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**Graham Final Contract v. 2
July 9, 2010**

NEGOTIATED AGREEMENT

between the

GRAHAM BOARD OF EDUCATION

and the

GRAHAM EDUCATION ASSOCIATION

Effective

July 1, 2010

Through

June 30, 2013



PREAMBLE

The Board of Education of the Graham Local School District, together with the Graham Education Association, recognizes that the development and operation of the educational programs of the highest quality for the benefit of the students and the community is a responsibility which requires for its effective discharge cooperation between the Board, the Superintendent, the Administration and the Teaching Staff. Since these groups have the same ultimate aim of providing the best educational opportunity for all pupils, relationships must be established and maintained which are based upon this common interest and the concept of education as a public trust and as a professional calling.

The Board, Administration, and Staff recognize that the best interests of public education will be served through the establishment of policies and procedures that will provide an orderly way to discuss matters of common concern, to reach agreement satisfactory to each, and to appeal through channels designated hereinafter. It is the purpose of this document to establish the relationship between the Graham Board of Education and the Graham Education Association, and to set forth orderly procedures for the consideration and resolution of matters of concern.

TABLE OF CONTENTS

PREAMBLE1
TABLE OF CONTENTS.....2
ARTICLE 1 RECOGNITION.....4
ARTICLE 2 MANAGEMENT RIGHTS.....5
ARTICLE 3 NEGOTIATIONS PROCEDURE.....6
ARTICLE 4 ASSOCIATION RIGHTS.....9
ARTICLE 5 COMPLAINT PROCEDURE.....10
ARTICLE 6 GRIEVANCE PROCEDURE.....11
ARTICLE 7 NOTIFICATION OF ASSIGNMENT, VACANCIES AND TRANSFERS.....15
ARTICLE 8 CONTRACT YEAR.....19
ARTICLE 9 CONTRACT AND INSTRUCTIONAL DAY.....20
ARTICLE 10 CLASS SIZE.....21
ARTICLE 11 ACADEMIC FREEDOM.....22
ARTICLE 12 MIDTERM CONVERSION OF A LIMITED TO A CONTINUING CONTRACT.....23
ARTICLE 13 PERSONNEL FILES.....24
ARTICLE 14 REDUCTION IN FORCE.....26
ARTICLE 15 NON-RENEWAL OF CONTRACT.....30
ARTICLE 16 SUSPENSION/DISCHARGE.....31
ARTICLE 17 ADMINISTRATION/ASSOCIATION ADVISORY TEAM.....32
ARTICLE 18 SCHOOL CALENDAR.....34
ARTICLE 19 SELECTION OF DISTRICT ADMINISTRATORS.....35
ARTICLE 20 PROFESSIONAL LEAVE.....36
ARTICLE 21 SICK LEAVE.....38
ARTICLE 22 LEAVE FOR PREGNANCY AND MATERNITY.....40
ARTICLE 23 FAMILY MEDICAL LEAVE.....42
ARTICLE 24 SICK LEAVE DONATION.....43
ARTICLE 25 PERSONAL LEAVE.....45
ARTICLE 26 TUITION REIMBURSEMENT AND PROFESSIONAL EXPENSES.....46
ARTICLE 27 SEVERANCE PAY.....48
ARTICLE 28 DUES DEDUCTION.....50
ARTICLE 29 LIFE INSURANCE.....51
ARTICLE 30 VISION INSURANCE.....52
ARTICLE 31 DENTAL INSURANCE.....54
ARTICLE 32 HEALTH INSURANCE.....55
ARTICLE 33 SECTION 125 PLAN REGULATIONS.....58
ARTICLE 34 TAX SHELTERED ANNUITIES.....60
ARTICLE 35 SALARY REDUCTION PICK-UP.....61
ARTICLE 36 SALARY SCHEDULE PLACEMENT.....62
ARTICLE 37 SALARY SCHEDULE.....63
GRAHAM LOCAL SCHOOL DISTRICT 2010-2011 CERTIFIED SALARY SCHEDULE..... 63
ARTICLE 38 SUPPLEMENTAL SALARY SCHEDULE.....65
GRAHAM LOCAL SCHOOL DISTRICT 2010-2011 SUPPLEMENTAL DUTY SALARY
SCHEDULE.....67
ARTICLE 39 MASTER TEACHER/LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE.....69
ARTICLE 40 CHILDREN OF STAFF MEMBERS.....72
ARTICLE 41 INSURANCE COMMITTEE.....73
ARTICLE 42 AGREEMENT CLAUSE AND TERM.....74
ARTICLE 43 DIRECT DEPOSIT.....75
ARTICLE 44 LONG DISTANCE LEARNING.....76
ARTICLE 45 SHARED STAFFING.....77
ARTICLE 46 SURVEILLANCE.....80
ARTICLE 47 RE-EMPLOYMENT OF RETIRED TEACHERS.....81
ARTICLE 48 CREDIT FLEX.....82

ARTICLE 49 TEACHER LICENSURE AND RESIDENT EDUCATOR PROGRAM.....83
ARTICLE 50 FAIR SHARE.....84

ARTICLE 1

RECOGNITION

- A. The Graham Education Association, an affiliate of OEA/NEA, shall be the sole and exclusive bargaining representative of a bargaining unit which shall include all full-time or part-time certificated/licensed personnel under contract, excluding the Superintendent, full-time and part-time (four hours or more) administrators, anyone else having supervisory or evaluative duties, and tutors (those certificated/licensed individuals hired on an hourly and temporary basis) and substitutes.
- B. The term of recognition will remain in effect for the term of this agreement.
- C. The recognition as exclusive representative will be in accordance with O.R.C. 4117.05.
- D. The Association recognizes the Board as the locally elected body charged with the establishment of policies for public education in the Graham Local School District and as the employer of all certified/licensed personnel of the school system.
- E. The Association and Board recognize the Superintendent as the chief executive officer for the Board. The Board and their designated representative(s) must actively participate in the negotiation process.
- F. Both parties recognize that certificated/licensed personnel have the right freely to organize, join, and support organizations for their professional and/or economic improvement. Such organizations may set criteria for membership; however, they will not be recognized by the Board if such organizations exclude teachers as members on the basis of sex, marital status, race, creed, or national origin.
- G. The Administration shall, upon request, furnish to the Association available and pertinent reports, statistics, and general information other than confidential information, concerning the Graham Local School District. The Administration shall have the same right to receive pertinent information from the Association. Such information from the Administration or Association will be made available within twenty (20) calendar days from the time of request unless additional time is mutually agreed upon.

ARTICLE 2

MANAGEMENT RIGHTS

The Board, on behalf of the electors of the district, retains and reserves unto itself the ultimate responsibilities for proper management of the school district conferred upon and vested in it by the Ohio Revised Code and the Constitutions of the State of Ohio and the United States, including the responsibility for and the right to:

1. Determine matters of inherent management policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the Graham Local Schools, standards of services, its overall budget, utilization of technology, and organizational structure;
2. Direct, supervise, evaluate or hire employees;
3. Maintain and improve the efficiency and effectiveness of governmental operations;
4. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
5. Suspend, discipline, demote, or discharge for just cause, or layoff, transfer, assign, schedule, promote and retain employees;
6. Determine the adequacy of the workforce;
7. Determine the overall mission of the employer as a unit of government;
8. Effectively manage the workforce and;
9. Take actions to carry out the mission of the public employer as a governmental unit.

ARTICLE 3

NEGOTIATIONS PROCEDURE

- A. To provide for an orderly procedure for negotiations, a list of proposals enumerating the issues to be considered for the succeeding school year shall be exchanged during March of each year unless mutually agreed otherwise. Negotiations must be started within ten (10) calendar days of the submission of the issues, unless mutually agreed otherwise. Submission of the issues for negotiations later than the last working day in March can only be with the consent of the other party.
 - 1. Any documents requested will be provided at no charge to the Association up to 500 pages per year. All requests will come through the Superintendent and the documents must be allowable to be released by all State and Federal Public access law.
- B. Negotiations shall be completed within thirty (30) calendar days, or by a mutually agreed time. Meetings shall be scheduled with the least interruption of school schedules by mutual agreement at the exchange of proposals. Negotiation meetings shall be in executive session unless mutually agreed by both parties.
- C. Representatives of the Board shall meet with designated representatives of the Association to negotiate in good faith. Representation shall be limited to three (3) representatives of each of the Board and the Association. Neither party in any negotiation shall have any control over the selection of negotiating representatives of the other party, and each party may select its representatives from within or outside the school district.
- D. While no final agreement shall be executed without ratification by the Association and the Board, both parties mutually pledge that their representatives will have all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations. The parties pledge themselves to negotiate in good faith.
- E. Either party may call upon competent professional and lay representatives to consider matters under discussion and to make suggestions. Up to three (3) consultants may be used by each of the parties in any of the negotiation meetings, any consultant having the right to address the negotiating team(s) while in session. Necessary clerical assistance shall be provided by each party for its own use, at its own cost.
- F. While negotiations are in progress:
 - 1. No action to coerce or censor or penalize any negotiating participant shall be made or implied by any other member as a result of participation in the negotiation process.

2. As items of negotiation receive tentative agreement, they shall be reduced to writing and signed by each party participating in the negotiating process.
 3. Until all negotiation meetings are completed, each meeting shall include a decision on an agreed time and place for the next subsequent meeting.
 4. Either group may call for an independent caucus lasting no longer than one (1) hour.
- G. When tentative agreement on all items is reached, such agreements shall be reduced to writing and submitted to the Association and the Board for formal approval. A formal vote on the tentative agreement must be taken by each respective group's membership. Approval must be given within sixty (60) calendar days or counter-proposals must be submitted to the other group, within this sixty-day time period.
- H. Upon ratification by the Association and adoption by the Board, this agreement shall then be signed by the parties and shall become part of the official minutes of the Board.
- I. In the event the parties are unable to reach agreement, either party may declare an impasse. To resolve an impasse the parties shall utilize Paragraph J of this Article.
- J. DISPUTE RESOLUTION:
1. If the parties fail to reach agreement, the parties shall jointly prepare a request for a mediator and direct such request to the Federal Mediation and Conciliation Service (FMCS). Any costs shall be shared equally between the Association and the Board.
 2. The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties, but shall not have the authority to extend the time limits of any existing agreement or bind the parties to any agreement. Mediation shall continue for up to thirty (30) calendar days after the first session, unless the parties mutually agree to extend this procedure.
 3. If the parties fail to reach agreement following mediation (as outlined in paragraph 2 above), then advisory arbitration shall be requested, a letter will be prepared, signed by representatives of both parties, and submitted to the American Arbitration Association office in Cleveland within five (5) calendar days. This letter will request the American Arbitration Association's assistance and their rules will be used in the selection of an arbitrator who will abide by the guidelines as set forth in this agreement.
 4. The Graham Board of Education and Graham Education Association, separately or jointly, shall within ten (10) calendar days after the arbitrator is chosen, inform the arbitrator of the present status of the negotiations and shall refer to the arbitrator all materials, data, financial statements, and written documents pertaining to the matter being negotiated.

5. All hearings by the arbitrator shall be in closed sessions. No news release shall be made concerning the progress of the hearings.
 6. Costs incurred by advisory arbitration will be shared equally between the Graham Education Association and the Graham Board of Education.
 7. The arbitrator shall issue a written report to the Graham Education Association negotiations team and to the official representatives of the Board of Education within ten (10) calendar days after initial presentation of the status of negotiations. The arbitrator's report will be entirely advisory. After consideration of this report, and within ten (10) calendar days, the members of the Graham Education Association negotiations team and the official representatives of the Board of Education may resolve the controversy by using the agreement procedure under Paragraph G of this Article.
 8. If no agreement has been reached at this point, the Graham Board of Education and the Graham Education Association negotiations committee shall meet within ten (10) calendar days and review the written report of the arbitrator.
 9. The Board of Education and Graham Education Association shall act upon the written report of the arbitrator and the results of the meeting as indicated in Paragraph J8 of this Article within fifteen (15) calendar days of said meeting unless an extension is mutually agreed upon.
 10. If the parties fail to reach agreement following advisory arbitration, the Association shall retain the right to strike if the contract and any extensions have expired and the Association has furnished a ten-day notice of intent to strike with SERB and the Board of Education.
- K. When the parties reach an agreement, the Association will publish the entire negotiated agreement for distribution to the Board and to each teacher.

ARTICLE 4

ASSOCIATION RIGHTS

- A. The Association President shall be given a copy of the Board Policy Manual, and if applicable a copy of Administrative Guidelines.
 - 1. Any documents requested will be provided at no charge to the Association up to 500 pages per year. All requests must come through the Superintendent and the documents must be allowable to be released by all State and Federal Public access law. This does not include documents for LPDC which should be provided by the individual certificated/licensed employee.
- B. The Association President shall be given an advance copy of Board of Education meeting agenda and official copy of Board meeting minutes.
- C. The Association, working through the Building Principal, shall have use of the public address system for announcements to members, except during the student day. Times for making such announcements shall be determined by the Building Principal.
- D. The Association shall have use of individual teacher mailboxes, inter-school mail, and internet usage in accordance with the acceptable use policy subject to administrative approval.
- E. Association representatives may meet with employees during the workday, providing the visit does not interfere with class instructional time.
- F. The Association shall submit application and receive approval for use of district facilities, at no cost, to conduct Association business at reasonable times, as provided for in Board of Education Policy and Guidelines dealing with the use of school facilities.
- G. The teacher(s) who is engaged during the school day in negotiation procedures on behalf of the Association with any representative of the Board or who participates in any professional grievance procedures which are scheduled by the Board or Administration shall be released from regular duties without any loss or penalties. The Board reserves the right to schedule such procedures outside of the school day.
- H. Official teacher-elected delegates will be released from regular duties without loss of pay to attend Ohio Education Association meetings, conferences and workshops. All staff members will file requisitions to attend these meetings in the Superintendent's office three days in advance. A maximum of two (2) total days per year will be allotted to the Association.

ARTICLE 5

COMPLAINT PROCEDURE

BOARD POLICIES/ADMINISTRATIVE RULES AND REGULATIONS

The Board has the sole and exclusive responsibility for adopting all policies governing the operation of the School District and charges the Superintendent with developing the rules and regulations to implement its policies. Occasionally, a complaint may develop that, in the interest of effective personnel management, should be addressed. Therefore, the following shall apply:

A. Definitions

A complaint involves an alleged violation, misinterpretation, or misapplication of the personnel section, or other policy that specifically mentions teachers and/or directly relates to teachers in Board Policy and the Administrative Rules and Regulations used to implement the same. For matters which constitute a grievance, this provision is not to supersede or take the place of the Grievance Procedure. If a dispute occurs which falls within the definition of a "grievance" as that term is used in this Agreement, it should be filed in accordance with the Grievance Procedure. A "complaint" as defined herein may only be filed under this article.

B. Step I:

The complaint shall be identified and presented in writing to the Superintendent within twenty (20) calendar days. The written complaint must contain a statement as to the nature of the complaint, stating how the policy/rule or regulation is being misapplied. It must state how the complaint may be resolved.

The Superintendent or his/her designee shall, within ten (10) working days of the receipt of the complaint, hold a meeting to hear the complaint. Within five (5) working days of this meeting, the Superintendent or his/her designee shall issue a response in writing to the teacher or teachers.

C. Step II:

If the action taken in Step I does not resolve the complaint to the satisfaction of the teacher or teachers involved, they may present the complaint in writing to the Board within ten (10) calendar days of the receipt of the answer. The written complaint to the Board shall be filed with the Treasurer of the Board with a copy to the Superintendent. The Board will respond to the teacher or teachers within the thirty (30) calendar days.

ARTICLE 6

GRIEVANCE PROCEDURE

A. Purpose

The Board recognizes that in the interest of effective personnel management, a procedure is necessary whereby its employees can be assured of a prompt, impartial, and fair hearing of their grievances. Such procedures shall be available to all employees, and no reprisals shall be taken against any employee initiating or participating in the grievance procedure.

The Board and Association also agree that this Grievance procedure is not intended to be utilized to resolve all potential disputes between the Board and its employees. As a result, only disputes that involve specific articles of this collective bargaining agreement are subject to the grievance procedure, as more fully explained below.

B. Grievance Defined

A grievance is a complaint involving the violation, interpretation, or specific application of this collective bargaining agreement. Specific articles must be referenced in the grievance.

1. Parties: A "grievant" is the person or persons making the complaint. A "party of interest" is the person or persons making the claim and any person who might be required to take action or against who action might be taken in order to resolve the claim. The individual employee shall have the right to file a grievance.
2. Class Action Grievance: A class action grievance may be filed by the Association if a class or group of employees is affected by the grievance, and the matter is one that cannot be resolved by the employee's principal. The Association may submit such grievance in writing to the Superintendent, identifying the employees for whom the grievance is brought, and the processing of such grievance shall be commenced in Step Two. Not all involved employees need be named to initiate a class action grievance.

C. Informal

Within twenty (20) days after the event which precipitated the condition that the employee considers grievable or twenty (20) days from when the employee should have knowledge of the event, the employee shall notify his/her supervisor of the matter. The supervisor shall discuss the matter with his or her employee within seven (7) business days of being notified. The employee may do this alone or with an Association representative present.

D. Step One - Formal

1. Initiation of grievance: If the discussion does not resolve the complaint to the satisfaction of the employee, such employee shall file a written grievance with such employee's principal.
2. Time Limits for Filing Grievance: Such written grievance must be filed within twenty (20) days after the employee should have had knowledge of the event which precipitated the complaint.
3. Completion of grievance Form: The written grievance shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the negotiated agreement allegedly violated, misinterpreted, or misapplied, and relief sought by the Grievant (See Appendix)
4. Distribution of grievance Form: A copy of such grievance shall be filed with the Superintendent, the President of the Association and the building principal.
5. Right of Employee for Hearing: The employee shall have a right to request a hearing before the principal. Such hearing shall be conducted within five (5) days after the receipt of such request.
6. Principal's Response to Grievance: The principal shall take action on the written grievance within five (5) days after said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employees, the Superintendent, and the President of the association by the principal.

E. Step Two

1. Appeal of Principal's Decision: If the action taken in Step One by the principal does not resolve the grievance to the satisfaction of the employee or no decision has been rendered by the principal within five (5) days after the due date of the written response to the grievance of the hearing, such employee may appeal in writing within five (5) days to the Superintendent with a copy of said appeal filed with the principal.
2. Hearing before Superintendent/Designee: Upon request, a hearing shall be conducted by the Superintendent or his/her designee within five (5) days after the receipt of the request.
3. Decision of Superintendent: The Superintendent or his/her designee shall take action of the appeal of the grievance within five (5) days after receipt of the appeal, or if a hearing is requested, within five (5) days after the hearing. The action taken and the reason for the action shall be reduced to writing and copies sent to the employee, the principal, and the President of the Association by the Superintendent. (See appendix)

F. Step Three

1. Appeal of Superintendent's Decision to Arbitration: If the action taken in Step Two by the Superintendent or his/her designee does

not resolve the grievance to the satisfaction of the teacher or no decision has been rendered by the Superintendent or his/her designee within ten (10) days, the Association may within ten (10) days after the date of the Superintendent's decision or no more than fifteen (15) days after the hearing; notify the

2. Superintendent in writing of intent to submit to arbitration. (See Appendix)
 - a. Appeal of Contractual Grievance: If the grievance has arisen under a violation, misinterpretation, or misapplication of the negotiated agreement between the parties, the arbitrator's decision shall be binding.
 - b. Appeal of Board Policy: If the grievance has arisen under a violation, interpretation, or application of established Board policies affecting teacher personnel, the arbitrator's decision shall be advisory only.
3. Grievances Controlled by American Arbitration Association Rules and Regulations: Grievances submitted to arbitration shall be filed pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association and the selection of the arbitrator shall be pursuant to such rules.
4. Scope of Arbitrator's Authority: the arbitrator's authority shall be limited in scope to the negotiated contract between the parties and as contained in F.1.a. and F.1.b. above. The arbitrator is specifically prohibited from making any decision, which is inconsistent with the terms of the agreement or contrary to law.
5. Cost of Arbitrator's Services: The party in grievance whose position is not sustained by the arbitrator shall pay the fees and expenses of the arbitrator. Should the decision be one which does not wholly support either the Board or the Association, the arbitrator shall determine the party who shall pay the cost of the arbitrator.

G. Miscellaneous Provisions

1. Definition of Day: The term "day" is defined as a business day, excluding District-honored holidays. Timelines may be extended through mutual agreement of the parties
2. Right to Pursue Contractual matters Through Other Agencies: Nothing in this procedure shall be construed to deny the Association or its representatives the right to redress before an appropriate administrative agency or through the courts. Nothing contained herein shall deprive any teacher of any legal right which he/she presently has, provided that if a teacher elects to pursue any legal or statutory remedy other than provided in ORC 4117, such election shall bar any further or subsequent proceedings for relief under the grievance procedure.

3. Right to Representation: The aggrieved teacher, the Board and/or the representative of either shall not be denied the right to advice, counsel, and/or representation in any of the levels listed above.
4. Right to Withdraw Grievance: A grievance may be withdrawn at any level without prejudice or record.
5. Denial of Filing Grievance After Resignation: No teacher shall file a grievance after the effective date of his/her resignation.
6. Processing of Grievance After Work Hours: Processing of grievance shall be during non-school hours except as otherwise approved by the Superintendent, Board, and the Association.
7. Availability of Grievance Forms: Forms for processing grievances shall be made available through Association officers and building representatives.
8. Confidentiality of Grievance Process: While a grievance is in process of resolution, records of the grievance proceedings shall be confidential information.
9. Right of Association to Proceed to Arbitration: In event that the Association does not wish to recommend support to the aggrieved, assistance may be provided to all individuals in the area of proper procedure. No grievance shall go to Step Three except with the consent of the Graham Education Association.
10. Failure of the Grievant/Association to strictly adhere to the timelines contained in this Article will mean abandonment of the Grievance.
11. Failure of the Board to strictly adhere to the timelines contained in this Article will advance the grievance to the next level.

ARTICLE 7

NOTIFICATION OF ASSIGNMENT, VACANCIES AND TRANSFERS

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District. Teachers shall be assigned to buildings, classrooms, grade levels and subject areas by the Superintendent according to the needs of the schools and the areas for which the individual teacher is certificated/licensed. Dates within this Article apply to all subsections.

A. NOTIFICATION OF ASSIGNMENT:

1. The administration will notify teachers of their tentative assignment for the succeeding school year (building, subject, and/or grade level) by May 31 annually.
2. Teachers whose assignments are changed after May 31 shall be notified no later than July 10, except in extreme emergency situations such as a staff member leaving his/her position.
3. Teaching staff members may not transfer duties from one position to another, nor may one teaching staff member perform the duties of another teaching staff member except that such transfers which are temporary and for good cause as may be approved by the building principal.

B. VACANCIES:

1. A position is considered vacant when a new position is created or when an employee dies, resigns, is terminated, promoted, or transferred. The Superintendent shall determine whether and when a vacancy shall be posted.
2. When a vacancy in the district occurs or develops the following steps shall be followed sequentially:
 - a. The vacancy will be posted in all Graham schools for a minimum of seven (7) calendar days. During this time, interested bargaining unit members may submit a letter of interest and request an interview with the administrator listed on the posting.
 - b. All interviews must be held within seven (7) calendar days of the notice of interest from the teacher. All teachers will be given full consideration and informed as to their status in writing, including an explanation of the reason(s) the candidate is deemed not qualified, by the fourteenth (14th) day.
 - c. After the fourteenth (14th) day, the District may seek non-bargaining unit and external applicants, if necessary.

3. Vacancies occurring for the following school year shall be filled based upon the process (es) outlined within this Article. After August 1, the Superintendent may declare the vacancy an emergency and may fill it without regard to processes of posting and/or application of provision of voluntary transfer or re-assignment. Vacancies after November 1 will not be considered emergency vacancies.
4. When vacancies occur in any pupil activity position paid under supplementary salary schedule, the Board shall follow procedures established in O.R.C. 3313.53, except as those provisions are modified below.

The Board and Association agree that all pupil activity positions paid under the supplementary salary schedule are declared vacant each year when the Board non-renews supplemental contracts, and that the Board is authorized, pursuant to this section, to fill each vacant supplemental position with the most capable and qualified individual, and not necessarily the incumbent position holder.

1. The Board shall attempt to fill the position with qualified licensed individuals as determined by the Administration, employed by the district. An internal applicant not selected for the position shall be informed as to their status in writing, including an explanation of the reason(s) the candidate is deemed not qualified.

2. If no licensed employees of the district are deemed qualified by the Administration, the Board shall attempt to fill the position with licensed individuals who work outside of the district.

3. If no licensed individuals who work outside the district are deemed qualified to fill the position, the Board shall adopt a resolution stating that it has offered such position to those employees of the district who are licensed individuals and no such employee qualified to fill the position has accepted it, and has then advertised the position as available to any licensed individual who is qualified to fill it and who is not employed by the board, and no such person has applied for and accepted the position. At such time, the Board shall fill that position with any qualified non-licensed individual.

C. VOLUNTARY TRANSFER AND RE-ASSIGNMENT:

1. Prior to March 1, each certificated/licensed employee will receive and complete an employment questionnaire requesting information concerning their objectives for the coming school year such as: continuation in present capacity, transfer to a new position, resignation from the school system, retirement, or indefinite plans, and a request for a conference if appropriate.

2. Any staff member who desires a change in grade and/or subject assignment or who desires a transfer to another building for the following school year shall discuss his/her interest with the building principal.
3. Requests for voluntary transfer or re-assignment within the building may be recommended by the building principal subject to review by the Superintendent.
4. When requests for voluntary transfers or reassignment are reviewed, the wishes of the teaching staff member who voluntarily requests re-assignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and welfare of the School District, with primary consideration being given to the suitability of the teacher for the particular grade and/or subject in question. The Superintendent may, in considering any transfer, base a decision on: (1) changing student population within the schools of the district; (2) the teaching staff member's desire for professional growth; (3) the teaching staff member's length of service in the District and in the position presently held; and (4) the individual's qualifications for the position. Taking all these factors into consideration, and if all these factors are equal between two or more candidates, then the following priorities will be applied:
 - a. First priority - properly certificated/licensed teacher with greatest seniority in the district, presently located in the building where the opening exists;
 - b. Second priority - properly certificated/licensed teacher with greatest seniority in the district, in another building within the District presently teaching the same grade or subject as that of the opening;
 - c. Third priority - properly certificated/licensed teacher with greatest seniority, in the district, in another building teaching another grade or subject that is close to or approximates requirements for the position.

Prior to effecting a voluntary transfer and re-assignment:

5. The "receiving" principal shall be consulted regarding the contemplated move.
6. The teacher shall have an interview with the "receiving" principal.
7. In case of a non-tenured teacher, a joint conference of "receiving" and "sending" principals and the transferred teacher shall be held in the interest of assuring continuity of the evaluation process.
8. The teacher shall be notified in writing of the completion of the transfer.

D. INVOLUNTARY/ADMINISTRATIVE TRANSFER

Prior to effecting an involuntary transfer or re-assignment:

1. The "receiving" principal shall be consulted regarding the contemplated move.
2. The teacher shall have an interview with the "receiving" principal.
3. In the case of a non-tenured teacher, a joint conference of "receiving" and "sending" principals and the transferred teacher shall be held in the interest of assuring continuity of the evaluation process.
4. When the transfer of an employee is deemed necessary, the employee shall be given an interview with the Superintendent to discuss the proposed transfer. Where possible, the employee shall be notified two (2) weeks prior to the effective date of the transfer, in writing, of their transfer with the reasons for the transfer.

ARTICLE 8

CONTRACT YEAR

Teachers shall be contracted for 184 days, 180 of which shall be instructional days, and four of which shall be for purposes of county in-service, local professional teachers' meetings, C.O.E.A. Day, and end-of-year records/report day.

C.O.E.A. Day Accountability:

Staff members will verify attendance at a professional activity which shall include one of the following:

- A. Attendance in the teacher's assigned building, to be verified by sign-in sheet;
- B. Visit to another school, to be verified on letterhead of school visited;
- C. Attendance at a conference or clinic, to be verified by registration form or professional leave form;
- D. Attendance at C.O.E.A. Day meeting, to be verified by stamped card or verification form;
- E. Attendance at other activity approved by Principal and Superintendent, with appropriate means of verification.

ARTICLE 9

CONTRACT AND INSTRUCTIONAL DAY

The teacher's contract day shall not exceed 430 minutes, including 390 for the instructional day, with the remaining 40 minutes divided between time before and after school.

All teachers except those who work one-half (2) time or less, shall be entitled to a thirty (30) minute, duty free, lunch period. These are minimum requirements and longer periods may be scheduled. Teachers may leave the school for their lunch period after notifying the Principal.

Each teacher shall have the equivalent of one duty free preparation period for each day within the student day. One continuous block of time is expected for preparation; however, when small blocks are necessary due to scheduling, each block of time considered preparation period time shall be a minimum of fifteen (15) minutes in length.

Members of the bargaining unit whose assignments routinely require travel time shall be reimbursed at a rate of the current rate established by the IRS, effective January 1, 2006. Mileage should include on the travel distance required above what the employee would drive in the normal course of getting to and from the work place. Non-routine travel to central points in the district for general teachers' meetings and similar events is not reimbursable.

Professional responsibilities, including but not limited to teachers' meetings, conferences, or open houses, are not affected by this article.

ARTICLE 10

CLASS SIZE

The Board of Education and the Association agree that class size is one of a number of factors affecting the quality of educational services. The Board and the Association therefore agree that:

- A. Assignment of pupils and staff members to buildings and classrooms is the responsibility of the Superintendent or his/her designee. In making such decisions, the Superintendent or his/her designee shall give consideration to the overall needs of the district, including educational and curricular considerations, facility limitations, financial considerations, and transportation requirements.
- B. The administration will work to provide equitable work assignments. Student enrollment in regular education classrooms/classes (including both regular and special education students) in: Grades K-5 shall not exceed an average of 25 students during September; Grades 6-8 shall not exceed an average of 30 students during September; Grades 9-12 shall be set in accordance with minimum standards. It is recognized that as the school year progresses and some in-migration takes place, class sizes might exceed these limits. Additionally, at the secondary level the ability and desire to make available certain offerings will bring about disparity in individual class sizes; however, so long as these variations balance-out within allowable average class—sizes such situations will not be considered as violating the spirit of this article.

Notwithstanding the foregoing, the Association and the Board recognize that financial constraints may limit the administration's ability to adhere to the provisions of this section. Nonetheless, the administration will work to provide equitable work assignments. Towards that end, the provisions of O.A.C. 3301-35-05(A) (3-4) shall be established as minimum standards that will determine student-teacher ratios. This paragraph shall automatically sunset at 11:59 p.m. on June 30, 2013.

- C. Class size limitations for music and laboratory classes at the secondary level shall be based on instructor/administrative cooperative determination, including the number of work stations available within laboratory classrooms; however, the administration shall have the final determination of class size.

ARTICLE 11

ACADEMIC FREEDOM

- A. The Board of Education and the Association recognize that a teacher has the right and responsibility to study, investigate, present and interpret, and to generally discuss all relevant facts and ideas in the field of the teachers' professional competence, provided such use within the instructional program:
- (1) Is related to the instructional goals of the course of study and level of maturity of the students;
 - (2) Does not tend to indoctrinate or persuade students to accept a particular point of view; and
 - (3) Encourages open-mindedness and is conducted in a spirit of scholarly inquiry.
- B. As a professional, the teacher will strive to maintain a spirit of free inquiry, open-mindedness, and impartiality in his/her classroom.

ARTICLE 12

MIDTERM CONVERSION OF A LIMITED TO A CONTINUING CONTRACT

- A. A teacher who is currently serving under a multi-year contract with the Graham Board of Education may apply in writing once during the term of said multi-year contract, to the Superintendent requesting the conversion of their limited contract to a continuing contract, as provided for in O.R.C. 3319.11, provided: (1) the employee has met criteria as set forth within applicable sections of Board of Education Policies and State Law, and (2) the necessary evaluations have been completed for the application year.

Notification must be given to the Superintendent prior to September 1 of the school year wishes to be evaluated for a continuing contract.

- B. A continuing contract may be awarded by the Board of Education to a teacher satisfying the above requirements, by the Local Superintendent. If granted, the continuing contract would become effective with the next school year.
- C. If the Board of Education chooses not to award a continuing contract to a teacher who makes application under this provision, then the teacher may: (1) be non-renewed or (2) granted a one (1) year extended limited contract with reasons directed at the teacher's professional improvement under the procedures described in the Ohio Revised Code. Any teacher who files under provisions of this Article waives his/her right to employment under the remaining years of the limited contract.

ARTICLE 13

PERSONNEL FILES

- A. It is necessary for the orderly operation of the School district to prepare and maintain a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.
- B. The Board of Education requires that sufficient records exist to insure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Ohio.
- C. The Board delegates the maintenance of an employee's personal information system to the Superintendent.
- D. A single central file shall be maintained in the central office, and subsidiary records shall be maintained for ease in data gathering only.
- E. Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. The employee shall be informed whether requested information is legally required or she/he may decline to supply the information. No anonymous material shall be placed in an employee's personnel file. Each item placed in the file shall list the date it was placed in the file.
- F. The employee shall have access to his/her file upon reasonable request after submitting a request in writing. Once each calendar year, an employee may request and receive copies of the contents of his/her file at his/her cost.
- G. Personnel wishing to review their own records shall:
 - 1. Review the record in the presence of the administrator designed to maintain said records or designee.
 - 2. Make no alterations or additions to the record nor remove any material there from.
 - 3. Sign a log attached to the file indicating date and person reviewing.
- H. Personnel wishing to appeal material in their record regarding accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

1. Name and date
 2. Material to be appealed
 3. Reason for appeal
- I. The responsible administrator shall hear the appeal and make a determination of whether the material may be deleted, amended, or revised within ninety (90) calendar days of the appeal. If the appeal is denied, the employee may decide to appeal the administrative decision in accordance with law.
- J. An attempt will be made in advance to notify the certificated/licensed employee of a request to view his/her file and the employee may be present if during an unassigned work time.
- K. The Superintendent shall prepare administrative guidelines for proper use and retention of personnel records.

ARTICLE 14

REDUCTION IN FORCE

When by reason of decreased enrollment of pupils in a program, building, grade level(s) or district-wide, return to work of regular teachers after leave of absence, or by reason of suspension of schools or territorial changes affecting the district, or due to the actual or anticipated loss, reduction or inadequacy of funds for operation, and/or for the other reasons as authorized by law, the Board decides that it will be necessary to reduce the number of teachers, it may make a reasonable reduction pursuant to Section 3319.17 of the Ohio Revised Code. Nothing herein shall restrict the authority of the Board of Education to non-renew the limited contract of a teacher in accordance with the law. If the Board determines it necessary to reduce the number of teachers, attrition shall be used first to make any needed reductions before initiating any action under this article implementing a Reduction in Force. Additionally, the Superintendent will retain his/her legal prerogative of making transfers prior to implementation of a Reduction in Force program.

A. Notification and implementation of a RIF program shall follow these guidelines:

1. Prior to April 30, a meeting will be held inviting all certificated/licensed staff members to review appropriate data indicating the need for a RIF (unless such meeting is waived by mutual agreement of the Superintendent and the Association President). No later than April 30, the Superintendent shall notify those individuals anticipated to be specifically effected by the RIF of his/her intent to recommend such reductions to the Board of Education.
2. Implementation of a RIF program shall be in effect as of August 1 for all staff members whose contracts begin in August or after that date, or July 1 for those whose contracts begin prior to August 1.

B. All teachers will be placed on a Master Seniority List for each teaching field for which they are properly certified. Teachers serving under continuing contracts will be placed at the top of the list, in descending order of seniority. Teachers serving under limited contracts will be placed on the list under continuing contract teachers, also, in descending order of seniority. Seniority for the Master Seniority List shall be defined as the length of continuous service in the district from the most recent date of employment in the district.

Reductions shall be made by suspending contracts based upon the Superintendent's recommendation. Those contracts to be suspended will be as follows:

1. Reduction in Force (RIF) list(s) shall be prepared for all teachers under contract for the teaching field(s) or area(s) identified by the Superintendent for a Reduction in Force. Seniority in such RIF lists shall be based upon the number of

years of continuous service to the Graham district in that area or teaching field. (Teaching field for purposes of this article having been defined as "those subjects or fields named on a teacher's certificate/license". 1962 (AG No. 2935.)

Teachers serving under continuing contracts will be placed at the top of the RIF list, in serving order of seniority, as defined in this paragraph. Teachers serving under limited contracts will be placed on the list under continuing contract teachers, also, in descending order by seniority, as defined in this paragraph.

- a. Board approved leaves of absence will not interrupt seniority; however, time spent on leave shall not count toward seniority.
 - b. Time spent on the recall list shall count toward seniority for purposes of any future seniority list for RIF purposes, likewise, for those on such recall lists while under a limited contract, such time shall be counted as time served under that limited contract. However, such seniority shall not be counted for any future salary placement purpose.
 - c. For purposes of constructing both the Master Seniority List and any RIF Lists by teaching field, employees who are fully contracted by the Board and have served in positions of half-time or more shall have their seniority counted as full for each continuous year of service. Staff fully contracted but teaching less than half-time shall have their seniority counted as one year for each two continuous years of service.
 - d. If two or more teachers have the same length of continuous service within the Graham district, within a teaching field or overall, seniority will be determined by:
 - (1) The greater number of years of total teaching experience in Ohio's accredited and/or chartered schools, and then by
 - (2) The date of the board meeting at which the teacher was most recently hired into the district, and then by
 - (3) The date of the board meeting at which the teacher was originally hired into the district (first listed, most senior), and then by
 - (4) Total college semester hours (or equivalent quarter hours) accumulated to date, and then
 - (5) Any remaining ties will be broken by lot.
2. Recommended reductions in a teaching field will be made by selecting the junior employee(s) on the seniority list for that teaching field, who is currently assigned to a position in that teaching field. A teacher so affected, who holds certification/license in another teaching field, may elect to displace a teacher who holds a lower position of seniority in

another teaching field; seniority being determined by the position in that field on the Master Seniority List. Any such election must be made within ten (10) calendar days of the time the teacher is notified he/she will be affected.

- C. The names of teachers whose contracts are suspended in a reduction in force will be placed on a recall list for up to twenty-four (24) months from the effective date of the reduction. Teachers on the recall list will have the following rights:
1. The right to review his/her seniority and certification/license records and challenge any relevant inaccuracy.
 2. Employees whose continuing contracts are suspended shall have the right of restoration, in order of seniority, to continuing service status, when teaching positions for which they are certified/licensed become available. Next, employees on limited contracts whose contracts have been suspended will be recalled in order of seniority, for vacancies in areas in which they are certified/licensed. No new teachers will be employed by the Board while there are teachers on the recall list who are certified/licensed for a teaching vacancy or newly created teaching position.
 3. If a teaching vacancy occurs, or a new teaching position is created, the Superintendent will send an announcement, by certified mail, to the last known address of all employees on the recall list who are qualified according to the provisions of this article. All employees are required to respond in writing within ten (10) calendar days of the date of the notice. The most senior responding affirmatively will be given the vacant teaching position. Any eligible employee who declines to accept recall to a position will forfeit all recall rights.
 4. An employee on the recall list will, upon resuming active employment status, return to status with the same accumulated sick leave and same salary schedule placement as she/he had at the time of layoff.
 5. The right to be placed on the district's substitute list.
 6. Exercise rights provided for by law (currently 18 months) to implement COBRA provisions for continuation of applicable group insurance plans without interruption of benefits.
- D. The Master Seniority List shall be updated annually and a copy provided to the Association President no later than November 30 of each year, said list to be updated if it is determined a RIF shall be implemented.
- E. Teachers who have been placed on the RIF list have the obligation of notifying the Superintendent in writing if suitable employment is found elsewhere.
- F. Any teacher on the RIF list who voluntarily resigns from the school district forfeits all reinstatement rights.

- G. Any teachers on the RIF list are obligated to keep the Superintendent informed of current address and phone numbers.
- H. Teachers on a recall list may retire during that time and be eligible for applicable severance pay benefits upon completion of appropriate forms and compliance with procedures as outlined in the article of this Agreement dealing with severance pay.
- I. Teachers on a recall list may take further training and become certificated/licensed in additional subject areas. However, becoming additionally certificated/licensed will not qualify them to displace an active staff member, but will entitle them to be added to the appropriate recall list below other individual(s) already on the list. It shall be the responsibility of the individual on the recall list to notify the Superintendent and file the appropriate certificate/license with him/her so the listing may be updated.

ARTICLE 15

NON-RENEWAL OF CONTRACT

If the Board votes, upon recommendation of the Superintendent, not to renew a teacher's contract, said teacher must be given written notice to that effect on or before April 30 of the year in which his/her contract expires. Such non-renewal shall be accomplished in compliance with applicable sections of ORC 3319.11 and 3319.111.

A Teacher Observation and Evaluation procedure will be implemented in The Graham Board of Education Guidelines and the Graham Board of Education Guideline Forms in June 2006, under Section 3220a.

ARTICLE 16

SUSPENSION/DISCHARGE

- A. The Board of Education may terminate a teacher's contract for gross inefficiency or immorality, for willful and persistent violations of the regulations of the Board of Education, or for other good and just cause.
- B. Before terminating a teacher's contract, the Board will furnish the teacher a written notice, signed by the Treasurer of the Board's intention to terminate the contract, and will specify the reasons for such considerations.1
- C. The Board may suspend a teacher without pay pending final action to terminate his/her contract, if in its judgment, the character of the charges warrants such action.1
 - 1. Appeal procedures are outlined in Section 3319.16 of the Ohio Revised Code.

ARTICLE 17

ADMINISTRATION/ASSOCIATION ADVISORY TEAM

The Graham Board of Education and the Graham Education Association, recognizing the value of faculty input in matters regarding school operations, agree to maintain an Administration/Association Advisory Team.

A. Purpose:

The purpose of the council shall be to build and maintain a climate of mutual understanding and respect, and attempt to reach solutions to common problems and concerns by providing an open line of communication between the school administration and the certificated/licensed staff on issues of mutual concern.

B. Authority/Responsibility:

1. Suggestions and recommendations offered within the context of the council shall be considered advisory in nature, with that input being taken into consideration by the administration in developing and/or altering administrative procedures, or recommending revision of Board of Education policies.
2. Items to be discussed by the council shall be presented in writing to the Superintendent one (1) week prior to each scheduled meeting by members of the council, so that an agenda might be prepared and circulated to council members prior to any meeting. Items that are timely and of immediate concern, but are not on the agenda, may be discussed if the council agrees at the meeting.
3. The Superintendent and the Association President shall alternate chairing this council and provide minutes of the council's meetings to council members and to members of the Board of Education. It shall be the responsibility of council members to communicate to other persons from their respective buildings regarding council discussions and recommendations.
4. Items to be discussed by the council shall be discussed at the building level with the appropriate administrator prior to submission to the council for discussion.

C. Membership:

The President of the Graham Education Association shall appoint one (1) full-time faculty member from each of the district's buildings and the President to serve on the council, along with the Superintendent and each of the district's building principals. Dependent upon the issues to be considered at any meeting, other district personnel may be asked to participate in order to facilitate discussion of various topics.

D. Meetings:

The council will meet at the Board of Education offices at the request of either party, provided the requesting party gives the other at least five (5) school days notice. The GEA President and Superintendent shall mutually determine, based on the issue to be discussed, which council members are necessary to effectively conduct the meeting.

ARTICLE 18

SCHOOL CALENDAR

- A. A school calendar committee shall be formed to assist in the development of the school calendar for the succeeding school year. This committee shall be composed of the Superintendent, the President of the Graham Education Association, and the President of O.A.P.S.E. Local #260.
- B. This committee will develop and present two (2) possible calendars as options to be voted upon during the month of January by the members of the Graham Education Association and the members of O.A.P.S.E. Local #260. The calendar receiving the majority vote will be recommended to the Board of Education.
- C. The Board of Education has the inherent authority to modify the school calendar whenever it deems it necessary for the best interests of the students and community. In the event that such an amendment(s) to a previously adopted calendar should be necessary, the Superintendent will discuss the changes with the President of the Association before the Board exercises its authority to make such an amendment(s).
- D. It is further understood that in an effort to provide for more efficient operation of the district for the benefit of the school system that a "common" calendar may be developed for all schools within Champaign County, and adoption of that calendar shall supersede all provisions of this Article, except paragraphs E & F.
- E. If a three (3) hour delay will prevent the use of a calamity day, the Superintendent may delay the start of school by three (3) hours. The school day will then be extended to meet the minimum school day as defined by the O.R.C.

Any make-up days required beyond the number allowed by the O.R.C. shall be made up using the following options listed in hierarchical order:

1. The first day of Winter Break provided that the need for make-up days arises prior to Winter Break, and that day is not in close proximity to Christmas day
 2. Martin Luther King Day and/or President's Day
 3. Spring Break (with the exception of Good Friday)
 4. Adding hours to the regular school day (only after the 10th calamity day, and only if this option is available by law after the 2010-2011 school year)
 5. Adding days to the end of the regular school year
- F. The last student day of the year will include a two-hour early dismissal for students.
 - G. Upon expiration of this contract, this article shall be re-evaluated to determine the need for a school calendar committee.

ARTICLE 19

SELECTION OF DISTRICT ADMINISTRATORS

In the event of an administrative vacancy (building principal, superintendent), an advisory committee representative of the building/district will be formed. This committee shall assist the administration and Board of Education in the selection process by providing input regarding prospective candidates for the vacant position. This committee shall include members of the Graham Education Association as well as other individuals as determined by the administration and Board of Education.

In case of an administrative vacancy in a building, i.e. principal, the Superintendent will select members of the committee. If the superintendency is vacant, the Board of Education will select members of the committee.

ARTICLE 20

PROFESSIONAL LEAVE

- A. Certificated/licensed employees of Graham Schools may be granted professional leave with reimbursement for approved expenses upon approval of the Superintendent. Professional leave may be requested in the following manner:
1. As a part of an individual building professional leave plan which is:
 - a. Tied to building goals, and
 - b. Established in consultation with the teaching staff;
 2. Upon individual teacher request;
 3. Upon the recommendation of the building administrator or Superintendent.
 4. Staff members not meeting state/federal training requirement for HQT must complete this training prior to being approved for any other professional leave.
- B. The extent of professional leave available shall be governed by an annual professional leave budget assigned to each building upon the recommendation of the Superintendent.
- C. Requests for leave shall be submitted on proper forms (see appendix) at least two (2) weeks prior to the date of leave. If disapproved, reason for disapproval will be given to the employee.
- D. The request for leave shall include an estimate of expenses and brief outline of the objectives of this particular professional participation. If approved expenses are less than the estimated expenses requested, or if the total of all estimated expenses requested exceeds the maximum as specified in Paragraph F., the employee shall be so notified on a copy of the application returned to her/him.
- E. Visitations of teachers to other schools or programs shall be a part of the professional leave program.
- F. Payment for amount of expenses (up to a maximum of \$200 per individual per conference to include registration fees, meals, exclusive of mileage) incurred, which were approved at the time of the application, will be made upon submission to the Treasurer's office of a professional leave expense report and itemized receipts.

The District will pay fifteen dollars (\$15) per day for meals at conferences and meetings which require an overnight stay that do not already provide meals as a part of the conference registration. Only meals not already provided at the conference/meeting will be reimbursed. The district cannot reimburse for alcoholic beverages (see board policy 3440).

The employee will be responsible for submitting an itinerary or agenda at the time of registration.

Transportation expenses shall be reimbursed at the then current rate established by the IRS.

- G. Exceptions to the above regulations for programs funded by Federal, State, Local, or private grants or program funds shall be made at the discretion of the Superintendent.
- H. A short written statement indicating the extent to which stated objectives of the professional participation were met shall be included in the space provided on the professional leave expense report. This statement along with expense report and receipts must be filed with the Treasurer within thirty (30) calendar days of the date the professional meeting was attended.
- I. Given the provisions of NCLB, the employer agrees to make every effort to insure that resources shall be provided at no cost to effected individuals (i.e. Spec. Ed. teachers who teach multiple subjects in core content areas) to meet the HQT requirements. The employer agrees to work with effected individuals and designated GEA representatives to develop a schedule in order to provide the necessary training and associated activities for these individuals to be deemed as HQT in each contact area in which they are assigned to teach. Effected individuals will choose training that is available at no cost if possible before applying for training that requires a fee.

ARTICLE 21

SICK LEAVE

- A. Each certificated/licensed employee of the Graham Board of Education shall be entitled to a sick leave credit at the rate of one and one-fourth (1-1/4) days per month with pay for each completed month of service.^{1*} The maximum accumulated sick leave for any employee shall be fifteen (15) days per contract year. The maximum accumulated sick leave for any certificated employee shall be two hundred and forty (240) days.
- B. Each new employee with zero (0) years of experience shall be entitled to an advance of five (5) days of sick leave at the beginning of a school year regardless of whether that amount has accumulated. However, these five (5) days shall constitute a part of the total days for which employees are eligible during the contract year.
- C. Any employee who transfers from one public agency within the State of Ohio to another shall be credited with the amount of sick leave that has accumulated to his/her credit up to the limit as specified in paragraph A of this Article. When an employee's services with the Board of Education are terminated for reasons other than retirement, she/he will not be reimbursed for unused sick leave. However, if s/he returns to employment at Graham, she/he will be given credit for sick leave accrued at time of termination, provided it was not transferred to another public agency.
- D. An employee who has been granted a leave of absence without pay shall retain his/her accumulated sick leave when she/he returns to the employ of the Board.
- E. An employee may draw against his/her accumulated sick leave for absences resulting from personal illness, exposure to contagious diseases which could be communicated to other individuals, pregnancy, injury, and absence due to illness or injury within the employee's immediate family. Immediate family is defined as employee's mother, father, grandmother, grandfather, mother-in-law, father-in-law, brother, sister, husband, wife, child, grandchild (including: step or foster, parent, child, or grandchild) other blood relative living as a permanent resident of the employee's household. Additionally, sick leave may be used for any person living in the same household as a member, and who clearly stands in the same relationship with the employee as any of those persons specified above, at the discretion of the Superintendent.
- F. No salary payment for days of absence under these provisions shall be made to any employee except upon presentation to the Superintendent of Schools of a signed statement on forms prescribed by the Board of Education, to justify the use of sick leave, covering the period and cause of the absence. Falsification of a statement is grounds for suspension and/or termination of employment.

In the case of any absence because of injury or illness on the part of the employee which exceeds five (5) consecutive days, a signed

statement if attended by a physician or surgeon must be submitted, covering the entire period of absence, and shall certify the employee's ability to return to work.

Absence in excess of five (5) consecutive days due to illness or death in the family must be approved by the Superintendent upon submitting a doctor's statement (if a doctor was consulted) indicating only the date of care and the time such care shall end for the family member.

- G. In case of death of a member of the immediate family (as defined in paragraph E of this article), or in the event of death of any relative who is a permanent resident of the employee's home, an employee shall be allowed to use accumulated sick leave.
- H. To attend the funeral of any relative not mentioned in paragraph G one (1) day of sick leave may be used. The Superintendent of Schools may grant an additional day(s) of absence.
- I. An Employee who has adopted a child less than four (4) years of age may use twenty (20) days of sick leave to help the child transition and become acclimated to his or her new home. The use of leave in this instance is considered cumulative per school year; multiple adoptions do not allow for the use of more than twenty (20) total days of sick leave (for adoption purposes) within one (1) school year. The employee must request to use the twenty (20) days of sick leave within one (1) calendar week of the child being placed in the home.
- J. An employee who has accumulated two hundred and forty (240) sick days by September of the year they plan to retire will be allotted up to 25 days of sick leave for that year. (This includes their regular 15 days calculated at 1.25 days per month.) This request for the additional 10 days shall be granted by the Superintendent.

(1) * O.R.C. 3319.141

(absence form in appendix)

ARTICLE 22

LEAVE FOR PREGNANCY AND MATERNITY

A. SICK LEAVE FOR PREGNANCY AND RELATED CHILDBIRTH CONDITIONS:

Sick leave may be used for pregnancy and recovery from childbirth conditions under provisions of O.R.C. 3319.141, provided:

1. The employee submits a written application for such leave to the Superintendent of Schools, specifying the time limits (beginning and anticipated ending dates) as verified by an accompanying physician's statement of confirmation that the leave is necessary for the health of the employee and/or the child. The physician's statement of necessary length of leave will be the sole determinant.
2. The written notification from the employee along with the physician's statement shall be submitted at least thirty (30) calendar days before the anticipated effective date in order that appropriate administrative procedures can be followed to find a replacement.
3. The maximum number of sick leave days which can be applicable to leave for this purpose shall be: (1) the length of time certified by a physician that the employee is to be on leave, and (2) within the amount of accumulated sick leave which the employee has to her credit prior to the request.
4. If at any time during the pregnancy the Superintendent is of the opinion that such employee is unable to satisfactorily perform her duties by reason of said pregnancy, the Superintendent may request such employee to furnish a certificate in writing by her physician that such employee is physically and mentally able to continue her service.

B. LEAVE OF ABSENCE FOR MATERNITY OR CHILD CARE

The Board may grant a leave of absence for maternity or child care, without pay, to any regularly employed staff member provided:

1. The employee requests a leave of absence without pay for the purpose of maternity or child care. Such request must be submitted to the Superintendent at least thirty (30) days prior to the start of the requested leave of absence except in emergency situations.
2. The request shall state the length of absence desired by the employee. The duration of such leave of absence shall be no longer than two semesters beyond any remaining days in the semester in which the leave is to begin. The employee will return to work to the same position held at the time the leave commenced, if available, otherwise to an equivalent position within the employee's field(s) of certification/license. The employee shall return to work at the beginning of a school year,

a semester, or grading period, unless otherwise agreed upon by the Superintendent and the employee.

3. Maternity or child care leave requested and granted shall be curtailed or terminated if requested by the employee, prior to the expiration of the full term for which the board granted the leave, in the case of circumstances eliminating the necessity for such leave, as soon as a position for which the employee is certified/licensed becomes available.
4. The contract status of any such employee shall not be adversely affected by maternity or child care leave, but the normal annual salary increment is given only if one hundred and twenty days have been worked during the school year.
5. Such staff member may continue participation in group benefit plans at the employee's own expense, pursuant to stipulations of the benefit companies. Appropriate arrangements shall be made with the Treasurer to continue in such plans prior to the beginning of such leave. Nothing herein shall require the Board to obtain an alternate insurance carrier to provide such benefits.

ARTICLE 23

FAMILY MEDICAL LEAVE

An employee who believes he or she might qualify for FMLA should contact the Treasurer's office for more information. See board policy 3430.01 and administrative guideline 3430.01.

ARTICLE 24

SICK LEAVE DONATION

Any eligible staff member, having exhausted all of his/her accumulated sick leave and personal leave may be eligible to receive sick leave days donated in accordance with the following provisions:

1. An employee wishing to receive donated sick leave must request an application form from the Superintendent's Office, complete the form, provide requested documentation, and submit the completed application to the Superintendent for consideration. Each application will include, but not be limited to, the following information:
 - a. description of illness/injury
 - b. physician'(s) statement as to the condition and need for additional sick leave
 - c. projected date of return to duty
 - d. explanation of previous sick leave usage
 - e. any other pertinent information that the applicant can submit to facilitate the determination as to whether or not such leave may be donated to the individual applying.
2. Requests for donation of sick leave under this program will be limited to catastrophic or serious illness or injuries of the employee or other relative who is a member of the employee's immediate household. "Catastrophic" is intended to mean a life-threatening illness or injury. "Serious illness or injury" is intended to mean an illness or injury which is not life-threatening.
3. In order to be eligible for a donation of sick leave days, the employee must have used all of his/her accumulated sick leave days and all possible advances of sick leave days.
4. An employee who receives workers' compensation disability or other paid leave, or by virtue of age and/or years of service, may be eligible for disability retirement or service retirement, will be eligible for receipt of donated sick leave, until the employee has applied for and received his/her first compensatory check from STRS or the Bureau of Workers Compensation, or has been denied disability or service retirement by the State Teachers Retirement System.
5. An employee may be credited with a maximum total of twenty-five (25) donated sick leave days annually between July 1 and June 30.
6. Upon determination of eligibility by the Superintendent, the Treasurer will initiate a notice to employees indicating the recipient employee's name and number of days requested. This notice is to be made available by posting on the District's intranet. Individuals wishing to donate shall do so in writing as described in item #8 below herein.

7. Once donated, sick leave days not used by the recipient cannot revert to the donor. They remain credited to the accumulated sick leave of the recipient and if not all are used within the context of a #2 above, they may be used for any purpose allowed under the article dealing with Sick Leave in this Agreement.
8. An employee wishing to donate sick leave to another employee determined to be eligible should request a sick leave donation form from the Treasurer's Office, complete the form and return it to the Treasurer's Office. Upon determination of eligibility of the donor to give sick leave days, the Treasurer will authorize the appropriate deduction to be made from the donor's accumulated sick leave and credit it to the recipient's accumulated sick leave. All donations must be to a specific individual.
9. For an employee to be considered eligible to donate s/he must have an accumulated balance of at least ninety (90) sick leave days.
10. An employee may donate a total of five (5) sick leave days per year (July 1 - June 30) to other eligible employees. This is an aggregate maximum and not a per-recipient maximum.
11. Determination of eligibility, made by the Administration will be final and binding and not subject to grievance or other action.

(forms in appendix)

ARTICLE 25

PERSONAL LEAVE

Employees shall be granted three (3) days with pay for personal leave. Notifications and requests for the use of personal leave shall be submitted to the building principal at least four (4) school days in advance of the day(s) requested.

Personal leave days may be used by any certificated/licensed employee for personal obligations and situations which in the judgment of the teacher, are necessary and compelling; that is, for obligations and situations that can only be handled when school is in session.

The following conditions shall pertain to the use of personal leave:

- A. Days to be taken during the months of August through March, shall require only notification in writing on a prescribed school form. Days to be taken during the months of April through June shall require approval of the administration, and shall be submitted on a prescribed school form.
- B. Notifications and requests shall be presented to the building principal at least four (4) school days in advance, except in the event of an emergency.
- C. Lesson plans shall be presented to the building principal at least one (1) day in advance of the day(s) requested.
- D. Personal leave is not to be taken on the opening of school, the closing day of school, parent-teacher conference days, or the day before or after a student holiday or vacation period unless for some emergency or unforeseen circumstance.
- E. Personal leave may be used only in whole or half days.
- F. Personal leave shall not be used in an unprofessional manner so as to project a poor image of the teacher to the school or community.
- G. Unused personal leave days as of the last teacher workday of the school year, or, in the case of a retiring teacher, his/her last day of work before retirement, will either be converted to sick leave days or, at the sole discretion of the member, cashed out at the rate of \$500 for all three accrued but unused days. This provision is applicable only if bargaining unit member has not used more than two (2) sick leave days for the school year. If the member opts for cash payment such shall be included in the second payroll check in June (Stipend form should be submitted to the Board office the last day of school).

(form in appendix)

(Stipend form in appendix)

ARTICLE 26

TUITION REIMBURSEMENT AND PROFESSIONAL EXPENSES

- A. Any certificated/licensed employee who is approved in advance and enrolls in a graduate level course or a workshop for graduate level college credit related directly to the employee's current teaching assignment or area of service, or which leads to additional certification/licensure in other areas approved in advance by the Superintendent, and taken through an Ohio Board of Regents or out of State similar body approved by the Ohio Department of Education, accredited institution for teacher education shall receive 50% reimbursement (or a lesser proportional amount, see paragraph D) from the Board upon providing documentation of successful completion of such work.
- B. Successful completion of work shall be defined as an A or B, or a P in a pass/fail course.
- C. The number of hours taken during any single quarter or semester will not exceed 9 semester hours or 13 quarter hours. If the educational institution has two (2) summer sessions, this limit will be for each of the sessions so a maximum of 18 semester hours or 26 quarter hours can be taken at an institution with more than one session.
- D. Effective July 1, 2010, the Board of Education shall appropriate \$33,500 each year of this Agreement for such reimbursements. Participating individuals shall receive 50% reimbursement. In the event that approved request for reimbursements exceed the appropriations amounts, the total reimbursements will be prorated based upon the total dollar amount of all approved requests.
- E. The Board shall reimburse bargaining unit members for fifty percent (50%) of the fees up to \$100.00 for license/certificate renewal or upgrade.
- F. The Board shall provide state and federal background checks, as required by the Ohio Revised Code, to bargaining unit members. The Board shall pay fifty percent (50%) of any costs incurred up to \$25.00. This reimbursement will only be paid to those who have this done at the Graham Board Office.
- G. Both items E and F will be prorated upon as stated in item D for tuition reimbursement.
- H. Payment will be made on December 15th for expenses incurred from October 1st of the previous year to September 30th of current year.
- I. Payment will be made as provided for in paragraph E, only to those certificated/licensed employees who return to work in the district the year following their coursework. If on an approved leave of absence, the employee will be reimbursed as provided for in paragraph E, upon returning to work following the leave of absence. If the individual has had his/her contract suspended under a reduction in force, the

teacher shall be eligible for reimbursement as provided for in paragraph E.

- J. Reimbursement may not be sought for coursework for which reimbursement has or would be paid through any professional leave or by grant or fellowship. Proof of payment by the employee would be required in completing the request for reimbursement.
- K. Application Process: To be eligible for reimbursement the application must be completed in the manner prescribed below.
 - 1. Professional expense reimbursement forms will be available in the central office.
 - 2. The employee must submit the professional expense reimbursement form in writing to the Superintendent prior to the first class meeting of the course for which tuition reimbursement is sought, indicating the nature of the course being taken and other information pertinent to the approval decision;
 - 3. Once reviewed and acted upon, the application will be returned to the individual employee indicating approval or denial of the request;
 - 4. Once approved, and upon completion of the course, the employee will complete the second part of the form and attach documentation showing payment for the course and a grade slip or transcript showing the course and grade received. The completed application must then be returned to the Superintendent within sixty (60) days of the completion of the course.
 - 5. For proof of Licensure reimbursement, the employee must furnish a copy of the licensure and proof of payment.
 - 6. For BCI/FBI, the Board of Education will keep a copy of a receipt for reimbursement upon gaining an approved background check as determined by the Ohio Department of Education Office of Professional Conduct.

(forms in appendix)

ARTICLE 27

SEVERANCE PAY

- A. Severance pay will be paid to those eligible teachers who retire from active service in the State of Ohio and whose last school service was with the Board. Payments shall be made after notification and application from the teacher to the Board that the teacher's retirement is active with the State Retirement System. Application for severance pay shall be made within ninety (90) days after retirement.
- B. The Board shall pay any teacher with ten (10) or more years of service experience who elects to retire, payment in cash for twenty-five percent (25%) of the value of accrued but unused sick leave to a maximum of sixty (60) conversion days.
- C. Such payment shall be based on the teacher's daily rate of pay at the time of retirement. Such payment shall be made only once to any such teacher and shall eliminate all sick leave accrued by the teacher at that time.
- D. Should the employee die within the period of time between the employee's written notification to the Board of his/her intention to retire from the teaching profession and the effective day of the employee's retirement, the severance payment as determined in paragraphs A-C above, to which the employee would have been entitled, shall be made to the employee's estate.
- E. An employee who chooses to retire at the end of the first year in which he/she becomes eligible to retire, as defined by current STRS guidelines, shall receive fifteen (15) additional days of payment provided he/she notifies the Board no later than March 31. The effective date of retirement shall be no later than June 30.
- F. Accumulated Leave Plans

All employees who turn 55 or older in the calendar year in which they retire will take part in an Accumulated Leave Plan that is offered by ING.

- 1. If a retiring member is a participant in an accumulated leave plan, an employer contribution shall be made on his/her behalf under the accumulated leave plan within seventy-five (75) calendar days of the participant's last workday in an amount equal to the lesser of:

- a. The total amount of the Participant's Severance Pay, or

- b. The maximum contribution amount allowable under the terms of the accumulated leave plan.
2. To the extent that an accumulated leave plan participant's severance pay exceeds the maximum amount allowable under the accumulated leave plan for a calendar year, the excess amount shall be payable to the accumulated leave plan in the following January, up to the maximum accumulated leave plan limits for that calendar year. If there is any remaining excess, it shall likewise be paid in subsequent calendar years; provided, however, that if any excess remains at the end of the fifth calendar year following the calendar year of retirement, the remainder shall be paid in cash to the retired employee.
 3. If a member is entitled to have a contribution paid to an accumulated leave plan and dies prior to such contribution being paid to the Plan, the contribution shall be paid to the estate of the deceased member.
 4. The District agrees to reimburse the participant for any costs assessed as a result of said participant removing or transferring out monies from the Fixed Account (#039).

If the employee invests in the Fixed Account #039 (currently paying a 3.75%), there would be no Mortality & Expense charge and no fund advisory charges. The money in this fixed option is 100% available to the employee for removal or transfer out when separated from service (if they re-hire in to Graham Local School District, deferred sales charges would apply unless the money was removed prior to re-hire).

The product used for the Accumulated Leave Plan is a Group Annuity Contract that currently has over 90 variable investment options and over 30 fund companies requested. The Contract specifics are:

--No Annual Maintenance Fee

--No Administrative Fee

--No Deferred Sales Charge or Penalties if the employee removes the money while separated from service

--a 1.25% annual Mortality & Expense Charge is applied to monies in variable options (plus any advisory fees which vary by fund manager)

The employee would only pay Mortality & Expenses charges on the variable fund options and for only the number of days it was in the plan on a pro-rate basis, i.e. 5 days equals 5/365ths.

ARTICLE 28

DUES DEDUCTION

Association dues shall be deducted from those teachers' gross pay who individually and voluntarily authorize such deduction and turn over such authorization to the Treasurer of the Association. The Association shall notify the Board's Treasurer of those teachers who will participate in payroll deductions no later than October 1. Such authorization shall continue with the same selections in effect until such a time that said teacher gives written notice to the Treasurer of the Association to discontinue such deductions or employment with the Board terminates, with a copy of the notice to the Treasurer of the Board. Deductions shall be in 18 equal pay periods commencing with the second pay period in October. Any amounts withheld hereunder shall be transmitted to the Association within ten (10) calendar days following the pay period in which the deductions were withheld. The Association agrees to indemnify and save the Board and/or its representatives harmless against any and all claims that may arise out of or by reason of action taken by the Board in carrying out the provisions of this section in reliance upon any authorization submitted by the Association to the Board.

ARTICLE 29

LIFE INSURANCE

- A. The Board of Education agrees to purchase \$50,000 of term life insurance for all full-time certificated/licensed employees (defined as .50 or more on the salary schedule).
- B. The Board will permit individual employees to pick up additional coverage for themselves, their spouse and/or their dependent child (ren) on this policy subject to the rules of the carrier. The total cost of additional coverage will be paid by the employee through payroll deduction.

ARTICLE 30

VISION INSURANCE

- A. The Board of Education will pay up to \$7.00 per month for single policy coverage for all full-time certificated/licensed employees (defined as .50 or more on the salary schedule) for the cost of a vision service plan with benefits as outlined below, subject to insurance company regulations.
- B. The Board of Education will pay up to \$16.00 per month for family policy coverage for all full-time certificated/licensed employees (defined as .50 or more on the salary schedule) for the cost of a vision service plan with benefits as outlined below, subject to insurance company regulations.

BENEFITS:

Examination	Once every 12 months
Lenses	Once every 12 months
Frame	Once every 12 months

CO-PAYMENT:

\$25.00

	Services from a VSP Participating Provider*	Services from a Non-Participating Provider
Examination	Paid-in-Full	up to \$35.00
Single Vision Lenses	Paid-in-Full	up to \$25.00
Bifocal Lenses	Paid-in-Full	up to \$40.00
Trifocal Lenses	Paid-in-Full	up to \$55.00
Lenticular Lenses	Paid-in-Full	up to \$80.00
Frame	A wide selection of attractive Frames are covered in full. **	up to \$45.00
Contact Lenses (instead of spectacle lenses and frame)		
Necessary	Paid-in-Full	up to \$210.00
Elective	up to \$105.00	up to \$105.00

When you want to obtain vision care services, call a VSP participating provider to make an appointment. For details on how you locate a VSP Participating Provider, contact your benefits representative or call VSP at (800) 877-7195 to request a Participating Provider listing. Make sure you identify yourself as a VSP member, and be prepared to provide the employee's social security number. The VSP participating provider will contact VSP to verify your eligibility and plan coverage, and will also obtain authorization for services and materials. If you are not currently eligible for services, the VSP participating provider is responsible for communicating this to you.

VSP will pay the participating provider directly for covered services and materials.

Services and materials obtained from a non-participating provider will be reimbursed up to amounts on the above schedule. If you receive an examination and/or materials from a non-participating provider, you are responsible for paying the provider in full, and submitting itemized receipts to VSP for reimbursement at P.O. Box 2487 Columbus, OH 43216-2487. It is important to note that the reimbursement schedule does not guarantee full payment.

When an examination and/or materials are received from a VSP participating provider, the patient will have no out-of-pocket expense other than the co-payment, unless optional items are selected. Optional items include, but are not limited to, oversize lenses (61 mm or larger), coated lenses, no-line multifocal lenses, treatments for cosmetic reasons or a frame that exceeds the plan allowance.

** VSP's frame benefit fully covers over half of the 20,000 frames currently available. Due to this large selection and the fact that buying habits and tastes differ from one region to the next, frame inventories may vary from office to office. When deciding on a frame, members should ask their doctors which ones are covered in full.

This is only a summary. For further information, see your employer's benefit representative or call Vision Service Plan at (800) 877-7195.

ARTICLE 31

DENTAL INSURANCE

- A. The Board will pay 50% of the monthly premium costs up to \$30.00 for family policy coverage for all full-time certificated/licensed employees (defined as .50 or more on the salary schedule).
- B. The Board will pay the equivalent of 50% of the monthly premium costs up to \$30.00 for a family policy for all full-time certificated/licensed employees (defined as .50 or more on the salary schedule) who elect single policy coverage.
- C. For any certificated/licensed employee working less than half-time (less than .50 on the salary schedule), the Board's share of the premium shall be 50% of that contributed for full-time certificated/licensed employees.
- D. This insurance will provide benefits that are equivalent to or exceed those currently available to said employees in the district, as follows:

SCHEDULE OF BENEFITS:

Maximum benefit each Calendar year for Class I, II, and III Services	\$1,000.00
Lifetime Maximum for Orthodontic Services Per Person	\$1,000.00
Individual Deductible	\$50.00
Family Deductible	\$100.00

Percentages of Payment of Reasonable and Customary Charges for Covered Dental Expenses:

Class I - 100% Class II - 80% Class III 50% Class IV - 60%

ARTICLE 32

HEALTH INSURANCE

- A. For the 2010-2011 school year, the Board of Education will pay \$925 per month towards the cost of a family policy, or \$345 per month towards the cost of a single policy, for PPO 1 and PPO 2. The Insurance Committee will meet each year beyond the initial year of this Agreement to make recommendations for premium costs and plan details.
- B. For the 2010-2011 school year, the Board of Education will pay \$890 per month towards the cost of a family policy, or \$334 per month towards the cost of a single policy, for those employees choosing a Health Savings Account. The Board will also contribute \$2,500 per employee for family coverage, or \$1,250 per employee for single coverage, to the employee's Health Savings Account for the 2010-2011 school year. One-half of the Health Savings Account contribution will be paid in September 2010; the second half of the Health Savings Account contribution will be paid in January 2011. The Insurance Committee will meet each year beyond the initial year of this Agreement to make recommendations for premium costs, H.S.A. contributions and plan details.
- C. For any employee working less than half-time (less than .50 on the salary schedule), the Board's share of the premium shall be 50% of that contributed for full-time employees, if available from the insurance carrier.
- D. The Board provides a dollar amount per policy per month. A married couple (when both husband and wife are employed by the Board) will not receive a double benefit. This benefit will provide only the approved dollar amount per month per family.
- E. Eligible staff members shall have the option of electing coverage under one or more health insurance plans which are offered by the Board. Employees may make this election on an annual basis by notifying the Treasurer during the annual enrollment period of June for an effective date of the policy anniversary August 1.
- F. Once this election has been made an employee shall not have the right to change plans until the commencement of the following policy year. Eligibility for health insurance coverage is dependent upon the staff member's status as a regular employee of the Board. Substitute teachers, tutors and other irregular employees shall not be eligible for said coverage, except as modified by applicable statutes.
- G. Changes in coverage from family to single or adding and dropping coverage can be made during the policy year due to a change in family status only.

H. Current plans offered are Preferred Provider Plans (PPO) Option 1 and 2 (PPO 1 and PPO 2) and a Health Savings Account (HSA). These plans are offered through the Insurance Committee established pursuant to the terms of this Agreement. Each offered plan shall be specifically identified hereunder:

I. The policies shall meet or exceed the specifications set forth below:

Plan Features	PPO 1 Network	PPO 1 Non-Network	PPO 2 Network	PPO 2 Non-Network	H.S.A. Network	H.S.A. Non-Network
Annual Deductibles						
Single	\$300	\$600	\$2,000	\$4,000	\$2,500	\$2,500
Family	\$600	\$1,200	\$4,000	\$8,000	\$5,000	\$5,000
Co-Insurance	80%/20%	60%/40%	100%/0%	70%/30%	100%/0%	70%/30%
Out-of-Pocket Maximums						
Single						
Family	\$3,000	\$6,000	\$2,000	\$6,000	\$2,500	\$5,000
	\$6,000	\$12,000	\$4,000	\$12,000	\$5,000	\$10,000
Lifetime Maximums	\$2,000,000 Combined		\$2,000,000 Combined		\$5,000,000 Combined	
Annual Board Contribution to H.S.A.						
Single	Not Applicable		Not Applicable		\$1,250	
Family	Not Applicable		Not Applicable		\$2,500	

J. Staff members desiring coverage must complete the proper application forms through the office of the Treasurer and receive carrier approval prior to coverage.

K. Costs of the coverage will usually fluctuate from one year to the next. Final monthly cost figures will be distributed when available from the insurance carrier. If costs of the PPO plan rise above the Board limits of paragraphs A. and B. of this article, this article only will be re-opened for negotiation.

L. Staff members may elect to have premiums which they have paid for health insurance deducted from pre-tax dollars pursuant to IRS Section 125. Any administrative costs shall be borne by the Board.

Any staff member wishing to withdraw from one of the Health plans due to gaining eligibility to participate in another group insurance program must notify the Treasurer of his/her election to do so in writing. Rules and regulations of the Section 125 Plan will apply.

M. Any staff member not enrolled in the health insurance plan is not entitled to any payment or remuneration in lieu of the Board payment.

N. Any proposed changes in medical coverage or change of carrier will be discussed with the Association prior to a decision, and the Board will not initiate changes in either coverage or carrier which will significantly reduce coverage as currently provided. In the event that the present carrier effects adverse changes in coverage, the Board

through the use of the insurance committee will solicit bids from other carriers for mutually acceptable coverage at a cost not in excess of that being borne by the Board at the time of any such change.

- O. Detailed description of the insurance provisions mentioned in this article are available to each staff member or may be obtained upon request at the expense of the Board.

ARTICLE 33

SECTION 125 PLAN REGULATIONS

Because a Section 125 plan provides current tax savings, they are governed by the Internal Revenue Code. One requirement under the Code is that the participant may not change his /her election or the amount he/she contributes to the plan until the end of the plan year, unless there is a change in family status.

- A. A change in family status for these purposes includes the following:
1. Marriage
 2. Divorce
 3. Death of spouse or dependent
 4. Birth or adoption of a child
 5. Loss of dependent(s) eligibility in employee's plan
 6. Change in spouse's eligibility for coverage under spouse's employer's plan
 - a. Spouse becomes eligible for his/her employer's plan as a result of new employment, change to full-time status, or returning to work from unpaid leave of absence.
 - b. Spouse becomes ineligible for his/her employer's plan as a result of loss of full-time employment, change to part-time status, or unpaid leave of absence.

Documentation of change in family status is required as well as documentation from spouse's employer if applicable.

In all cases, the benefit changes requested must be consistent with the family status change.

Application for such a change must be made within 30 days of the event by filling out a new enrollment form in the Treasurer's office.

- B. If employee contributions for the elected benefits are increased or decreased while this agreement remains in effect, his/her pay reduction will automatically be adjusted to reflect that increase or decrease.
1. Adjustments due to a pay increase/decrease will automatically be part of the Section 125 pre-tax contribution.
 2. Adjustments in rate contribution to fund the Plan will automatically be part of the Section 125 pre-tax contribution when adopted on July 1, the anniversary of the plan year.
- C. Each year, the participant will have the opportunity to change his/her election for the following plan year (July 1 through June 30); may revoke his/her election by completing a new election form. If s/he does not complete and return a new enrollment form, s/he will be deemed as having elected to continue the benefit coverage then in effect for the new plan year (July 1 through June 30). In addition, the pre-tax

payroll deduction (employee share of premium) agreement will continue by its term in the amount of the required contribution for health insurance premium.

- D. The Plan Administrator may reduce or cancel the amount of the participant's plan reduction or otherwise modify this agreement in accordance with the plan if the Plan Administrator believes it is advisable in order to satisfy applicable provisions of the Internal Revenue Code. The Plan Administrator will give affected employees not less than thirty (30) days notice of such changes.
- E. New hires to the district will be eligible to make application for participation upon their effective date of employment up to September 1 of that year.
- F. Participation in this Section 125 Premium Conversion Plan shall be only for the purpose of reducing salary in order to pay the employee's share of insurance premiums on a pre-tax basis.

ARTICLE 34

TAX SHELTERED ANNUITIES

- A. New enrollments, changes of annuity companies, and addition of annuity companies shall be accepted only during the month of September. At least five (5) certificated/licensed employees must be signed up before a new annuity company is submitted to the Board of Education for approval to be added to payroll deduction. All companies must be approved by the Superintendent of Insurance of the State of Ohio and must agree to comply with administrative rules and procedures for the issuance of tax-sheltered annuities as approved by the Board.
- B. Changes of reduction amounts shall be accepted only during the months of September or January with effective dates of October 15 or February 15, respectively. In accordance with IRS regulations, a tax sheltered annuity agreement generally may not be altered or revised more than once during a calendar year. Payroll reduction amounts must be submitted in writing to the Treasurer on an approved form.
- C. Cancellation of payroll deduction for an annuity plan may be made at the employee's discretion provided such change is submitted in writing to the Treasurer at least five (5) days prior to the scheduled pay when the cancellation is to take place.
- D. Salary reduction contributions to a tax sheltered annuity program are subject to a number of legal limits. Maximum contribution compliance shall be the responsibility of the employee.
- E. Participation in the program is completely voluntary and not required in any way. All rights under the annuity contracts are enforceable solely by the employee (e.g. the employee decides when to make withdrawals or loans, whom to appoint as beneficiary, etc.).
- F. The Association agrees to indemnify and save the Board and/or its representative harmless against any and all claims, except by reason of clerical error, that may arise out of or by reason of action taken by the Board in carrying out the provisions of this section.
- G. It shall be understood by all parties that the Graham Board of Education makes no endorsement of any company, their representatives, or any annuity program.

ARTICLE 35

SALARY REDUCTION PICK-UP

The Board shall contribute to STRS, in addition to the Board's required employer contribution, an amount equal to each certificated/licensed employee's contribution to STRS in lieu of payment to such employee, and such amount contributed by the Board on behalf of the certificated/licensed employee shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such certificated/licensed employee. This shall apply to all certificated/licensed staff and shall include earning, sick leave, severance, vacation, supplemental and extended service pay and insurance benefits which are indexed to or otherwise determinable by reference to the employee's rate of pay. If at any time the rules or regulations of the IRS or STRS change, this provision shall be amended to be in compliance with the law and STRS regulation. The Association agrees to indemnify and save the Board and/or its representatives harmless against any and all claims that may arise out of or by reason of action taken by the Board in carrying out the provisions of this section.

ARTICLE 36

SALARY SCHEDULE PLACEMENT

- A. Salary schedule placement for all teachers shall be in accordance with their education, teaching experience, and military service. The Board shall recognize a maximum of ten (10) years experience in placing teachers on the schedule. Such experience shall be determined as follows:
 - 1. All military service up to five (5) years.
 - 2. All teaching service, as delineated in paragraph B. of this article, up to ten (10) years.
 - 3. All combined military and teaching service up to ten (10) years.
- B. For purposes of measuring prior service, a year consists of at least 120 days pursuant to O.R.C. Section 3317.13(A) (1)-(2)
- C. For the purpose of this Article, teaching service shall be defined as service in any chartered school district within or outside the State of Ohio as recognized by the respective State Departments of Education.
- D. As of the effective date of this contract, horizontal movement on the salary schedule to the 150 semester hour column and to the Masters' plus 15 semester hour column shall be governed by the following:
 - 1. 150 Semester Hours Column - Hours applicable to placement on this column must be hours attained from an Ohio Board of Regents or Ohio Department of Education approved (per Article 25 Paragraph A), accredited institution.
 - 2. Masters' plus 15 Semester Hours Column - Additional hours applicable to placement on this column must be hours attained from an Ohio Board of Regents or Ohio Department of Education approved (per Article 25 Paragraph A), accredited institution following receipt of the masters' degree.
 - 3. Additional hours for placement on the 150 Semester Hours Column or the Masters' plus 15 Semester Hours Column may be either graduate or undergraduate.
- E. Salary adjustments for additional training will be made for the full year upon presentation of an official college transcript to the Superintendent prior to September 15 of any year.

ARTICLE 37

SALARY SCHEDULE

In recognition of their dedication to the students and community of Graham Local School District, the certified staff members seek a fair and just salary.

In an effort to reach that goal, the following shall occur:

- For the 2010-2011 school year, the salary for a teacher with zero (0) years of experience and who has attained a Bachelor's degree (i.e. the Base), shall be \$32,079.
- The Board and the Association agree to re-open this Article in accordance with the negotiated procedures outlined in this agreement in the spring of 2011 to discuss contracted salary amounts (including supplemental, extended day and other payment to certified staff) for the final two (2) school years (2011-2012 and 2012-2013) of the Salary Schedule.

NOTE: The Salary Schedule for the 2010-2011 contract year follows.

Graham Local Schools 2010-2011 Certified Salary Schedule									
Yrs BA Exp.	BS- INDEX	Yrs BA-150 Exp.	150- INDEX	Yrs. MA Exp.	MA INDEX	Yrs MA+15 Exp.	MA+15 INDEX		
BASE=	\$32,079								
0	\$32,079 1.000	0	\$33,299 1.038	0	\$35,127 1.095	0	\$36,891 1.150		
1	\$33,299 1.038	1	\$34,678 1.081	1	\$36,731 1.145	1	\$38,656 1.205		
2	\$34,518 1.076	2	\$36,057 1.124	2	\$38,335 1.195	2	\$40,420 1.260		
3	\$35,737 1.114	3	\$37,437 1.167	3	\$39,939 1.245	3	\$42,185 1.315		
4	\$36,956 1.152	4	\$38,816 1.210	4	\$41,543 1.295	4	\$43,949 1.370		
5	\$38,175 1.190	5	\$40,196 1.253	5	\$43,147 1.345	5	\$45,713 1.425		
6	\$39,394 1.228	6	\$41,575 1.296	6	\$44,751 1.395	6	\$47,478 1.480		
7	\$40,613 1.266	7	\$42,954 1.339	7	\$46,355 1.445	7	\$49,242 1.535		

8	\$41,832	1.304	8	\$44,334	1.382	8	\$47,959	1.495	8	\$51,006	1.590
9	\$43,051	1.342	9	\$45,713	1.425	9	\$49,563	1.545	9	\$52,771	1.645
10	\$44,270	1.380	10	\$47,093	1.468	10	\$51,167	1.595	10	\$54,535	1.700
11	\$45,489	1.418	11	\$48,472	1.511	11	\$52,771	1.645	11	\$56,300	1.755
12			12			12	\$54,375	1.695	12	\$58,064	1.810
15	\$46,708	1.456	15	\$49,852	1.554	15	\$55,979	1.745	15	\$59,828	1.865
19			19	\$51,231	1.597	19	\$57,583	1.795	19	\$61,593	1.920
20	\$47,927	1.494	20			20	\$59,187	1.845	20	\$63,357	1.975
23			23	\$52,610	1.640	23	\$60,791	1.895	23	\$65,121	2.030
25			25			25	\$62,395	1.945	25	\$66,886	2.085
27									27	\$68,650	2.140

ARTICLE 38

SUPPLEMENTAL SALARY SCHEDULE

A. Policies

1. Dividing positions - A supplemental position may be divided among two or more people with administrative approval.
2. Multiple positions - One person may fill multiple positions at the same time with administrative approval as long as all duties are fulfilled.
3. Removing positions - If a position remains unfilled for three consecutive school years, it shall be removed from the salary schedule.
4. Determining if positions are filled - Determining whether a position should be filled shall be the duty of the principal or athletic director who supervises the position. The administrator shall consult with the advisor or head coach involved in an effort to reach a consensus on need. If there are not sufficient numbers of students interested, the position may go unfilled.
5. Provisional Positions - Each building may have up to three paid provisional positions in a school year. A sponsor wishing to start a provisional activity must submit a proposal to the principal or athletic director. The proposal must outline the purpose, operating procedures, goals for determining success, and membership of the proposed activity. If approved by the principal, the proposal will be submitted to the superintendent. If the superintendent approves, the group receives provisional activity status for that school year. If a group operates successfully for three consecutive years as a provisional activity, it is recommended that it be added to the supplemental schedule at a rate agreed upon by the Board of Education and the Graham Education Association.
6. Placement on schedule - A person moving from a lower level (assistant) to a higher level position in the same sport/activity will start at the first step in the higher position.

A person moving from a higher level position to a lower level position in the same sport/activity will be placed at a step commensurate with their numbers of years in that sport/activity.

B. Summary of Recommended Changes to Schedule:

1. Add Step 4 (3-5 yrs) and Step 5 (6-9 yrs).
2. Changes in index numbers:
 - a. Boys Soccer, Girls Soccer, Cross Country increased to the same level as Volleyball.

- d. Baseball and Softball increased to the same level as Track.
 - e. HS Wrestling increased to same level as Boys Basketball and Girls Basketball.
 - f. Middle school student council increased to same level as high school.
 - g. Increase in band aide and musical director.
3. Clarifications in titles and numbers of positions: A number of titles were rewritten and the numbers of certain assistant positions were added in parenthesis after the title in an attempt to clarify what is on the schedule.
 4. Positions removed: Varsity assistant cross country, head swimming, head tennis, JH volleyball assistant, HS newspaper advisor, drill team advisor, drill team aide, winter guard, district career ed., district science fair, freshman cheerleading, band announcer, elementary intramurals.
 5. Positions added: provisional activity position, middle school drama club advisor, 8th grade trip coordinator, assistant HS yearbook advisor, musical choreographer, MS yearbook advisor, athletic event manager and special event manager - MS facilities, BLT supplemental in each building to replace HS computer network coordinator, varsity assistant baseball, varsity assistant softball, varsity assistant boys basketball, varsity assistant girls basketball.

Nothing in this article prevents or inhibits the Board's right to create new positions.

Adjustments to the supplemental salary pay will be increased in accordance to the pay increase of Article 36.

Supplemental contracts are limited one-year contracts that automatically non-renew without Board action.

Base Salary: \$32,079

Step	0	1	2	3	4
Years Of Experience	0	1	2	3 to 5	6 to 9

ATHLETICS:

Head Coach:

Varsity Football	0.133	\$4,267	0.143	\$4,587	0.153	\$4,908	0.163	\$5,229	0.173	\$5,550
Varsity Cr. Country-Boys & Girls	0.100	\$3,208	0.110	\$3,529	0.120	\$3,850	0.130	\$4,170	0.140	\$4,491
Varsity Golf-Girls	0.069	\$2,213	0.075	\$2,406	0.081	\$2,598	0.086	\$2,759	0.092	\$2,951
Varsity Golf-Boys	0.069	\$2,213	0.075	\$2,406	0.081	\$2,598	0.086	\$2,759	0.092	\$2,951
Varsity Soccer-Girls	0.100	\$3,208	0.110	\$3,529	0.120	\$3,850	0.130	\$4,170	0.140	\$4,491
Varsity Soccer-Boys	0.100	\$3,208	0.110	\$3,529	0.120	\$3,850	0.130	\$4,170	0.140	\$4,491
Varsity Volleyball	0.100	\$3,208	0.110	\$3,529	0.120	\$3,850	0.130	\$4,170	0.140	\$4,491
Varsity Basketball-Girls	0.133	\$4,267	0.143	\$4,587	0.153	\$4,908	0.163	\$5,229	0.173	\$5,550
Varsity Basketball-Boys	0.133	\$4,267	0.143	\$4,587	0.153	\$4,908	0.163	\$5,229	0.173	\$5,550
Varsity Wrestling	0.133	\$4,267	0.143	\$4,587	0.153	\$4,908	0.163	\$5,229	0.173	\$5,550
Varsity Track-Girls	0.111	\$3,561	0.121	\$3,882	0.131	\$4,202	0.141	\$4,523	0.151	\$4,844
Varsity Track-Boys	0.111	\$3,561	0.121	\$3,882	0.131	\$4,202	0.141	\$4,523	0.151	\$4,844
Varsity Baseball	0.111	\$3,561	0.121	\$3,882	0.131	\$4,202	0.141	\$4,523	0.151	\$4,844
Varsity Softball	0.111	\$3,561	0.121	\$3,882	0.131	\$4,202	0.141	\$4,523	0.151	\$4,844
Strength Coach (per season)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
Bowling	0.100	\$3,208	0.110	\$3,529	0.120	\$3,850	0.130	\$4,170	0.140	\$4,491

Assistant Coach:

Assistant Varsity Football (4)	0.082	\$2,631	0.088	\$2,823	0.094	\$3,015	0.100	\$3,208	0.106	\$3,400
Freshman Football-Head (1)	0.064	\$2,053	0.069	\$2,213	0.074	\$2,374	0.079	\$2,534	0.084	\$2,695
Freshman Football-Asst (1)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
MS Football-Head (2)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
MS Football-Asst (2)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
MS Cross Country Boys & Girls (1)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
Assistant Varsity Soccer-Girls (1)	0.062	\$1,989	0.068	\$2,181	0.074	\$2,374	0.080	\$2,566	0.086	\$2,759
Assistant Varsity Soccer-Boys (1)	0.062	\$1,989	0.068	\$2,181	0.074	\$2,374	0.080	\$2,566	0.086	\$2,759
Assistant Varsity Volleyball (1)	0.062	\$1,989	0.068	\$2,181	0.074	\$2,374	0.080	\$2,566	0.086	\$2,759
MS Volleyball-Head (2)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
Jr. Varsity Basketball-Girls (1)	0.082	\$2,631	0.088	\$2,823	0.094	\$3,015	0.100	\$3,208	0.106	\$3,400
Assistant Varsity Basketball-Girls (1)	0.082	\$2,631	0.088	\$2,823	0.094	\$3,015	0.100	\$3,208	0.106	\$3,400
Jr. Varsity Basketball-Boys (1)	0.082	\$2,631	0.088	\$2,823	0.094	\$3,015	0.100	\$3,208	0.106	\$3,400
Assistant Varsity Basketball-Boys (1)	0.082	\$2,631	0.088	\$2,823	0.094	\$3,015	0.100	\$3,208	0.106	\$3,400
Freshman Basketball- Girls (1)	0.064	\$2,053	0.069	\$2,213	0.074	\$2,374	0.079	\$2,534	0.084	\$2,695
Freshman Basketball-Boys (1)	0.064	\$2,053	0.069	\$2,213	0.074	\$2,374	0.079	\$2,534	0.084	\$2,695
MS Basketball-Girls (2)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
MS Basketball-Boys(2)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
Assistant Varsity Wrestling (2)	0.082	\$2,631	0.088	\$2,823	0.094	\$3,015	0.100	\$3,208	0.106	\$3,400
MS Wrestling-Head (1)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
MS Wrestling-Asst (1)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
Varsity Track-Girls (1)	0.064	\$2,053	0.070	\$2,246	0.076	\$2,438	0.079	\$2,534	0.084	\$2,695
Varsity Track-Boys (1)	0.064	\$2,053	0.070	\$2,246	0.076	\$2,438	0.079	\$2,534	0.084	\$2,695
MS Track-Head (1)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
MS Track-Asst (3)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
Assistant Varsity Baseball (1)	0.064	\$2,053	0.070	\$2,246	0.076	\$2,438	0.079	\$2,534	0.084	\$2,695
Jr Varsity Baseball (1)	0.064	\$2,053	0.070	\$2,246	0.076	\$2,438	0.079	\$2,534	0.084	\$2,695
Assistant Varsity Softball (1)	0.064	\$2,053	0.070	\$2,246	0.076	\$2,438	0.079	\$2,534	0.084	\$2,695
Jr Varsity Softball (1)	0.064	\$2,053	0.070	\$2,246	0.076	\$2,438	0.079	\$2,534	0.084	\$2,695

Base Salary: \$32,079

Step	0	1	2	3	4
Years Of Experience	0	1	2	3 to 5	6 to 9

Cheerleading:

HS Head Football (1)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
HS Head Basketball (1)	0.056	\$1,796	0.061	\$1,957	0.066	\$2,117	0.071	\$2,278	0.076	\$2,438
HS Assistant Football (1)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
HS Assistant Basketball (1)	0.040	\$1,283	0.045	\$1,444	0.050	\$1,604	0.055	\$1,764	0.060	\$1,925
Eighth Grade Football (1)	0.031	\$994	0.033	\$1,059	0.035	\$1,123	0.037	\$1,187	0.039	\$1,251
Eighth Grade Basketball (1)	0.031	\$994	0.033	\$1,059	0.035	\$1,123	0.037	\$1,187	0.039	\$1,251
Seventh Grade Football (1)	0.031	\$994	0.033	\$1,059	0.035	\$1,123	0.037	\$1,187	0.039	\$1,251
Seventh Grade Basketball (1)	0.031	\$994	0.033	\$1,059	0.035	\$1,123	0.037	\$1,187	0.039	\$1,251

Performing Arts:

Instrumental Music Director (1)	0.109	\$3,497	0.119	\$3,817	0.129	\$4,138	0.139	\$4,459	0.149	\$4,780
Asst Marching Band Director (1)	0.067	\$2,149	0.073	\$2,342	0.079	\$2,534	0.085	\$2,727	0.091	\$2,919
Pep Band Director (1)	0.019	\$610	0.022	\$706	0.025	\$802	0.028	\$898	0.031	\$994
Band Aide (1)	0.020	\$642	0.023	\$738	0.026	\$834	0.028	\$898	0.031	\$994
Vocal Music Director-MS/HS (1)	0.049	\$1,572	0.052	\$1,668	0.055	\$1,764	0.058	\$1,861	0.061	\$1,957
Elementary Chorus (2)	0.031	\$994	0.034	\$1,091	0.037	\$1,187	0.037	\$1,187	0.039	\$1,251
Elem. Chorus Accompanist (2)	0.008	\$257	0.011	\$353	0.014	\$449	0.017	\$545	0.020	\$642
HS Drama Director (1)	0.046	\$1,476	0.049	\$1,572	0.052	\$1,668	0.055	\$1,764	0.058	\$1,861
MS Drama Director (1)	0.036	\$1,155	0.039	\$1,251	0.042	\$1,347	0.045	\$1,444	0.048	\$1,540
Musical-Producer/Director (1)	0.067	\$2,149	0.073	\$2,342	0.079	\$2,534	0.085	\$2,727	0.091	\$2,919
Musical-Instrumental Director (1)	0.040	\$1,283	0.043	\$1,379	0.046	\$1,476	0.055	\$1,764	0.060	\$1,925
Musical Choreographer (1)	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770	0.027	\$866

Publications:

HS Yearbook Advisor (1)	0.050	\$1,604	0.054	\$1,732	0.058	\$1,861	0.062	\$1,989	0.066	\$2,117
MS Yearbook Advisor (1)	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770	0.027	\$866
HS Asst. Yearbook Advisor (1)	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770	0.027	\$866

School District Assistance:

Lead Teacher	0.024	\$770	0.027	\$866	0.030	\$962	0.033	\$1,059	0.036	\$1,155
Head Teacher (MS-2) (N-2) (S-2)	0.042	\$1,347	0.045	\$1,444	0.048	\$1,540	0.051	\$1,636	0.054	\$1,732
Department Head (8)	0.029	\$930	0.032	\$1,027	0.035	\$1,123	0.038	\$1,219	0.041	\$1,315
Building Leader in Technology (4)	0.029	\$930	0.032	\$1,027	0.035	\$1,123	0.038	\$1,219	0.041	\$1,315
Special Event Manager (1 per season)	0.025	\$802	0.028	\$898	0.031	\$994	0.034	\$1,091	0.037	\$1,187
Athletic Event Manager (2 per season)	0.025	\$802	0.028	\$898	0.031	\$994	0.034	\$1,091	0.037	\$1,187
Eighth Grade Trip Coordinator (1)	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770	0.027	\$866
MS Building Theme Unit Coordinator (1)	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770	0.027	\$866

Club Advisor:

Senior Class Advisor (1)	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770	0.027	\$866
Junior Class Advisor (1)	0.050	\$1,604	0.053	\$1,700	0.056	\$1,796	0.059	\$1,893	0.062	\$1,989
Sophomore Class Advisor (1)	0.012	\$385	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770
Freshman Class Advisor (1)	0.012	\$385	0.015	\$481	0.018	\$577	0.021	\$674	0.024	\$770
HS Student Council (1)	0.026	\$834	0.028	\$898	0.030	\$962	0.032	\$1,027	0.034	\$1,091
MS Student Council (1)	0.026	\$834	0.028	\$898	0.030	\$962	0.032	\$1,027	0.034	\$1,091
Elementary Student Council (2)	0.014	\$449	0.016	\$513	0.018	\$577	0.020	\$642	0.022	\$706
HS National Honor Society (1)	0.026	\$834	0.028	\$898	0.030	\$962	0.032	\$1,027	0.034	\$1,091
Academic/Behavior Interventionist	0.181	\$5,806	0.191	\$6,127	0.201	\$6,448	0.211	\$6,769	0.221	\$7,090
Activity 1	0.012	\$385								
Activity 2	0.012	\$385								
Activity 3	0.012	\$385								

ARTICLE 39

MASTER TEACHER/LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

- A. The purpose of the Local Professional Development Committee (LPDC) is to give teachers greater professional autonomy and responsibility for professional development and to shift control to individual teachers to allow for more self-directed freedom in making decisions about their teaching and learning, so students achieve higher standards in learning. The role of the LPDC is to evaluate the individual professional development plan (IPDP) submitted by each educator wishing to fulfill certification or license renewal requirements.

An Individual Professional Development Plan (IPDP) is based on the needs of the educator, the students, the school, and the school district and must be submitted for approval to the LPDC for conversion to a license and for renewal of such license. These plans may be required to include the district-wide goals, such as "incorporating technology into the classroom".

The LPDC will consider applications for Master Teacher as interested employees apply. More information about the Master Teacher program may be found at:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1598&ContentID=46544&Content=84572>

- B. Scope of the Committee: The scope of the LPDC shall be district wide.
1. There shall be at least five (5) total members of any committee and in all cases, there shall be a majority of teacher members of any LPDC except as stated below in number 4.
 2. The Association shall appoint all teacher members to the LPDC and alternates (non-voting) or any replacements to the committee, if vacancies occur and shall determine the length of the service of those representatives.
 3. Other members of the LPDC shall be a building principal, alternate (non-voting), and one other person designated by the Superintendent.
 4. Certificates and/or licensures for any personnel excluded in Article 1, paragraph A., shall be governed by an LPDC sub-committee of three (3) people which shall include two (2) administrators and one LPDC member. Decisions of this sub-committee are final and are not subject to the full LPDC committee.
- C. Frequency of Meetings: All meetings should be held at a time and place convenient to everyone and shall be decided by the LPDC and may not be held in such a way to impede the teacher's preparation time. The Committee shall meet five times a year or on an as needed basis.

- D. Decision making: All decisions made by the LPDC shall be made by the majority of those present and permitted to vote.
- E. Compensation: LPDC members will be compensated for their work on the committee in the form of or an additional meeting stipend for any committee activity beyond the regular workday or school year. Committee members shall be approved and reimbursed for all expenses incurred in pursuit of their LPDC duties.
- F. Training: The Board of Education shall provide and pay for training and arrange for release time for LPDC members and alternates to attend training which is necessary for members and alternates to the LPDC to obtain the knowledge and skills required for the Committee's work.
- G. The decisions of the LPDC may not contravene the language of the collective bargaining agreement and no waivers of contractual provisions shall be made other than the area of state certification requirements. (This would allow the LPDC to approve hours, CEUs and other appropriate activities for licensure). This waiver shall not be used to place teachers in areas outside their present certification/licensure.
- H. The LPDC shall draft written procedures for an appeals procedure in the event the LPDC's decisions on certification/licensure for individuals, and the Association and LPDC members shall be held harmless.
- I. The LPDC may enter into a collaborative county-wide group for the purposes of training LPDC members, circulating criteria, procedures, workshops/coordinating discussions, maintaining records of CEUs and providing acceptable programs and coursework for licensure.
 - 1. The LPDC is not limited to such collaborative county programs, but may authorize and accept any other provider or program accredited to provide teacher training, certification/licensure, work experience or CEUs.
 - 2. Participation in such a collaborative may not contravene any portion of the collective bargaining except as expressed herein and only the LPDC approves programs for employees covered herein.
- J. No LPDC member will be held responsible for any money transactions, for fees to be paid directly to the State Department of Education.
- K. Application forms are for renewal and are the responsibility of the certificated/licensed employee making such applications and not any LPDC member.
- L. The Board shall set aside \$5000.00 per year for stipends, supplies, and any other expenses approved by the LPDC committee. This shall be in a separate account line of the General fund. Proper procedures as required by Board policy shall be followed for processing any funds (e.g.: requisition and purchase orders processed before any supplies ordered). Documentation for stipends and other member reimbursements shall be submitted to the LPDC chairperson and approved by the committee before submitting to the Treasurer's office for payment. Stipends include required deductions of board employees (e.g. Board contribution of STRS, worker's compensation, Medicare, etc.)

Any leftover appropriated funds in this Master Teacher/ Local Professional Development Committee budget line at the May 31st deadline will be transferred into the Tuition Reimbursement and Professional Expenses Account.

ARTICLE 40

CHILDREN OF STAFF MEMBERS

- A. The natural, step-children, or adopted children of staff members shall be permitted to attend the building of choice. Foster children are not included under this article.
- B. Staff members will be required to complete Open Enrollment forms for the benefit of the District but will not be denied attendance by these procedures.
- C. Children enrolled after Open Enrollment deadlines will be admitted per this article but will not be included for count of class size of Article 9.
- D. Transportation of these children shall be the responsibility of the staff member/parent.
- E. No custodial care of children shall interfere with the performance of the staff member/parent's contractual duties and responsibilities or the contractual duties and responsibilities of other employees of the Board.

ARTICLE 41

INSURANCE COMMITTEE

The parties agree to work cooperatively to lower the overall cost of employee health insurance. To achieve that goal an insurance committee constituted of three (3) people chosen by the Superintendent and three (3) people chosen by the Association shall begin work immediately.

The Committee will meet at mutually agreed times as often as necessary to fulfill their purpose. Notes shall be taken at each meeting and distributed to all committee members prior to the next meeting.

The goal of the committee is to find ways to reduce the overall cost of employee health insurance while maintaining the current or comparable levels of coverage and services.

The committee has no authority to change any provision of the collective bargaining agreement or to change any insurance plan or specification currently in effect.

The committee shall produce a written recommendation to the negotiation teams of the parties as required by Article 31, paragraphs H and N. If both parties agree to make any change in the employee group insurance program as a result of the work of the insurance committee, such changes shall be contained in a Memorandum of Understanding and be attached to the Agreement.

ARTICLE 42

AGREEMENT CLAUSE AND TERM

- A. This contract contains the full and complete agreement between the Graham Board of Education and the Graham Education Association on all items negotiated for the period of July 1, 2010 through June 30, 2013 at 12:00 midnight.
- B. Said items shall be considered part of the total agreement for the term of this contract. Neither party shall be required during the term of this contract to negotiate upon any issues, covered or not covered, unless mutually agreed.

ARTICLE 43

DIRECT DEPOSIT

All licensed/certificated employees will be required to participate in direct deposit, and direct deposit notices will be sent only via email.

ARTICLE 44

LONG DISTANCE LEARNING

- A. Long Distance Learning through the Graham Digital Academy (hereinafter identified as 'GDA') is education that takes place when a bargaining unit member and students are separated by distance, but are joined by interactive technology.
- B. The Graham Education Association and the Board agree that interactive Long Distance Learning can be a viable instructional option to improve the quality of instruction.
- C. All teaching positions through the GDA shall first be made available (by posting pursuant to Article 6) solely to properly licensed/certified members of the bargaining unit. If no members of the bargaining unit have successfully bid for posted course/subject offerings through the GDA, then the employer may consider such properly licensed/certified applicants from outside the bargaining unit.
- D. No bargaining unit positions shall be displaced by offerings of the GDA. No bargaining unit members shall be involuntarily transferred/reassigned to the Graham Digital Academy.

ARTICLE 45

SHARED STAFFING

Shared Staffing shall be defined as the duties and responsibilities of one specific teaching assignment being voluntarily shared equally by two employees which shall be identified as a team herein under for a specific length of time.

1. A teacher must have completed two (2) years of service in this District to be eligible to initiate a shared staffing assignment.
2. The teacher is responsible for finding the job-sharing partner; however, the building principal has the sole right to decide if the person meets the qualifications for employment.
3. An individual not in the employ of the Board who is hired for a job-share position must sign an agreement acknowledging that their employment shall be under a one-year limited contract that shall automatically non-renew at the end of its term without the necessity of Board action and without the need to comply with Ohio Revised Code Sections 3319.11 and 3319.111 or the non-renewal and discharge provisions of the Negotiated Agreement.
4. Shared Staffing assignments shall be limited to no more than three (3) current full-time teachers in any school year in any particular building. Priority for such assignment requests shall be given to teachers with greater district seniority.
5. Job sharing teachers who substitute teach will be paid at the rates set by the Board for substitute teachers until they have worked in that position for sixty consecutive days pursuant to RC 3319.10 at which time they will be placed and compensated (pro-rata) at the appropriate placement on the salary schedule.
6. Shared staffing shall not be implemented if it results in the avoiding the filling of a full-time position, to cover work of employees on RIF, nor to achieve a reduction in benefits.
7. All leaves and other privileges shall be in accordance with the appropriate provisions of the current Negotiated Agreement between the Graham Board of Education and the Graham Education Association and applicable statutes.
8. While in a shared staffing position, an employee will earn sick leave at the rate of 1.25 days per month.
9. Shared Staffing partnerships must last through the end of the school year.

The bargaining unit member with the greatest District seniority shall have the right to the fringe benefits provided for the position. There will be one medical insurance plan, one dental insurance plan, and one vision insurance plan available to the job sharing team. The teachers sharing the jobs can divide the different types of insurances, but no divisions can be made within the type of insurance coverage. The person not receiving the insurance benefits will have the opportunity to purchase the insurance at rates charged to the Board. Details of who will receive the insurance coverage must be made in writing on the form included herein at the time the request is made to the principal. If one of the teachers purchases the insurance, the treasurer must be notified by the first day of school.

Employees shall be paid their salary according to their placement on the salary schedule, pro-rated to the percentage of the full-time job for which they are contracted.

Current full-time teachers, who are seeking to form a possible job sharing team for the next school year, or continue a current job sharing team into the next school year, must apply prior to April 1 in writing to the superintendent who shall provide the applicant(s) with a written decision no later than April 15th.

The job sharing team shall present a proposed teaching schedule, including all building responsibilities, to the appropriate building principal. While it may not be possible, efforts shall be made to make the teaching schedules and responsibilities as equal as possible. Members of a team shall not be assigned duties or responsibilities in excess of a regular full-time position. The principal shall approve the schedule. Both members of the team shall attend orientation day, in-service day, open house and system-scheduled parent conferences. Staff meetings will be attended by one member of the team, depending on when they are held (a.m. or p.m.) and that member shall inform the other member of the team of the meeting content.

The Board shall reinstate all eligible job-sharing members to full-time status to the position formerly being shared before hiring personnel from outside the district to fill a position for which the eligible job-sharing member has applied and is certificated/licensed.

10. At the conclusion of a shared staffing arrangement, the Board shall reinstate the employee with the greatest district seniority to the position formerly being shared, so long as the job-sharing member has applied and is certificated/licensed, before hiring personnel from outside of the district. If the other job-sharing member was a district employee prior to the job-sharing assignment, that member shall be eligible to assume full-time status in accordance with Article 13.
11. An employee denied a shared staffing assignment shall, upon request, have a conference with the Superintendent to review the denial.

12. The position of job sharing, if granted, is for the duration of one (1) school year; however, it may be extended for one (1) or more additional years with agreement of all parties.

NOTE: Forms located in Appendices.

ARTICLE 46

SURVEILLANCE

Use of cameras or any audio/video equipment shall only occur if the District and/or public law enforcement agency has probable cause to suspect potential criminal activity. The content of such recorded material shall not be used as a component in the observation and/or evaluation procedure as described in Article 15 herein.

Use of cameras or any audio/video equipment in a classroom for purposes other than suspected criminal activity (as defined in paragraph one of this article) shall only occur with the written notification one week in advance to installation of equipment of the classroom teacher and the GEA President and/or designee. The content of such written notification shall include the location placement of such equipment and the specific time period and stated purpose for which such equipment is contemplated being placed in the classroom. The content of such recorded material shall only be used for the specific purpose written and executed on the notification form.

Teachers will not be disciplined for misconduct based upon building surveillance video without first being given the opportunity to review the footage with a GEA representative present.

ARTICLE 47

RE-EMPLOYMENT OF RETIRED TEACHERS

A teacher retired under Ohio STRS or any other retirement system (re-employed teacher) may be re-employed under the following conditions:

1. The determination to recommend re-employment of any individual will be at the sole discretion of the Superintendent, and such determination will not be subject to the Grievance process of the Collective Bargaining agreement.
2. Any contract for re-employment shall be for a duration of one (1) school year. The Superintendent may, at his sole discretion, recommend the re-employment of another employment contract.
3. Re-employed teachers will be evaluated annually.
4. The re-employed teacher will not resume and is not eligible for continuing contract status during any period of the re-employment with the district.
5. The re-employed teacher will start with salary placement experience of zero (0) years and at the applicable level of education credit. The re-employed teacher will be advanced one (1) year on salary schedule above step zero (0) for each of the years of continuous re-employment service in the district. This provision and such salary and individual contract with a re-employed teacher supersedes ORC Section §3317.13 and all applicable laws.
6. The re-employed teacher will be eligible for Board paid health/medical/life and other insurances offered by the Board. There will be NO lapse of current individual insurances.
7. Re-employed teachers will be subject to RIF prior to any non-retired teacher.
8. Re-employed teachers will commence their employment with zero (0) days of accumulated sick leave and will earn one and one-quarter (1 1/4) days of sick leave per month. The district may advance a re-employed teacher up to five (5) days of sick leave, but he/she may NOT participate in the Sick Leave Donation Program.
9. Re-employed teachers are not eligible to participate in any retirement incentive program, nor are they eligible for severance pay.
10. Re-employed teachers are part of the bargaining unit and are covered by all terms and conditions of the negotiated agreement, except those specifically altered herein.

ARTICLE 48

CREDIT FLEX

The Association and the Board recognize that the details of the credit flex policy will become available during the term of this agreement. Additionally, the Association and the Board recognize that the credit flex policy may require additional teacher responsibilities and/or assignments. Therefore, during the development of this policy and its requirements, the Association and the Board agree to work together cooperatively and develop Memorandums of Understanding, as necessary, that modify this agreement.

ARTICLE 49

TEACHER LICENSURE AND RESIDENT EDUCATOR PROGRAM

The Association and the Board recognize that the details and implementation of the Teacher Licensure and Resident Educator Program will become available during the term of this agreement. Additionally, the Association and the Board recognize that the Teacher Licensure and Resident Educator Program may require additional teacher responsibilities and/or assignments. Therefore, during the development and implementation of this Program and its requirements, the Association and the Board agree to work together cooperatively and develop Memorandums of Understanding, as necessary, that modify this agreement.

ARTICLE 50

FAIR SHARE

The Association shall have the right to assess non-members a representation fee. These fees shall be assessed on all new hires and retired teachers re-employed per Article 47 of this agreement, regardless of the year in which the retired teacher was re-employed, for the 2010-2011 school year and continue thereafter. Effective July 1, 2015 and thereafter, all non-members of the Association shall be assessed a representation fee regardless of when he/she was employed. (Note: Both the association and the Board agree that this five (5) year term supercedes the three-year limit imposed by O.R.C. 4117.09 (E)).

A. Payroll Deduction of Fair Share Fee

The board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Association, a fair share fee for the Association's representation of such non-members during the term of this Agreement. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining. All fair share fee deductions will be made by the last pay in May.

B. Notification of the Amount of Fair Share Fee

Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about October 1 of each year during the term of this Agreement for the purpose of determining amounts to be payroll-deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

C. Schedule of Fair Share Fee Deductions

1. All Fair Share Fee Payers

Payroll deduction of such annual fair share fees shall commence on the first pay date which occurs on or after January 15th annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of:

(a) Sixty (60) days employment in a bargaining unit position,
or

(b) January 15th

2. Upon Termination of Membership during the Membership Year, the Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the

deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction. The deduction of said amount shall commence on the first pay date occurring on or after forty-five (45) days from the termination of membership.

3. Transmittal of Deductions

The Board further agrees to accompany each transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amount deducted for each.

4. Procedure for Rebate

The Association represents to the Board that an internal rebate procedure has been established in accordance with §4117.09 of the Ohio Revised Code, and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association, and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitution of the United States and the State of Ohio.

5. Entitlement to Rebate

Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

6. Indemnification of Employer

D. The Union on behalf of itself and the OEA and NEA agrees to indemnify the employer for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:

1. The employer shall give a ten (10) day written notice of any claim made or action filed against the employer by a non-member for which indemnification may be claimed;
2. The Union Shall reserve the right to designate counsel to represent and defend the employer;
3. The employer agrees to (1) give full and complete cooperation and assistance to the Union and its counsel at all levels of the proceeding, (2) permit the Union or its affiliates to intervene as a party if it so desires, and/or (3) to not oppose the Union or its affiliates' application to file briefs amicus curiae in the action;

4. The employer acted in good faith compliance with the fair share fee provision of this Contract; however, there shall be no indemnification of the employer if the employer intentionally or willfully fails to apply (except due to court order) or misapplies such fair share fee provision herein.

Accepted by:

Graham Board of Education

Joe Mill
Brett Jentsen
DJB

Accepted by:

Graham Education Association Team

Claudine L. Roth
Mary A. Bower
Lisa Miller
G. F. Randall

Ratified by the Graham Education Association on the 6th day of June, 2010.

Ratified by the Graham Local Board of Education on the 10th day of June, 2010.

Joe Mill
Board President

Treasurer

Application to Receive Donated Sick Leave Days

I have exhausted all of my accumulated sick and personal leave and would like to request additional sick leave days from the sick leave donation program.

EMPLOYEE NAME _____

NUMBER OF DAYS BEING REQUESTED - 25 Days

Description of illness/injury _____

Projected date of return to duty _____

Explanation of previous sick leave usage _____

Any other pertinent information that can facilitate the determination as to whether or not such leave may be donated _____

- You must attach a physician's statement as to the condition and need for additional sick leave that meets the requirements of the negotiated agreement.

Sick leave donations under this program will be limited to catastrophic or serious illness or injury of the employee or the employee's immediate family. Donated sick leave days can only be used after you have used all of your accumulated sick leave days and all possible advances of sick leave days. You may receive twenty-five (25) donated sick leave days annually between July 1 and June 30.

You are not eligible to receive donated sick leave days if you are receiving or are eligible to receive workers' compensation disability, other paid leave, disability retirement, or service retirement.

All decisions and determination of eligibility made by the administration in operating the program is final and binding and not subject to grievance or other action.

Employee Signature _____

Today's Date _____

This Area for Superintendent's Use Only

_____ Request Approved

_____ Request Denied Reason: _____

Superintendent's Signature _____ Date _____

Request To Donate Sick Leave

In accordance with estimated guidelines, I would like to donate sick leave days to another certificated staff member who has exhausted all of his/her accumulated sick leave.

DONATION OF SICK LEAVE DAYS FROM _____

DONATION OF SICK LEAVE DAYS TO _____

NUMBER OF DAYS BEING DONATED _____ (Maximum - 5 Days)

Acknowledgement

I understand that donated sick leave days cannot revert to the donor. All sick leave days donated to another employee remain credited to his/her accumulated sick leave.

Employee Signature

Today's Date

This Area for Treasurer's Use Only

DONATED FROM		DONATED TO	
Employee Number		Employee Number	
S/L Balance before Deduction		S/L Balance before Addition	
No. of Days Deducted		No. of Days Added	
S/L Balance after Deduction		S/L Balance after Addition	
Date Deducted		Date Added	

GLS/APR9

Employee Name _____
Building _____
Today's Date _____

Meeting _____
Location _____
Meeting Date(s) _____

Purpose/Objective: _____

↑ REQUEST TO ATTEND MEETING

____ I would like to attend the above meeting

____ I have been requested by _____
to attend the above meeting.

ESTIMATED EXPENDITURES

Registration \$ _____
Mileage ____ Miles @ IRS rate \$ _____
Meals ____ Meals \$ _____
Lodging ____ Nights \$ _____
Parking \$ _____
Other (Specify) _____
\$ _____
\$ _____
TOTAL ESTIMATED COST \$ _____

Reimbursement will be approved in accordance with board policy or the appropriate negotiated agreement currently in

Request for Advance Payment of Registration

STOP!
Complete this box only if you are requesting advance payment of your registration fee.
The registration form must be attached.

Company _____
Payable To: _____
Street Address _____
City, State, Zip _____
Payment Amount \$ _____

____ Employee Signature _____ Date

____ Approved _____ Approved
____ Denied _____ Denied

____ Principal/Supervisor _____ Superintendent

↑ REQUEST FOR REIMBURSEMENT

I have attended the above professional meeting and am requesting reimbursement for expenses incurred as a result of my attendance. Receipts are attached.

ACTUAL EXPENDITURES

Registration \$ _____
Mileage ____ Miles @ IRS rate \$ _____
Meal ____ Meals \$ _____
Lodging ____ Nights \$ _____
Parking \$ _____
Other (Specify) _____
\$ _____
\$ _____
TOTAL ACTUAL EXPENSES \$ _____

Statement regarding extent to which objectives were met:

____ Employee Signature _____ Date

____ Principal/Supervisor Signature _____ Date

____ Superintendent Signature _____ Date

Registration Vendor _____
Registration Amount \$ _____
Reimbursement Vendor _____
Reimbursement Amount \$ _____
Account # _____

ABSENCE EXCUSE

Graham Local School District

Today's Date _____

PRINT Employee Name _____

REASON FOR ABSENCE	# DAYS	DATE(S) OF ABSENCE	COMMENTS/EXPLANATION
SICK LEAVE			
Personal Illness			
Family Illness			
Death in Family (who?)			
VACATION			
PERSONAL LEAVE			
PROFESSIONAL LEAVE			
Professional Meeting			
Visitation			
JURY/WITNESS DUTY			
DEDUCTION			

SUBSTITUTE NAME _____ Administrator Signature _____

Employee Signature _____ Superintendent Signature _____

**GRAHAM LOCAL SCHOOLS
CERTIFIED PERSONAL LEAVE FORM**

Employees shall be granted three (3) days with pay for personal leave. Notifications and requests for the use of personal leave shall be submitted to the building principal at least four (4) school days in advance of the day(s) requested.

Personal leave days may be used by any certified employee for personal obligations and situations which, in the judgment of the teacher, are necessary and compelling; that is, for obligations and situations that cannot be handled when school is not in session. The following conditions shall pertain to the use of personal leave:

- A. Days to be taken during the months of August **through March** shall require only notification in writing on the prescribed school form. **Complete Section 1 below.**
Days to be taken during the months of **April through June** shall require approval of the administration and shall be submitted on a prescribed school form. **Complete Section 2 below.**
- B. Notifications and requests shall be presented to the building principal at least four (4) school days in advance, except in the event of an emergency.
- C. Lesson plans shall be presented to the building principal at least one (1) day in advance of the day(s) requested.
- D. Personal leave is not to be taken on the opening day of school, the closing day of school, parent-teacher conference days, or the day before or after a student holiday or vacation period unless for some emergency or unforeseen circumstance.
- E. Personal leave may be used only in whole or half days.
- F. Personal leave shall not be used in an unprofessional manner so as to project a poor image of the teacher to the school or community.
- G. Unused personal leave days as of June 30 of each year will be converted to sick leave days. _____

Section 1: To be completed for days during the months of AUGUST THROUGH MARCH.

I will be absent from my position at the _____ building on _____ (Whole Day____; Half Day____)

_____ Teacher	_____ Principal	_____ Superintendent
_____ Date	_____ Date	_____ Date

Section 2: To be completed for days during the months of APRIL THROUGH JUNE.

I am requesting to be absent from my position at the _____ building on _____ (Whole Day____; Half Day____)

_____ Teacher	<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Denial Recommended	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Date	_____ Principal	_____ Superintendent
Original: Employee	_____ Date	_____ Date
Copies: Principal/Supervisor/Treasurer		

Graham Local Schools
APPLICATION FOR TUITION REIMBURSEMENT APPROVAL

- ⇒ *See attached procedure from Negotiated Agreement.*
- ⇒ *Application for approval must be submitted prior to the first class meeting of the course for which reimbursement is sought.*

Name of Employee

Present Assignment: _____

Name of State approved accredited institution for teacher education where courses will be taken:

Date of first class meeting: _____

Graduate Course(s) for which reimbursement is sought:

<u>Course #</u>	<u>Department</u>	<u>Course Title</u>	<u>Qtr./Sem. Hrs.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Information indicating how this coursework relates directly to your current teaching assignment or area of service:

If course(s) lead to additional certification in an area *other than your current assignment*, indicate the area and *contact the Superintendent* to discuss and seek direct approval from the Superintendent.

I am seeking approval to receive reimbursement under the terms of the negotiated Tuition Reimbursement program for the course(s) noted above.

Date

Employee's Signature

To be completed by Superintendent:

____ Approved

Superintendent's Signature

____ Denied

Date

Return all copies to the Graham Central Office

**Graham Local Schools
APPLICATION FOR TUITION REIMBURSEMENT**

Employee Name _____

Present Assignment: _____

**COMPLETE THE SECTION BELOW WITHIN 60 DAYS OF COMPLETING COURSE(S)
PREVIOUSLY APPROVED FOR TUITION REIMBURSEMENT:**

Date Courses Completed: _____

List each course successfully completed:

Course #	Course Title	Tuition Cost	Grade Received
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
Total Cost:		\$ _____	

[Maximum reimbursement 50%,
may be prorated based on
negotiated agreement]

ATTACH THE FOLLOWING TO THIS FORM:

- 1- Copy of Fee Statement showing payment, or similar proof of payment.**
- 2- Grade slip or transcript documenting completion of course and grade received.**

I am requesting reimbursement under provisions of the current negotiated agreement between the Graham Education Association and the Graham Board of Education for the course(s) listed above.

Date

Employee's Signature

To be completed by Treasurer's Office

Date received in Treasurer's Office:
50% Reimbursement Amount: \$ _____

ACTUAL Reimbursement Paid: \$ _____

Date Reimbursement Paid:

Treasurer's Signature

Date

Return all copies to the Graham Central Office

Appendix F

LEVEL 1 GRIEVANCE FORM

FORMAL GRIEVANCE PRESENTATION

(A single copy of which will be submitted to the Association, Superintendent and Principal by the aggrieved who will retain one (1) copy.)

AGGRIEVED _____ DATE OF FORMAL PRESENTATION _____

ASSIGNMENT _____ PRINCIPAL _____

DATE AND NATURE OF ALLEGED GRIEVANCE:

GRIEVANCE RELATES TO AGREEMENT SECTION(S):

RELIEF SOUGHT:

HEARING REQUESTED: _____ YES _____ NO

Signature of Aggrieved

Received by: _____
Name Time / Date

Appendix G

LEVEL 1 RESPONSE

DECISION OF PRINCIPAL

(To be completed by the Principal, who shall retain one (1) copy and deliver one (1) copy to the aggrieved, the Association and the Superintendent within five (5) days of Formal Grievance Presentation Hearing.)

AGGRIEVED _____ DATE OF FORMAL GRIEVANCE PRESENTATION _____

ASSIGNMENT _____ DATE OF FORMAL GRIEVANCE HEARING _____

DECISION OF PRINCIPAL AND REASONS THEREFORE:

DATE OF DECISION _____ SIGNATURE OF PRINCIPAL _____

Aggrieved's Response (to be completed by aggrieved and one (1) copy returned to Principal, Association and Superintendent within five (5) days of the decision date.)

_____ I accept the above decision of the Principal

_____ I hereby appeal to the Superintendent on attached Form H.

DATE OF RESPONSE _____ SIGNATURE OF AGGRIEVED _____

Received by: _____
Name Time / Date

Appendix H

LEVEL 2 GRIEVANCE FORM

REFERRAL BY AGGRIEVED TO SUPERINTENDENT

(To be completed by the aggrieved, who will retain a single copy and deliver one (1) copy to the Superintendent and the Association, within five (5) days of receipt of Form G.)

AGGRIEVED _____ DATE APPEAL
DELIVERED TO
SUPERINTENDENT _____

DATE AND NATURE OF ALLEGED GRIEVANCE:

GRIEVANCE RELATED TO AGREEMENT SECTION(S):

RELIEF SOUGHT:

HEARING REQUESTED: _____ YES _____ NO

SIGNATURE OF AGGRIEVED

Received by: _____
Name Time / Date

Appendix I

LEVEL 2 RESPONSE

DECISION BY SUPERINTENDENT

(To be completed by the Superintendent, who will retain one (1) copy and deliver one (1) copy to the aggrieved within five (5) days after the meeting, and one (1) copy to the Association and the Principal.)

AGGRIEVED _____ DATE HEARING HELD BY SUPERINTENDENT _____

DECISION OF SUPERINTENDENT AND REASONS THEREFORE:

DATE OF DECISION _____ SIGNATURE OF SUPERINTENDENT _____

Aggrieved's Response (to be completed by aggrieved and one (1) copy returned to the Superintendent, Principal and the Association within five (5) days of the decision date.)

_____ I accept the above decision of the Superintendent.

_____ I hereby appeal to the Association on attached Form J.

DATE OF RESPONSE _____ SIGNATURE OF AGGRIEVED _____

Received by: _____
Name Time / Date

Appendix J

LEVEL 3 GRIEVANCE FORM

ASSOCIATION RESPONSE TO DECISION OF SUPERINTENDENT

(To be completed by the Association within ten (10) days of receipt of Form I with a single copy delivered within that period to each of the following persons: The Board president, the Aggrieved, the Treasurer, the Superintendent, the Principal. An additional copy should be retained for reference.)

AGGRIEVED PERSON _____ DATE RESPONSE
DELIVERED TO BOARD _____

OPINIONS OF ASSOCIATION AND REASONS THEREFORE

_____ The decision of the Superintendent is accepted.

_____ The attached grievance is hereby referred to Arbitration.

DATE OF RESPONSE _____
SIGNATURE OF PRESIDENT OF ASSOCIATION _____

Received by: _____
Name Time / Date

GRAHAM LOCAL SCHOOL DISTRICT
Job Sharing Agreement

Employees: 1.
2.

The following agreement outlines the conditions and restrictions attached to a job sharing assignment shared between the above listed employees.

Position:

Time Allocations:	Half time to each employee
_____	Will receive dental and vision insurance
_____	Will not receive dental and vision insurance
_____	Will receive medical insurance
_____	Will not receive medical insurance

Other Benefits: Each half time employee will receive a \$50,000 term life insurance policy. Retirement, sick leave and other standard benefits will accrue to each employee as any other certificated/licensed employee.

Note: A part-time employee accrues “days” of sick leave. A contract day of absence (in this case .5 day) results in the use of one (1) “day” of sick, or other leave, as appropriate.

Tuition Reimbursement – 7½ quarter hours for each employee per year.

Other Conditions:

Day-to-Day Illness or Absence:

Each partner may substitute for the other partner – at substitute rate of pay – in the case of short-term illness or absence for other reasons.

Non-Renewal or Termination:

If either “partner” is non-renewed or terminated, the other “partner” must immediately assume full-time teaching duties.

Change in Family Status:

If a change in family status (death, divorce, marriage) occurs, no change in benefit allocation can be made without agreement with the “partners” and the Graham Board of Education.

Length of Agreement:

One year

Renewal Date:

This agreement may be renewed if all parties agree. This renewal must be executed by April 1 of the following year.

Unforeseen Conditions:

The superintendent will have final authority over disputes or areas of concern not addressed in this Job Sharing Agreement, the Negotiated Agreement and/or applicable statutes.

The below listed parties agree with the conditions as specified above governing this job sharing assignment.

Superintendent Date

Job Sharing Applicant (Bargaining Unit Member at Time of Application) Date

Job Sharing Applicant Date

**Graham Local Schools
Personal Day Stipend Form**

Name _____ Date _____

Job Position _____ Building _____

I, _____, request my 3 unused personal days for the school year be paid to me as a \$500 stipend in lieu of the days being transferred to my sick leave balance.

Signature of Employee

Date of Signature

To Be Completed by Treasurer's Office

_____ Number of personal day's employee has

Superintendent Approval _____ Date _____

Treasurer Approval _____ Date _____

If personal day's stipend is denied:
Reason for denial of personal day's stipend _____

Superintendent Signature _____ Date _____

INDEX

ACADEMIC FREEDOM.....	22
ADMINISTRATION/ASSOCIATION ADVISORY TEAM.....	32
AGREEMENT CLAUSE AND TERM.....	74
ASSIGNMENT.....	15
ASSOCIATION RIGHTS.....	9
CHILDREN OF STAFF MEMBERS.....	72
CLASS SIZE.....	21
COMPLAINT PROCEDURE.....	10
CONTINUING CONTRACT.....	23
CONTRACT DAY.....	20
CONTRACT YEAR.....	19
CREDIT FLEX.....	82
DENTAL INSURANCE.....	54
DIRECT DEPOSIT.....	75
DISCHARGE.....	31
DUES DEDUCTION.....	50
FAIR SHARE.....	84
FAMILY MEDICAL LEAVE.....	42
GRIEVANCE PROCEDURE.....	11
HEALTH INSURANCE.....	55
INSTRUCTIONAL DAY.....	20
INSURANCE COMMITTEE.....	73
LEAVE FOR PREGNANCY AND MATERNITY.....	40
LIFE INSURANCE.....	51
LONG DISTANCE LEARNING.....	76
MANAGEMENT RIGHTS.....	5
MASTER TEACHER/LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE.....	69
NEGOTIATIONS PROCEDURE.....	6
NON-RENEWAL OF CONTRACT.....	30
PERSONAL LEAVE.....	45
PERSONNEL FILES.....	24
PROFESSIONAL EXPENSES.....	46
PROFESSIONAL LEAVE.....	36
RECOGNITION.....	4
REDUCTION IN FORCE.....	26
RE-EMPLOYMENT OF RETIRED TEACHERS.....	81
SALARY REDUCTION PICK-UP.....	61
SALARY SCHEDULE.....	63
SALARY SCHEDULE PLACEMENT.....	62
SCHOOL CALENDAR.....	34
SECTION 125 PLAN.....	58
SELECTION OF DISTRICT ADMINISTRATORS.....	35
SEVERANCE PAY.....	48
SHARED STAFFING.....	77
SICK LEAVE.....	38
SICK LEAVE DONATION.....	43
SUPPLEMENTAL SALARY SCHEDULE.....	65
SURVEILLANCE.....	80
SUSPENSION.....	31
TAX SHELTERED ANNUITIES.....	60
TEACHER LICENSURE AND RESIDENT EDUCATOR PROGRAM.....	83
TRANSFERS.....	16
TUITION REIMBURSEMENT.....	46
VACANCIES.....	15

VISION INSURANCE..... 52