



# **Master Agreement**

**Between the Greenon Local Board  
of Education and the Greenon  
Federation of Teachers**

**Effective**

**July 1, 2011 through June 30, 2014  
(Language)**

**Re-opener for salaries only July 1,  
2013 through June 30, 2014**

## TABLE OF CONTENTS

	<u>PAGE</u>	
Article I	Recognition	4
Article II	Rights of the Parties	4
Article III	Negotiations Procedures	7
Article IV	Grievance Procedure	11
Article V	Contracts	13
Article VI	Non-Renewal Procedures	15
Article VII	Evaluations	16
Article VIII	Working Conditions	18
	A. Classroom Pupil-Teacher Ratios	18
	B. Calendar	18
	C. Work Day	19
	D. Open House/Parent-Teacher Conferences	19
	E. Planning and Preparation Time	19
	F. Lunch Time	20
	G. Special Area Instruction	20
	H. Calamity Dismissal	20
	I. Additional Duties	20
	J. Released Time	20
	K. Staff Meetings	21
	L. Safety and Health	21
	M. School Facilities	21
	N. Residency Requirement	21
	O. Medical Examinations	21
	P. Work Outside Regular Program	21
	Q. Transporting Students	21
	R. Job Description	21
	S. Forms	22
	T. Job Sharing	22
	U. Curriculum Development	22
	V. Student Misconduct	22
	W. Inclusion	23
Article IX	Personnel Files	23
Article X	Teaching Assignments, Transfers, Job Vacancies	24
	A. Teaching Assignments	24
	B. Transfers	24
	C. Vacancies	25

Article XI	Reduction in Force	26
Article XII	Leaves of Absence	27
	A. Sick Leave	27
	B. Sick Leave Bank	28
	C. Personal/Emergency Leave	29
	D. Military Leave	30
	E. Jury/Court Leave	30
	F. Professional Meeting Leave	30
	G. Sabbatical Leave	31
	H. Assault Leave	32
	I. Pregnancy Leave	32
	J. Child Care Leave	33
	K. Adoptive Leave	33
	L. Federation Business Leave	34
	M. Paternity/Grandparent Leave	34
	N. Family and Medical Leave	34
Article XIII	Economic Provisions	34
	A. Payment of Salaries	34
	B. Rules and Regulations of the Salary Schedule	35
	C. Teachers' Base Salary Schedule 2011-2012 and 2012-2013	37
	D. Salary Schedule Classes Defined	39
	E. Supplemental Duty Salary Schedule	41
	F. Severance Pay on Retirement	45
	G. Group Insurance	46
	H. Hourly Rate	47
	I. Attendance Incentive	47
	J. Shelter of Retirement Contributions	48
	K. Travel Reimbursement	48
	L. Student Tuition	48
	M. Section 125 Plan	48
	N. Graduate Tuition Reimbursement	48
	O. Direct Deposit	49
	P. Retirement Incentive	49
Article XIV	Local Professional Development Committee	49
Article XV	Saving Clause and Duration of Agreement	50
	Signature Page	50
	Appendices	51

**ARTICLE I  
RECOGNITION**

A. The Parties

This Agreement is by and between the Greenon Local Board of Education, hereinafter referred to as the "Board", and the Greenon Federation of Teachers, hereinafter referred to as the "Federation."

B. Unit

The Greenon Local Board of Education (the "Board") recognizes the Greenon Federation of Teachers (the "Federation") as the exclusive representative of all full-time and regular part-time certificated/licensed personnel employed by the Board under contract as classroom teachers (including department heads), librarians, guidance counselors, learning disability (L.D.) tutors, nurses and speech and hearing therapists (all of whom shall be collectively referred to as "teachers"), but excluding administrative and supervisory personnel.

C. Duration of Recognition

Recognition is for the duration of the contract. If there is no challenge to the Federation accordance with Chapter 4117 of the Ohio Revised Code, the Federation shall be renewed as the sole and exclusive representative of the bargaining unit to bargain the next contract.

D. Staff Relations

For the purpose of promoting good staff relations and communications, the following procedures will be implemented:

Once per month, the Superintendent shall meet informally with the President of the Federation and Vice-President or his/her designee to discuss matters pertaining to the implementation of the contract and other matters of mutual concern.

Once at the beginning of the school year and once per grading period, thereafter, the principal of each building shall meet informally with his/her Federation Building Representative to discuss building level problems.

The initiative for scheduling meetings rests with the Federation.

**ARTICLE II  
RIGHTS OF THE PARTIES**

A. Management Rights

The Board reserves all of its rights to manage, direct and control the operations of the District except as specifically limited or restricted by the terms of this Collective Bargaining Agreement and law. Such rights shall include, but not be limited to the

adoption of policies, rules and regulations not inconsistent with the Agreement or law.

*Section 1 – Purpose*

It is the purpose of this procedure to establish an orderly manner to consider and resolve issues of concern between the Greenon Local School District Board of Education and the Greenon Local Federation of Teachers.

We recognize that providing a high quality education for the children of the Greenon Local School District is the primary purpose of this school district, and that good morale in the GFT staff is necessary for the best education of the children.

*Section 2 – Recognition*

The Greenon Local School District Board of Education, hereinafter referred to as the Board, is recognized as the policy-making body of the local school district, elected as representatives of the people, and directed by Ohio state law in providing educational opportunity to the children of the district.

The Superintendent is recognized as the chief administrator of the local school district and executive agenda of the Board. S/He is further recognized to implement and administer policies set forth by the local Board of Education of the District.

The instructional staff is recognized as the employees of the Board certificated by the Ohio State Department of Education to instruct the children of the district and disciplines of the school program. The members of the instructional staff include classroom teachers, traveling teachers, guidance counselors, and special area teachers, employed on a full-time, part-time, or hourly basis who do not have administrative authority to employ, evaluation, or recommend discharge of members of the negotiation unit.

The Greenon Federation of Teachers, hereinafter referred to as the Federation, is recognized as the negotiating agent of the instructional staff with the Board for the purpose of professional negotiations in accordance with the provisions herein stated.

Issues of negotiations are recognized as matters of concern to the Board affecting employment, contracts, working conditions, and salary and fringe benefits. Nothing in this agreement shall, however abrogate the power of the Board acting in accordance with the laws of the State of Ohio and the procedures set forth therein, to refuse to renew an individual contract or to terminate a contract for cause.

**B. Federation Rights**

The Federation shall have the following rights:

1. Be granted rights to payroll deduction for its annual dues and those of its affiliates according to this Article.
2. Have the use of bulletin boards in the teachers' lounges or areas reserved for teachers' use in the school building.
3. Be permitted to make brief announcements during faculty meetings with prior

approval of the building principal.

4. Have the right to place Federation materials in the teachers' mailboxes in each school as well as send information to teachers through their e-mail addresses.
5. Receive a copy of the financial data and agenda of each Board meeting and such agenda and financial data shall be made available to the Federation at the time it is made available to the Board. The Federation shall also receive a copy of the minutes of each Board meeting once it becomes official.
6. Be permitted to participate in the initial orientation meeting of new teachers if such a meeting is held.
7. Allow Federation representatives to enter a building, to which they are not assigned, to conduct Federation business with teachers on school time with permission of the building principal. The handling of such business shall not interfere with the program of instruction.
8. Shall have the right to provide constructive feedback to the Administrative Team using the Administrative Feedback Survey (See Appendix).

C. Exclusivity

All of the rights and privileges granted to the Federation in this Article shall be exclusive of any other teacher organization which may be eligible to challenge the Federation as representative of the bargaining unit under the provisions of O.R.C. 4117.

D. Service Fee/Dues Deduction

1. Any bargaining unit member who chooses not to join or to end his/her Federation membership shall have a service fee equal to the dues deduction for membership in the Federation and its affiliates deducted from their paychecks, provided no part of said service fee is used for political activity.
2. Employees new to the District shall be given a sixty (60) day grace period during which members of the bargaining unit shall make their election as provided by O.R.C. 4117.09.
3. All service fee payments shall be payroll deducted and automatic without authorization of the employee.
4. The Federation shall notify the Treasurer of the Board of those who will pay a service fee and any changes to that list. There will be no loss of dues or service fee money to the Federation.
5. Service fee/dues deduction shall be in equal amounts from the ten (10) consecutive paychecks beginning with the first paycheck in October and transmitted to the Treasurer of the Federation each pay period with a list indicating from whom the deductions have been made.

6. The Federation indemnifies and holds the Board harmless against any and all claims, demands, suits or other liability arising out of action taken by, or in behalf of, any member of the bargaining unit in opposition to service fee.

E. Voluntary Payroll Deductions

Payroll deductions are a service to employees which will be honored by the Board within the limits established by law and the reasonable ability of the Board to provide such services. Forms authorizing payroll deductions will be developed by the Treasurer of the Board and will be available from that office.

The Treasurer will make deductions from teachers' salaries upon written authorization for the following:

1. Tax sheltered annuities
2. Group sickness and accident benefits
3. Credit union
4. Purchase/restoration of service credit in accordance with the provisions of the State Teachers Retirement System Rule 3307.1.3
5. Ohio Federation of Teachers Committee on Political Education (OFT COPE)
6. United Way
7. Section 125

The Board Treasurer will accept deductions for credit union accounts at any time, provided the Treasurer of the Board is given notice within a reasonable time. The deduction shall occur no later than fourteen (14) days after notification. Premiums and payments shall be made by the Treasurer when due.

### **ARTICLE III NEGOTIATIONS PROCEDURES**

A. Statement of Principles

1. Representation

Designated representatives of the Board and the Federation shall meet to negotiate in good faith in accordance with the procedures set forth within this Agreement. The Board's negotiating team and the Federation's negotiating team shall be limited to not more than five (5) members on each team. Neither party shall have control over the selection of the other party's team members.

2. Authority of Negotiators

While no final agreement can be executed by the negotiators, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make and consider proposals and counter-proposals and reach compromises in the course of negotiations.

3. Good Faith Negotiating

"Good Faith" means coming to the negotiating table for purposes of negotiating and interacting on proposals. Good faith negotiating requires that both parties involved recognize the right of each party to present their views and opinions without censure or penalty.

4. Consultants

The parties may call upon consultants, but the attendance of such consultants at the negotiation table shall not cause the maximum number of team members to exceed five (5). Cost of such consulting service shall be borne by the party requesting it.

B. Scope of Bargaining

Representatives of the Board and the Federation will bargain in good faith all matters pertaining to wages, hours, terms and other conditions of employment and the continuation, modification or deletion of an existing provision of the most current Collective Bargaining Agreement.

C. Requests for Bargaining

1. If the Federation or Board desires to open bargaining on salaries or other terms and conditions of employment, it shall notify the other in writing no later than March 31<sup>st</sup>, and not earlier than February 1<sup>st</sup>, immediately prior to the expiration date of this contract. Notification in writing from the Federation shall be served on the Superintendent. Notification in writing from the Board shall be served on the Federation President.
2. Within fifteen (15) days after receipt of such notice, an initial meeting will be held at which the Federation and Board will submit in writing its proposals.
3. Proposals shall in form and detail specify that to which agreement is sought. Topical listings of items proposed for negotiation ("laundry lists") shall constitute a clear failure of compliance with this requirement and may be disregarded.
4. The items proposed shall constitute the total for negotiations unless otherwise agreed by the parties. The remaining items of the then current contract shall remain in force and effect and shall be part of any successor agreement.

D. Bargaining Meetings

1. Bargaining meetings shall be scheduled by the parties and, until bargaining is concluded, either party may require at each meeting a decision on the date, time and place of a subsequent meeting.
2. Meetings shall be scheduled at reasonable intervals, places and times to avoid, as nearly as is practicable, conflict and interference with school and employment schedules.
3. Bargaining meetings shall be closed to the press and public.
4. Either party may recess for caucuses of reasonable length at any time.
5. Minutes of meetings shall be kept by each party only if it deems necessary and only in such form and detail as it may determine advisable.

E. News Releases

Information will only be released to the public about matters regarding bargaining with the approval of both parties prior to a ratification vote by the Federation and the Board.

F. Agreement

1. Tentative Agreement

As negotiated items receive tentative agreement, they shall be reduced to writing and initialed by the chief spokesperson of each party. When all items have been tentatively agreed to, they shall comprise a tentative settlement.

2. Ratification

A tentative settlement shall be reduced to writing and submitted to the bargaining unit; the vote for ratification will take place within one month. At the next regularly scheduled board meeting following ratification by the Federation, the Board shall take action on the proposed contract. The failure of either party to act within these time limits shall constitute approval by the party of the tentative settlement. If approved by the Federation and the Board, it shall constitute the Collective Bargaining Contract between the parties.

G. Disagreement

1. Mediation/Fact-finding

In accordance with the dispute settlement procedures of Revised Code 4117.14 C. (2) (3) (4) (5) (6) either party may request the assistance of a mediator/fact-finder.

2. The mediator/fact-finder will be encouraged to promote positive resolution to outstanding issues by utilizing, at his/her discretion, any of the following:

- a. The mediator/fact-finder may take an active role at the table, with both

parties together, instead of separate.

- b. The mediator/fact-finder may make recommendations for settlement for each outstanding issue directly to the parties at the table.
  - c. The mediator/fact-finder may provide and offer opinions regarding any facts in dispute directly to the parties at the table.
  - d. The mediator/fact-finder may provide and offer opinions regarding the “reasonableness of the position or offer” of either party regarding any outstanding issues.
  - e. The mediator/fact-finder may be given additional direction by agreement of both parties.
3. Cost of Mediation

Each party shall bear its own costs incidental to mediation, and both parties shall share equally any direct cost charged by the mediation/fact-finder service.

#### H. Contract Extension

The Collective Bargaining Agreement currently in effect may be extended by mutual agreement.

#### I. Definitions

##### 1. Negotiations

Negotiations means conferring, discussing, exchanging written proposals and negotiating in good faith through the designated teams in an effort to reach agreement with respect to salaries, hours and other working conditions of employment and the continuation, modification or deletion of existing provisions of the Collective Bargaining Agreement.

##### 2. Good Faith

Both parties are pledged to conduct negotiations in good faith which means that there be sincere effort on the part of all negotiators to strive for agreement without interruption of the education of youth.

##### 3. Day

For the purpose of this procedural agreement, “a day” shall be a work-day during the school year and week days during the summer months, except holidays.

## **ARTICLE IV GRIEVANCE PROCEDURE**

A. Grievance Policy and Objectives

The Board and the Federation recognize that, in the interest of effective personnel management, a procedure is needed whereby teachers can be assured of a prompt, impartial and fair hearing on alleged misapplication, misinterpretation or violation of the Collective Bargaining Agreement. The objective of such a procedure is to secure, at the lowest administrative level and in the shortest period of time, equitable resolutions to grievances.

B. Definitions

A "grievance" is an alleged misapplication, misinterpretation or violation of the Collective Bargaining Agreement.

A "grievant" is the teacher or teachers alleging a misapplication, misinterpretation, or violation of the Collective Bargaining Agreement or the Federation alleging a misapplication, misinterpretation, or violation of the Collective Bargaining Agreement on behalf of itself or members of the bargaining unit.

A "day" shall be a work-day during the school year and week days during the summer months except holidays.

C. Time Limits

The number of days indicated at each level of the Grievance Procedure is to be considered a maximum. However, the time limits specified may be extended by written agreement of the parties involved, provided such extension is agreed to within the time limits provided in the Grievance Procedure. If appropriate action is not taken by the grievant within the time limits specified herein or as extended by mutual agreement, the grievance will be deemed settled on the basis of the disposition at the preceding level.

D. Procedure

*Level One*

A grievant who believes that he/she has a grievance shall discuss the matter informally with the teacher's principal or immediate supervisor within 15 days after the date of occurrence but not to exceed thirty (30) days.

*Level Two*

If the teacher is not satisfied with the disposition from the oral discussion with his/her principal or immediate supervisor, the teacher may file a grievance in writing. The written grievance must be submitted to the principal or immediate supervisor within five (5) days after the Level One discussion. Within five (5) days after the grievance has been filed with the principal or immediate supervisor, the principal or immediate supervisor will meet with the grievant in an effort to resolve it. The grievant may be accompanied at this meeting by a teacher of his/her own choosing or the Federation's Coordinator of Field Services. A written answer will be given to the grievant within

three (3) days after such meeting.

#### *Level Three*

- A. If the grievant is not satisfied with the disposition of the grievance at Level Two or if no decision has been rendered in the time allowed, the grievance shall, within five (5) days thereafter, be delivered to the Superintendent.
- B. Grievances filed by the Federation shall be commenced at Level Three within fifteen (15) days, not to exceed thirty (30) days after the occurrence.
- C. Within the ten (10) days of the receipt of the Level Three Grievance to the individual and/or the Federation, the Superintendent or his/her designee will meet with the grievant and the Federation's Grievance Committee and/or the Coordinator of Field Services in an effort to resolve it. The Superintendent or his/her designee shall render a written decision to the grievant and/or to the Federation within five (5) days after such meeting.

#### *Level Four*

If the Superintendent's decision is not satisfactory to the grievant and/or to the Federation, or if no decision has been rendered in the time allowed, the Federation may within five (5) days thereafter appeal the decision to arbitration by giving written notice to the Superintendent and by requesting a list of arbitrators from the American Arbitration Association. The Superintendent and the Chairman of the Federation's Grievance Committee, or their respective designees, shall select the arbitrator from the list of arbitrators obtained from the American Arbitration Association by alternately striking names from the list. The power of the arbitrator shall be limited to the interpretation of the express terms of this Agreement, and the arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement as written. Further, the arbitrator is specifically prohibited from making any award which is contrary to law. The decision of the arbitrator shall be final and binding upon the parties. The time limit specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the procedure.

#### E. Miscellaneous Provisions

1. A grievance may be withdrawn at any level without prejudice.
2. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Federation, provided the adjustment is consistent with the terms of this Agreement.
3. No reprisals of any kind shall be taken by or against any teacher for filing a grievance or participating in the grievance process.
4. No records, documents, or communications concerning a grievance shall be placed in the personnel file of any teacher.

5. Forms for filing and processing grievances shall be designed by the administration in consultation with the Federation and shall be given appropriate distribution to facilitate the operation of the Grievance Procedure.
6. All Level One, Level Two, and Level Three meetings shall be as informal as possible and shall be conducted outside of teachers' contracted working hours.
7. Any costs and expenses which may be incurred in securing and utilizing the services of the arbitrator will be shared equally by the Board and the Federation.

## **ARTICLE V CONTRACTS**

### **A. Regular Contracts**

1. Contracts are by and between the individual and the Board.
2. Teachers new to the District shall be considered to be on probationary status for a period of three (3) years. If re-employed during this probationary period, teachers shall be granted one (1) year limited contracts unless the teacher becomes a continuing contract teacher.
3. If re-employed, the fourth and subsequent contracts issued to such teacher shall be for a period of three (3) years unless the teacher becomes a continuing contract teacher.
4. If evaluations are unsatisfactory, a one (1) year probationary contract may be issued at the end of any limited contract period. Written reasons shall be given to the employee by the Superintendent during a conference with the Superintendent. Said employee shall be given aid and assistance as outlined in Article VII, C., of this contract. If the employee is recommended for further employment, the above contract sequence shall be resumed at the point at which it was interrupted.
5. To be eligible for a continuing contract, a teacher must hold a valid Ohio eight (8) year professional, permanent, life certificate or five (5) year license and have at least three (3) of the last five (5) years of teaching service in the Greenon Local School District. In addition, the requirement is met if the teacher has either of the following: (1) if a masters degree was held at the time of initially receiving a certificate or license, six semester hours of graduate coursework in the area related to the teaching field since the initial issuance of the certificate or license; or (2) if no masters degree was held at the time of initially receiving a certificate or license, 30 semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license. Teachers who have had a continuing contract in another school district in Ohio shall become eligible for a continuing contract after serving a two (2) year period in the Greenon Local School District. It is the responsibility of the teacher to notify the Superintendent of tenure eligibility. (ORC 3319.11)

6. A teacher who becomes eligible for a continuing contract during the term of a multi-year contract will be granted a continuing contract at the end of said multi-year contract upon the recommendation of the Superintendent and approval by the Board. The newly granted continuing contract shall take effect at the beginning of the next school year.
7. Teachers who have met all legal requirements to become eligible for a continuing contract but who have, in the opinion of the Superintendent, certain deficiencies (unsatisfactoriness in target areas) shall, if re-employed, be placed on a probationary contract for a period not to exceed two (2) years in accordance with Section 3319.11 of the Ohio Revised Code. The teacher shall be notified in writing of such action on or before April 30<sup>th</sup> of the year in which the teacher's limited contract expires. Such notice shall be in writing with reasons directed at the professional improvement of the teacher.

B. Supplemental Contracts

1. The Board shall issue contracts for supplemental positions. The contract will include a job description, the contract period and the amount of salary as determined by the supplemental salary schedule included in this contract.

A committee made up of no more than three (3) members selected by the Federation and three (3) members selected by the Superintendent shall meet in the final year of this contract prior to negotiations to review the supplemental offerings and shall determine whether current offerings should be continued, establishment of new offerings, the salary of new offerings and the method of payment for all offerings.

The modifications during the term of this contract as recommended by the Supplemental Committee shall be implemented if such recommendations are acceptable to both the Federation and the Board.

2. The method by which supplemental salaries will be paid is as determined by the Committee (See 1. above).
3. All supplemental duty contracts specified in the negotiated agreement shall be one year limited contracts that automatically non-renew without Board Action. Re-employment of same personnel for supplemental position shall be considered if personnel requested same supplemental on "intent form." If more than one person would like to be considered for a supplemental duty, interviews may be conducted. Non-bargaining unit members holding supplemental contracts shall have their contracts non-renewed by Board action at the end of the contract duty each year.
4. Pay dates shall be either during the period of the supplemental duty or at the end of the supplemental duty as determined by the committee. If pay is at the end of the supplemental duty, it shall be within two (2) weeks after the individual has completed an inventory. Completing the inventory means accounting for all

equipment and materials entrusted to the individual. If equipment is missing, the individual need only to report such on the inventory with a note of information about any circumstances surrounding the situation. The compensation shall follow the schedule of the regular pay periods.

5. Supplemental contracts shall first be opened to regular classroom teachers employed by the Board. The qualifications for the position and the qualifications of an individual shall be determined by the Superintendent. If no qualified teacher applies for or is offered the position, the Board may offer the position to a person not employed by the Board in accordance with State rules and regulations. Final consideration shall be given to the most qualified individual.
6. Years of service on the supplemental duty salary schedule shall be defined as years of service in the same position with written documentation from previous employment. It is the responsibility of the employee to provide said documentation.

## **ARTICLE VI NON-RENEWAL PROCEDURES**

The procedures set forth in this Article shall be the sole procedures utilized by the Greenon Local Schools for the non-renewal of limited contracts issued to members of this bargaining unit. These procedures will not be employed for non-renewal of supplemental contracts. These procedures expressly are intended to replace the procedures for non-renewal that are contained in R.C. 3319.11, and R.C. 3319.111.

- A. Any action of the Board to non-renew a teacher's limited contract shall be upon the recommendation of the Superintendent. The Board may affirm or override the Superintendent's recommendation in accordance with O.R.C. 3319.11, except that references in O.R.C. 3319.11 to evaluations shall mean the Evaluation Procedure of Article VII of this contract. The Superintendent shall give the teacher a written notice of recommendation of non-renewal prior to the Board meeting at which the non-renewal will be acted upon. The Board shall give the teacher a written notice of its action not to renew the teacher's limited contract on or before April 30<sup>th</sup> of the year in which the teacher's limited contract expires. A subsequent statement of the circumstances that led to the Board's action to non-renew may be requested by the teacher, in accordance with O.R.C. 3319.11.
- B. The Superintendent may recommend that the Board not renew the limited contract of a teacher whose evaluations show that the teacher is unsatisfactory for any other reason authorized by O.R.C. 3319.11.
  1. All notice made under the provisions of Article VI, Non-Renewal Procedures, shall be by certified mail through the U.S. Postal Service or by hand delivery.
  2. Members of the bargaining unit subject to the provisions of this Article shall keep the Board informed of their current mailing address.

## **ARTICLE VII EVALUATIONS**

- A. Evaluations shall be for the purpose of the following:
1. Improving the quality of the instructional program.
  2. Maintaining an accurate and objective record of each teacher's performance.

### Unit Members

- B. Evaluations shall be performed by administrative personnel designated by the Superintendent who holds at least one (1) certificate/license named in division (E), (F), (G), (H), (J) or (L) of Section 3319.22 of the Ohio Revised Code.

All bargaining unit members on continuing contracts shall receive a minimum of one (1) formal evaluation consisting of one (1) thirty (30) minute observation every third year.

Teachers in the first year of employment in the district will be observed 4 times with 2 associated evaluations. The first evaluation shall be conducted by January 15<sup>th</sup>. The second evaluation shall be conducted by April 1<sup>st</sup>.

Teachers in the second and third year of employment in the district shall be evaluated at least once per year, with 2 observations for each evaluation. However, if in the previous or current year's observation(s), any areas are marked as "Needs Improvement" or "Unsatisfactory," the teacher shall be evaluated an additional 1 time in that year, with 2 thirty-minute observations for each evaluation, mirroring the evaluation cycle of year 1. (See above)

Those bargaining unit members on a three (3) year contract shall receive a minimum of one (1) evaluation consisting of one (1) thirty (30) minute observation for the first two (2) years. At the end of the contract period in the third year, the teacher shall receive a minimum of one (1) evaluation consisting of two (2) thirty (30) minute observations. For any teacher whose past evaluations during the three (3) year limited contract were less than satisfactory, the first observation shall be performed no later than January 15 of the year in which the teacher's limited contract expires, to enable a second observation and final evaluation to be performed not later than April 1<sup>st</sup> of said year.

Teachers on a continuing contract will be observed one time with one associated evaluation every third year.

All teachers, regardless of their contract status, will complete job targets/professional goal setting, choosing one or more job targets/goals in one of the domains. Teachers do not have to complete a goal for each domain area. An administrator may choose additional job targets/goals for the teacher. Teachers will provide physical evidence, such as photographs, certificates, journals, reflective summaries, etc. to support the completion of the goals. This documentation is due to the administrator one week prior to the final conference.

A teacher on a limited contract who receives a majority of evaluations during that contract period, which are termed unsatisfactory, may be subject to non-renewal.

Whenever a teacher receives an evaluation of less than satisfactory, his/her supervisor may conduct short-term visits for the purpose of monitoring the teacher's progress. These visits shall not be documented. If the supervisor believes that the teacher is not making satisfactory progress, he/she shall document such and will hold a conference with the teacher. The concerns and recommendations that result from the conference shall be documented with a copy given to the teacher.

Unit members shall not be evaluated five school days before or one day after a major holiday (Thanksgiving, Christmas, Spring Break). Upon request of the teacher or the recommendation of the Superintendent or building principal, a video recording with audio will be made of a teacher with the class for the express purpose of its use being to provide a teacher with the opportunity to observe him/her self as others may in a classroom setting. Teachers may take advantage of such opportunity with full knowledge that it is not in lieu of evaluation by observation as defined in all other sections of this Evaluation Procedure. Only the teacher and administrator present during the making of the video shall see it. The video shall be erased upon request of the teacher.

The language contained in this Section B may be modified during the term of this contract as recommended by the Evaluation Committee (Article VII, Section D) if such recommendations are acceptable to both the Federation and the Board.

- C. Whenever a unit member's performance is less than satisfactory, reasonable effort by the unit member's immediate supervisor must be made to aid the unit member in correcting whatever appears to be the area(s) of deficiency. These areas are to be enumerated in writing on the evaluation instrument. Reasonable effort shall mean providing suggestions(may include but are not limited to approved courses, workshops, visits to effective teachers, reading & discussing, and reflecting on relevant literature, etc...) for improvement in each area of deficiency and providing documented assistance in implementing these suggestions.
- D. It is agreed that a committee of teacher representatives appointed by the president will be convened to meet with administration at the request of either party to discuss key issues including but not limited to
- Suggestions for improvement in each deficient area.
  - Providing resources and means of assistance.
  - Review of the evaluation instrument.
  - Peer review.
  - Supplemental notice of problems with performance.

Recommendations that come out of this committee will be addressed by a Memorandum of Understanding.

- E. The Evaluation Procedure and forms shall be used uniformly throughout the District. It shall be the only procedure and forms used for evaluation of classroom performance.

- F. The standard written Evaluation Procedure and forms to be utilized during the current year will be distributed to teachers no later than September 15<sup>th</sup>.
- G. When each evaluation is completed, a conference shall be held between the teacher and the evaluator. A copy of the written evaluation will be given to the teacher for signing before being placed in his/her personnel file.
- H. The evaluation forms shall include a place for the teacher's signature which indicates that he/she has seen, but does not necessarily agree, in total or in part, with its contents. The teacher shall have the right to attach a written response to any evaluation.
- I. A place shall be included on the evaluation forms for the principal to indicate the performance of the teacher as: [ ] excellent, [ ] good, [ ] satisfactory, [ ] needs improvement [ ] unsatisfactory, or [ ] not observed. A place for the signature of the evaluator and teacher shall be provided.
- J. The procedures set forth in this Article are expressly intended to replace the procedures for evaluation that are contained in O.R.C. 3319.11 and O.R.C. 3319.111.
- K. A unit member who cannot be evaluated in accordance with the procedures contained in this Article, due to absence by leave during the last year of a multi-year contract, shall only be offered a year limited contract for the following school year regardless of either tenure eligibility or multi-year contract eligibility.

## **ARTICLE VIII WORKING CONDITIONS**

### A. Classroom Pupil-Teacher Ratios

The administration shall be responsible for the pupil-teacher ratio by the assignment of students and staff and for determining the number of teachers to be employed. However, average class size shall not exceed an enrollment of twenty-five (25) students to one (1) teacher, as determined by State Department of Education rules and regulations. In determining class size and individual student placement in classes, the Board and the Administrative Staff will follow all federal and state statutes regarding special education students.

### B. Calendar

1. The school year shall consist of one hundred and eighty-four (184) work days for teachers.
2. The Superintendent shall consult with the Federation President for input at least two (2) weeks prior to any action by the Board setting or altering the school calendar.

### C. Work Day

1. Teachers are to perform their professional services within a uniform length of the teacher work-day of not more than seven (7) hours and fifteen (15) minutes unless the change is approved by the Federation.
2. The principal, with staff input in each building, will be responsible for establishing scheduled arrival and departure times for staff members in that building.
3. When a teacher requests and is granted personal or sick leave in accordance with this Agreement, he/she will be charged a full hour for every partial hour of absence from assigned duty.

D. Open House/Parent-Teacher Conferences

1. There shall be no more than one (1) Open House per building per year. Teacher attendance is required. Those teachers who service more than one (1) building shall attend one (1), or the equivalent, Open House. Details shall be worked out between the teacher and the affected principal(s).
2. Beginning with the 2011-2012 school year, Open Houses shall be scheduled on either the first or second work days for teachers (in 2011-2012, August 22<sup>nd</sup> and August 23<sup>rd</sup>). In recognition of the additional time spent at the Open House, there shall be a flexible schedule created by the Administrator(s) at each building for the first two teacher work days whereby teachers are expected to work 14 ½ hours *in total* over the two days.
3. The equivalent of two (2) days shall be set aside for Parent-Teacher Conferences. The intent is for these days to be divided evenly between the fall and spring. This time shall be for the express purpose of enabling teaching employees to confer directly with parents about the academic achievement of individual students.

Those teachers who service more than one (1) building shall attend the conferences in time equivalent to two (2) days. Details shall be worked out between the teacher and the affected principal(s).

Part-time employees shall be present for conferences during the number of hours equivalent to the same percentage of full-time hours worked.

E. Planning and Preparation Time

Teachers shall have a minimum of three hundred (300) minutes per week, with a minimum of forty (40) consecutive minutes per day for planning and preparation. Such time may be used for counseling individual students, conferences with parents, preparing for class or other school-related activities. School-related activities, which necessitate the leaving of the building, may be accomplished with the approval of the principal.

An early release shall be provided at the end of each grading period beginning with the 2011-2012 school year (one per grading period for a total of 4 early releases). This time shall be used for grading, preparation of report cards, planning and working in the

classrooms. In the event that one of these early release periods fall on a calamity day, the early release shall be re-scheduled on a date deemed most appropriate by the Superintendent.

F. Lunch Time

Teachers shall have a minimum of thirty (30) minutes duty-free for lunch which shall not be interrupted by or at the direction of the administration.

G. Special Area Instruction

Instruction for elementary art, music and physical education for each elementary building shall be provided by teachers certificated/licensed in these subject areas and who are employed to teach only those areas so long as funds are available.

Instruction/service for elementary library and computer for each elementary building shall be provided by either certificated/licensed or non-certificated/licensed personnel who will be employed to provide the instruction/services so long as funds are available.

H. Calamity Dismissal

Whenever one (1) or more schools are dismissed early, canceled or delayed because of weather conditions, public calamity or the failure of school equipment, teachers whose work assignment is in such school shall be released from duty for the same period of time. (Example: school delayed one (1) hour for students -- teachers may arrive one (1) hour later than the normal arrival time.) Any time to be made up required by law and/or state rules and regulations shall apply to teachers and students.

I. Additional Duties

The Board shall not require a teacher to assume the responsibilities of another teacher who is absent, except in an emergency situation.

If a teacher agrees to assume such responsibilities, he/she shall be paid at the hourly rate for certificated/licensed employees agreed to in Article XIII.

J. Released Time

Regular learning disability and developmentally handicapped classroom teachers who are required to write Individualized Education Plans (IEP's) will be allowed two (2) days released time from regular duties for the preparation of progress reports and other special education duties as authorized by state and federal statutes. Scheduling of these days shall be done by the administration with input from the teachers affected.

K. Staff Meetings

There shall be no more than one (1) staff meeting per month convened by the administration with the exception that unusual circumstances may arise which necessitate an emergency meeting. The once per month meeting shall be with a minimum of one (1) week advance notice. Curriculum, staff development and

technology meetings are not considered staff meetings for purposes of this section.

L. Safety and Health

The Board shall supply special health and safety equipment for students and teachers, and the teacher shall require the use of such equipment where needed.

M. School Facilities

1. Each school building shall have a lunchroom/workroom and restroom with lavatory for the use of teachers. Custodial services shall be provided by the Board.
2. An effort will be made to fulfill the recognized need for each teacher to have a facility, which can be locked for the private storage of coats, hats, purses and other personal belongings.
3. A non-pay telephone shall be available for teachers to make calls. No personal toll calls shall be made at the expense of the school.

N. Residency Requirement

Teachers shall not be bound by any residency requirement.

O. Medical Examinations

Any medical examination required by the Board or the State of Ohio, with the exception of initial employment requirements, shall be paid by the Board.

P. Work Outside Regular Program

Whenever the Board hires personnel for work outside the regular school program for which certification/licensure is required, the Board shall first give consideration to members of the bargaining unit. Such positions shall be posted in accordance with Article X, C. Vacancies, of this contract.

Q. Transporting Students

Teachers shall not be required to transport students in their private vehicles.

R. Job Description

The development and maintenance of job descriptions for each position of employment for which teacher certification/licensure is required and positions for which supplemental contracts are issued shall be developed and maintained by the administration with input from the teacher(s) affected.

S. Forms

A copy of all forms referred to in the contract shall be attached as appendices to the

Master Agreement for reference purposes only. These forms are not a part of the contract.

T. Job Sharing

Two (2) unit members holding proper certification/licensure shall, upon approval of the Superintendent, be assigned to share a single position which they have jointly requested. The joint request shall be in writing signed by both unit members. Upon such request, the Superintendent, the two (2) unit members and a representative of the Federation shall meet to determine the details of the assignment. The provisions of Appendix M, while not mandatory, shall be used as guidelines in determining the details of the assignment.

U. Curriculum Development

The success of an educational program depends a great deal on the sufficiency and appropriateness of curricula. Because of ever changing times, it has become necessary and a requirement that Standards, teaching objectives, tests and textbook selection be monitored, reviewed and revised regularly. The involvement of the members of the bargaining unit in this process is essential. In order to give adequate attention to the development of curricula, unit members who are to do such work shall be given released time or be paid at the hourly rate if the work falls outside of the regular work day or during the summer.

V. Student Misconduct

Both parties recognize that the primary responsibility for the maintenance of good discipline rests with the classroom teacher. The Board and the Federation agree that the adjustment of behavior problems is the joint responsibility of unit members and administrators. Administrators shall act as soon as possible to render assistance to the teacher in resolving behavior problems within the guidelines established by the Board in the Student Handbook.

Teachers may exercise their right under Ohio Revised Code (ORC) 3313.66.<sup>1</sup>

The school administration shall support the unit member except when the administrator involved believes that the unit member is at fault. In such cases, the administrator shall meet privately with the unit member to discuss the matter and find out the facts. The unit member as well as the administrator may have a representative of his/her choice. Such meetings shall be conducted in privacy.

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<sup>1</sup>ORC 3313.66-C. If pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, or a principal, or assistant principal may remove a pupil from curricular or extra-curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision, without the notice and hearing requirements of division (A) or (B) of this section. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

(Such removal by a teacher shall be for a period of less than twenty-four (24) hours. This is only part of ORC

3313.66, and all of this statute shall apply.)

W. Inclusion

Inclusion is defined as the placement of handicapped students in classrooms with non-handicapped students.

1. The Board and the Federation agree that the education of disabled students shall be in full accordance with applicable state and federal statutes.
2. No unit member, except those who may be employed specifically for such purpose, shall be asked or required to perform any services such as administering any medication, changing any bandage, attending to any wound, changing colostomy bags or diapers, cleaning tracheotomy openings or appliances, attending in any way to a student's prosthesis or other device, services related to hygiene, and etc.
3. Teachers who have special education students in their class and who believe that any of these students can be appropriately placed in other classes shall bring such to the attention of the administration.
4. The inclusion teachers will be with their assigned students in the classroom at the scheduled time.
5. In an emergency situation, administration may assign inclusion teachers to other duties.

**ARTICLE IX  
PERSONNEL FILES**

- A. There will be one (1) official file in the Central Office for each teacher. The Board and Federation agree that all employment information kept on behalf of bargaining unit members will be maintained in this file. Specific records will be kept and maintained consistent with State and Federal Statutes, per ORC 149.43 Public Records Law.
- B. All information contained in a teacher's personnel file will be available for inspection by the teacher. All public records contained in a teacher's file will be available for inspection, or copying, upon request by any individual, per Ohio's Public Records Laws. An access log shall be attached to the file folder on which shall be recorded the date and name of the person entering the file. Upon request, any materials will be copied for the teacher at the teacher's expense.
- C. All information placed in the file shall have the signature of the author affixed to it. Except for the pre-employment information, no information shall be placed in the file until after the teacher has seen and signed it. In the event that a teacher refuses to sign, a notation shall be made on the record that the teacher has been made aware of the record, but refuses to sign that acknowledgement.

- D. No information shall be placed in the file which is not accurate, relevant, timely and complete.

Any time that a dispute exists between the administrator and teacher over the accuracy, relevance, timeliness or completeness of any information in his/her file, he/she shall submit a written response and have it attached to the appropriate item prior to filing a grievance.

- E. No material, other than transcripts, teaching certificates/licenses, S.T.R.S. statements, sick leave records, payroll records, pre-employment application, evaluations, and other records required to be placed in the teacher's personnel file by the State of Ohio shall be kept in the teacher's personnel file beyond five (5) years.

## **ARTICLE X TEACHING ASSIGNMENTS, TRANSFERS, JOB VACANCIES**

### **A. Teaching Assignments**

Bargaining unit members should be notified by the last day of the school year of their tentative assignment for the following school year. Each member is subject to assignment annually with the welfare of the students as the primary consideration.

The superintendent reserves the right to make reassignments at a later date if, in his/her judgment, it is to the best interest of the students and schools. Assignments / reassignments will be based on district needs. If all factors are equal, the teacher with the least district seniority will be assigned/ reassigned.

### **B. Transfers**

A unit member who wishes to transfer to a new building or wishes to be assigned to a new or different teaching position or grade level shall make the request to the Superintendent on the annual "intent form" or in response to the posting of a vacancy or new position. Such request on the "intent form" shall be kept on file in the Superintendent's office for one (1) year unless removed at any time by the unit member. The response to the posting of a vacancy is valid only for that position.

Vacancies will not be posted so long as it can be filled from requests on the "intent forms" in accordance with procedures set forth below.

New positions and vacancies for which there is not a request for transfer on an "intent form" shall be posted in accordance with Section C. of this Article.

Whenever two (2) or more teachers wish to change assignment, such shall be accomplished by the teachers involved switching positions. Such teachers must have proper certification/licensure. Such change in assignment shall occur upon the approval of the Superintendent.

The Superintendent may initiate a transfer. Involuntary transfers may include a

change which involves the use of an alternate area of certification/licensure held by the teacher, building change, change of enrollment or filling a vacancy by transferring an employee until a new employee is hired. The Superintendent shall inform the teacher, in writing, the reasons for the transfer.

Whenever a vacancy occurs or a new position is created, the Board in the order listed shall do the following:

First: Those whose contracts have been suspended by way of “reduction in force” and who hold proper certification/licensure shall be called back to work. However, a teacher with greater seniority may be transferred in accordance with these procedures to the position so long as any such transfer does not result in the teacher on the recall list not being recalled.

Second: A teacher who has requested a transfer to the position shall be given consideration for the position. If two (2) or more teachers have requested a transfer to the same position and the Superintendent has no preference, the teacher with the most system seniority shall be given the position, providing he/she holds proper certification/licensure.

Third: The Board shall hire new staff.

## C. Vacancies

### 1. Posting of Vacancies

During the school year and until July 9, the Board shall post all vacancies at least five (5) work days prior to being filled. Such posting shall be in a conspicuous location in each school building, sent via e-mail, and posted on the District website. The five (5) days begin with the start of the first day the notice is posted and ends at the end of the fifth (5<sup>th</sup>) work day thereafter. From the end of the school year until July 9, employees who have an interest in the posted position, as expressed on their intent forms, will be personally notified (intent forms may be revised at any time). When a vacant position occurs on or after July 10, and prior to the start of the ensuing school year, the Board may fill that vacant position by selecting someone from the "intent form" and not post the position. Or, the Board may hire a new staff member. However, any vacancy that occurs during this time period but is not filled by the start of the ensuing school year shall be posted and filled in accordance with prior sections of this Article X.

The President of the Federation shall also be given a copy of such vacancy notices. Such vacancies shall include the following: teaching positions, administrative positions and extra-curricular positions.

### 2. Filling of Vacancies

All final assignment decisions and employment rests with the Superintendent and

the Board except as expressly provided otherwise in this contract.

## **ARTICLE XI REDUCTION IN FORCE**

If the Board determines it necessary to reduce the number of bargaining unit positions under Ohio Revised Code 3319.17, the following procedures shall apply:

- A. Reductions shall be made by suspending contracts based upon the Superintendent's recommendation. Those contracts to be suspended will be chosen as follows:
1. All members of the bargaining unit will be placed on a seniority list for each teaching field for which he/she is properly certificated/licensed. 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 in descending order of seniority.
  2. System seniority will apply and is defined as the total number of years of continuous service in the District. A year is defined as one hundred twenty (120) days of work and/or leave with pay in any one (1) school year.
    - a. Board approved unpaid leaves of absence will not interrupt seniority, but time spent on such a leave shall not count toward seniority. Teachers shall accrue seniority while on paid leave.
    - b. For the purpose of RIF, a unit member who becomes an administrator and is no longer in the bargaining unit shall retain his/her seniority as a unit member but shall not accrue seniority while an administrator.
    - c. If two (2) or more teachers have the same length of continuous service, seniority will be determined by the following:
      - the date of the Board meeting at which the teacher was hired and then by
      - the date the teacher signed his/her initial employment contract in the District and then
      - any remaining ties will be broken by the Superintendent's review of recent evaluations and judgment regarding the best interest of the District.
  3. Recommended reductions in a teaching field will be made by selecting the lowest person on the seniority list for that area of certification/licensure who is currently assigned to a position in that teaching field. A teacher and/or administrator so affected may displace a teacher who holds a lower position on a seniority list in his/her area of certification/licensure. In no event shall a non-tenured teacher displace a teacher with continuing contract status. Any such election must be made within seven (7) days of receipt by the teacher of notice that his/her contract will be suspended and receipt of a list of teachers who could be displaced. The seven (7) days includes date of receipt of notice. A teacher being displaced will be

notified that he/she is being displaced within seven (7) days of the time displacement is known. Such displaced teacher shall be placed on the recall list.

- B. The names of teachers and/or administrators whose limited contracts are suspended in a reduction in force will be placed on a recall list for up to twenty-four (24) months from the date of the reduction. Teachers on continuing contracts shall remain on the recall list for forty-eight (48) months. Teachers on the recall list will have the following rights:
1. No new teacher will be employed by the Board while there is a teacher on the recall list who is certificated/licensed for the vacancy or new position and complies with B., 2., which follows.
  2. Teachers on the recall list will be recalled in reverse order of suspension for vacancies or new positions in areas for which they are certificated/licensed.
- C. The parties agree that these procedures apply only to the suspension of contracts. This Article shall not require the Board to fill any vacancy that it abolishes.

## **ARTICLE XII LEAVES OF ABSENCE**

A. Sick Leave

Teachers shall be granted sick leave on the following basis: one and one-quarter (1 1/4) days for each completed month of service or fifteen (15) days for each completed year of service.

Sick leave may be accrued to a total accumulation of two hundred eighty (280) days.

Sick leave may be used for absence due to personal illness or injury, pregnancy or the period of disability thereafter, injury or exposure to contagious disease by a teacher. It also may be used for illness or death in the teacher's immediate family. The immediate family shall be interpreted to mean the following: spouse, child, father, mother, sister, brother, grandmother, grandfather, and comparable in-laws or any other member of the family unit.

When a teacher becomes aware of the need to use sick leave, he/she shall notify his/her building principal so that arrangements can be made to obtain a qualified substitute.

Teachers who use sick leave must complete and submit an absence report to the Treasurer not later than the second work day after their return to work from sick leave. Upon three or more consecutive sick days, or 10 accumulated sick days a doctor's excuse may be requested.

The Board reserves the right to have any teacher applying for sick leave examined by a physician of its choice at its expense.

Anticipated sick leave-Teachers are responsible for two weeks of lesson plans, and

direction for the duration of the anticipated leave.

Emergency sick leave-Administrators and department chairs / grade level teams shall provide long term substitutes with curriculum maps and guidance to ensure that the educational process is not interrupted.

B. Sick Leave Bank

When a certificated/licensed employee has exhausted all of his/her accumulated sick leave, he/she shall be entitled to sick leave days from the sick leave bank.

The bank shall be opened upon request of the individual, a person representing the individual or the Federation. The request shall state the reason for the need, the number of days needed and the specific dates on which the leave will be used.

The request shall be reviewed by the Executive Committee of the Federation. The Committee may choose to meet with the individual needing/making the request. Action shall be by majority vote of the entire Executive Committee. The Federation shall have the authority to approve or disapprove the request or offer an alternative in accordance with the following guidelines:

1. The need for the leave must be for illness as defined in Ohio Revised Code 3319.141 and must be for the individual or his/her immediate family. Attendance at a funeral shall not be allowed except where the death occurred while the individual is on leave for illness. The immediate family shall include: spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, grandmother and grandfather.

Except for spouse, son or daughter, the individual must demonstrate that he/she is needed to take care of the immediate family member.

2. There must be sufficient evidence of the need.
3. The use of leave is not for casual but catastrophic illness or injury.
4. The need for the leave is immediate and cannot reasonably be postponed to non-work time.
5. Shall not be used for maternity leave.

If the request is approved and accepted, the need for sick leave deposits shall be announced and deposit forms shall be distributed to all certificated/licensed personnel. Those wishing to deposit sick days in the bank shall complete the authorization form and return it to the Federation who shall record the days and give a copy to the District's Treasurer.

The Federation shall notify the District's Treasurer periodically of the number of days available (not to exceed the number of days that can be used in one (1) month) and from whose accumulated sick leave they are to be deducted. These days shall be divided evenly as possible among those who have contributed. The Treasurer shall

credit these days to the individual needing the leave.

The number of sick leave days that any individual can deposit in the bank for each requesting member shall be no more than five (5) days per year nor less than one (1) day per year. However, the GFT Executive Committee shall have the authority to, in consultation with the Superintendent, allow individuals to deposit more than five (5) days per year per requesting member when extenuating circumstances dictate. The total number of days that can be deposited in the bank for any request shall not exceed the number of days requested.

Anyone contributing to the sick leave bank whose accumulated sick leave, at the time of the contribution, is at the maximum shall have their maximum accumulation at the end of the school year (June 30<sup>th</sup>) reduced by the number of days contributed.

The Federation shall keep the following records:

1. Signed forms showing the names of the individuals requesting days from the bank, the number of days requested, the dates requested, the reason for the request and evidence of need.
2. Copies of letters of acceptance or rejection.
3. Signed forms showing the names of those who contributed to the bank, the date on which contribution forms are received and the number of days contributed.
4. Forms showing the number of contributed days used and the individuals from whose accumulated sick leave the days are taken.

Those making deposits in the sick leave bank and whose contribution is used shall have his/her sick leave accumulation reduced by the number of days deposited.

Depositing in the sick leave bank shall not be counted as using sick leave and shall not be figured in the formula for "Attendance Incentive."

The Federation holds the Board harmless against any and all claims by unit members, their families or representatives that there has been an illegal or improper application of the sick leave bank. The defense against such claims and resolution thereof shall be the responsibility of the Federation.

The Federation shall be responsible for keeping all records relevant to the sick leave bank and shall give such to the District's Treasurer that he/she may deem necessary.

#### C. Personal/Emergency Leave

Each teacher shall be granted three (3) days of non-accumulative personal leave each year. Personal leave must be requested through the principal to the Superintendent, in writing, at least three (3) days prior to the expected absence. In emergency situations, the Superintendent may approve personal leave if applied for in writing within three (3) days after the emergency absence by a teacher.

The use of this leave not in accordance with the guidelines listed below will result in the loss of pay for the period of time taken as personal leave and repeated violations could result in dismissal.

The use shall be unrestricted except for the following:

1. Personal leave shall not be used for other employment and/or activities unrelated to the field of education that provide monetary gain.
2. Personal leave shall not be used for lengthening vacations or any other break in the school calendar (not including regular Saturday/Sunday weekend breaks) unless extreme emergency conditions exist (e.g., such as travel conditions, or the need for the leave is dictated by circumstances beyond the control of the teacher and the leave request is approved by the Superintendent.) Extreme or extenuating circumstances require that a reason be given in writing.
3. Except for emergency situations, no more than ten percent (10%) of any building staff may be granted personal leave on the same date. Leave will be granted (in order) based on the date of application.

D. Military Leave

A unit member who is a member of a reserve component of the Armed Forces of the United States or of the Ohio National Guard shall be granted leave of absence without loss of pay for such time as the unit member is in the military service or field training or active duty for periods not to exceed thirty-one (31) days in any calendar year.

E. Jury/Court Leave

Unit members who are served with a subpoena to appear in court shall be granted leave with full pay and employment status. All jury duty pay received shall be signed over to the Greenon Local Board of Education.

F. Professional Meeting Leave

Money will be appropriated for the professional growth of teachers and shall be for the exclusive use by members of the bargaining unit. Money may be appropriated in the general fund as well as any other available funding options.

In conjunction with the Race to the Top (RttT) grant, the Board and the Federation agree to work together to create professional development teams at the building and district levels. The teams shall devise a comprehensive program of professional development that will address all aspects of the RttT Scope of Work. The participating teachers shall be compensated for their work on these committees. The Federation shall work with the Board to determine a mutually agreeable schedule of activities and professional development opportunities. The Board commits \$40,000 for the payment of salaries, stipends and benefits for the work completed by Federation members. The Board and the Federation agree to develop a mutually agreeable compensation structure for the work completed, but at no time shall the payment of salaries and benefits exceed the total allocation of \$40,000 for the duration of the Agreement.

Consideration will be given by the building principal and Superintendent to each reasonable request for one (1) or more days of Professional Meeting Leave. Requests for Professional Meeting Leave must be in writing and submitted by the teacher at least three (3) weeks in advance of the anticipated absence. Teachers who are denied their request for such leave will be given a written reason. Whenever requests for such leave are approved, the Board shall pay the cost of registration and fees (lodging and meals that are a part of a program). Upon request of the Building Principal, the Teacher may be asked to present a written or verbal report or provide training to other staff members.

G. Sabbatical Leave

Sabbatical leave of absence for study and research shall, with the permission of the Board and the Superintendent, be granted to full-time, annually contracted teachers subject to the requirement of Ohio Revised Code Section 3319.131 and under the following conditions:

1. In order to apply for sabbatical leave, the teacher must be properly certified/licensed in his/her area of instruction and must have completed five (5) consecutive years of regular employment in the District immediately prior to application.
2. Each year up to five percent (5%) of the eligible teaching staff may be granted sabbatical leaves of absence.
3. The teacher requesting sabbatical leave must not have been granted such a leave from the District during the seven (7) consecutive years of service immediately preceding the application.

The teacher must sign an agreement requiring him/her to return to service in the District immediately upon termination of the sabbatical leave and continue in such service for a period of at least one (1) year or to refund all of the compensation received from the District during the sabbatical leave of absence.

4. If the substitute teacher replacing the teacher on sabbatical leave of absence is paid less than the teacher who is on leave, the teacher on leave shall be paid the difference. The teacher on leave may continue receiving employee insurance benefits by arranging with the Treasurer to pay the premiums for him/her.
5. Application for sabbatical leave shall be made in writing to the Superintendent not later than March 15<sup>th</sup> or October 15<sup>th</sup> preceding the school term in which the leave is desired. The application shall include an acceptable plan for spending leave in a manner of study and research calculated to contribute to the professional effectiveness of the applicant as a teacher and to the best interest of the District.
6. A teacher on sabbatical leave shall not render teaching service for compensation in any other educational institution provided, however, that this shall not preclude the acceptance of a fellowship or other assistance in research.

7. Within sixty (60) days after completion of the sabbatical leave, the teacher granted such leave shall file with the Superintendent a written report of his/her educational pursuits while on sabbatical leave.
8. Upon return to service of a teacher at the expiration of a sabbatical leave, the teacher shall resume the contract status he/she held prior to such leave and shall, if possible, be reassigned to a comparable position to the one held immediately prior to the leave. However, this shall not be construed to give the teacher any claim or right to any particular teaching assignment.

#### H. Assault Leave

A teacher who is physically injured/traumatized resulting from a student assault which occurs in the course of the teacher's employment by the Board shall be maintained upon full pay status for the first five (5) days of the teacher's absence and for a period of up to fifteen (15) work days after the teacher is released by/from doctor's care, but only if the teacher is still mentally or physically traumatized.

This leave shall only be granted to teachers who provide the Board with the following:

1. A signed statement describing the facts of the incident **and**
2. A statement signed by the attending physician confirming the date(s) of his/her service, the date(s) of any hospitalization if applicable, and the nature of the disability and its probable duration.

The Board shall provide any teacher who has used Assault Leave with proper application forms for Workers' Compensation.

Assault leave shall not be charged against the teacher's sick leave or other leaves granted under the terms of the Collective Bargaining Agreement.

Upon return to service, the teacher shall resume the employment status held at the time the leave began except as otherwise provided in this contract.

#### I. Pregnancy Leave

1. A pregnant teacher shall be granted, upon written request, unpaid pregnancy leave. This request shall state the length of absence desired by the employee. The teacher shall notify the Superintendent at least thirty (30) days in advance of the effective date of the leave except in emergency situations. At the request of the employee and with one (1) week prior notice, the pregnancy leave may be shortened.
2. A teacher will be granted, upon written request, all or some of her accumulated sick leave while pregnant and up to six (6) weeks after the termination of the pregnancy. A teacher may utilize additional sick leave beyond six (6) weeks after termination of pregnancy provided that a doctor's letter is provided stating the purpose and need for the sick leave. No sick leave may be taken prior to the termination of the pregnancy while on unpaid leave. While using sick leave, the

usual cost of fringe benefits are borne by the Board.

3. Upon return to service following a pregnancy leave, the teacher shall resume the contract status held prior to such leave and shall, if possible, be reassigned to a comparable position to the one held immediately prior to the leave. However, this shall not be construed to give the teacher any claim or right to a particular teaching assignment. This shall include advancement on the salary schedule for each school year (as defined in Article XI, A., 2., a.)

J. Child Care Leave

1. An employee may request an unpaid leave of absence for the purpose of child rearing. This request shall be submitted to the Superintendent in writing at least twenty (20) days in advance of the effective date of the leave. This request shall state the length of absence desired by the employee. Child Care Leave shall not exceed one (1) year.
2. When a full year leave is taken, the employee shall begin such leave at the beginning of a semester.
3. Upon return to service following a Child Care Leave, the teacher shall resume the contract status held prior to such leave and shall, if possible, be reassigned to a comparable position to the one held immediately prior to the leave. However, this shall not be construed to give the teacher any claim or right to a particular teaching assignment.

This shall include advancement on the salary schedule provided that the employee has actually worked one hundred twenty (120) days of work and/or leave with pay in the school year. Further, employees must notify the Board of his/her intent to return to work for the following school year by March 1<sup>st</sup>.

Employees shall have the right to participate in all fringe benefit programs at the employee's expense during the leave period providing carriers permit such coverage.

K. Adoptive Leave

1. An employee may request a leave of absence of not more than three (3) weeks, without pay, for the purpose of receiving an adopted child. This request shall be submitted, in writing, to the Superintendent at least thirty (30) days prior to the effective date of the leave except when notice of the date for receiving a child is within the thirty (30) days.
2. The request shall state the length of absence desired by the employee.

L. Federation Business Leave

Members of the Federation who are delegates or appointees to the convention or

meetings of the Ohio Federation of Teachers, American Federation of Teachers, or the AFL-CIO shall be granted leave, with full pay, to attend such functions. The Board will not be responsible for the costs of food, lodging, transportation or any fees connected with the meetings.

The Federation shall be limited to twenty (20) days of Business Leave per year. For days one (1) through sixteen (16), the cost of a substitute will be borne by the Board. For days seventeen (17) through twenty (20), the Federation shall bear the cost of the substitute.

Notice shall be given to the Superintendent and principal at least five (5) days in advance of the absence.

M. Paternity/Grandparent Leave

In an academic year, fathers can take up to 5 paid days of paternity leave, using accumulated sick leave, within 2 weeks of the delivery of a child. In an academic year, grandparents can take up to 3 days of paid leave, using accumulated sick leave, within 2 weeks following the delivery of a grandchild.

N. Family and Medical Leave

Unit members who qualify shall be entitled to a leave of absence under the Family and Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement. To the extent that provisions of the FMLA are covered by paid leave provisions of this Agreement, the leave and benefit coverage to which a teacher is entitled under the FMLA shall run concurrently with existing paid leave benefits. (This does not apply to routine sick leave days taken throughout the school year.) As allowed by the law, the thirty (30) day advanced notice need not be given if the circumstances necessitating the leave do not permit it.

### **ARTICLE XIII ECONOMIC PROVISIONS**

A. Payment of Salaries

Regular contract teachers shall receive twenty-six (26) pays per contract year every other Friday beginning with the first pay period of the school year in September. The GFT agrees to work with the Treasurer and duly appointed representatives from OAPSE to develop a plan to transition to twenty-four (24) pays per contract year for the 2012-2013 school year forward. The first pay date shall be no later than the third Friday after school begins.

In years when the calendar could cause a three (3) week period between pays, this will be avoided by the following procedure:

Over the summer immediately preceding the projected three (3) week period between pays, for the five (5) last pays of the contract period, teachers will be paid one (1) day later with each succeeding pay. At the end of five (5) pays, teachers will be paid on a Friday

again and resume the normal pay schedule.

B. Rules and Regulations of the Salary Schedule

1. The regular and supplemental salary schedule for teachers shall be as set forth in this Article.
2. Bargaining unit members will be permitted to transfer a maximum of ten (10) years of service credit (one hundred and twenty [120] or more contract days per year with verification from previous school districts/STRS) upon employment with the District. Notwithstanding this provision, the GFT President, Superintendent and Treasurer shall meet to discuss any situation in which a need may exist to grant a prospective employee more than 10 years, and these three individuals shall reach consensus on the placement of that prospective employee on the salary schedule. Credit can come from another public school system, private accredited system, and/or from any institution of higher learning. Any person who has served or who may serve in the Armed Forces of the United States shall be given up to five (5) years service credit for the time spent in such forces. Credit for business or technical experience must be negotiated between the Federation and the Superintendent on each individual case. Credit for prior teaching, military service and business or technical experience is granted pursuant to Ohio Revised Code 3317.13 (A) and (B) for purposes of determining initial placement on the salary schedule for teachers new to the District. Placement on said Class/Step is contingent upon proof of prior experience being submitted to the Treasurer's Office.
3. Teachers who earn additional college credits to qualify for a higher salary class shall file an official transcript with the Treasurer of the Board by September 30<sup>th</sup> for advancement during the first semester or by February 15<sup>th</sup> for advancement during the second semester. The Treasurer shall then pay such teachers in accordance with the new salary schedule placement as of the pay period in which September 30<sup>th</sup> or February 15<sup>th</sup> falls. Credits earned for advancement on the salary schedule shall conform to the following:
  - a. Academic work is satisfactorily completed at an accredited college or university.
  - b. Academic work provides sufficient credit to qualify the teacher for placement on the next column on the salary schedule.
  - c. Academic work completed is relevant to the field of education.
4. Teachers who are absent and who are not entitled to pay for the period of absence shall have his/her salary reduced by one hundred eighty-fourth (1/184th) of their annual salary for each day of absence exclusive of supplemental pay.
5. When a certificated/licensed retired person is employed within the Greenon Local School System, the following will apply. Placement on the salary schedule will be at the discretion of the Superintendent; a maximum of 10 years service may be granted within the state salary schedule requirements. Such person will be

granted one (1) year limited contracts for the duration of employment, and single benefit coverage. All other benefits and rights granted under the collective bargaining agreement in place will apply.

6. During the term of the Agreement, the base salary will remain unchanged. Additionally, each certified bargaining unit member shall forfeit the salary step or increase afforded by the salary schedule for each of the two years of the Agreement. However, it is understood that changes in Degree/Salary Lane shall be permitted or maintained, with the qualifying member moving to the new Salary Lane, but staying at the same step as the previous Salary Lane. After the expiration of this Agreement, it is agreed that the certified bargaining unit members will resume their place on the 2010-2011 salary schedule, if applicable, but it is agreed that any member who changed Degree/Salary Lane will stay at the attained Degree/Salary Lane. For new employees, the 2010-2011 schedule will be used for placement, and there will be no movement along the index except for changes in Degree/Salary Lane aforementioned.
7. During the term of the Agreement, there shall be no increase to the base, nor shall there be any step increases, for any supplemental contract or stipend.

## 2011-2012 and 2012-2013 Salaries

**Base Salary: \$33,253**

Class:	BA		BA+150		MA		MA +15		MA +30	
	II		III		IV		V		VI	
0	\$ 33,253	1.0000	\$34,517	1.0380	\$ 36,412	1.0950	\$ 37,676	1.1330	\$38,939	1.1710
1	34,517	1.0380	35,946	1.0810	38,008	1.1430	39,272	1.1810	40,768	1.2260
2	35,780	1.0760	37,376	1.1240	39,604	1.1910	40,868	1.2290	42,597	1.2810
3	37,044	1.1140	38,806	1.1670	41,200	1.2390	42,464	1.2770	44,426	1.3360
4	38,307	1.1520	40,236	1.2100	42,797	1.2870	44,060	1.3250	46,255	1.3910
5	39,571	1.1900	41,666	1.2530	44,393	1.3350	45,656	1.3730	48,084	1.4460
6	40,835	1.2280	43,096	1.2960	45,989	1.3830	47,253	1.4210	49,913	1.5010
7	42,098	1.2660	44,526	1.3390	47,585	1.4310	48,849	1.4690	51,742	1.5560
8	43,362	1.3040	45,956	1.3820	49,181	1.4790	50,445	1.5170	53,571	1.6110
9	44,626	1.3420	47,386	1.4250	50,777	1.5270	52,041	1.5650	55,399	1.6660
10	45,889	1.3800	48,815	1.4680	52,440	1.5770	53,737	1.6160	57,228	1.7210
11	47,153	1.4180	50,245	1.5110	54,103	1.6270	55,433	1.6670	59,057	1.7760
12	48,416	1.4560	51,675	1.5540	55,765	1.6770	57,129	1.7180	60,886	1.8310
13	49,680	1.4940	53,105	1.5970	57,428	1.7270	58,825	1.7690	62,715	1.8860
14	50,944	1.5320	54,535	1.6400	59,091	1.7770	60,520	1.8200	64,544	1.9410
15	52,207	1.5700	55,965	1.6830	60,753	1.8270	62,216	1.8710	66,373	1.9960
16										
17					62,416	1.8770	63,912	1.9220	68,202	2.0510
18										
19										
20	53,471	1.6080	57,395	1.7260	64,079	1.9270	65,608	1.9730	70,031	2.1060
21										
22										
23	54,734	1.6460	58,825	1.7690	65,741	1.9770	67,304	2.0240	71,860	2.1610
24										
25										
26										
27	55,998	1.6840	60,254	1.8120	67,404	2.0270	69,000	2.0750	73,689	2.2160

# **2013-2014 Salary Schedule**

**To be negotiated in a salary-only reopener**

#### D. Salary Schedule Classes Defined

##### Class II – “Bachelor’s Degree”

Teachers in the bargaining unit with a Bachelor’s Degree will be paid on the II “Bachelor’s Degree” class of the certificated salary schedule.

##### Class III – “Bachelor’s with 150 Semester Hours”

Teachers in the bargaining unit with at least one hundred fifty (150) semester hours of training or the quarter hour equivalent and a Bachelor’s Degree will be paid on the III “Bachelor’s with 150 Semester Hours” class of the certificated salary schedule.

##### Class IV – “Master’s Degree”

Teachers in the bargaining unit with a Master’s Degree will be paid on the IV “Master’s Degree” class of the certificated salary schedule.

##### Class V – “Master’s Degree + 15 Semester Hours”

Teachers in the bargaining unit with a Master’s Degree plus at least fifteen (15) graduate semester hours of training or the quarter hour equivalent earned after the Master’s Degree has been obtained will be paid on the V “Master’s Degree + 15 Semester Hours” class of the certificated salary schedule.

##### Class VI – “Master’s Degree + 30 Semester Hours”

Teachers in the bargaining unit with a Master’s Degree plus at least thirty (30) graduate semester hours of training or the quarter hour equivalent earned after the Master’s Degree has been obtained will be paid on the VI “Master’s Degree + 30 Semester Hours” class of the certificated salary schedule.

\*\*Teachers in the bargaining unit who obtained National Board Certification status prior to June 30, 2005, shall remain on the Class VI salary column contingent upon the continuation of such certification and GFT member status. Teachers obtaining National Board Certification after July 1, 2005 shall receive a one-time \$1,000 stipend, payable upon written request with verification of such obtainment.

Hours earned shall be from an accredited institution (as verified by the Ohio Department of Education).

Members of the bargaining unit who are hourly rated employees shall not be paid in accordance with this salary schedule (Article XIII, Section D.) but will be paid in accordance with the hourly rate (Article XIII, Section H.).

Members of the bargaining unit who are not hourly rated employees but who work less than full-time shall be paid in accordance with this salary schedule on a prorated basis.

### Learning Disability Tutors

L.D. Tutors shall be paid an hourly rate based on their placement on the salary schedule. Placement on the salary schedule shall be in accordance with years of service and Article XIII, D. *Salary Schedule Classes Defined*. The tutor's annual salary shall be divided by the number of work days and divided by seven (7) hours and fifteen (15) minutes. This results in the tutor's hourly rate. Tutors shall be paid their hourly rate for the hours they are scheduled. Scheduled hours shall include lunch, preparation time and any other time provided in this Master Agreement.

E. Supplemental Duty Salary Schedule

**HIGH SCHOOL ATHLETICS**

<b><u>POSITION</u></b>	<b><u>2011-2012</u></b>		<b><u>2012-2013</u></b>	
	<b><u>0-3 Years</u></b>	<b><u>4+ Years</u></b>	<b><u>0-3 Years</u></b>	<b><u>4+ Years</u></b>
Athletic Director	12,496	13,743	12,496	13,743
Football				
Head Coach	4,988	5,985	4,988	5,985
Assistant Coach	3,541	3,894	3,541	3,894
Women's Soccer				
Head Coach	3,541	3,894	3,541	3,894
Assistant Coach	2,434	2,674	2,434	2,674
Men's Soccer				
Head Coach	3,541	3,894	3,541	3,894
Assistant Coach	2,434	2,674	2,434	2,674
Cross Country				
Head Coach	3,541	3,894	3,541	3,894
Assistant Coach	2,434	2,674	2,434	2,674
Volleyball				
Head Coach	3,541	3,894	3,541	3,894
Assistant Coach	2,434	2,674	2,434	2,674
Women's Tennis Coach	2,048	2,255	2,048	2,255
Men's Tennis Coach	2,048	2,255	2,048	2,255
Golf Coach	2,048	2,255	2,048	2,255
Women's Basketball				
Head Coach	4,988	5,985	4,988	5,985
Assistant Coach	3,541	3,894	3,541	3,894
Men's Basketball				
Head Coach	4,988	5,985	4,988	5,985
Assistant Coach	3,541	3,894	3,541	3,894
Wrestling				
Head Coach	3,894	4,323	3,894	4,323
Assistant Coach	2,434	2,674	2,434	2,674
Power Lifting Coach	2,048	2,255	2,048	2,255

## HIGH SCHOOL ATHLETICS, continued

	<u>2011-2012</u>		<u>2012-2013</u>	
	<u>0-3 Years</u>	<u>4+ Years</u>	<u>0-3 Years</u>	<u>4+ Years</u>
Swim Team Coach	2,048	2,255	2,048	2,255
Women's Track Coach	3,541	3,894	3,541	3,894
Men's Track Coach	3,541	3,894	3,541	3,894
Baseball				
Head Coach	3,658	4,323	3,658	4,323
Assistant Coach	2,048	2,255	2,048	2,255
Softball				
Head Coach	3,658	4,323	3,658	4,323
Assistant Coach	2,048	2,255	2,048	2,255
Women's Bowling Coach	2,048	2,255	2,048	2,255
Men's Bowling Coach	2,048	2,255	2,048	2,255
Football/Basketball Cheerleader				
Advisor (each)	1,164	1,496	1,164	1,496
Fresh. Advisor (each)	871	958	871	958
Band Director	5,513	6,085	5,513	6,085

## HIGH SCHOOL EXTRA- & CO-CURRICULARS

<u>POSITION</u>	<u>2011-2012</u>		<u>2012-2013</u>	
	<u>0-3 Years</u>	<u>4+ Years</u>	<u>0-3 Years</u>	<u>4+ Years</u>
Freshman Class Advisor	662	732	662	732
Sophomore Class Advisor	662	732	662	732
Junior Class Advisor	1,107	1,220	1,107	1,220
Senior Class Advisor	1,107	1,220	1,107	1,220
Student Council Advisor	1,992	2,195	1,992	2,195
National Honor Society Advisor	1,107	1,220	1,107	1,220
Spanish Honor Society	552	609	552	609
French Honor Society Advisor	552	609	552	609
Choral Music/Show Choir Advisor	3,505	3,894	3,505	3,894
Drama Advisor	1,992	2,195	1,992	2,195
Drama Assistant	1,107	1,220	1,107	1,220
Yearbook Advisor	2,341	2,574	2,341	2,574
Newspaper Advisor	1,107	1,220	1,107	1,220
Varsity "G" Advisor	1,107	1,220	1,107	1,220
Lifting	2,048	2,255	2,048	2,255
Unit Leader	552	609	552	609
Special Education	552	609	552	609
Art Club Advisor	552	609	552	609
Talent Show Advisor	442	485	442	485
Computer Club Advisor	552	609	552	609

## MIDDLE SCHOOL

<u>POSITION</u>	<u>2011-2012</u>		<u>2012-2013</u>	
	<u>0-3 Years</u>	<u>4+ Years</u>	<u>0-3 Years</u>	<u>4+ Years</u>
Football Head Coach	2,328	2,826	2,328	2,826
Assistant Coach	1,772	1,945	1,772	1,945
Volleyball Head Coach	2,161	2,660	2,161	2,660
Assistant Coach	1,550	1,706	1,550	1,706
Wrestling Head Coach	1,995	2,494	1,995	2,494
Assistant Coach	1,550	1,706	1,550	1,706
Football/Basketball Cheerleading Advisor (each sport)	911	1,008	911	1,008
Women's Basketball Head Coach	2,328	2,826	2,328	2,826
Assistant Coach	1,772	1,945	1,772	1,945
Men's Basketball Head Coach	2,328	2,826	2,328	2,826
Assistant Coach	1,772	1,945	1,772	1,945
Women's Track Coach	1,995	2,494	1,995	2,494
Men's Track Coach	1,995	2,494	1,995	2,494
Cross Country Coach	1,772	1,945	1,772	1,945
Drama Club Advisor	938	1,031	938	1,031
Assistant Advisor	313	343	313	343
Student Council Advisor	771	851	771	851
Talent Show Advisor	442	485	442	485
Yearbook Advisor	1,563	1,716	1,563	1,716
Audio Visual Coordinator	552	609	552	609
Power of the Pen Team Advisor	602	688	602	688
Destination Imagination	1,220	1,343	1,220	1,343
Science Club	562	618	562	618
Art Club Advisor	562	618	562	618

## F. Severance Pay on Retirement

Maximum severance pay shall be Sixty-Seven (67) days.

A teacher who retires after ten (10) years of active service in the District may, at the date of retirement (defined as being retired based on active service and the filing and approval of an application for retirement by the Ohio State Teachers' Retirement System), apply to be paid for accrued but unused sick leave credits on the basis of the following formula:

1. Twenty-five percent (25%) of the first one hundred sixty (160) days of actual accumulated sick leave days.
2. Twenty-two point two percent (22.2%) of the remaining days in excess of one hundred sixty (160) but not to exceed the total accumulation outlined above in XIII, F., paragraph one.

The amount to be paid for each such day or fraction thereof shall be based on the daily rate of pay of such teacher for the final teaching contract with this District as shown on the regular contract or salary notice, excluding any pay for supplemental duties.

Accrued sick leave as used herein shall include accrued sick leave which the teacher has transferred into this District from other teaching service in Ohio public employment but not to exceed the accrual limits in effect in this District at the time of retirement.

Payment shall be made within ninety (90) days after the teacher applies for it. This conversion of accrued sick leave days to cash payment is optional, and the teacher may waive the right to do so if desired. If a teacher eligible for a payment pursuant to this section does not apply to the Treasurer within one hundred twenty (120) days after his/her effective date of retirement or does not transfer his/her accumulated sick leave from the District, the payment shall be made automatically to the teacher. Payment shall eliminate all sick leave credits accrued by the teacher.

The severance pay described above shall be paid to the estate of an employee who is eligible to retire by STRS guidelines and dies while still employed by the Greenon Local Schools.

All employees who turn 55 or older in the calendar year in which they retire shall take part in the Plan that is offered by ING and the Board. The amounts payable into the Plan shall include sick leave severance (Article XIII section F) and the retirement incentive (Article XIII section P). All terms and conditions governing these payments shall be governed by the respective articles aforementioned, except as altered forthwith:

To the extent that the Plan participant's severance pay exceeds the maximum amount allowable under the Plan for a calendar year, the excess amount shall be payable to the Plan in the following September, up to the maximum 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.

If a member is entitled to have a contribution paid to the Plan and dies prior to such contribution being paid to the Plan, the contribution shall be paid to the estate of the deceased member.

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 3.0%), 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 **while separated from service** (and have not re-hired to Greenon Local Schools).

The product used for the Plan is a Group Annuity Contract (403[b]) with over 100 variable investment options. The Contract specifics are:

- **No Annual Maintenance Fee**
- **No Administrative Fee**
- **No Deferred Sales Charge or Penalties**
- **a 1.25% annual Mortality & Expense Charge (plus any advisory fees which vary by fund)**

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

## G. Group Insurance

### 1. Health/Medical Insurance

The health Major Medical Insurance as stated in this contract is the United Healthcare of Ohio.

Hospitalization, dental and vision insurance will be available to all regular contract unit members who are employed for half time or more. The cost of hospitalization shall be shared between the employee and the Board with the Board paying eighty-five percent (85%) and the employee paying fifteen percent (15%). The cost of dental and vision insurance shall be shared between the employee and the Board with the Board paying eighty percent (80%) of the premium and the employee paying twenty percent (20%).

The employee's share shall be deducted from his/her pay in twenty-four (24) installments.

An employee may elect to not join in or to withdraw participation from the school's health benefits program. If such an election is taken, the employee may choose one of the two following provisions:

- a. Provision of two thousand one hundred dollars (\$2,100) for non-participation in the family plan.

**or**

b. Provision of one thousand dollars (\$1,000) for non-participation in the single plan.

These provisions are payable the second pay in June. (See Appendix N for guidelines.)

The Board and the Federation agree to work with the classified bargaining unit and the Administration to develop a Health Insurance Committee to address health insurance costs and coverages. This Committee shall meet to establish its scope and purpose in August of 2011.

2. Life Insurance

Each unit member shall receive Term Life Insurance in the amount of forty thousand dollars (\$40,000). One hundred percent (100%) will be paid for by the Board.

3. General

In order to carry any of these insurance plans, application for insurance coverage must be made by the unit member at the times announced by the Treasurer of the Board.

4. Vision Insurance

Each member of the bargaining unit shall be provided with vision insurance through Vision Service Plan (Plan C).

Professional Fees (Non-Panel Provider Only)

When an optometrist, ophthalmologist, or dispensing optician is used who is not a Vision Service Plan doctor, VSP will pay directly to you, upon proper application.

H. Hourly Rate

Unit members assigned hourly rated services shall be compensated at the rate of \$20.96 per hour for the duration of this Agreement.

I. Attendance Incentive

August – November:

Zero (0) days used	\$100
One (1) day or less used	\$ 50
Payable in December	

December – February:

Zero (0) days used	\$100
One (1) day or less used	\$ 50
Payable in March	

March – May:	
Zero (0) days used	\$200
One (1) day or less used	\$100
Payable in June	

J. Shelter of Retirement Contributions

The Board shall "shelter" employee contributions to S.T.R.S. for all members of the bargaining unit.

The Board shall contribute to S.T.R.S., in addition to the Board's required employer contribution, an amount equal to each bargaining unit member's contribution to S.T.R.S. in lieu of payment to such employee, and such amount contributed by the Board on behalf of the bargaining unit member shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such employee.

Should the Internal Revenue Service or the S.T.R.S. determine that this reduction provision is not qualified under the IRS code, or is unlawful in any manner, it shall be null and void.

K. Travel Reimbursement

Unit members who are approved by the Board to use their personal vehicle for school purposes shall be reimbursed at the rate allowed by the Internal Revenue Service without requiring the Board or teacher to file such on a return.

L. Student Tuition

Members of the bargaining unit who are not residents of the Greenon Local School District jurisdiction may enroll their children in the Greenon Local Public School System tuition free for instruction that is provided in the Greenon Local School buildings.

M. Section 125 Plan

The Board shall institute a plan under Section 125 of the Internal Revenue Code.

N. Graduate Tuition Reimbursement

Each full-time, annually contracted teacher shall be eligible for graduate credit tuition reimbursement at an accredited institution. The work taken shall be in the teaching fields of certification/licensure of the teacher or in other work related fields of education. Additionally, annually contracted teachers may submit fees paid for *recertification* as a National Board Certified teacher. All coursework and proposed National Board *recertification* fees should be pre-approved by the LPDC. This reimbursement shall be made to the teacher in the year following the receiving of credit for courses taken. Hours taken through grants, scholarships, or other sources at no cost to the teacher shall be excluded from this provision. The teacher must teach in the Greenon Schools the year following this credit to be eligible to be reimbursed under this provision. The teacher must present proof of earned credits or proof of National Board *recertification* from the

beginning of the school year, no later than September 30 to be reimbursed for the previous year. The maximum number of hours per teacher applicable under this policy shall be the equivalent of six (6) semester hours or nine (9) quarter hours from September 1 through August 31. The maximum annual contribution from the Board of Education for the previous year's coursework under this provision shall be \$40,000 per year. Any unused portion of the \$40,000 will be carried forward and added to the next school year's \$40,000 Board contribution. If the requested amount exceeds the pool, reimbursement will be dispersed equitably on a pro-rated basis.

O. Direct Deposit

All employees hired after July 1, 2001, will be required to use direct deposit as method of payment.

P. Retirement Incentive

1. In addition to any severance pay to which a bargaining unit employee may be entitled under Article XIII, Section F, an employee who satisfies the eligibility criteria of the Section is entitled to a retirement incentive equal to 40% of base pay (exclusive of any compensation under a supplemental contract) calculated on the basis of the employee's final year's salary. To be eligible, the employee must: (a) Be or become eligible (under STRS rules) to retire and actually retire upon eligibility prior to June/July 1; 60 years of age with 5 years of teaching service or 30 years of total teaching service with verification from STRS. (b) Elect to retire and actually retire effective not later than the end of the effective school year. (c) By March 1 of the school year becoming eligible to retire, give written notice of his/her intent to retire to the Superintendent.

2. A failure to satisfy all eligibility criteria under this Section will result in a forfeiture of any right to a benefit under this Section. An employee must retire the first time they meet the eligibility requirements or forfeit their opportunity under this section.

3. Payment to an eligible employee will be made in two (2) equal installments, the first of which will occur in the September immediately following the employee's retirement and the second of which will occur one (1) year later. An eligible employee may elect to wait and receive the full incentive the second September after their date of retirement. A one-time window was offered for all eligible employees (retirees). Eligible employees must have elected to retire by an effective date of July 1, 2001, at the latest to receive this benefit. Any employee electing not to retire that is eligible will not be eligible for this incentive in the future.

## **ARTICLE XIV**

### **LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

The Greenon Federation of Teachers and the Greenon Board of Education have mutually established a Local Professional Development Committee as required by Ohio Senate Bill 230. Details of the Committee are found in the Appendix of this contract. Compensation for members of the Committee who are also members of the bargaining unit shall be based upon the hourly tutor rate per respective school year. Each LPDC member will complete a time sheet at the end of each LPDC meeting and give to the LPDC chair who will submit them to the treasurer's office for reimbursement. Any changes to this Committee shall be

through negotiations and the mutual agreement of the Greenon Federation of Teachers and the Greenon Board of Education.

**ARTICLE XV  
SAVING CLAUSE AND DURATION OF AGREEMENT**

This Agreement and the attachments thereto constitute all agreements that have been entered into by the parties and shall be effective on and after July 1, 2011, and shall expire at midnight on June 30, 2014, (language only) except as provided by Article III, Section H. A re-opener will be scheduled to negotiate salary only, for the year July 1, 2013 through June 30, 2014.

Any of the provisions of this Agreement, which either party may wish to modify during the life of the contract, for any reason, shall be accomplished only by mutual agreement.

If any of the provisions of this Agreement become inconsistent to law, such provisions shall become null and void, but all remaining provisions shall remain in force and effect for the term of the Agreement. In such cases, the Board and the Federation shall meet to make all necessary changes to make the provisions comply with law.

IN WITNESS WHEREOF, the parties have executed duplicate originals of this Agreement

on this 30<sup>th</sup> Day of June, 2011.

**FOR THE GREENON  
BOARD OF EDUCATION:**

Thomas Bew  
Superintendent

Timothy L. Jais  
Treasurer

Don Henry  
Board President

**FOR THE GREENON  
FEDERATION OF TEACHERS:**

Rafana Bartley  
President, GFT

J. V. Neri  
Committee Member

Amy George  
Committee Member

Jerr Warner  
Committee Member

## APPENDIX

A. Leave Request Form	52
B. Professional Leave Request	53
C. Intent Form	54
D. Grievance Form	55
E. Absentee Record	56
F. Claim for Reimbursement	57
G. Travel Log	58
H. Job Sharing Guidelines	59
I. Sick Leave Bank Request Form	60
J. Sick Leave Bank Notice of Acceptance/Rejection	61
K. Sick Leave Bank Deposit Authorization Form	62
L. Composite Record of Sick Leave Bank Use	63
M. Insurance	64
N. Guidelines for Insurance Non-Participation Reimbursement	68
O. Waiver of Hospitalization Insurance	69
P. Local Professional Development Committee	70
Q. Authorization Agreement for Direct Deposit Payroll	71
R. Administrative Feedback Survey	72
S. Classroom Teacher Job Description	75

### APPENDIX - FORMS

A copy of all forms referred to in the contract shall be attached as appendices to the Master Contract.

# GREENON LOCAL SCHOOLS LEAVE REQUEST FORM

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Date: \_\_\_\_\_ Bldg/Dept: \_\_\_\_\_

Date(s) of Leave Start: \_\_\_\_\_ Leave: \_\_\_\_\_

Total Number of Days: \_\_\_\_\_

**Type of Leave Requested (Check One):**

See Negotiated Agreement for Regulations

\_\_\_\_\_ Personal Leave\*

\_\_\_\_\_ Association Leave

\_\_\_\_\_ Vacation Leave\*

\_\_\_\_\_ Child Care Leave

\_\_\_\_\_ Sabbatical Leave

\_\_\_\_\_ Family Medical Leave  
(Up to 12 weeks per year)

\*No explanation required

**Explanation or Reason for Request (if applicable)**

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Response**

**Denied**

**Approved**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent

Comments: \_\_\_\_\_

# GREENON LOCAL SCHOOLS PROFESSIONAL LEAVE REQUEST

Name of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

School/Grade/Subject: \_\_\_\_\_

1. Name/Title/Description of Professional Meeting/Seminar/Etc.: \_\_\_\_\_

2. Location of meeting: \_\_\_\_\_

3. Date(s) of meeting: \_\_\_\_\_

4. Day(s) substitute required: \_\_\_\_\_

5. Estimated expenses to Board of Education:

- a. Registration\*: = \$ \_\_\_\_\_
  - b. Lodging at \$ \_\_\_\_\_ per day\*: = \$ \_\_\_\_\_
  - c. Meals\*: = \$ \_\_\_\_\_
  - d. Parking\*: = \$ \_\_\_\_\_
  - e. Transportation/Mileage (at IRS rate) = \$ \_\_\_\_\_
  - f. Other(specify): \_\_\_\_\_ = \$ \_\_\_\_\_
- Total Cost** = \$ \_\_\_\_\_

6. Expenses to be paid by: \_\_\_\_\_ Board \_\_\_\_\_ Athletic Dept. \_\_\_\_\_ Other (specify: \_\_\_\_\_)

7. How does this meeting correlate with the district or building strategic plan? \_\_\_\_\_

I understand the following:

1. Request must be filed at least three (3) weeks previous to the date for which leave is requested. Include Purchase Order Requisition.
2. The Board will pay the cost of registration, fees, and lodging. The Board will also pay the cost of meals that are a part of the meeting.
3. Green CLAIM FOR REIMBURSEMENT form, plus receipts, should be filed within one (1) month of attendance at meeting.
4. \*Receipts are required for Registration, Lodging, Meals, and Parking.

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

\_\_\_\_\_  
Date

**TO BE COMPLETED BY ADMINISTRATION – ACTION TAKEN:**

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date

*Note: Applicant should review Article XII, Section E of Master Agreement, prior to filing application.*

**GREENON LOCAL SCHOOLS  
INTENT FORM  
20\_\_ - 20\_\_**

The staffing plan for the 20\_\_-20\_\_ school year is in the preliminary planning stages. To help complete the staffing plan for that school year, we need your input. Please complete the form below and submit it to your building principal on or before \_\_\_\_\_.

\_\_\_\_\_ **Name** \_\_\_\_\_ **School**

**Subjects/grades certified to teach:** \_\_\_\_\_

1. Are you planning to return to the Greenon Local School District next school year?  
\_\_\_\_yes      \_\_\_\_no      \_\_\_\_undecided

2. I would like to have the same or a similar assignment for the next school year.  
\_\_\_\_yes      \_\_\_\_no

If no is marked, please list those teaching assignments that you would prefer.

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

3. I would like to be considered for the following vacancies that now exist or may exist prior to the opening of the next school year:

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

4. I would like to be considered for the following Supplemental (extracurricular and/or athletic) vacancies that now exist or may exist prior to the opening of the next school year:

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

-----

**BUILDING PRINCIPALS:**

Alphabetize all forms and submit to Superintendent by \_\_\_\_\_.

# GREENON LOCAL SCHOOLS GRIEVANCE FORM

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Building or Job Location: \_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_

Statement of grievance, specifying date of occurrence and negotiated agreement provision(s)  
allegedly violated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remedy sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date filed: \_\_\_\_\_ Grievant's Signature: \_\_\_\_\_

**STEP TWO: FORMAL RESPONSE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**STEP THREE: I am appealing the decision rendered at Step Two because:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Grievant's Signature: \_\_\_\_\_

**STEP THREE RESPONSE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

***SUBMIT IN TRIPLICATE: \_\_\_\_\_ Grievant \_\_\_\_\_ Administrator \_\_\_\_\_ Association***

## GREENON LOCAL SCHOOLS ABSENTEE REPORT\*

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Position: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Building: \_\_\_\_\_

\*Form must be completed and turned in within two (2) days after return to work.

<u>Reason for Absence</u>	<u>Total Hrs/Days</u>	<u>Date(s) of Absence</u>
Sick Leave		
Sick Leave, under FMLA		
Vacation Leave		
Professional Leave/Field Trip		
Jury Duty		
Personal Leave		
Leave without Pay		
Other: _____		

Leave without pay must be preapproved by Supervisor and Superintendent

<u>Teacher Leave Day</u>		
0-1 hours	1/7.25 =	.14 of a day
2 hours	2/7.25 =	.28 of a day
3 hours	3/7.25 =	.42 of a day
4 hours	4/7.25 =	.56 of a day
5 hours	5/7.25 =	.69 of a day
6 hours	6/7.25 =	.83 of a day
7 hours	7/7.25 =	1.00 day

<u>Classified Leave Day</u>		
1 hour	=	.125 of a day
2 hours	=	.25 of a day
3 hours	=	.38 of a day
4 hours	=	.50 of a day
5 hours	=	.63 of a day
6 hours	=	.75 of a day
7 hours	=	.88 of a day
8 hours	=	1.00 day

\*If you are contracted for less than 8 hours per day, state contract hours per day: \_\_\_\_\_

The undersigned says that s/he is hereby making application for the use of sick leave, as provided in Ohio Revised Code (ORC) 33319.141. After three (3) or more consecutive sick leave days, or ten (10) accumulated sick leave days, the name of the attending physician and date(s) of care may be required. Falsification is grounds for suspension or termination under ORC 339.081 & 3319.16

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

Physician's Name: \_\_\_\_\_ Date(s) of Care: \_\_\_\_\_

.....  
**Substitute Report**

This section is to be used for cross-checking purposes only. Subs will ONLY be paid from Substitute Time Sheet

Sub Name: \_\_\_\_\_

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

Sub Name: \_\_\_\_\_

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

Sub Name: \_\_\_\_\_

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

# GREENON LOCAL SCHOOLS CLAIM FOR REIMBURSEMENT

Name: \_\_\_\_\_ Building: \_\_\_\_\_

I am requesting reimbursement for attendance at the following professional meeting, as approved by the Superintendent/Designee:

Name/Title/Description of meeting: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

- \* a. Registration fee = \$ \_\_\_\_\_
  - \* b. Lodging at \$ \_\_\_\_\_ per day\*: = \$ \_\_\_\_\_
  - \* c. Meals\*: = \$ \_\_\_\_\_
  - \* d. Parking\*: = \$ \_\_\_\_\_
  - e. Transportation/Mileage (at IRS rate) = \$ \_\_\_\_\_
  - f. Other(specify): \_\_\_\_\_ = \$ \_\_\_\_\_
- Total Reimbursement = \$ \_\_\_\_\_**

I certify this is a true report of my expenditures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Excerpts from the Auditor’s Messenger: *“The individual attending the professional meeting should secure paid receipts covering the cost of lodging. Expenses for meals must be reasonable, but it is necessary that paid receipts be furnished. If travel is by airplane, rail, or motor coach, the receipt stub should be submitted with the claim for reimbursement. Expense money should never be paid by the Board of Education in advance.”*

**\*PLEASE ATTACH RECEIPTS FOR THESE ITEMS TO THIS CLAIM FORM.**

Approved for payment: \_\_\_\_\_  
Superintendent/Designee Date



## **GREENON LOCAL SCHOOLS GUIDELINES FOR JOB SHARING ASSIGNMENT DETAILS**

1. Contracts issued shall designate one-half (1/2) time employment at one-half (1/2) the teacher's salary based on his/her proper placement on the salary schedule.
2. One (1) unit member will be required to attend staff meetings. The other will be responsible for information disseminated as though he/she did attend.
3. The rights and responsibilities in the Master Agreement shall apply to both unit members except as modified by this section, Job Sharing.
4. Sick Leave and Personal Leave shall accumulate at one-half (1/2) the regular rate. A teacher absent for his/her half day of employment under any leave provision shall be charged with one-half (1/2) day of leave.
5. Payment for attendance incentive shall be one-half (1/2) the regular rate. Each half day of absence counts as a half day of absence for this purpose.
6. Seniority shall accumulate at one-half (1/2) rate and such unit member shall not lose seniority rights nor continuity of service.
7. At the end of a contract period both unit members shall have the right to return to the position held immediately prior to taking the Job Sharing position.
8. The two (2) teachers shall agree in advance on the division of insurance fringe benefits which aggregate cost to the Board shall not exceed the cost of the family plan for each insurance but may be less when one (1) or both teachers are entitled only to single coverage insurance. Each teacher may, at his/her option, pay the excess cost for insurance coverage beyond his/her share paid for by the Board.
9. The individual contracts for each teacher shall run to the end of the school year.
10. If one (1) or both teachers decide not to continue in the Job Sharing position after the end of the school year, he/she may be subject to the Reduction In Force provisions of this Agreement.
11. If one of the teachers in the Job Sharing position chooses to not continue in the position after the end of the school year, the Board shall attempt to fill the one-half (1/2) position with a teacher who agrees to share the assignment (these details of the assignment may have to be revised). If both teachers choose not to continue in the position after the end of the school year, the Board may decide to fill both positions or to discontinue the program.
12. At the end of the year of Job Sharing, the principal and teachers involved shall evaluate the program and make recommendations to the Superintendent and Federation for changes or modifications in the details of the assignment.

## GREENON LOCAL SCHOOLS SICK LEAVE BANK REQUEST FORM

Name of individual needing the leave: \_\_\_\_\_

Name of individual making request: \_\_\_\_\_

Relationship to individual needing leave: \_\_\_\_\_

# of days needed: \_\_\_\_\_ # of accumulated sick leave days remaining: \_\_\_\_\_

Dates on which leave is to be used: \_\_\_\_\_

Reason for the need (Be specific): \_\_\_\_\_

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

I certify that the information stated above is true to the best of my knowledge.

\_\_\_\_\_  
Signature of individual making the request

\_\_\_\_\_  
Date

### ***For Committee Use Only***

Comments:

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

**GREENON LOCAL SCHOOLS  
SICK LEAVE BANK  
NOTICE OF ACCEPTANCE/REJECTION**

In the matter of the request of \_\_\_\_\_ for \_\_\_\_\_ days of leave from the sick leave bank, the Greenon Federation of Teachers (GFT) Executive Committee states the following:

1. The Committee \_\_\_\_\_Accepts \_\_\_\_\_Rejects the request.
2. The number of days to be available are all days contributed and needed not to exceed a maximum of \_\_\_\_\_ days.
3. The dates on which leave days will be available are: \_\_\_\_\_  
\_\_\_\_\_

If the Committee has “accepted” the request, this noticed must be signed by both the individual making the request and a member of the GFT Executive Committee, prior to such leave being available.

\_\_\_\_\_  
Signature of individual making request Date

\_\_\_\_\_  
Signature of a GFT Executive Committee Member Date

**GREENON LOCAL SCHOOLS  
SICK LEAVE BANK  
DEPOSIT AUTHORIZATION FORM**

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Number of days given (Not to exceed five): \_\_\_\_\_

These days are to be used by \_\_\_\_\_ for approved leave.  
*Name of individual needing the leave*

I understand that I am under no obligation to give these days and that I do so voluntarily. I also understand that these days will be used only for the person listed above and will be deducted from my accumulated sick leave, only if needed.

I authorize the number of days stated above to be deducted from my accumulated sick leave.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## GREENON LOCAL SCHOOLS INSURANCE INFORMATION

### EPC BENEFIT PLAN SUMMARY – UNITED HEALTHCARE Choice Plus PPO

**District:** Greenon Local Schools – Certificate Employees

**Dependents:** Spouse and unmarried children to age 19. From age 19 to 24 (end of calendar year) if fulltime student or unemployed IRS qualified dependent.

**More Information:** United Health Care Customer Service: 1-866-844-4864 or [www.MyUHC.com](http://www.MyUHC.com)

For Nurseline medical information or counseling contact Care24 at 1-877-365-7950

This is UHC’s Choice Plus Preferred Provider Organization plan with a Network of medical providers who have contracts with UHC. You will pay less out of pocket using Network providers.

<b>Plan Features</b>	<b>Network</b>	<b>Non-Network<sup>3</sup></b>
<ul style="list-style-type: none"> <li>▪ Deductible (Single/Family Max)<sup>1</sup></li> <li>▪ Out of Pocket Max (Single/Family Max)<sup>2</sup></li> <li>▪ Lifetime Maximum</li> </ul>	<p>\$100 / \$200</p> <p>\$1,000 / \$2,000</p> <p>Unlimited</p>	<p>\$200 / \$400</p> <p>\$2,000 / \$4,000</p> <p>\$1 Million</p>
<b>Covered Services</b>		
<p><b>Physician Office Visits</b></p> <ul style="list-style-type: none"> <li>▪ Diagnostic Lab &amp; X-Ray</li> <li>▪ Well Child Care/Immunizations</li> <li>▪ Routine Physical Exams and Preventive Care</li> <li>▪ Routine Vision &amp; Hearing Exams (Limited to 1 every 12 months)</li> </ul>	<p>\$15 Copay Per visit</p>	<p>30% of Eligible Expenses</p> <p>30% of Eligible Expenses</p> <p>\$500 to age 1: \$150 ages 1 – 9</p> <p>Not Covered</p> <p>Not Covered</p>
<ul style="list-style-type: none"> <li>▪ Mammograms</li> </ul>	<p>No copay if no office charge</p>	<p>30% of Eligible Expenses</p>
<p><b>Outpatient Diagnostic Services</b></p> <ul style="list-style-type: none"> <li>▪ Diagnostic, Laboratory &amp; X-Ray</li> </ul>	<p>10% of Eligible Expenses</p>	<p>30% of Eligible Expenses</p>
<p><b>Outpatient Surgery</b></p> <ul style="list-style-type: none"> <li>▪ Outpatient Surgical Center</li> </ul>	<p>10% of Eligible Expense</p>	<p>30% of Eligible Expenses</p>
<p><b>Outpatient Rehabilitation (in office)</b></p> <ul style="list-style-type: none"> <li>▪ Physical Therapy</li> <li>▪ Occupational Therapy</li> <li>▪ Speech Therapy (90 visits total PT, OT, SpT / year)</li> <li>▪ Spinal Manipulation (Maximum 24 visits per year)</li> </ul>	<p>\$15 Copay</p> <p>\$15 Copay</p> <p>\$15 Copay</p> <p>\$15 Copay</p>	<p>30% of Eligible Expenses</p> <p>30% of Eligible Expenses</p> <p>30% of Eligible Expenses</p> <p>30% of Eligible Expenses</p>
<p><b>Inpatient Hospital Services</b></p> <ul style="list-style-type: none"> <li>▪ Room and Board</li> <li>▪ Miscellaneous Charges</li> </ul>	<p>\$250 Copay</p>	<p>30% of Eligible Expenses *</p>
<p><b>Inpatient Professional Fees</b></p> <ul style="list-style-type: none"> <li>▪ Surgery</li> <li>▪ In-patient Physician Care</li> </ul>	<p>10% of Eligible Expenses</p>	<p>30% of Eligible Expenses</p>

<b>Maternity Care</b> ▪ Physician Prenatal and Postnatal Care	10% of Eligible Expenses	30% of Eligible Expenses
<b>Emergency Care</b> ▪ Hospital Emergency Room Care (Copay Waived if Admitted) ▪ Urgent Care Facilities ▪ Ambulance Services	\$100 Copay \$35 Copay 10% of Eligible Expenses	\$100 Copay 30% of Eligible Expenses 30% of Eligible Expenses
<b>Medical Equipment, Supplies &amp; Appliances</b>	20% of Eligible Expenses*	50% of Eligible Expenses *
<b>Home Health Care</b> (Max 8 hours of service per 24 hour period)	10% of Eligible Expenses *	30% of Eligible Expenses *
<b>Hospice Services</b> Max 180 days)	10% of Eligible Expenses *	30% of Eligible Expenses *
<b>Skilled Nursing Facility/Extended Care Facility Services</b> (Max 300 days per year)	10% of Eligible Expenses *	30% of Eligible Expenses *
<b>Transplant Benefits</b> Through United Resource Networks	20% of Eligible Expenses *	Not Covered
<b>Mental Health/Substance Abuse</b> * 4 <b>Inpatient</b> 30 days per year  (Call 1-800-860-1123 for MH/CD authorization)	20% of Eligible Expenses *	30% of Eligible Expenses *
<b>Outpatient</b>	\$15 Office Visit Copay * 50 visits per year	30% of Eligible Expenses 30 visits per year

<b>Prescription Drug Services (Out-of-Network benefits apply when you use a non-participating pharmacy)</b>		
<b>Retail Pharmacy</b> ▪ Tier 1 ▪ Tier 2 ▪ Tier 3 <b>Mail Order Pharmacy – 90 days</b>	\$10 Copay \$25 Copay 35% (Min \$45, Max \$60 Copay) Copays, Min & Max double	UHC payment same as network Member pays Copays + Difference in Rx cost
<b>Drug Tier Definitions</b>  Tier 1 – Mostly Generics that are on the Preferred Drug List Tier 2 – Mostly Brand name drugs that are on the Preferred Drug List Tier 3 – Drugs that are not on the Preferred Drug List Note: Generic and Brand name drugs that are on the Preferred Drug List may move up or down tiers due to changes in comparative price and effectiveness. For Preferred Drug List, see: <a href="http://www.MuUHC.com">www.MuUHC.com</a>		

\*Prior authorization is required – Call Customer Service

The most recent plan changes were effective: October 1, 2006

**More details:** This is a brief summary of benefits. For plan details and **exclusions** which may apply, please refer to your Certificate of Coverage or call Customer Service. In the event of a conflict between this summary and the Group Contract will prevail. Additional information can also be found on the UHC page of this website.

<sup>1</sup> **Deductible:** The deductible applies to non-copay expenses that are paid at a percentage less than 100%, unless noted otherwise. The family deductible caps deductible expenses for a family. No more than the single deductible amount will be applied to an individual.

<sup>2</sup> **Out of Pocket Maximum:** This caps the amount of covered expenses which you are liable to pay during a calendar year – your Maximum Out of Pocket expenses. The Out of Pocket max includes your coinsurance – the amount you pay as a percentage of the charge. It does not include deductibles, copays such as office visits, hospital and Rx copays, and any Mental Health expenses. Any Non-Network expenses that are over UHC’s Maximum Allowable Charge are not included in the Out of Pocket max. Also, any expenses that are not covered by the plan are not included.

Would you reach your Out-of-Pocket maximum during the calendar year, additional covered expenses that would be paid at a percentage less than 100% will be paid at 100% for the remainder of the year.

**Network and Non-Network deductibles:** Copayments and out-of-pocket maximums are separate and do not accumulate toward each other.

**Network Providers:** These are medical providers who have a contract with UHC. They bill directly to UHC, and you should not be charged more than your share of the cost according to the Network column. UHC’s network is national. For a current list of UHC providers, refer to [www.myUHC.com](http://www.myUHC.com). For expense paid at less than 100%, the percentage of payment is based on the UHC discounted charge.

<sup>3</sup> **Non-Network Providers:** Non-Network providers do not have contracts with UHC and can bill you according to their own fee schedule which may exceed UHC’s Maximum Allowable Charge (MAC). The percentage that UHC pays Non-network is based on the MA, not the amount billed by the provider. Non-Network providers can bill you for the amount their fee exceeds the MAC. Many non-network expenses require prior authorization. Contact Customer Service prior to incurring a major expense.

<sup>4</sup> **Mental Health:** Mental health / substance abuse must be authorized by the mental health administrator for services to be covered at the highest level. Call 1-800-860-1123 for authorized referral.

*For more information on how to get the most from your United Healthcare Coverage, please refer to the UHC page of the website.*

### **2011 EPC Renewal Rates with Employee & Board Premium Splits**

(Rate renewals effective October 1. Treasurer sends updated rates as soon as established.)

<b>Type</b>	<b>Split</b>
MEDICAL	85/15
DENTAL	80/20
VISION	80/20

## To Access Insurance Information (**NO MORE PAPER FORMS!**):

- 1) Go to [www.epc-online.benelogic.com](http://www.epc-online.benelogic.com)
- 2) Type in your user name and password – the first initial of your first name, then your last name and the last 4 digits of your SS#. (all lower case letters)  
Example:    User name:  jdoe1234  
                  Password:  1234 (try last 4 of social if this does not work!)
- 3)     Change your password – write it down somewhere
- 4)     You're in!

Then what can you do?

- Check out the Plan Summaries
- Check out who is covered under the plan – are there any dependents who should be dropped? (Check out the ***Who is a Dependent*** page for help with this.)
- Have you had a recent change that requires an enrollment change? Birth, marriage, divorce or an over age dependent? Then enter a change request.

Other than those noted above, you won't be able to make other changes until open enrollment next fall.

Please contact Peggy Wertz 864-1383 ext. 104 if you have any questions. Help is also available online and at Benelogic Customer Service 1 (866) 415-3342.

**GREENON LOCAL SCHOOLS  
GUIDELINES FOR INSURANCE  
NON-PARTICIPATION AND REIMBURSEMENT**

Per Article G. Group Insurance, employees waiving participation in health insurance are eligible for an in lieu of provision:

\$2,100 for non-participation in the family health insurance plan  
\$1,000 for non-participation in the single health insurance plan

The stipulations for receiving this reimbursement are as follows:

1. Payment is made for non-participation for the entire school year. There will be no reimbursement for partial year additions and withdrawals.
2. Existing employees who wish to withdraw or remain withdrawn from their plan must withdraw AND complete the Waiver Form by September 30 of each year to receive reimbursement. He/She must maintain withdrawn status throughout the entire year.
3. Reimbursement will be made the second pay of June.
4. In the instance where there is a husband and wife both presently working in the school district, the spouse is not eligible to carry an additional health insurance plan (per United Healthcare); therefore, married couples are ineligible for the reimbursement.
5. New employees will be given a form to sign waiving their negotiated right to insurance and can receive reimbursement. Existing employees must request (from your building secretary or the payroll office) and complete this same form if they wish to withdraw from the insurance before September 30 of the upcoming year.

Please call the Treasurer's Office if you have any questions.

**GREENON LOCAL SCHOOLS  
WAIVER OF HOSPITALIZATION INSURANCE  
For School Year: \_\_\_\_\_ - \_\_\_\_\_**

I, \_\_\_\_\_, waive my contract given right to Board provided medical insurance. I have withdrawn from or have remained withdrawn from the plan by September 30 of the above school year and will remain withdrawn at least through the following August 31.

I waive my entitlement to the SINGLE/FAMILY (circle one) hospitalization insurance plan. I understand, per the Master Agreement, I will receive on the second pay in June of the above school year (circle one of the below):

*\$2,100 for non-participation in the  
FAMILY hospitalization insurance plan*

OR

*\$1,000 for non-participation in the  
SINGLE hospitalization insurance plan*

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

Treasurer's Signature: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

**Please return form to the Treasurer before September 30<sup>th</sup>**

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**Payroll Office Use Only**

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

Amount: \_\_\_\_\_

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## **GREENON LOCAL SCHOOLS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

In 1996, Ohio's General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees (LPDCs). Such committees were to be established in every Ohio school district and chartered nonpublic schools by September 1998. The purpose of the committees is to review the course work and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of certificates or licenses have been met.

As required by the Ohio Revised Code (3319.22), the Greenon Board of Education has established the Greenon Local Professional Development Committee (Greenon LPDC). In doing so, the Board has specified:

- Only one (1) committee, the Greenon LPDC, shall be established as the Board's response to the requirements. That committee shall serve the complete Greenon District and all of its certificated/licensed employees.
- The Greenon LPDC shall consist of seven (7) members, four (4) of whom shall be teachers who are members of the Greenon Federation of Teachers (GFT) and three (3) of whom shall be administrators employed by the District.
- The GFT shall appoint the teacher members to the LPDC while the Board (or its designee) shall appoint the administrator members.

The Greenon LPDC shall have the authority to establish such rules, regulations, and operating procedures as its members deem necessary for effective and efficient execution of the committee's responsibilities as defined by law. Such authority extends to: determining the lengths of terms to be served by the members; establishing the frequency, time, and place of meetings; specifying the procedures for filling vacancies; dictating the procedure by which an educator can appeal a decision of the committee; and addressing other issues pertinent to the purposes, structure, procedures, and operation of the committee.

# GREENON LOCAL SCHOOLS AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT PAYROLL

I, \_\_\_\_\_, HEREBY AUTHORIZE THE Greenon Local School District, hereinafter called DISTRICT, to initiate electronic entries into my account(s) indicated below, and the FINANCIAL INSTITUTION(S) named below to credit and/or debit the same to such account(s), with a maximum of three (3) accounts allowable.

Check here if you already direct-deposit to the Credit Union and would like to continue at your present deduction (you may still direct deposit any remainder of your check below).

1. Financial Institution: \_\_\_\_\_

City/State: \_\_\_\_\_ Routing #: \_\_\_\_\_  
(ACH number of bank, found on your deposit slip)

\_\_\_\_\_ Checking \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
(Check One)

Check here if entire check OR Specific Dollar Amount: \$ \_\_\_\_\_

2. Financial Institution: \_\_\_\_\_

City/State: \_\_\_\_\_ Routing #: \_\_\_\_\_  
(ACH number of bank, found on your deposit slip)

\_\_\_\_\_ Checking \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
(Check One)

Check here if entire check OR Specific Dollar Amount: \$ \_\_\_\_\_

3. Financial Institution: \_\_\_\_\_

City/State: \_\_\_\_\_ Routing #: \_\_\_\_\_  
(ACH number of bank, found on your deposit slip)

\_\_\_\_\_ Checking \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
(Check One)

Check here if entire check OR Specific Dollar Amount: \$ \_\_\_\_\_

This authority is to remain in full force and effect until the DISTRICT has received written notification from me of its termination in such time and in such manner as to afford the DISTRICT and FINANCIAL INSTITUTION a reasonable opportunity to act upon it.

\_\_\_\_\_  
Signature Date

*Please attach a copy of a VOIDED checking/savings deposit slip for verification. Your first direct deposit paycheck will be a regular check, due to a test procedure. Account numbers are testing the first paycheck for all new sign-ups and for all changes.*

Original = Employer

Bottom Copy = Employee

## GREENON LOCAL SCHOOLS ADMINISTRATIVE FEEDBACK SURVEY

This instrument is to aid the staff in providing feedback to the building administration. It is to be given by the administrator and/or the administrator may request it to be given by a third party (classroom teacher, county office staff, etc.). The instrument shall be administered during a staff meeting with all completing the instrument on an individual basis.

The information received through the instrument is confidential and shall remain in the hands of the building administrator.

If there are areas one wishes to discuss with the building administrator(s), a conference is encouraged.

Name of Administrator \_\_\_\_\_

Building/Position: \_\_\_\_\_

***E = Excellent    G = Good    A = Average    F = Fair    P = Poor    U = Unable to Assess***

What is your opinion concerning this administrator's:	RATING					
	<u>E</u>	<u>G</u>	<u>A</u>	<u>F</u>	<u>P</u>	<u>U</u>
1. <b>VERBAL FLUENCY:</b> (Does s/he express his/her ideas smoothly? Is s/he articulate?)						
2. <b>CONSIDERATION OF OTHERS:</b> (Is s/he patient, understanding, considerate, and courteous?)						
3. <b>ATTITUDE TOWARD HIS/HER JOB:</b> (Does s/he show interest and enthusiasm toward his/her work?)						
4. <b>TECHNICAL COMPETENCE:</b> (Does s/he have a thorough knowledge and understanding of his/her field?)						
5. <b>ACHIEVEMENT DRIVE:</b> (Does s/he have the initiative and persistence needed to accomplish meaningful goals?)						
6. <b>SUPPORTIVENESS:</b> (Does s/he support those responsible to him/her?)						
7. <b>FLEXIBILITY:</b> (Is s/he able to adjust rapidly to changes in plans or procedures?)						
8. <b>PERFORMANCE UNDER STRESS:</b> (How does s/he function under pressure?)						
9. <b>OPENNESS:</b> (Does s/he consider divergent views?)						
10. <b>ENCOURAGEMENT OF STAFF PARTICIPATION:</b> (Does s/he involve staff in decision-making?)						

<b>What is your opinion concerning this administrator's:</b>	<u>E</u>	<u>G</u>	<u>A</u>	<u>F</u>	<u>P</u>	<u>U</u>
11. <b>ABILITY TO DELEGATE RESPONSIBILITY:</b> (Does s/he assign tasks to personnel capable of carrying them out?)						
12. <b>INNOVATIVENESS:</b> (Is s/he willing to try new approaches or methods?)						
13. <b>SUCCESS IN COMMUNICATING EXPECTATIONS</b> (Does s/he define and explain what is expected of staff members?)						
14. <b>FAIRNESS:</b> (Does s/he treat staff members in an unbiased and impartial manner?)						
15. <b>MAINTENANCE OF STAFF MORALE:</b> (Does s/he create a feeling of unity and enthusiasm among those in contact with him/her?)						
16. <b>MAINTENANCE OF STUDENT DISCIPLINE:</b> (Does s/he follow established procedures consistently and to completion?)						
17. <b>DECISION-MAKING ABILITY:</b> (Does the evidence indicate that s/he is able to make constructive decisions?)						
18. <b>EVALUATING ABILITY:</b> (To what extent does s/he objectively evaluate programs and practices?)						
19. <b>MANAGERIAL SKILL:</b> (Does s/he coordinate the efforts of those responsible to him/her so that the organization operates at peak efficiency?)						
20. <b>AWARENESS:</b> (To what extent is s/he conscious of the problems that exist on your level?)						
21. <b>SELF-CONTROL:</b> (Does s/he maintain control of his/her emotions when things are not going right?)						
22. <b>LEADERSHIP SKILL:</b> (Does the leadership result in the attainment of mutually accepted goals?)						
23. <b>DAILY SCHEDULE AND SPECIAL EVENTS:</b> (Does the administrator notify the staff about daily changes as soon as possible?)						
24. <b>AVAILABILITY OF ADMINSTRATOR:</b> (Is a procedure established to ensure communications between staff and administrator?)						
25. <b>LISTENING SKILLS:</b> (Does the administrator listen to my ideas and concerns?)						
26. <b>LEVEL OF SUPPORT:</b> (Does s/he give me the support in time and resources that I need to align classroom instruction to standards?)						

**27. PLEASE LIST WHAT YOU ESPECIALLY LIKE OR APPRECIATE ABOUT THIS ADMINISTRATOR:**

**28. PLEASE LIST SUGGESTIONS FOR IMPROVEMENT FOR THIS ADMINSTRATOR:**

**29. ARE THERE ANY GENERAL COMMENTS OR SUGGESTIONS YOU WOULD LIKE TO MAKE?**

APPENDIX S

**GREENON LOCAL BOARD OF EDUCATION**

**JOB DESCRIPTION Locator Index: 5.01**

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

Incumbent: \_\_\_\_\_

Title: **5.01 Classroom Teacher**

Reports To: Principal, Local Superintendent

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. Valid driver's license.
2. Appropriate State of Ohio teaching certification.
3. Demonstrates a sincere desire to aid all students.
4. Good health, high moral character, and good attendance

records.

General Description: Helps students to learn subject matter and skills which will lead toward the fulfillment of their potential for intellectual, motional, and psychological growth. Directs and evaluates the learning experiences of the students in activities sponsored by the school.

Essential Functions:

1. Maintains records as required district policy; maintains professional ethics.
2. Establishes and maintains cooperative professional relationships.
3. Provides evidence of professional growth.
4. Models appropriate dress.
5. Provides guidance and counsel to the students which will promote their welfare and their proper educational development.
6. Administers the classroom and its program of organization and management. Discipline and control should be maintained at all times with those whom the teacher is charged with supervising.

7. Establishes and maintains cooperative relationships with parents through effective use of interim reports, report cards, and conferences.
8. Writes clear and usable plans.
9. Lesson plans indicate direction for instruction.
10. Lesson plans indicate implementation of courses of study.
11. Submits lesson plans on time.
12. Demonstrates knowledge of subject matter.
13. Be prompt in arriving in and dismissing a class in conformity with school schedules, as well as reporting promptly to school and to any meetings called. The teacher is not to leave school before the regular scheduled time unless permission is secured from the principal.
14. Presents clear, complete, and accurate explanations suitable to level of learners.
15. Approaches subject matter in a positive and enthusiastic manner; presents subject matter in a calm, self-confident, and poised manner.
16. Receives learners' questions comfortably and answers them clearly and completely.
17. Gives positive reinforcement to acceptable academic and social behavior.
18. Consistently confronts undesirable behavior with firmness and fairness.
19. Gives clear and concise instructions.
20. Begins and ends lessons on time.
21. Monitors student behavior and activities.
22. Shows respect and consideration for students, staff, parents, and so forth.
23. Cooperates with extended exceptional programs, i.e., DH, LD, STP, Small Group Instruction, and so forth; endeavors to make provisions for individual differences in students.
24. Presents objectives clearly.
25. Presents material relevant to the objective clearly and accurately.
26. Provides activities that will help learners meet the objectives.

27. Asks relevant questions throughout the lesson to check for understanding.
28. Asks questions of varying difficulty.
29. Encourages active student participation.
30. Periodically assesses student progress
31. Provides homework that is relevant to the learning objective.
32. Maintains accurate pupil accounting records and becomes familiar with the cumulative records of all students in classes.
33. Provides for the care and protection of district property.
34. Keeps an active record of texts, supplies, and equipment used in the classroom.
35. Fosters desirable school-community relationships.
36. Refers attendance, health, and psychological/emotional problems to principal and/or guidance counselor.
37. Assists in the selection of textbooks, equipment, and other instructional materials.
38. Accepts a share of responsibility for committees and co-curricular activities as assigned.
39. Attends county, district, and faculty meetings (seminars, conferences, workshops, and so forth) as adopted in the district's calendar unless excused by the principal.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Conducts other duties related to the teacher's duties as assigned by the principal or local superintendent.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

**GREENON LOCAL BOARD OF EDUCATION  
JOB DESCRIPTION**

**Title: 5.01 Classroom Teacher**

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Local Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Greenon Local Board of Education Personnel Policy Manual.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

***Other Job Descriptions are available in the Greenon Local Board Office.***