Board of Education**

**and**

**Crooksville Education Association**



**July 1, 2010 through June 30, 2014**

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## PREAMBLE

This Agreement is entered into by and between the Board of Education of the Crooksville Exempted Village School District and the Crooksville Education Association. Throughout this Agreement, unless otherwise specified:

- A. "Association" means the Crooksville Education Association.
- B. "Board" means the Board of Education of the Crooksville Exempted Village School District.
- C. "Casual substitute" means an employee who substitutes on an as-needed basis for an absent teacher and who is not assigned to one (1) specific teaching position for sixty (60) or more consecutive days; an employee whose initial employment date is no later than October 1 in a particular school year and who is hired to fill a temporarily vacant position that is known at the time of hire to be for at least one hundred twenty (120) days, however, will not be considered a casual substitute.
- D. "Days" means calendar days.
- E. "District" means the Crooksville Exempted Village School District.
- F. "Initial employment date" means the day the employee actually began work for which the employee received pay.
- G. "ORC" means the Ohio Revised Code.
- H. "S.T.R.S." means the State Teachers Retirement System established under Chapter 3307 of the ORC.
- I. "Superintendent" means the District Superintendent.
- J. "Treasurer" means the District Treasurer.
- K. "Unit member" means a certificated employee within the bargaining unit described in Article I, Section 1.01 of this Agreement.

## PREAMBLE

### Joint Commitment to Professionalism

We, the Crooksville Education Association and the Crooksville Exempted Village School District Board of Education, are committed to a new beginning. We embrace our responsibility of creating a more successful educational system for our students, schools and community. Each individual bears the responsibility to be an active part of this collaborative effort. To this end, we need to concern ourselves with how we act as professionals.

This contract contains responsibilities and benefits. While professional conduct guidelines are a part of Ohio law, more importantly, how we choose to fulfill these responsibilities and use these benefits greatly impact our students as well as the perception of us by parents, colleagues, and community members.

This agreement embodies the spirit of collaboration between the Crooksville Education Association and the Crooksville Exempted Village School District Board of Education. Honest fulfillment of our responsibilities under this collective bargaining agreement is the foundation to a successful vision of the future.

Professionalism is a key ingredient to this perception.

ARTICLE I  
RECOGNITION AND BARGAINING PROCEDURE

1.01 A. The Bargaining Unit

The Board recognizes the Association as the exclusive collective bargaining representative for a bargaining unit composed of all regularly employed part-time and full-time certificated employees of the District, but excluding the superintendent, principals, teacher aides, classroom aides, casual substitutes, and all non-certificated employees.

B. Dues Deductions

The Board will deduct from the paycheck of each unit member who signs and submits to the Treasurer an Association dues authorization card the annual dues for membership in the Association. Subject to the last paragraph of this provision, this amount shall be divided equally and deducted from each paycheck during the months of September through August of each school year. If a unit member receives a lump-sum payment for earnings otherwise allocable to summer months, deductions will be made for such summer months. The Association shall notify the Treasurer of the amount of such dues and of any changes.

A check in the amount of the total dues withheld from those unit members authorizing dues deduction will be tendered to the Association's Treasurer within ten (10) days of the date of making the deductions. A list of those from whose paychecks the deductions were made will accompany the check.

Deductions will begin with the first regular payday of the month following submission to the Treasurer of the dues authorization card. If a unit member revokes authorization for deducting dues, deductions will cease with the first regular payday of the month following notice to the Association's Treasurer by the District's Treasurer of receipt of the written revocation. The Board is not responsible for deduction of dues owed prior to the Treasurer's receipt of the unit member's authorization card or subsequent to revocation of such authorization.

C. Fair Share

Upon obtaining 75 % or greater membership participation in Crooksville Education Association, unit members who are not currently enrolled in the CEA will be required to pay fair share or enroll in the CEA. Fair share is based upon 100% of CEA's share of union dues.

1.02 Labor Management Committees

There shall be two levels of labor management committees: one district wide and one for each building. The building level committee shall consist of the principal and two unit members. The district wide committee shall consist of the Superintendent, other administrators, the CEA President and other unit members.

Upon mutual agreement, these committees may meet in conjunction with the district's leadership committees. When the meetings are not held in conjunction with the district's leadership committees, a mutually agreeable date, time and place shall be established and the meeting shall be on an as need basis.

The CEA representative and principal shall establish the agenda at least three days in advance of the building level meeting, and the CEA President and Superintendent shall establish the agenda at least three days in advance of the district wide meeting.

Committee meetings shall not be construed as negotiations and shall have no effect on the provisions of the negotiated agreement.

1.03 Bargaining Procedure

A. Initiation of Bargaining

1. If either party desires to initiate bargaining for a successor agreement, it shall notify the other party in writing no later than May 1st nor earlier than March 15th of the year in which this Agreement expires. Notification from the Association shall be to the Superintendent, and notification from the Board shall be to the Association President.
2. The parties shall set a date for an initial meeting which will be no later than fifteen (15) days after receipt of the initial notice.
3. Typed proposals shall in form and detail specify that to which agreement is sought. The mere topical listing of items may be disregarded. All proposals will be exchanged at the first bargaining meeting; no additional proposals may thereafter be submitted except by mutual agreement. Provisions of this Agreement that are not implicated by either party's initial proposals will become a part of any successor agreement.

B. Meetings

1. Meetings shall be scheduled at reasonable intervals, places, and times to avoid, as nearly as practicable, conflict and interference with school and employment schedules. Either party may require a decision on the date, time, and place of a subsequent meeting.
2. Meetings shall be closed to the press and the public.

3. Either party may caucus for a reasonable period at any time.
4. Notes regarding meetings may be kept by each party in such form and detail as it chooses. Bargaining sessions will not be recorded by any mechanical device.

C. Teams

Bargaining teams shall be limited to five (5) representatives of the Board and five (5) representatives of the Association.

D. News Releases

Neither party shall make a release to the news media regarding bargaining prior to a declaration of impasse.

E. Agreement

1. Tentative agreements on bargained items shall be reduced to writing and initialed by each party, but such initialing shall not be construed as final agreement.
2. When tentative agreement is reached on all items, the full agreement will promptly be submitted to the Association for ratification and thereafter promptly submitted to the Board for ratification. Upon such ratification by both parties, the successor agreement will be executed.

F. Impasse

If the parties are unable to reach tentative agreement on all items by June 15 of the year in which this Agreement expires, either party may declare a bargaining impasse, in which case the parties will mutually request the services of a mediator from the Federal Mediation and Conciliation Service. The mediation period will end with the expiration of this Agreement unless extended to some subsequent date certain by mutual agreement. Mediation, as described herein, constitutes the parties' mutually agreed alternative dispute resolution procedure under Section 4117.14 of the Ohio Revised Code and shall operate in lieu of all procedures specified in that statute, which procedures are hereby waived. Upon expiration of the mediation period provided for above, the Association may exercise its rights under Section 4117.14(D)(2) of the Ohio Revised Code.

ARTICLE II  
GRIEVANCE PROCEDURE

2.01 Definitions

- A. "Grievance" is a claim by a unit member that there has been a violation, misapplication, or misinterpretation of a provision of this Agreement.
- B. "Grievant" is the unit member who files a grievance. Where a grievance involves three (3) or more unit members, it need only be signed by one (1) grievant if the grievance clearly identifies (either by name, classification, or category) who the grievants are.

2.02 Informal Step

A unit member shall first meet informally with his/her immediate supervisor in an effort to resolve the problem. The employee shall indicate that the meeting is to be considered activation of the informal step of the grievance procedure.

2.03 Step 1

- A. If the grievance is not resolved informally, the grievant may within twenty (20) days of when the unit member knew or should have known of the circumstance that is the cause of the grievance file a formal grievance in writing, on the form appearing in Appendix E, with his/her building Principal. The grievance shall be signed and specify both the provision(s) of this Agreement alleged to have been violated, misapplied, or misinterpreted and the remedy sought.
- B. Within ten (10) days of receipt of the grievance, the Principal will meet with the grievant at a mutually agreed time and place. The Principal will furnish a written response to the grievance within seven (7) days after the meeting.

2.04 Step 2

- A. If not satisfied with the response at Step 1, the grievant may appeal the grievance in writing to the Superintendent within seven (7) days of receipt of the Step 1 response.
- B. Within seven (7) days of receipt of the appeal, the Superintendent will meet with the grievant at a mutually agreed time and place. The Superintendent will furnish a written response to the grievance within seven (7) days after the meeting.

2.05 Step 3

If not satisfied with the response at Step 2, the grievant may, within fourteen (14) days of receipt of the Step 2 response, appeal the grievance by submitting a written request for arbitration to the Association, with a copy to be furnished to the Superintendent. The Association shall decide whether or not to file for arbitration. If the Association decides

to proceed to arbitration, it shall mail a written request to the Federal Mediation and Conciliation Service, with a copy to be furnished to the Superintendent, for a list of seven (7) arbitrators from which the parties shall select an arbitrator by the alternate strike method. Either party may request that a second list of seven (7) names be furnished. A toss of a coin shall determine who shall strike first. The arbitrator shall have no power to add to, subtract from, modify, or alter any provisions of this Agreement. The fees and expenses of the arbitrator shall be borne solely by the losing party; if the losing party is not clearly identifiable, the arbitrator shall apportion his fees and expenses between the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other party. The decision of the arbitrator shall be final and binding.

## 2.06 General Provisions

- A. Copies of all written decisions on grievances shall be sent to: the Association President, the grievant, and the Superintendent.
- B. If a grievance is not filed or appealed within the time limits specified at any step of the procedure, the grievance shall be deemed waived or settled on the basis of the most recent disposition and any further appeal shall be barred.
- C. If the Administration fails to respond to a grievance within the time limits specified at any step of the procedure, the grievance may immediately be processed to the next step of the procedure.
- D. Meetings and arbitration hearings held under this procedure shall be scheduled so as not to interfere with the work obligations of unit members, unless otherwise mutually agreed.
- E. At any step of the procedure, except arbitration, the grievant may speak on his/her own behalf or choose to be represented by a designee of the Association; in any case, however, a designee of the Association may be present at each step of the procedure. At any arbitration, the grievant must be represented by a designee of the Association.
- F. All grievance meetings and arbitration hearings shall be in private. No one other than those involved with the grievance shall be entitled to attend.
- G. The ultimate disposition of any grievance may be announced to the Board and unit members. No grievance settlement may be inconsistent with the terms of this Agreement unless otherwise mutually agreed by the Board and the Association.
- H. If a grievance arises from action the grievant's Principal lacks authority to control, the grievance may be filed with the Superintendent at Step 2. In such a case, the twenty-day filing time limit appearing in Section 2.03 of this Article shall apply.
- I. For purposes of this Article, "days" do not include days (Monday through Sunday) occurring during a holiday or Spring recess when schools are not

scheduled to be in session; days when the Board's central office is open that occur during the Summer recess are included, however.

ARTICLE III  
ASSOCIATION USE OF FACILITIES

- 3.01 A. The Association may use school buildings for meetings, provided such meetings are not held during employee work time within the regularly scheduled work day and do not interfere with other school-related activities. Except in emergency situations, a courtesy written notice will be given to the building principal at least twenty-four (24) hours in advance of the use.
- B. The Board shall allow the Association to place bulletin boards in each building to be located in each teacher's lounge. The size will be approximately two feet by two feet or smaller. The Association shall be responsible for the care and maintenance of the bulletin board space. It is understood that the location of the bulletin board in the High School will be the teachers dining room; in the Middle/Elementary will be in the teachers dining room; in the Pre-school will be in the work room which also houses the Pre-school secretary.
- C. The Association will be permitted to announce membership meetings and make other pertinent announcements at faculty meetings, providing the association president or his/her designee has requested placement on the agenda in advance of the meeting.
- D. The Association may use school equipment, with prior notice to the appropriate building administrator. The district may charge for any consumable supplies used by the Association at the same rate charged to others as established by Board policy.

ARTICLE IV  
BOARD RIGHTS

Except as modified by an express provision of this Agreement, the Board reserves and retains all authority conferred upon it by law to manage the affairs of the District including, but not limited to, the authority specified in Section 4117.08 of the ORC. The exercise of judgment and discretion by the Board and its agents with respect to such managerial authority requires neither advance consultation with, nor the agreement of, the Association with respect to either the managerial decision or its effects.

ARTICLE V  
LEAVES OF ABSENCE

5.01 Sick Leave

- A. In accordance with Section 3319.141 of the ORC, each unit member shall be entitled to sick leave earned at the rate of one and one-quarter (1-1/4) days per month, which equals fifteen (15) days per year. The maximum accumulation shall be two hundred eighty-five (285) days. If a part-time unit member becomes a full-time employee, or vice versa, the number of accumulated days will be adjusted because of such change in status on a prorate basis (*e.g.*, a half-time unit member with forty (40) days of accrued leave who becomes a full-time employee will be credited with twenty (20) days of accrued leave).
- B. Each unit member who has not yet earned sick leave will be advanced five (5) days of leave. Any unit member who exhausts sick leave will be advanced such sick leave as is necessary to ensure that the employee has at least five (5) days of leave available in that school year. Any advancement shall be charged against the unit member's future accumulation of sick leave. Should the unit member not return to work, the employee shall be obligated to reimburse the District for the number of days advanced.
- C. Sick leave may, at the discretion of the unit member, be used in one-half (1/2) day or full day blocks of time.
- D. Unit members may use sick leave for personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absences due to serious illness, injury, or death in the employee's immediate family.
- E. For purposes of serious illness or injury in Section D., above, "immediate family" means parent, parent-in-law, brother, sister, son, daughter, spouse, or a relative residing in the employee's home. For purposes of death, "immediate family" means spouse, parent, child, sibling, grandparent, aunt, uncle, in-laws or any other relative approved by the Superintendent.
- F. Each unit member shall furnish a written, signed statement on the District's sick leave form to show why leave was used. Falsification of information on the form is grounds for appropriate disciplinary action up to and including termination. If a unit member has established a pattern of short-term intermittent absences or who has been absence from work for a period of three consecutive days, the employee may be required to furnish a doctor's certification regarding a future absence for which sick leave is claimed; written notice of such a requirement will be furnished to the employee prior to its implementation, and the requirement will not be continued beyond the time necessary to establish that sick leave is not being abused.

- G. A unit member who is to be absent on sick leave shall follow the designated district procedures as soon as possible under the circumstances far in advance as possible when the absence is for a known medical reason such as a doctors appointment and, otherwise, at least one and one-half (1½) hours before the start of the school day so that a substitute teacher can be notified in time. Calling within the one and one-half (1½) hour period due to a late morning need for sick leave should be avoided.
- H. The amount of sick leave days, used and unused, shall be shown on each pay stub of the unit member.

#### 5.02 General Leave

Upon written application of a unit member, the Board may grant an unpaid leave of absence for a period of not more than two (2) consecutive school years for educational, professional or other purposes. The Board will grant such leave where illness or disability is the reason for the request and satisfactory medical verification is provided. Without application, the Board may grant such leave in accordance with Section 3319.13 of the ORC because of physical or mental disability, subject to the unit member's right to a hearing on such unrequested leave in accordance with Sections 3319.13 and 3319.16 of the ORC and any equal employment opportunity law that might be implicated. Such remedy shall be in lieu of the provisions of Article II of this Agreement.

#### 5.03 Personal Leave

Each unit member shall have three (3) days personal leave per school year, which shall be unrestricted except for the following guidelines:

1. Unless otherwise approved by the Superintendent, (except in emergency situations) personal leave shall not be used without the submission of at least three (3) days advance written notice to the employee's immediate supervisor on the form appearing in Appendix C.
2. No more than ten percent (10%) of the unit members in a building may be granted personal leave on the same day. It is mutually recognized that attendance at the annual OFT/AFT convention is a permissible use of personal leave. Falsification of personal leave information is grounds for appropriate disciplinary action up to and including termination. A unit member whose bargaining unit status is established on or after November 1 shall not be eligible for personal leave during that school year; if a unit member is on an unpaid leave for part or all of a school year, the employee must be on paid status during that school year for at least one hundred twenty (120) work days to be eligible for personal leave and will receive only two (2) such days unless on paid status for at least one hundred fifty (150) work days; in no event, however, will the Board attempt on the basis of this sentence to recoup a personal leave day already taken.

3. On staff work days, personal leave may only be used for business which cannot be conducted outside the school day.
4. At the end of the fiscal year, all unused personal leave will be converted to sick leave, not to exceed the maximum accumulation of sick days, as approved in Section 5.01A

5.04 Jury Duty/Hearing Leave

Any unit member summoned for jury duty will suffer no loss in pay, provided the employee submits any payment or fees received for such duty to the Treasurer. A unit member subpoenaed to appear in court with respect to Board-employment-related litigation (except for litigation where the employee and Board are opposing parties) will suffer no loss in pay. An employee subpoenaed to appear in an administrative hearing will, for pay purposes, be treated in accordance with the laws and regulations applicable to such proceedings. It is mutually recognized that a court or administrative hearing appearance not covered by this Section constitutes a permissible use of any personal leave that may be available to the unit member under Section 5.03 of this Article.

5.05 Pregnancy/Adoption/Parental Leave

A. Pregnancy Leave

1. A pregnant unit member will be granted, upon written request, unpaid pregnancy leave during any pregnancy-related disability. The starting date of such leave will be determined by the unit member and her physician. The unit member shall notify the Superintendent at least thirty (30) days in advance of the starting date except when precluded because complications in her pregnancy require leave within the thirty (30) days. In such event, the Superintendent shall be notified as soon as possible of the starting date.
2. A pregnant unit member, whether disabled or not, may elect to use accumulated sick leave while pregnant, and for up to six (6) weeks (or longer if a pregnancy-related disability extends beyond this period) after the birth of the child; if the pregnancy is terminated in some other way (for example, stillbirth or miscarriage), the employee may use sick leave subsequent to such termination for the period of any pregnancy-related disability.

B. Adoption Leave

1. A unit member who adopts a child under six (6) years of age shall be granted, upon written request, unpaid leave for up to twelve (12) weeks.
2. A written request for adoption leave shall be made to the Superintendent at least thirty (30) days in advance unless the unit member becomes aware of the date of receiving the child during the thirty (30) day period in which case the Superintendent shall be notified as soon as possible.

C. Parental Leave

1. Subsequent to pregnancy or adoption leave, a unit member will be granted, upon written request, unpaid parental leave for the remainder of the school year in which the pregnancy or adoption leave ended and up to one (1) additional school year. Unless otherwise mutually agreed, reinstatement from leave must coincide with the beginning of a school year or a semester. A male unit member whose spouse gives birth to a child may use unpaid parental leave in accordance with these provisions if such leave is requested before the child is one (1) year of age.
2. A written request for parental leave shall be made to the Superintendent at least thirty (30) days in advance.

D. FMLA Leave

For purposes of the Federal Family and Medical Leave Act, the twelve (12) month period during which an eligible unit member may use up to twelve (12) weeks of unpaid leave is a rolling twelve (12) month period measured backward from when the employee begins FMLA leave.

5.06 Assault Leave

A unit member disabled during the course and scope of Board employment by a physical assault shall be granted up to ninety (90) days of assault leave, with pay, for the purpose of recovery. Such days will not be counted against the unit member's accumulated sick leave. The unit member shall provide the Board with a statement from a doctor certifying the nature of the disability and the period for which the employee should not return to work. The Board, at its expense, may elect to verify the unit member's disabled status by requiring that the employee undergo an examination by a Board-approved doctor. If the doctors disagree, a third doctor will be mutually selected whose opinion shall be final. The Board will provide a unit member who uses assault leave with the appropriate workers' compensation forms.

5.07 Military Leave

A unit member will be granted military leave in accordance with the provisions of Section 3319.14 and Chapter 5903 of the ORC.

5.08 Status upon Return from Leave

Upon return to service following leave under this Article, the unit member shall resume the employment status held when leave began. Such return will include vertical advancement on the salary schedule for each school year in which the employee's paid-status days total at least one-hundred twenty (120).

5.09 Insurance Fringe Benefits While on Leave

Insurance fringe benefits will be maintained for any unit member eligible for such benefits under the terms of Article IX of this Agreement for such time as the employee is on paid status. When a unit member is on an unpaid leave of absence, the employee will either receive benefits in accordance with the Family and Medical Leave Act or be permitted to continue participation in benefits by payment to the Treasurer of the monthly premiums. Such payment must be received by the Treasurer on or before the 1st of the month immediately preceding the month to which the premiums apply.

5.10 Sick Leave Bank

- A. A unit member as defined in Article I, Section 1.01 of this Agreement and who suffers a catastrophic illness or injury that requires a long period of absence from work may, after exhausting all available sick leave, apply in writing for additional paid days from a sick leave bank established under this Section. The application shall be submitted simultaneously to the Treasurer and the Association President. Unit members whose illness or injury qualifies for acceptance in one of the State Teacher Retirement System's disability retirement programs is not eligible for days from the sick leave bank.
- B. The application will be initially reviewed by a committee composed of no more than two administrators appointed by the Superintendent and two teachers appointed by the Association to determine if a catastrophic illness or injury exists. If approved, sick leave contribution forms will be distributed by the Association to all unit members. Those members wishing to contribute shall return a completed form to the Association President and District Treasurer. Contributed days, which shall in no event as to an individual donor exceed ten (10) nor be less than one (1), will be deducted from the donor's accumulated sick leave balance and the maximum number of sick leave days thereafter accruable by that donor will be the number specified in Section 5.01 of this Article less the number of days the employee contributed. Those eligible for days shall receive up to twenty (20) days. No individual is eligible for more than a total of forty (40) days for any one school year.

- C. The Association's Executive Committee shall be responsible for keeping all records relevant to the sick leave bank and shall permit the Treasurer to inspect such records upon request. The Association holds the Board and its Treasurer harmless against any and all claims by unit members that this Section has been improperly or illegally applied. The defense against any such claim shall be the Association's responsibility.

ARTICLE VI  
WORKSHOPS AND CONFERENCES

If the Board approves a unit member's attendance at a professional workshop or conference, the Board will reimburse the employee for the reasonable cost of lodging, transportation, and meals. There shall be no reimbursement for alcoholic beverages. The employee shall apply for approval to attend a workshop or conference on the form appearing in Appendix D.

ARTICLE VII  
GENERAL WORKING CONDITION

7.01 Personnel Files

- A. The Board will maintain an official personnel file on each unit member. The Board will designate one (1) central office person to be in charge of the files. A unit member may inspect his/her file upon request (in no event later than the next day on which the Board's office is open for business) and may be accompanied by a person of his/her choice. The unit member may make a copy of any file information on school equipment at the rate charged to others as established by board policy.
- B. Anonymous information will not be maintained in a unit member's file. A unit member who wishes to dispute the accuracy, relevance, timeliness, or completeness of material in his/her file shall use the procedures specified in Article II, beginning at Step 2, in lieu of procedures specified in Chapter 1347 of the ORC. The unit member shall, within seventy-two (72) hours, receive a copy of any material placed in the file. If desired, the unit member shall have the opportunity to attach a statement to the information.

7.02 Tenure/Nonrenewal/Termination

- A. Unit members will receive contracts of employment in accordance with the provisions of Sections 3319.08 and 3319.11 of the ORC. The normal sequence of limited contracts for a unit member new to the District is: the employee will initially receive a one-year limited contract; if reemployed for the following school year, the employee will receive a second one-year limited contract; if reemployed for the following school year, the employee will receive a two-year limited contract, and will thereafter receive three-year contracts if reemployed. Deviations from this normal sequence may occur if the employee does not work for a substantial part of the initial year of employment or a substantial part of the

period covered by a subsequent limited contract, or if the Board has significant concerns about the job performance of the unit member. A unit member who becomes eligible for tenure during the term of a limited contract will be considered for a continuing contract prior to April 30 of the last year of the limited contract; it is mutually recognized in this context that an extended limited contract may come into play in accordance with the provisions of Section 3319.11 of the ORC. Preschool teachers and teachers subsidized under Title I of the federal Elementary and Secondary Education Act of 1965, 20 U.S.C. 241(a) *et seq.*, will be accorded continuing contract status if they meet the certification and service requirements for tenure when reemployed with the further understanding that their contracts may be suspended, utilizing the procedure of Section 3319.17 of the ORC, if funding for such positions is materially altered.

- B. The nonrenewal of a unit member's limited contract, and any challenge to such nonrenewal, will be governed exclusively by the provisions of Section 3319.11 of the ORC, with the further understanding that the evaluation procedure appearing in Section 7.03 of this Article supersedes and replaces all provisions of Section 3319.111 of the ORC. If a unit member's bargaining unit status is established on or after December 1, or if the employee is teaching under an internship certificate issued pursuant to Section 3319.282 of the ORC, the unit member's contract will automatically be non-renewed as of the end of that school year and no notice of nonrenewal under Section 3319.11 by April 30 will be required.
- C. The termination of a unit member's continuing or limited contract will be governed exclusively by the provisions of Sections 3319.16 and 3319.161 of the ORC.
- D. Unless reappointed by April 30 to the supplemental contract position for the subsequent school year, a unit member's supplemental contract automatically non-renews from school year to school year, and no notice of such nonrenewal is required. If a non-certificated individual is employed under a supplemental contract in accordance with Section 3313.53 of the ORC, the Board may elect to renew the supplemental contract of such person for a subsequent school year(s) irrespective of whether other candidates for the supplemental position emerge in such subsequent year(s).

### 7.03 Evaluations

- A. Staff evaluation is for the following purposes:
  - 1. To improve the quality of classroom instruction;
  - 2. To assist the unit member in improving job performance;
  - 3. To provide the unit member with an evaluation of work performance by the building administrator;

4. To gain some of the information relevant to recommendations for contract status and potential promotion.
- 
- B. Formal evaluation will be accomplished through at least two (2) personal observations followed by a written evaluation on the District's Evaluation Form A or Form B (attached as Appendix F). A minimum of thirty (30) consecutive minutes will be allotted for each observation except in those instances where the planned presentation of the unit member is for a period of less than thirty (30) minutes or when by mutual agreement of the employee and the evaluator a period of less than thirty (30) minutes is desired. In all cases, unless otherwise mutually agreed, the observer and evaluator will be the same person. An observation will normally not occur earlier than fourteen (14) days following a previous observation.
  - C. Formal evaluation will be carried out with the full knowledge and awareness of the unit member involved. A conference following each formal evaluation will be held within two (2) weeks of the second observation applicable to that evaluation, at which both the unit member and the evaluator will sign the applicable evaluation form with copies to (1) the unit member; (2) the building administrator; and (3) the Superintendent. The unit member's signature does not necessarily convey agreement with the evaluation's content.

Whether Form A or Form B is used will be determined at the beginning of the year by the unit member and the evaluator before a formal evaluation is done. Should a conflict arise, the evaluator will make the final decision on which form to use. Generally, beginning teachers and employees new to the District will utilize Form A; unit members on continuing contract and unit members with three (3) or more complete years of service in the District will use Form B. A copy of the District's evaluation form to be used will be made available to the unit member during the form selection process.

- D. Building administrators will determine the number and frequency of evaluations each school year. Unit members may request additional evaluations. At least the following number of evaluations will be made:
  1. Unit members in their first year in the District or who will be eligible for a continuing contract or whose limited contract is up for renewal:
    - 1 by January 15
    - 1 more by April 10
    - 2 total for year
  2. Other limited contract teachers and continuing contract teachers:
    - 1 evaluation by April 10

These time deadlines will be reasonably adjusted when an unanticipated absence of the unit member or evaluator makes strict compliance infeasible. In addition, where a unit member only works part or none of a school year (due, for example, to being hired in the middle of a school year or to a leave of absence for some or all of a school year), or where a unit member's bargaining unit status is otherwise established after the start of the student year, these evaluation requirements and deadlines will be reasonably adjusted or eliminated as warranted by the particular circumstances.

- E. In addition to personal observations, the evaluator and unit member may mutually elect to use specific types of evaluation tools such as:
1. Video tape;
  2. Flanders Interaction Analysis;
  3. Other.

Unless otherwise mutually agreed, electronic devices such as video tape will not be used for evaluation.

- F. On the evaluation form identified in Paragraph C of this Section, the evaluator will indicate an overall impression that the unit member is performing either (1) satisfactorily, (2) unsatisfactorily, or (3) areas of concern exist but such concerns are not yet sufficiently resolved to permit an overall rating of satisfactory or unsatisfactory. Where a deficiency in pedagogic techniques or skills is noted on the evaluation form, the evaluator will include recommendations regarding improvements needed in job performance and the means by which the unit member may obtain assistance in making such improvements.
- G. The unit member may attach a written response to an evaluation to be placed in the personnel file along with the evaluation form. All criticisms of the evaluation by the unit member will be supported with specific written comments.
- H. Evaluations will be performed by administrative personnel authorized to perform evaluations by Section 3319.111 of the ORC. In all other respects, the provisions of this Section supersede and wholly replace the provisions of Section 3319.111 of the ORC. The provisions of this Section do not apply to an employee teaching under an internship certificate issued pursuant to Section 3319.282 of the ORC; the evaluation, if any, of such an employee will be discretionary with the Superintendent.
- I. Self-evaluation by unit members is encouraged.
- J. A committee composed of members appointed by the Administration and members appointed by the Association will be appointed for the purpose of collaboratively assessing the District's evaluation instrument and the provisions of this Section. The committee is empowered, acting by consensus, to submit recommendations to the parties on how the instrument and this Section can be

improved to more effectively meet the purposes specified in subsection A. above and assist a unit member in remedying deficiencies or otherwise improving job performance.

7.04 Work Days/Hours/Year

- A. The regular employee work day shall consist of seven and one-half (7-1/2) hours including a minimum of thirty (30) uninterrupted consecutive minutes for lunch.
- B. The work day may be extended by up to one (1) hour up to ten (10) times per school year for faculty meetings.
- C. The work year shall consist of one hundred eighty-three (183) days as follows:
  - 1. 180 days with students, inclusive of up to four (4) half days or their equivalent for parent-teacher conferences;
  - 2. 1 day before and 1 day after the student year;
  - 3. The Perry County School Teacher In-Service Day in October.

In addition, the Board may offer up to four (4) staff development days (1 before the beginning of the student year and 3 during the student year) for which unit members who attend will receive a per diem gross pay of \$110.00. Attendance at any such staff development days is optional except for a unit member who is new to the District or a unit member (other than high school unit members) whose grade-level assignment has changed from the immediately preceding school year to a grade-level not taught in the District by the employee within the preceding five (5) school years; provided, however, that this provision may be waived by the Superintendent with respect to a unit member whose grade-level assignment has changed.

7.05 Calendar

The Superintendent and a committee composed of a representative from each building selected by the President of the CEA shall meet by not later than March 31 to discuss the school calendar for the ensuing school year. It is mutually understood that the final right to establish the calendar rests with the Board.

7.06 Planning Time

The school week for full-time unit members who have regularly assigned classroom instructional duties will include a minimum of two-hundred (200) minutes per week for planning in blocks of not less than forty (40) consecutive minutes.

## 7.07 Local Professional Development Committee

The LPDC of Crooksville shall be exclusive of all outside influence, and shall have only employees of the Crooksville Exempted Village School District. There shall be five (5) members of the Committee which shall serve District wide, unless statutory amendments require a change to the current Committee structure, which change shall occur by operation of law upon adoption of said amendment.

The CEA shall appoint the three (3) teacher members, and the Board shall appoint the two (2) Administrative members. Each shall appoint any replacements to the Committee. The term of each teacher appointee shall be as determined by the CEA, and the term of each Administrative appointee shall be as determined by the Board.

The initial meeting shall be during the first thirty (30) days of the school year. Thereafter, meetings shall be called by the chairperson, or at the petition of a majority of the Committee members. The chairperson shall be elected by a majority vote of the Committee at the initial meeting. The chairperson shall take immediate charge of the Committee, and shall serve a one (1) year term. Thereafter, the chairperson shall be elected in May of each year to serve a one (1) year term commencing on the first workday of the ensuing school year.

The purpose of the Committee shall be as stated in Senate Bill 230, and subsequent state rules/regulations that may be required. To that end, the Committee shall:

1. Meet on dates, times and place to carryout its responsibilities.
2. Maintain official records including minutes of each meeting, copies of all communications, and copies of all completed forms.
3. Not accept any money from, nor take care of any communications that are the responsibility of the applicant. All required payments and communications shall be directly to the appropriate state official by the applicant.

## ARTICLE VIII COMPENSATION

### 8.01 Salary

- A. Unit members will be paid the appropriate salary on the salary schedules appearing in Appendix A.
- B. To qualify for horizontal movement on the salary schedule, a unit member must submit all required information and documents to the Treasurer by September 15 of the school year in question. To qualify for vertical movement on the salary schedule, a unit member must have been in paid status for at least one hundred twenty (120) work days during the immediately preceding school year; provided,

however, that in no event will a unit member receive credit for service under an internship certificate issued pursuant to Section 3319.282 of the ORC.

- C. A new unit member will initially be placed on the salary schedule in accordance with Board policy. In no event will a unit member receive horizontal or vertical credit based on credentials or years of prior teaching service not disclosed before the employee's date of hire by the Board. In addition, a unit member will initially receive no more than ten (10) years of vertical credit unless approved by the Superintendent and Board of Education.
- D. Unit members with supplemental contracts will be paid in accordance with the Supplemental Salary Schedule appearing in Appendix B.
- E. Unit members who perform hourly-rated work (such as home tutors and special education tutors) will be paid at the hourly rate of \$20.00.
- F. Teachers who assume the responsibilities of another teacher will be paid the hourly rate (\$15.00). The teacher must work 15 minutes to receive pay for one hour and for each 15 minute increment thereafter. The pay for a full student day shall be figured at 7.5 hours. If the responsibility is shared, the pay shall be divided accordingly.

#### 8.02 Pay Periods

- A. A unit member's annual salary will be made in twenty-six (26) equal pays. Pay days will be every other Friday, except that, if the Friday following Thanksgiving is a scheduled pay day, the pay will be made on the immediately preceding Wednesday. Checks will be placed in a sealed envelope and either handed to the unit member, placed in the employee's mailbox or the option of direct deposit. Notwithstanding the first sentence of this paragraph, it is mutually recognized that, by operation of the calendar, every several years twenty-seven (27) equal pays will be needed.
- B. During the summer and holiday or spring recess periods when the unit member will not be at school on a payday, the check will be mailed to the employee's home unless the employee has made other arrangements with the Treasurer.

#### 8.03 Mileage Reimbursement

Unit members who use their personal vehicle for job-related duties (exclusive of commuting to and from work) will, upon submission of required documentation to the Treasurer, be reimbursed for mileage at the rate set by the IRS on July 1 of each year. The rate of reimbursement will be updated on July 1 every year.

#### 8.04 Severance Pay

Upon service retirement under the provisions of Chapter 3307 of the ORC, a unit member will receive severance pay for one-fourth (1/4) of his/her accumulated sick leave at the employee's then current per diem rate of pay (exclusive of any supplemental contract) subject to the following eligibility requirements and conditions:

- A. The unit member must have ten (10) or more years of active service credited by the S.T.R.S.;
  - B. The unit member must submit a written notice of the employee's intent to retire to the Treasurer on or before the employee's last day of service (the Treasurer may waive this requirement if unforeseeable circumstances arise that make giving such notice impracticable);
  - C. The unit member's effective service retirement date for S.T.R.S. purposes must be no more than ninety (90) days after the employee's final day of service with the Board;
  - D. The maximum number of days payable as severance pay is sixty (60).
  - E. Payment of severance pay will only be made once and will eliminate all of the unit member's accumulated sick leave;
- A. Payment will be made no later than sixty (60) days after verification from S.T.R.S. that the unit member has service retired (presentation of the employee's first retirement check may be accepted in lieu of such S.T.R.S. verification), unless at the time of submission to the Treasurer of the notice under Paragraph B., above, the unit member requests that payment not be made until January of the year next following the employee's effective retirement date.
- B. If a unit member who satisfies the requirement of Paragraph A., above, dies, severance pay calculated in accordance with this Section will be paid in accordance with Section 2113.04 of the ORC, or, if the employee has no such surviving relatives, to the employee's estate.

### ARTICLE IX INSURANCE FRINGE BENEFITS

#### 9.01 Hospitalization and Medical

Each eligible unit member will be enrolled in the hospitalization and medical insurance program negotiated during the 2011-2012 school year. See Appendix H. The Board will pay 85% of the monthly cost for unit members on family coverage. The teacher's contribution is capped at one hundred seventy-five dollars (\$175.00) per month. Once the teacher's contribution reaches \$175.00, the Board will pay increases until the Board's share reaches 90% of the cost of the premiums. For a unit member on single coverage, the Board will pay toward the cost of the monthly premium a percentage amount equal to the percentage of the family coverage premium being paid by the Board

for that month for a unit employee with family coverage; for example, if the Board's contribution on behalf of a unit member with family coverage for a given month is 87% of the family premium, the Board's contribution on behalf of a unit member with single coverage for that month will be 87% of the single premium.

The unit member is responsible for the prescription co-payments up to the maximum of \$750.00 per calendar year (January 1 to December 31), effective March 1, 2008. The Board will reimburse the cost of co-payments that exceed the \$750.00 maximum upon proof of payment. Reimbursement payments will be made on a monthly basis. Unit members are encouraged to utilize the mail order program for savings to both the employee and the Board.

9.02 Dental

Each eligible unit member will be enrolled in the same dental insurance program in effect for the 2011-2012 school year. The Board will pay 100% of the monthly cost.

9.03 Term Life Insurance

Each eligible unit member will be enrolled in the same term life insurance program in effect for the 2011-2012 school year. The Board will pay 100% of the monthly cost.

9.04 Vision

Each eligible unit member and eligible dependents will be enrolled in the same vision insurance program. The Board will pay 100% of the monthly cost.

9.05 Eligibility

To participate in insurance fringe benefits under this Article, a unit member must be regularly employed for at least four and one-half (4-1/2) hours of work per work day.

9.06 Insurance Committee

An insurance committee consisting of no more than four (4) bargaining unit members appointed by the president of the CEA and no more than four (4) administrative members selected by the Board shall be formed for the purpose of exploring alternative health insurance programs. Such exploration shall include meeting with insurance representatives to obtain a comparison of costs and benefits between the provisions of current insurance and any alternative insurance. Any mutual recommendation of the committee will be brought to the Board and CEA for approval.

ARTICLE X  
SENIORITY

For each school year during which an employee is in paid status as a bargaining unit member for one hundred twenty (120) or more work days, the unit member will receive one (1) year of

seniority credit without regard to whether the employee is employed full-time or part-time. For each school year during which an employee is in paid status as a bargaining unit member for fewer than one hundred twenty (120) work days, the unit member will receive no seniority credit for that year. If the employment relationship with the Board is severed but the employee is subsequently rehired, seniority will accrue from the date of rehire; if an employee remains Board-employed but leaves a bargaining unit position only to return subsequently to a bargaining unit position, seniority credit will be given for all years of service with the Board that qualify under the first two (2) sentences of this Article. Seniority, as defined herein, will be used in connection with any reduction in force implemented by the Board under Section 3319.17 of the ORC; unit members will be listed in each area of certification held as of thirty (30) days prior to the effective date of the layoff, and, continuing contract employees within a given area of certification will be preferred over limited contract employees in such area without regard to actual seniority.

## ARTICLE XI ASSIGNMENT AND TRANSFER

### A. Request for Transfer

A unit member who wishes to transfer to a different building or be assigned to a different position or grade level may file a written request with the Superintendent. Such request will be kept on file for one (1) year unless revoked by the employee.

### B. Posting of Vacancies

All bargaining unit vacancies (including supplemental contract vacancies) that the Board elects to fill and new bargaining unit positions will be posted for at least ten (10) days prior to filling, unless a vacancy or new position occurs between July 15 and the start of the work year in which case the posting period will be three (3) days. Such posting will, in each building, be in a conspicuous location. The posting period begins on the day of posting. During summer months, a notice will be sent by mail to each employee and the posting period shall begin on the second day after the date of the post-marked envelope; provided, however, that if the Board establishes a telephone line for the purpose of listing vacancies and new positions, summer notice by mail will no longer be required and the posting period will begin on the day the vacancy or position is included in the telephone-recorded message.

### C. Filling Vacancies and Voluntary Transfers

If a unit member is on layoff status and has recall rights under Section 3319.17 of the ORC, that employee will be awarded the vacancy or new position if, at the time of filling, the employee has proper certification; however, a unit member with greater seniority, who makes a request, may be transferred in accordance with the terms of this Article to the position so long as such transfer does not result in the laid-off employee not being recalled. Otherwise, the Administration will consider any applications received during the posting period established under Section B of this Article as well as all other applications for the position. It is mutually recognized that the paramount interest in

assigning personnel is the efficient delivery of educational services to students. A bargaining unit applicant whose application is rejected may request a meeting with the Superintendent to discuss the reasons why; the adequacy of the reasons is not subject to review under Article II of this Agreement. In all cases, the Administration may elect to fill a position with a substitute for the remainder of the school year in which the vacancy occurred.

D. Involuntary Transfers and Reassignments

A unit member who is involuntarily transferred or reassigned may request a meeting with the Superintendent to discuss the reasons why; the adequacy of the reasons is not subject to review under Article II of this Agreement.

ARTICLE XII  
TUITION REIMBURSEMENT

12.01 Thirty-thousand dollars (\$30,000) will be allotted for tuition reimbursement each school year. The LPDC will have oversight and will approve/disapprove applications on a first come, first served basis. Unit members may be reimbursed up to a maximum of one thousand dollars (\$1,000.00) for coursework/advanced training prior to March 1. The following criteria need to be met; 1) needed to complete approved elements of a member's Individual Professional Development Plan (IPDP); 2) related to staff assigned responsibilities; 3) necessary for continued certification/licensure; or 4) required for upgrading or adding a certificate. Reimbursement will be provided after the unit member submits evidence of successful completion of the course (grade report, transcript, etc.). Only members in active pay status at the time credits are earned are eligible to apply for tuition reimbursement.

12.02 After verification, on March 1, and thereafter, if a balance is remaining in the tuition reimbursement budget account, a unit member has the opportunity to re-apply for an additional reimbursement up to a maximum of \$1,000.00 and not to be retroactive by following the same criteria. Consideration will be given to first time applicants.

ARTICLE XIII  
EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL

- A. As part of a trial program applicable during the term of this Agreement, the Board is authorized to fill any certificated vacancy, with a previously retired certificated/licensed applicant (*i.e.*, retired from any public school district in Ohio, including the Crooksville Exempted Village School District) subject to conditions provided below.
- B. For purposes of salary schedule placement, a previously retired teacher ("PRT") will be granted a maximum of ten (10) years service credit upon initial

employment. A PRT may not advance beyond Step 10 on the certificated/licensed salary schedule.

- C. PRTs will be credited with all earned training/education for purposes of salary schedule placement.
- D. PRTs will be awarded one-year contracts of employment that will automatically expire at the end of the applicable school year without notice of nonrenewal. PRTs shall be evaluated in accordance with the evaluation schedule provided in Article VII.
- E. PRTs may be re-employed from year to year under limitations described in paragraph D., above, with Board approval, but shall not be eligible for continuing contract status.
- F. For purposes of a reduction in force, PRTs will not accrue seniority.
- G. PRTs shall not be eligible to participate in a contractual retirement incentive program, if any, or for severance pay upon separation from employment.
- H. PRTs shall not be entitled to purchase the District's hospitalization insurance, or other health insurance programs offered to employees unless such PRT is ineligible for health insurance through STRS.
- I. Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if hired. A current employee who retires and intends to return under provisions of this Article must completely fulfill the provisions of his/her last pre-retirement individual contract of employment in order to be considered for additional employment (*i.e.*, work the entire school year.)
- J. PRTs will not be assigned in a manner which prevents qualified pre-retirement employees from advancing within their discipline or being denied a voluntary transfer under terms of Article XI.
- K. PRTs shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.

ARTICLE XIV  
DURATION

This Agreement shall be effective at 12:01 A.M. on July 1, 2011 and shall continue in full force and effect until midnight June 30, 2014 and regarding all language for this Agreement pertaining to salary, benefits, and compensation shall be effective 12:01 A.M. on July 1, 2011 and shall continue in full force and effect until midnight June 30, 2014.

FOR THE ASSOCIATION

FOR THE BOARD



Name: Ronnie Childress III

Name: Kevin Weaver

CEA President  
(Title)

Board President  
(Title)

6/20/11  
(Date)

6/21/11  
(Date)

Crooksville Exempted Village School District Annual Salary Schedule

Schedule (A) Regular Teaching Schedule

Effective July 1, 2009

(150 semester hours of recognized college training equals Degree plus 1 year)

Years of Experience	Index	BA Degree	Index	BA Degree Plus 1 year	Index	MA Degree	Index	MA + 15 Sem. Hrs.
0	1.000	30,971	1.038	32,148	1.095	33,913	1.152	35,679
1	1.038	32,148	1.081	33,480	1.143	35,400	1.205	37,320
2	1.076	33,325	1.124	34,811	1.191	36,886	1.258	38,962
3	1.114	34,502	1.167	36,143	1.239	38,373	1.311	40,603
4	1.152	35,679	1.210	37,475	1.287	39,860	1.364	42,244
5	1.190	36,855	1.253	38,807	1.335	41,346	1.417	43,886
6	1.228	38,032	1.296	40,138	1.383	42,833	1.470	45,527
7	1.266	39,209	1.339	41,470	1.431	44,320	1.523	47,169
8	1.304	40,386	1.382	42,802	1.479	45,806	1.576	48,810
9	1.342	41,563	1.425	44,134	1.527	47,293	1.629	50,452
10	1.380	42,740	1.468	45,465	1.575	48,779	1.682	52,093
11	1.418	43,917	1.511	46,797	1.623	50,266	1.735	53,735
12	1.456	45,094	1.554	48,129	1.671	51,753	1.788	55,376
13	1.494	46,271	1.597	49,461	1.719	53,239	1.841	57,018
16	1.532	47,448	1.640	50,792	1.767	54,726	1.894	58,659
20	1.570	48,624	1.683	52,124	1.815	56,212	1.947	60,301
23	1.608	49,801	1.726	53,456	1.863	57,699	2.000	61,942
25	1.646	50,978	1.769	54,788	1.911	59,186	2.053	63,583
27	1.684	52,155	1.812	56,119	1.959	60,672	2.106	65,225

To be placed on the district salary schedule the following items must be supplied:

- A. Official transcript of credits
- B. Written evidence of prior school experiences signed by proper official
- C. Valid Certificate
- D. Any other conditions provided for by the Revised Code of Ohio.

Crooksville Exempted Village School District  
Schedule B (Base Salary Index \$2,800)  
Effective July 1, 2004

	*Step 1	*Step 2	*Step 3	*Step 4
Adm. Assistant to H.S. Principal	0.60	0.65	0.70	0.75
Sr. Class Advisor (Graduation)	0.35	0.40	0.45	0.50
Jr. Class Advisor (Prom)	0.40	0.45	0.50	0.55
Sophomore Class Advisor	0.30	0.35	0.40	0.45
Freshman Class Advisor	0.25	0.30	0.35	0.40
Student Council Advisor (High School & Middle School)	0.20	0.25	0.30	0.35
National Honor Society Advisor	0.20	0.25	0.30	0.35
Computer Coordinator	0.50	0.55	0.60	0.65
Head Varsity Cheerleader Advisor - Per Season	0.30	0.35	0.40	0.45
Assistant Varsity Cheerleader Advisor - Per Season	0.27	0.33	0.37	0.43
Jr. High Cheerleader Advisor - Per Season	0.25	0.30	0.35	0.40
Band Director	0.75	0.85	0.95	1.05
Band Director's Assistant	0.30	0.35	0.40	0.45
High School Yearbook Advisor	0.50	0.55	0.60	0.65
Middle School Yearbook Advisor	0.30	0.35	0.40	0.45
Drama Club (one musical per year)	0.40	0.45	0.50	0.55
Drama Club (two musicals per year)	0.70	0.75	0.80	0.85
Quiz Team Advisor	0.20	0.25	0.30	0.35
LPDC Member	0.20	0.25	0.30	0.35
Athletic Director	1.20	1.50	1.80	2.10
Physical Development Coordinator	0.75	0.80	0.85	0.90
Equipment Manager	0.30	0.35	0.40	0.45
Head Varsity Football or Basketball Coach	1.20	1.35	1.50	1.65
Varsity Assistant Football, Basketball, Volleyball (Assist. or Reserve)	0.75	0.85	0.95	1.05
Cross Country Coach (one team)	0.50	0.65	0.80	0.95
Cross Country Coach (two teams - Boys/Girls)	0.80	0.95	1.10	1.25
Golf Coach (one team)	0.50	0.65	0.80	0.95
Golf Coach (Varsity and Reserve)	0.80	0.95	1.10	1.25
Head Varsity Volleyball, Baseball, and Softball	0.80	0.95	1.10	1.25
Head Varsity Track (Boys and Girls)	1.10	1.25	1.40	1.55
Head Varsity Wrestling Coach	1.00	1.15	1.30	1.45
Assistant (Freshman) Football, Volleyball, Basketball, and Wrestling	0.70	0.80	0.90	1.00
Assistant or Reserve Track, Baseball and Softball	0.70	0.80	0.90	1.00
Junior High Coaches	0.60	0.65	0.70	0.75
Concession Stand Manager	0.55	0.60	0.65	0.70
Winter Sports Activity Advisor	0.33	0.33	0.33	0.33

\*Step 1 = Zero Years Experience

\*Step 2 = One Year Experience

\*Step 3 = Two Years - Six Years Experience

\*Step 4 = After completion of Six Years Experience

APPENDIX C

Crooksville Exempted Village School District

APPLICATION FOR USE OF PERSONAL LEAVE

Name: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

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

I hereby give notice that I intend to use personal leave on the day(s) indicated above.

By my signature, hereto, I certify that I am aware of the School District's Personal Leave Policy adopted by the Board of Education and the purpose and intent of personal leave has not been abused and I understand that should an abuse be established that I am subject to loss of pay for the day and/or other appropriate disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

APPENDIX D  
Professional Meeting  
Request for Attendance

(Quadruplicate)  
Supt. Office – 2  
Principal – 1  
Teacher – 1

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SS#: \_\_\_\_\_

School: \_\_\_\_\_ Subject area or grade level: \_\_\_\_\_

Meeting which you propose to attend and purpose for attending? \_\_\_\_\_  
\_\_\_\_\_

Place of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

When did you last attend a professional meeting other than SEOTA or local? \_\_\_\_\_

What was this meeting? \_\_\_\_\_

Were your expenses paid by Board of Education? \_\_\_\_\_

Please Estimate Your Expenses

Transportation \_\_\_\_\_ miles @ \_\_\_\_\_ cents per mile \$ \_\_\_\_\_

Meals \_\_\_\_\_ days \$ \_\_\_\_\_

Hotel \_\_\_\_\_ nights @ \$ \_\_\_\_\_ per night \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Other (Please List) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

If the above request is approved, I will expect to submit a summary of the meeting to the building principal or Superintendent. I understand that State Law prohibits advance payment for expenses.

\_\_\_\_\_  
Signature of Teacher

Approved  Disapproved

\_\_\_\_\_  
Principal

Approved  Disapproved

\_\_\_\_\_  
Superintendent

APPENDIX E

GRIEVANCE REPORT FORM

THIS FORM IS TO BE COMPLETED IN TRIPLICATE. GIVE ONE (1) EACH TO THE ADMINISTRATOR, THE CEA GRIEVANCE COMMITTEE, AND ONE (1) IS FOR THE GRIEVANT.

Grievant - Name: \_\_\_\_\_ Building: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Date on which the alleged grievance occurred or became known to the grievant: \_\_\_\_\_

\_\_\_\_\_

Concise statement of what happened:

Sections of the contract believed to have been violated:

Remedy requested (not less than contract provisions):

Signature of the Grievant:

Form A  
Record of Teacher Performance

Teacher: \_\_\_\_\_ School: \_\_\_\_\_  
Subject: \_\_\_\_\_ Date: \_\_\_\_\_

I. Professional Attitude: ( ) Satisfactory: ( ) Numbers listed need attention.

1. Exhibits a commitment to teaching as a profession 2. demonstrates intrastaff loyalty and respect for the opinions of others 3. carries a fair share of out of class responsibilities 4. shows interest in school related activities 5. accepts personal responsibility for compliance with rules and regulations.

Comments:

II. Classroom Management: ( ) Satisfactory: ( ) Numbers listed need attention.

1. Maintains classroom in a manner conducive to learning 2. encourages students to develop wholesome behavior patterns 3. shows evidence of management skills by attention to details and prompt fulfillment of assignments 4. works effectively with classroom as a unit, as groups or as individuals 5. makes daily and long-range plans.

Comments:

III. Instructional Procedures: ( ) Satisfactory: ( ) Numbers listed need attention.

1. Demonstrates knowledge of subject matter of courses or of grades taught 2. provides for individual differences 3. uses appropriate materials and follows course of study 4. demonstrates ability to motivate students 5. demonstrates skill in asking questions; and in using pupil response, interest, and contributions of students 6. gives clear instructions and assignments.

Comments:

IV. Communications

( ) Satisfactory: ( ) numbers listed need attention.

1. shows interest in community activities
2. interprets school programs and policies to the community
3. communicates effectively with parents.

Comments:

V. Personal Characteristics

( ) Satisfactory: ( ) numbers listed need attention.

1. dresses appropriately for activities concerned
2. speaks effectively
3. is physically able to perform teaching duties
4. demonstrates sound emotional adjustment
5. shows evidence of tact and good judgment
6. accepts criticism gracefully.

Comments:

VI. Additional Recommendations and Comments by the Evaluator (comments may be attached on a separate sheet if wished)

Form A  
Record of Teacher Performance

Items below are indicated with a checkmark:

\_\_\_\_\_ This evaluation indicates satisfactory effort and performance to date.

\_\_\_\_\_ This evaluation indicates that areas of concern exist that are not sufficiently resolved to permit an overall rating of satisfactory or unsatisfactory.

\_\_\_\_\_ This evaluation indicates unsatisfactory effort and performance.

VII. Comments by Teacher  
(comments may be attached on a separate sheet if wished)

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The teacher's signature indicates that all phases of the appraisal have been conducted with the full knowledge of the teacher, and does not necessarily indicate agreement with the contents of the completed form.

Teacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's signatures: \_\_\_\_\_

Date: \_\_\_\_\_

Form B  
Plans for Teacher Improvement

Crooksville Exempted Village Schools  
Crooksville, Ohio

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

Subject: \_\_\_\_\_

Date: \_\_\_\_\_

SPECIFIC AREA TO BE IMPROVED

The area or areas to be improved should be decided upon by the teacher and evaluator and then clearly and carefully defined.

SPECIFIC PLANS FOR IMPROVEMENT

The method or program by which the improvement will be accomplished should be agreed upon by the teacher and evaluator.

DATES

The teacher and evaluator may find it helpful to set several specific dates. 1. when the program will begin 2. date or dates to discuss the progress of the program 3. one or more planned observations should be made by the evaluator 4. cooperative evaluation of teacher's improvement

Form B  
Plans for Teacher Improvement

EVALUATION OF TEACHER IMPROVEMENT

An end result of this planned program for teacher improvement should be an honest evaluation by both the evaluator and the teacher. (Has improvement been demonstrated by the teacher? Was the program adequately designed to meet the goal? etc.)

EVALUATION BY TEACHER

\_\_\_\_\_ Program was successful

\_\_\_\_\_ Program was moderately successful

\_\_\_\_\_ Program was not successful

COMMENTS:

EVALUATION BY EVALUATOR

\_\_\_\_\_ Program was successful

\_\_\_\_\_ Program was moderately successful

\_\_\_\_\_ Program was not successful

COMMENTS:

Form B  
Plans for Teacher Improvement

SUGGESTIONS FOR CONTINUED IMPROVEMENT IN THIS AREA  
Suggestions may be made by both the teacher and evaluator.

Items below are indicated with a checkmark:

\_\_\_\_\_ This evaluation indicates satisfactory effort and performance to date.

\_\_\_\_\_ This evaluation indicates that areas of concern exist that are not sufficiently resolved to permit an overall rating of satisfactory or unsatisfactory.

\_\_\_\_\_ This evaluation indicates unsatisfactory effort and performance.

\_\_\_\_\_  
The teacher's signature indicates that all phases of the form have been conducted with the full knowledge of the teacher.

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CROOKSVILLE EXEMPTED VILLAGE SCHOOL DISTRICT  
UNIT MEMBER TUITION PAYMENT

The Board will pay the full cost up to one thousand dollars (\$1,000.00) per year tuition (two hundred dollars (\$200.00) per quarter hour and two hundred fifty dollars (\$250.00) per semester hour) from a state approved institution in the bargaining unit member's area of certification and related areas and other pursued areas of certification.

- A. A unit member must obtain an application from the Superintendent's office; file a written application with course number and description of course to the LPDC Committee and the Superintendent for written approval prior to beginning the course.
- B. The unit member must submit an official transcript of completed courses or grade report and a tuition voucher or cancelled check to the Superintendent's office before payment will be made.
- C. The unit member shall be paid upon evidence of completing the course. Unit members agree to work in Crooksville Exempted Village School District for one (1) school year after receiving reimbursement or shall pay back such to the Board.
- D. All unit members employed in the Crooksville Exempted Village School District who have valid teacher certificates are eligible to participate in this program.
- E. The Board will not pay for grades of D or F.
- F. The maximum cost to the Board for expenses incurred in each fiscal year (July 1 – June 30) for unit member tuition payment will be thirty-thousand dollars \$30,000.00
- G. After verification, on March 1, and thereafter, if a balance is remaining in the tuition reimbursement budget account, a unit member has the opportunity to re-apply for an additional reimbursement up to a maximum of \$1,000.00 and not to be retroactive by following the same criteria. Priority will be given to first time applicants.

# Your Summary of Benefits



**Crookville Exempted Village School District**  
**Blue Access®**  
**Effective 12/01/2011**

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

Covered Benefits	Network	Non-Network
<b>Deductible (Single/Family)</b>	\$100/\$200	\$200/\$400
<b>Out-of-Pocket Limit (Single/Family)</b>	\$400/\$700	\$800/\$1,400
<b>Physician Home and Office Services (PCP/SCP)</b> Primary Care Physician(PCP)/Specialty Care Physician (SCP) Including Office Surgeries and allergy serum:	\$15 /\$15	30%
· Allergy injections (PCP and SCP)	\$5	30%
· Allergy testing	10%	30%
· MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and Pharmaceuticals	10%	30%
<b>Preventive Care Services</b> Services include but are not limited to: Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations(1), Annual diabetic eye exam, Routine Vision and Hearing screenings	No Cost Share	30%
<b>Emergency and Urgent Care</b>		
· <b>Emergency Room Services @Hospital (facility/other covered services)</b> (copayment waived if admitted)	\$75	\$75
· <b>Urgent Care Center Services</b>	\$35	30%
· MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-Maternity related Ultrasounds and Pharmaceuticals	10%	30%
· Allergy injections	\$5	30%
· Allergy testing	10%	30%
<b>Inpatient and Outpatient Professional Services</b> Include but are not limited to: · Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	10%	30%
<b>Inpatient Facility Services</b> Unlimited days except for: · 100 days Network/Non-Network combined for skilled nursing facility	10%	30%
<b>Outpatient Surgery Hospital / Alternative Care Facility</b> · Surgery and administration of general anesthesia	10%	30%
<b>Other Outpatient Services (including but not limited to):</b>	10%	30%
· Non Surgical Outpatient Services For example: MRIs, C-Scans, Chemotherapy, Ultrasounds and other diagnostic outpatient services.		
· Home Care Services (Network/Non-network combined) Unlimited visits (excludes IV Therapy)		
· Durable Medical Equipment, Orthotics, and Prosthetics		
· Physical Medicine Therapy Day Rehabilitation programs		
· Hospice Care	No Cost Share	No Cost Share
· Ambulance Services	10%	10%

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# Your Summary of Benefits



**Crooksville Exempted Village School District**  
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Covered Benefits	Network	Non-Network
<b>Outpatient Therapy Services</b> <b>(Combined Network &amp; Non-Network limits apply)</b> <ul style="list-style-type: none"> <li>Physician Home and Office Visits (PCP/SCP)</li> <li>Other Outpatient Services @ Hospital/Alternative Care Facility</li> </ul> Limits apply to: <ul style="list-style-type: none"> <li>Physical therapy: 60 visits</li> <li>Occupational therapy: 60 visits</li> <li>Manipulation therapy: 30 visits</li> <li>Speech therapy: 20 visits</li> <li>Cardiac Rehabilitation: No visits</li> <li>Pulmonary Rehabilitation: 20 visits</li> <li>Accidental Dental: \$3,000 Limit</li> </ul>	\$15 /\$15 10%	30% 30%
<b>Behavioral Health Services:</b> <b>Mental Health and Substance Abuse (2)</b> <ul style="list-style-type: none"> <li>Inpatient Facility Services</li> <li>Physician Home and Office Visits</li> <li>Other Outpatient Facility Services</li> </ul>	Benefits provided in accordance with Federal Mental Health Parity	30% 30% 30%
<b>Human Organ and Tissue Transplants(3)</b> <ul style="list-style-type: none"> <li>Acquisition and transplant procedures, harvest and storage.</li> </ul>	No Cost Share	50%
<b>Prescription Drugs:(4)</b> <b>Network Tier structure equals 1/2/3 (and 4 if applicable)</b> <ul style="list-style-type: none"> <li><b>Network Retail Pharmacies:</b> (30 day supply) Includes diabetic test strip</li> <li><b>Home Delivery</b> (90 day supply) Includes diabetic test strip</li> </ul> Specialty medications are limited to a 30 day supply regardless of whether they are retail or home delivery. <ul style="list-style-type: none"> <li>- Member may be responsible for additional cost when not selecting the available generic drug.</li> <li>- Specialty Medications must be obtained via our Specialty Pharmacy network in order to receive network level benefits.</li> </ul>	\$12 / \$24 / \$40  \$24 / \$48 / \$80	50% , min \$40(5)  Not Covered

**Notes:**

- Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network Human Organ and Tissue Transplants are excluded from the Out-of-pocket limits.
- Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services @ Hospital where a percentage (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies.
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent age: to the end of the month in which the child attains age 26.
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYN's and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and office visit, only the office visit cost share applies.
- No Cost Share means no copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.

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# Your Summary of Benefits



## *Crookville Exempted Village School District*

**Blue Access®**

**Effective 12/01/2011**

- Certain diabetic and asthmatic supplies have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies except diabetic test strips .
  - Benefit period = Calendar Year
  - Mammograms (diagnostic) have no copayment/coinsurance up to the maximum allowable amount in Network office and outpatient facility settings.
  - Behavioral Health: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
  - Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- (1) These covered services are not subject to the deductible/copayment if you have a flat dollar copayment and if rendered without an office visit.
- (2) We encourage you to refer to the Schedule of Benefits for limitations.
- (3) Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
- (4) Prescription Drug copayments have a separate out-of-pocket limit of \$750 per member. The Prescription Drug out-of-pocket limit applies to Network Retail & Home-delivery combined.
- (5) Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

**Precertification:**

- Members are encouraged to always obtain prior approval when using Non-network providers. Precertification will help avoid any unnecessary reduction in benefits for non-covered or non-medically necessary services.

*This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.*