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COLLECTIVE BARGAINING AGREEMENT

between the

MAPLETON TEACHERS' ASSOCIATION

and the

**MAPLETON LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

July 1, 2011 through June 30, 2013

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This Agreement is entered into by and between the Board of Education of the Mapleton Local School District (hereinafter, the “Board”) and the Mapleton Teachers’ Association (hereinafter, the “Association”).

ARTICLE I -- RECOGNITION

- A. The Board is the locally elected body charged with the final responsibility of establishing policies for the Mapleton Local School District. The establishment of said policies shall be in accordance with law and shall not conflict with the terms and conditions of this Agreement.

- B. Recognition
 - 1. The Board recognizes the Association as the exclusive bargaining representative for all members of the bargaining unit. The bargaining unit shall include all teachers (hereinafter, the bargaining unit members) who are employed by the Board, including those teachers who are part-time, on an approved leave of absence, or in a lay off status, as a result of a reduction in force, except for the following:
 - a. Management level employees
 - b. Supervisors
 - c. Seasonal and casual employees
 - d. Tutors
 - e. Substitutes who work less than sixty (60) days in the same position.
 - 2. Definitions with regard to Recognition and the bargaining unit shall be in accordance with ORC 4117.
 - 3. Recognition shall continue until such time that the Association is replaced by another employee organization in accordance with the provisions of O.R.C. 4117. For the duration of this recognition the Board agrees not to recognize, extend organizational rights, nor bargain with any other organization of teachers.

ARTICLE II -- NEGOTIATIONS PROCEDURE

- A. Principles
 - 1. This negotiation procedure is a commitment between the Board and the Association to reach mutual agreement regarding the items to be included in the Master Agreement.
 - 2. All negotiations shall be conducted in “good faith” and with the recognition that negotiations is a shared process including the following:

- a. Each team shall come to the table with the intention of reaching mutual agreement, not of dogmatically pursuing preconceived positions. This involves reacting to the other team's proposals and counterproposals with good and sufficient reasons based on the best information available.

B. Scope of Negotiations

The Board and the Association agree that the scope of negotiations shall include all matters with respect to:

1. Wages.
2. Hours.
3. Terms and conditions of employment.
4. The continuation, modification, or deletion of an existing provision of a collective bargaining agreement.

C. Negotiation Teams

1. The Board or its representative(s) will meet with the representatives designated by the Association for the purpose of discussion and reaching satisfactory agreements. All negotiations shall be conducted between said representative teams exclusively. Representatives named shall be solely at the discretion of the respective party.
2. Not more than three (3) members from each negotiation team shall participate in any one (1) negotiation session; however, each team shall be permitted to have two (2) observers at each negotiation session. These observers shall be without the right to speak or to participate verbally in the proceedings.
3. The negotiation teams may call upon professional and lay consultants (other than the designated team members) to assist in all negotiations. One (1) such consultant shall be entitled to attend bargaining session(s) and shall be allowed to speak with regard to their area(s) of expertise. The expense of such consultants shall be borne by the party requesting them.

D. Negotiations Procedure

1. Either the Board or the Association may cause negotiations for a new agreement to commence by giving written notification to the other party that it desires to open negotiations for the purpose of making modification(s) to the existing Collective Bargaining Agreement. Such notice by the Association shall be served on the Superintendent of Schools and notice by the Board shall be served on the President of the Association.
2. The collective bargaining process for a successor agreement shall commence no more than one hundred twenty (120) nor less than ninety (90) calendar days prior to the expiration date of the existing Collective Bargaining Agreement and shall

be at a mutually acceptable time within ten (10) days of the date that the initiating notice was served.

3. At the initial meeting the parties shall submit, in writing, their proposals and, thereafter, additional items shall not be submitted by either party unless the other party consents thereto. Proposals shall specify in form and detail that to which agreement is sought in terms acceptable to the proponent without clarification and supplementation, which if agreed to by the other party shall express the full agreement between the parties with respect thereto.
4. All meetings shall be conducted in executive session on other than school time and shall not normally exceed three (3) hours unless an extension of such time is agreed to between the parties.
5. At the conclusion of each negotiation session, a time and place for the next session shall be mutually set.
6. Following the initial meeting, such additional meetings shall be held as the teams may require to reach an agreement or to declare impasse.
7. Prior to and during negotiations, the Board agrees to provide to the Association, upon written request, and within a reasonable period of time, essential information concerning the financial resources of the school district and such other information as may assist the Association to develop intelligent and accurate proposals.
8. During a negotiations session, either team may call for a caucus as needed. Such caucus shall not exceed thirty (30) minutes each.
9. Either team may adjourn any meeting when it appears that meaningful progress cannot be made.
10. While negotiations are in progress, there shall be no media news releases, but either team may make progress reports to its organization or board.
11. During a negotiations session, items submitted may be tabled or temporarily set aside, if both parties agree. These tabled items shall receive first consideration at the next scheduled negotiations session.

E. Agreement

1. As tentative agreement is reached on each section, it shall be reduced to writing and initialed by the official spokesperson of each team.
2. When tentative agreement has been reached on all items to be negotiated, the proposed agreement shall be submitted to the Association for ratification first and then to the Board for final approval. The Board shall make said adoption or

rejection at the earliest possible time, but in no case more than ten (10) days, after notification by the Association that the tentative agreement has been ratified unless mitigating circumstances exist which are beyond the control of the Board.

3. When approved by both parties, the new agreement shall constitute the Collective Bargaining Agreement and shall be binding on both parties.

F. Impasse – Mediation

1. If in the course of negotiations of at least forty-five (45) calendar days, either or both of the parties determine that an impasse exists (persistent disagreement) on items not tentatively agreed upon a mediator shall be requested from the Federal Mediation and Conciliation Service (FMCS).
2. A declaration of impasse shall be in writing and shall be delivered to the Superintendent of Schools if the impasse is initiated by the Association. The written declaration of impasse shall be delivered to the President of the Association if initiated by the Board. Within five (5) school days, or seven (7) calendar days if during the summer recess, of the declaration of impasse, a joint request will be made to the Federal Mediation and Conciliation Service (FMCS).
3. In the event the parties are unable to reach agreement ten (10) days prior to the expiration of the existing Agreement, then the Association shall have the right to proceed in accordance with Section 4117.14(D)(2) and Section 4117.18(C) of the Ohio Revised Code, such right being modified by future changes, if any, to the Ohio Revised Code.

ARTICLE III -- GRIEVANCE PROCEDURE

A. Definitions

1. A “grievance” is a claim by the Association or a member of the Bargaining unit that a dispute or disagreement exists involving the interpretation or application of the terms of the Collective Bargaining Agreement. Any grievance advanced to the Formal Procedures shall state specifically the article(s) that has allegedly been violated.
2. An “Association Representative” is a member of the Association or a person designated by the Executive Committee of the Association.
3. A “day” shall be interpreted to mean a “school day” throughout this entire Collective Bargaining Agreement unless specifically otherwise defined.
4. A “teacher” shall be defined as any member of the bargaining unit.
5. “Grievant” shall mean the association or a bargaining unit member.

B. Informal Grievance Procedure

1. The grievance procedure must be initiated within twenty (20) calendar days, excluding scheduled vacation days and calamity days, from the time the grievant knew or should have known of the alleged grievance.
2. A teacher with a grievance shall initiate this grievance procedure in one of the following ways:
 - a. The teacher may present the grievance to his/her immediate supervisor and discuss the matter in his/her own behalf; or
 - b. He/she may request that a representative of the Association accompany him/her in presenting the grievance, and the representative may speak on behalf of the grievant, if desired by the grievant. The immediate supervisor shall not initiate a consultation related to the grievance with the grievant prior to the scheduled meeting.
3. If, during the course of the informal meeting the grievant so desires, he/she may request in writing that the administrator submit his/her decision to the grievant in writing. This written decision shall be rendered within five (5) calendar days following the informal meeting.

C. Formal Grievance Procedure -- Level One

1. In the event that a grievance is not satisfactorily resolved at the Informal Grievance Procedure (B):
 - a. The Association Grievance Committee will determine whether it believes the grievance merits further consideration. If so, the Committee will notify the Superintendent or other designated representative in writing of its intention to pursue the grievance further; or,
 - b. In the event that the Association Grievance Committee does not wish to pursue the grievance further, the grievant may pursue the grievance by following the normal procedures.
2. Regardless of whether the Association or the grievant pursues the formal grievance, written intent must be received by the Superintendent or other designated representative within seven (7) calendar days after the date of the Informal meeting.
3. Once the formal grievance has been filed, a meeting will be held between the grievant and the Superintendent or other designated representatives within fourteen (14) calendar days of the date the Informal meeting was held.

- a. The grievant shall be in attendance with appropriate documentation to support the grievance.
- b. Witnesses may be called to testify.
- c. The administrative decision shall be given in writing to the chairperson of the Association Grievance Committee and the member, if such member is the grievant within seven (7) calendar days after the completion of this meeting.

D. Formal Grievance Procedure -- Level Two

1. If the grievance is not resolved at Level One, it may be appealed to the Board by filing written notice with the Superintendent within ten (10) calendar days of the date the written decision at Level One. The written notice of intent to appeal shall state the basis for the appeal.
2. The Board shall meet within fourteen (14) calendar days following receipt of such notice to hear the appeal. Such meeting shall be in executive session.
3. The Board shall submit a written decision on the appeal to the Chairperson of the Association Grievance Committee and the grievant, within ten (10) calendar days after the Board meeting.

E. Formal Grievance Procedure -- Level Three

1. If the grievance is not resolved at Level Two, the Association only may request that the grievance be submitted to arbitration.
2. The request for arbitration shall be in writing to the Superintendent within fourteen (14) calendar days after the date of the written disposition at Level Two.
3. Within seven (7) calendar days after receipt of the request for arbitration by the Superintendent, the Superintendent or his/her designated representative and the Association or its designated representative shall petition the American Arbitration Association to provide a list of nine (9) arbitrators in accordance with its Voluntary Labor Arbitration Rules. Selection of the arbitrator shall, likewise, be in accordance with such rules.
4. Once the arbitrator has been selected, he/she shall conduct a hearing as soon as mutually agreeable on the grievance in accordance with the rules of the American Arbitration Association.
 - a. As soon as possible after the arbitration hearing, the arbitrator shall submit his/her written decision. It shall set forth his/her findings of fact, reasoning, and conclusion on the issue(s) submitted. The arbitrator's decision will be binding. The arbitrator does not have the authority to amend, add to, subtract from, nor modify the terms and conditions of the Agreement.

- b. The cost of the arbitrator will be paid by the Board if the decision is in favor of the grievant. If the decision is in favor of the Board, the Association or the grievant will pay the costs. If the decision favors both sides, the cost of arbitration will be divided equally between both parties.

F. Additional Provisions and Procedures

1. A grievance which affects a group of members or the Association may be submitted in writing by the Association. If a grievance appears to arise from the actions of an authority higher than the immediate supervisor and/or affects a group of members or the Association, it may be submitted at Level Two described herein.
2. All documents, forms, communications, and records dealing with any level of the procession of a grievance shall be filed separately from the personnel file(s) of the participant(s).
3. At any level of the grievance procedure, either party may call witnesses and present data to support their position concerning the grievance. However, the costs, if any, shall be borne by the party they represent.
4. The failure at any level or step of the procedure of the administrator or the Board to communicate a decision called for in writing on a grievance within the specified time limits shall cause the grievance to be automatically advanced to the next step of the procedure. The grievant will be informed in writing, within five (5) days, that the grievance has been advanced.
5. The time limits provided for in this grievance procedure shall be strictly observed, but may be extended by written agreement of both parties.
6. The failure at any level or step of this procedure of the Association or the grievant to appeal a grievance to the next level within the specified time limits shall be deemed to be an acceptance of the decision rendered at that level.
7. Reasonable efforts shall be made to process grievances and to resolve them at times other than the regularly scheduled working day of the grievant. If a grievance hearing must be held during the regular scheduled workday, the grievant shall suffer no loss in pay.
8. The grievant may be represented at any or all levels of the grievance procedure by a representative of the Association.
9. No grievance may be submitted to arbitration without the consent of the Association.

10. A grievant shall have the right to present a claim in accordance with the procedure described herein, free from interference, coercion, restraint, discrimination, or reprisal, except that it shall be subject to the right of the Association to be present at all hearings, to offer testimony, and to receive a copy of the written dispositions at each level. The adjustment of a grievance(s) shall not be inconsistent with the terms and conditions of this contract.

ARTICLE IV -- ASSOCIATION RIGHTS

A. Information Concerning Board Meetings

1. At least twenty-four (24) hours prior to each regular Board meeting, the Board shall make available to the Association a copy of the following:
 - a. The Official Agenda.
 - b. The unapproved minutes of the prior Board meeting.
 - c. The monthly financial report, upon request with the Association paying the actual cost.

B. Board Meeting Participation

The Board shall allow the Association representative a reasonable period of time to speak during the time reserved for public participation at Board Meetings.

C. Directory Information

Upon request, the Board shall provide the names, addresses, and teaching assignments of the members, except that no such request shall be honored after receipt of a ten (10) day notice of intent to strike, or during the term of a strike, said exception stated above shall not in any way effect the Association's right to any and all public documents.

D. Mailing Privileges

The use of school mail boxes, a specified bulletin board in each building, and the use of each school intercom other than during the hours school is in session shall be provided by the Board for Association business.

E. Teacher Orientation Meetings

During orientation meetings, the Board shall allow the Association representative to address the staff for the exclusive purpose of soliciting membership and explaining services offered by the Association.

F. Use of School Buildings

The Association shall have the right to use school buildings for Association meetings after the teacher workday. The Association shall give the building principals reasonable notice of its desire to use a particular building for a meeting. A meeting room shall be provided for the Association unless the facility has been previously scheduled for another school function.

The Board may charge the Association for any custodial overtime or security service required if the Association meeting is to occur during a time when the building is normally closed. The amount of said fee shall be indicated at the time the facility is contracted for by the Association.

G. Transaction of Association Business

1. Duly authorized representatives of the Association, NCOEA, OEA, and/or NEA may transact Association business on school property at any time provided, however, that no such business shall be conducted at a time that will interfere with the student educational program.
2. Any bargaining unit member shall have the right to representation provided by a person or persons of his/her choice at any meeting with the administration or an administrative representative where the subject of the meeting can reasonably be assumed to be discipline of the bargaining unit member or continuation of the employment of the bargaining unit member. Upon the request of the member such meeting will be delayed until such representation can be present; however, such delay should normally not exceed fourteen (14) calendar days.

H. Use of School Equipment

Before or after the teacher workday, the Association may use school telephones, computers, copy machines, and audio-visual equipment provided that they are not being used or are not required for any school business or activity. The Association shall be responsible for actual Board cost of material and services.

I. Association Leave

A maximum of two (2) Association officers and/or delegates who request leave to attend meetings of regional, state or National representative assemblies, other state association meetings or other association business shall be granted a maximum of four (4) total leave days per year. The Board shall not pay any expenses of Association members including the expense of substitutes necessary to fill the vacancies for those members taking leave.

J. Association Inservice

The Board shall provide the Association the equivalent of one-half (1/2) of a regular school day for an Association In-Service activity on a date and time and at a place approved by the Superintendent, one time during the school year. The Association shall provide the Superintendent with an advance written request for such a meeting to allow for the planning and to provide for any adjustments in the school schedule.

The In-Service shall be scheduled so that it will not interfere with the minimum student day as prescribed by the state minimum standards.

K. Right to Fair Share

1. Payroll Deduction of Fair Share

The Mapleton Board of Education shall deduct from the pay of teachers who elect not to become or remain members of the Mapleton Teachers' Association, a fair share fee for the Association's representation of such non-members.

Current teachers, who prior to July 1, 2001, were not members of the Mapleton Teachers' Association, shall not be required to pay a fair share fee for the duration of the current Collective Bargaining Agreement.

2. Notification

Notice of the amount of the annual fair share fee (which shall not be more than 100% of the unified dues) shall be transmitted by the Association Treasurer to the Treasurer of the Board on or about September 15 of each year during the term of the contract for the purpose of determining amounts to be payroll deducted. The employer agrees to promptly transmit all amounts deducted to the Association.

3. Schedule of Fair Share Fee Deductions

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

(1) Sixty (60) days of employment in the bargaining unit or January 15;

(2) Upon termination of membership during the membership year.

The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member (amount of fee yet to be deducted shall be the annual fair share fee less the amount previously

paid through payroll deduction). The deduction of said amount shall commence on the first date occurring on or after forty-five (45) days from the termination of membership.

- b. The employer further agrees to accompany each such transmittal with a list of the names of the bargaining unit member(s) for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.

4. Indemnification of Employer

The Association, on behalf of itself and the OEA and NEA, agrees to indemnify the Employer for any cost of liability incurred as a result of the implementation and enforcement of this provision provided that:

- a. The Employer shall give ten (10) days written notice of any claim made or action filed against the employer by a non-member for which indemnification may be claimed;
- b. The Association shall reserve the right to designate counsel to represent and defend the Employer.
- c. The Employer agrees to (1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, (2) permit the Association or its affiliates to intervene as a party if it so desires, and/or (3) not oppose the Association or its affiliates' application to file briefs amicus curiae in the action.
- d. The Employer acted in good faith compliance with the fair share fee provision of this contract; however, there shall be no indemnification of the Employer if the Employer willfully fails to apply (except due to court order) or misapplies such fair share fee provision herein.

5. Procedure for Rebate

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

Additionally, the Association represents that an internal procedure exists to allow fair share fee payers to prove religious objection to the fair share fee, and upon proof of objection, donate the fair share fee to a mutually agreeable and legally recognized charitable organization.

ARTICLE V -- TEACHERS' RIGHTS

A. Teachers' Rights Under Law Not Abridged

Existing rights guaranteed by law to members of the bargaining unit (hereinafter, the member or the members) shall not be limited by this agreement. Where applicable this agreement may raise standards above specified state minimums. However, this paragraph shall not pertain to, abrogate not supercede the Teacher Evaluation Procedures contained in this Collective Bargaining Agreement.

B. Academic Freedom

Members shall have academic freedom. Such freedom shall be exercised within the bounds of general standards of professional responsibility and shall not prohibit consultation and direction by Board representatives.

C. Teacher Evaluation

1. Objectives

- a. To improve the effectiveness of each member's classroom instruction.
- b. To assist the member in improving areas of instructional concerns.
- c. To provide the methods for improving areas of instructional aims.
- d. To furnish each member with an evaluation of his/her teaching procedures by the building principal.
- e. To develop a continuous, constructive, and cooperative experience between the staff and the administration for improving professional performance.

2. Method

a. Formal Evaluation

- 1) All members shall be evaluated in conformance with the terms of this agreement.
- 2) All evaluations of a member shall be in writing and shall be recorded on the approved evaluation form.
- 3) The formal program for staff evaluation shall be accomplished through personal classroom observations and shall consist of the following procedures:
 - i. Pre-observation conference. (Appendix 2)
 - ii. Teacher Observation Form. (Appendix 3)

- iii. Observation conference.
- iv. Summative Evaluation Form. (Appendix 4)

- 4) Each observation shall be based upon at least twenty-five (25) continuous minutes in the classroom with the member during a time when the member is in the performance of his/her duties as stipulated in his/her contract.
- 5) At the pre-observation conference, the time and date for the observation shall be determined by mutual agreement.
- 6) Each member shall receive a copy of the observation notes at the conclusion of the observation period.
- 7) Within ten (10) school days following an observation, a conference to evaluate the observation shall be held between the evaluator who observed the member and the teacher who is observed.
- 8) At the final evaluation conference the member shall receive a signed copy of his/her evaluation on the prescribed form.
- 9) For purposes of this contract, "evaluator" will be defined as the member's building principal and/or assistant principal.

b. Informal Observations

- 1) Informal observations are those occasions when the evaluator enters the classroom to observe the criteria specified in the observation form. Visits for other purposes shall not be construed to be either formal or informal observation.
- 2) Informal observations that are to be used as a part of the formal evaluation procedure shall be limited to the same number as that of formal observations required for each member unless the use of other informal observations for the purpose of evaluation is agreeable to the member.

3. Conditions

- a. Each formal evaluation observation shall be conducted with full knowledge of the member that he/she is being observed for the purpose of evaluation.

- b. No member shall be observed for the purpose of an evaluation on a day immediately before or after a vacation, on a day in which the normal school day has been interrupted by an school assembly (members may be observed on those days when an all school assembly is scheduled at the end of the student day), or on the last day of a grading period.
- c. Conferences for discussion of observations and the final written evaluation shall not be held with an administrator the day before or after vacation periods.
- d. Evaluation shall rate the entire job performance of the teacher and shall address the following:
 - 1) Areas of deficiency, if applicable.
 - 2) Method for improving, correcting, or eliminating deficiencies.
 - 3) Administrator's role in aiding the teacher in correcting the deficiencies.
 - 4) The primary responsibility for improvement rests with the teacher.
- e. Upon the request of the member, or when an evaluation rating of needs improvement or unsatisfactory occurs, the evaluator shall provide a written plan for improvement which shall provide for direct help and assistance by the evaluator or through other resources.
- f. Written evaluations shall be confined to the current school year. However, areas covered in the past year's evaluation can be included for reference and noted improvements.
- g. Critical remarks, areas of deficiency, and/or complimentary remarks shall be documented by specific examples.
- h. It shall be the member's right to have an Association representative present at the final evaluation conference.

4. Frequency

- a. First year members shall receive up to three (3) observations and at least one (1) written evaluation for the year.
- b. Members eligible for a new limited contract and those members who may be considered for continuing contract shall be observed and evaluated up to three (3) times during the school year during which such consideration will occur.

The first such observation shall occur no later than November 1 and the subsequent observations, if any, shall be at least thirty (30) calendar days apart.

The involved member shall be informed in writing after each observation of any and all deficiencies that were noted. The member shall be granted thirty (30) calendar days in which to remedy said deficiencies. If deficiencies are of such magnitude that non-renewal of the member's contract is being considered, or deficiencies that have been identified have not been corrected, the evaluator will within five (5) school days after the last evaluation where the evaluator believes deficiencies that have been identified have not been corrected, notify the involved member of the potential for non-renewal of his/her contract.

- c. Tenured members and members on long term contracts shall be evaluated at least once every two (2) years. If cause or concern is shown in the most recent evaluation, the member may be evaluated more than once every two years. A member cannot be evaluated more than three (3) times a year. Cause must be indicated to the member in writing.
- d. All members have the right to use the video tape equipment for the purpose of self-evaluation.
 - 1) Tenured members and long term contract members have the right to substitute a video taped class session for the classroom observation, however, it must be viewed by the principal.
 - 2) First year members and members eligible for continuing contracts may have one (1) class session video taped and viewed by the principal. Student curriculum-related uses of audio-visual equipment shall take priority over the use of such equipment for evaluation purposes. If the video equipment is scheduled for other educational purposes, it shall not be available for evaluation.
 - 3) Any member may substitute a video taped class session for one (1) of the observations which would have to be viewed by the principal.
- e. All members who choose to use a video taped class session shall not have to show it to the principal until they are completely satisfied with the taping session.

5. Dissent

- a. Evaluation conferences shall be held by the evaluator no later than ten (10) calendar days after each observation. At the end of the final evaluation conference, both the member and the evaluator shall sign and date the evaluation form. The member's signature shall indicate that he/she has read the evaluation, not that he/she agrees with the evaluation.

- b. It shall be the member's right to attach a statement of rebuttal to the evaluation form within ten (10) calendar days following the member's signing of the evaluation form. This rebuttal statement shall be initialed by the evaluator to signify that he/she has read it, and it shall thereafter be considered a part of the evaluation form.
- c. This written rebuttal shall be placed in the member's personnel file attached to the evaluator's written evaluation.
- d. All criticism in the rebuttal to the evaluator's evaluation shall be supported by the member with specific comments. The member shall be provided a copy of all final evaluation form(s). Such forms shall be provided at the time of the evaluation conference.

6. Instruction

- a. The "normal" methods of instruction are predominantly the responsibility of the teacher; however, the administrator has the obligation to suggest alternative methods which might be helpful in improving the instruction by the member.
- b. Evaluation comments should refer only to those areas over which the classroom teacher has direct control. For example, lack of furniture, space, supplies, and class size are areas over which the member has no control and therefore are not acceptable criteria in the evaluation process.

7. Distribution

- a. A copy of the pre-observation conference form, the actual observation notes, the final evaluation form, and the member's rebuttal, if written, shall be received by both the member and the administrator/evaluator.
 - b. Copies of the final evaluation shall be placed in the involved member's personnel file for at least a six (6) year period. Removal of evaluations shall only occur with the approval of the member.
8. The observation/evaluation procedures stated above shall supersede the observation/evaluation procedures specified in Section 3319.111 of the Ohio Revised Code.

D. Personnel Files

- 1. Each member's personnel file shall be maintained in the office of the Treasurer of the Mapleton Local School District. The Treasurer shall be solely responsible for the maintenance of these files. The personnel files system shall be maintained/administered in accordance with ORC 1347.

2. The contents of the personnel files shall consist of:
 - a. A completed application form.
 - b. A copy of his/her teaching certificate that is currently valid.
 - c. A copy of contracts issued by the Board.
 - d. Copies of salary notices.
 - e. A transcript of college credits as supplied by the member.
 - f. Records for payroll deductions.
 - g. Withholding statements.
 - h. Current evaluations and rebuttals.
 - i. Letters of recommendation.
 - j. Reprimands and rebuttals.
 - k. Any other documents as required by law.
3. The personnel file shall not include:
 - a. Anonymous letters or materials.
 - b. Association correspondence to the administration or Board.
4. Each member shall have the right, upon written request, to review the contents of his own personnel file. A representative of the Association and/or legal counsel of the member may at the request of the member accompany said member in the review of the personnel file of that member only.
5. The Treasurer shall maintain strict control over the review and release of material from personnel files in accordance with the law.
6. Each member shall have the right to a copy of any material contained in his/her own personnel file. The copy is to be made at the member's expense by the Treasurer.
7. After the effective date of this provision, the member(s) shall have the right to read and shall receive a copy of (at no charge) all information, except transcripts, that is/are to be placed in the file and shall indicate that the material has been viewed by placing his/her signature and the date on the material. The signing of the material does not indicate that the member agrees with the content of the document. Further, the member shall have the right to respond, in writing, to any material that is to be placed in the file. Said response shall be attached to and shall become a part of the document that is to be placed in the file. The response shall be included should disbursement of the original document be made.

E. Reduction in Force (RIF)

1. When by reason of decreased enrollment of pupils, or financial reasons, or the return to duty of regular teachers after leaves of absence, or by reason of suspension of schools or territorial changes affecting the district or by retirement of a member, a reduction of certificated staff may be made. Such reduction shall

be made by suspending contracts giving preference to teachers on continuing contracts and teachers with greater district-wide seniority. For the purposes of this Agreement, "financial reasons" shall be defined as a reduction in general fund revenues not less than five percent (5%) as certified by the Amended Certificate of Estimated Resources approved and verified by the Auditor's office.

2. The procedures for a reduction are as follows:

- a. Implementation of a RIF program shall be effective as of August 1 of any year when a RIF is implemented.
- b. On or before March 1, preceding the date of implementation, the Association president shall be notified of the Board's intent to consider a RIF program.
- c. A meeting shall be held between the representatives of the Association and the Superintendent and his/her designee(s) review appropriate data and determine the need for a RIF program. Such reduction shall be reasonable in accordance with the provisions in paragraph E.1. above and such reduction shall be made in accordance with the procedures in this article.
- d. Procedures for determining seniority list(s):
 - 1) A seniority list(s) shall be prepared of all members according to continuous service in the district within each and every area(s) of certification. This list(s) shall be maintained and updated on an annual basis prior to January 15. All approved "leave of absence" will be applied as continuous service for seniority purposes. The list(s) shall include the following information:
 - a) Number of years of continuous service in the district.
 - b) Current teaching area(s).
 - c) Areas of certification (eligible for as of October 1).
 - d) When needed to determine seniority, date of initial employment and date of application for employment.
 - 2) Ties in seniority shall be broken in the following manner:
 - a) The earliest date of initial employment
 - b) The earliest date of application
 - c) Flip of the coin

The seniority list shall be posted in each building for 30 days. Corrections may be made during this time period. However, after 30 days the list shall remain as is.

- e. A formalized list shall be prepared indicating the specific number of positions to be abolished within each area of certification. The certification area(s) of member(s) who will be returning from approved leave of absence will be separately indicated as a part of the aforementioned formalized list. The number of members who will be returning, within an area of certification, will be indicated. This statement shall be prepared prior to April 1 during the calendar year in which implementation is to occur. The Association president shall receive two (2) copies of said list on or before April 1.
- f. The suspension of contracts that would result from the return of members whose Board approved leave of absence is expiring shall be initiated on a position-by-position basis. The contract suspension, if necessary, shall affect the position held by the least senior, as defined by this section, in the area of certification in which the returning member was teaching prior to the leave, unless the returning member can be assigned to an open position for which the member is certified. When the latter occurs, no contract suspension will occur. Said suspensions, with regard to such returning members, shall not result in a reduction in force. Contracts that are suspended as a result of members returning from Board approved leaves of absence shall be processed first and shall be in accordance with the procedures stated in part g (3) below.
- g. Contracts that are to be suspended as the result of members returning from Board approved leaves of absence or a reduction in force will be accomplished by applying the following steps on or after May 1 of the year of implementation.
 - 1) Any return from leave or reduction in force as indicated in parts e and f shall be covered to the extent possible through normal attrition (leave of absence, resignations, retirement, etc.).
 - 2) If suspension of contract(s) by the Board is/are necessary to accommodate the returning member(s) or position reduction, the positions to be abolished, as established in 2 (e), will be applied to the seniority list.
 - 3) The member(s) who presently hold those position(s), as determined in 2 (e), are the member(s) whose contract(s) is/are to be suspended, unless it is possible, for the involved member(s), to bump a member(s), with less seniority in another area for which

the involved member(s) is or can become properly certificated by August 1 of the year of implementation.

- h. A member(s) whose contract(s) is suspended by the Board as a result of a RIF program shall be given written notification by registered mail. This notification shall occur prior to May 15 of the year that the RIF program is to be implemented and shall indicate the date that the Board acted to suspend the member's contract.
 - i. Contract suspensions will be effective on August 1 of the year of implementation, but Board approval must occur on or before May 15.
3. Reemployment of members whose contracts were suspended by a reduction in force shall be in accordance with the following procedures:
- a. Member(s) whose contracts is/are suspended shall be placed on a recall list stating years of total service to the district and subjects for which they are certificated to teach.
 - b. A member on the recall list shall be offered a contract for positions for which he/she is certificated as set forth on the recall list, as positions become available and in keeping with the seniority provisions of this reduction in force procedure - inverse order (last discharged, first employed). Notification will be made by certified mail. It is the responsibility of the members involved to advise the Board of the address where they can be reached.
 - c. A member who is offered a contract under the provisions of this procedure must respond within fourteen (14) days of the receipt of said offer. If a member does not accept a contract or fails to respond in the time stated, the member will retain their seniority position and will be offered the next available opening for which he/she is properly certificated.
 - d. Each member shall remain on the recall list for three (3) years unless he/she waives this right.
 - e. No member(s) new to the district will be employed until all properly certificated members on the recall list have been offered a contract for the position in accordance with the provisions of this procedure.
 - f. Upon reemployment, all rights related to salary and fringe benefits shall be fully restored.
4. Members whose contracts have been suspended under a reduction in force will be given first consideration as casual day-to-day substitutes or long term substitute teachers as the need occurs if they are properly certificated.

5. During the three (3) year time period, members whose contracts have been suspended and who have not been recalled shall have the same contractual status as members who are on an approved unpaid leave of absence. These members have the right to pay the total premium for group life insurance and other benefits for a period of two (2) years.
6. Administrative and supervisory positions are excluded from the provisions of this procedure.

F. Discipline Procedure

1. Discipline Procedure

a. Informal Warning

It is expected that most cases will be disposed of by an informal verbal warning without formal disciplinary action. Such verbal warning shall not be recorded in the member's personnel file.

b. Formal Discipline

No member(s) shall be disciplined, reduced in compensation, demoted or otherwise deprived of any professional advantage without "just cause."

Based upon the severity of the situation, disciplinary action may warrant deviation from the below procedural order.

- 1) First Step – A conference with the immediate supervisor.
- 2) Second Step – A conference with the Superintendent.
- 3) Third Step – Written reprimand(s). All reprimands are subject to rebuttal by the involved member.
- 4) Fourth Step – up to three (3) days suspension without pay.
- 5) Termination.

Excluding Informal/Verbal Reprimands, disciplinary action shall be subject to the grievance procedure.

2. Privacy of Proceedings

No member shall be reprimanded in the presence of other employees or students or in public. Any reprimand shall be conducted in private and all events related thereto shall remain confidential except as required by Ohio statute.

G. Termination and Non-Renewal of Contracts

1. Nonrenewal

a. Nonrenewal of Limited Teaching Contracts for Probationary Employees Who Have Been Employed for Two (2) Years or Less and Who Were Employed by the Board After July 1, 2008

- (1) On or before April 30, limited contract teachers who have been employed for two (2) or fewer years, and who were employed by the Board after July 1, 2008, shall be notified by the Superintendent that they will not be recommended to the Board for rehiring for the next school year. Prior to Board action on their contract, such teachers shall have the right to meet with the Board in executive session with representation to present their case.
- (2) This nonrenewal procedure for teachers who have been employed for two (2) or fewer years supersedes all provisions of O.R.C. §3319.11 and O.R.C. §3319.111, and such teacher shall have no right to challenge said nonrenewal pursuant to the negotiated grievance procedure, O.R.C. §3319.11 or §3319.111, or in any other legal forum.

b. Nonrenewal of Limited Teaching Contracts for Employees Who Have Been Employed for More Than Two (2) Years or Who Were Employed on or Before July 1, 2008

Such contract nonrenewal shall be in accordance with O.R.C. §3319.11.

2. Termination

Termination shall be in accordance with O.R.C. §3319.16 and related law.

H. Teacher Recommendations for Promotion and Retention

1. All members shall have the right to make recommendations regarding the promotion or retention of students in their classes. These recommendations are to be considered by the building principal and, if necessary, the Superintendent.
2. A copy of the proceeding involving the promotion or retention of a student including the member's recommendation will be included in the student's permanent record file. Both the member and the building principal shall sign all copies of these proceedings.

I. Member Emergency Security Program

1. The Member Emergency Security Program is designed to assist members who experience a serious accident or major illness for which they do not have adequate sick leave as covered under Article VI, Section A of this contract.

To be eligible a member must have used all available sick leave, requested and then used the five (5) days advance provided for in the contract and the teacher must be recovering from a specific illness or injury of twenty (20) consecutive days or more. The amount of sick leave awarded under this program shall not exceed the number of days remaining in that current school year or the number of days available in the pool.

The Emergency sick leave program shall be administered by a committee composed of two (2) bargaining unit members and two (2) administrators.

The bargaining unit members shall be appointed by the Association president. The Committee shall approve use of the pool by certificated employees who have:

- (a) used all available sick leave, earned and borrowed;
 - (b) presented a physician's certificate indicating his/her absence is due to a single illness or accident that will last, or exceed, twenty (20) consecutive days (a second opinion may be required);
 - (c) contributed to the sick leave pool of this program. Eligibility is to be based on the contribution of at least one (1) sick leave day. In the case of new employees hired after September 1, such contribution must be made within fifteen (15) days of their hiring by the Board. Members who are not enrolled may do so between September 1 and October 1 of each school year. The member enrolls by notifying the Treasurer in writing.
2. It is hereby agreed that a member who wishes to use the sick leave pool do so with the understanding that the teacher intends, circumstances permitting, to return to work. Furthermore, the Sick Leave Pool may not be used in lieu of either STRS disability or disability insurance paid for by the employee or the Board.

The following criteria will be used to determine the number of days provided to the member from the pool:

- (a) Up to thirty (30) days may be provided to the member upon initial approval of the committee;
- (b) If the member exhausts the initial thirty (30) days, the member's situation will be reevaluated by the committee.

- (c) The committee may approve additional days in installments of no more than fifteen (15) days. The member's situation must be reevaluated prior to each additional installment of fifteen (15) days.

Once an employee applies for disability he/she may draw from the sick leave pool until the last pay period in the month before STRS (or personal) disability payments start or up to the end of the school year of application, whichever is first as long as the criteria are met. No payment can be received in the month STRS (or personal) disability starts.

- 3. The sick leave pool is formed from the contribution of one (1) day of accumulated sick leave from each member who wishes to participate in the program. Once a day has been contributed to the sick leave pool it cannot be withdrawn.

Members are not eligible to use the sick leave pool if:

- (a) they have not donated a day of accumulated sick leave;
- (b) they are voluntarily absent for any reason;
- (c) the specific injury or illness is not twenty (20) consecutive days or more;
- (d) they are eligible for any other paid leave or compensation that equals or exceeds their normal salary.

The number of days permitted to accumulate in the sick leave pool shall be one hundred eighty (180) days. Members new to the program must make an initial contribution to be eligible. When the sick leave pool has reached one hundred eighty (180) days, new members desiring to be eligible may contribute a sick leave day to be held in escrow. When days are drawn from the pool, sick leave days held in escrow will be placed in the pool at the start of the next school year. Should the pool become depleted, a new contribution of one (1) day from each participant would be required. This new contribution would reestablish enrollment.

Any of the requirements of this program shall not have an impact on the administration of sick leave as contained in Article VI, Section A of the contract.

Certificated employees who are not members of the Association bargaining unit may participate in this program under the conditions specified above.

ARTICLE VI - LEAVES

A. Sick Leave

Each certificated employee of the Board shall be entitled for each completed month of service to sick leave of one and one-fourth (1 1/4) workdays of sick leave with pay.

1. The employee may accumulate unlimited sick leave.
2. Certificated employees without accumulated sick leave shall be advanced five (5) days of the maximum accumulation possible for the remainder of the current contract year with the provision that such advance sick leave shall be recovered from final settlement with an employee who departs or terminates prior to completion of the current contract year.
3. An employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in the service of this district and accumulates sick leave credit while absent on approved sick leave.
4. Members shall qualify for sick leave during any school year for one or all of the following reasons:
 - a. Personal illness.
 - b. Pregnancy.
 - c. Injury.
 - d. Exposure to contagious disease.
 - e. Illness, injury or death in the member's immediate family. The immediate family is defined as husband, wife, children, mother, father, sister, brother, parent-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparents, grandchildren. The Superintendent may grant sick leave provided in this paragraph for individuals in addition to those already identified.
5. The member who will be taking sick leave shall notify the building principal so that substitute service can be arranged. In all cases, a certificate of absence shall be signed by the member who has taken sick leave.
6. The accumulated sick leave balance of each member will be provided on the member's payroll notification. A member may request sick leave information from the Treasurer. Such requests will be answered promptly.

B. Personal Leave

Subject to the conditions herein, a member shall, upon request be granted three (3) school days of unrestricted personal leave per school year (noncumulative) with pay.

1. Personal leave must be approved in advance (with exception of item 4), and shall be used only for such purposes which cannot be accomplished during nonworking hours or for other personal emergency reasons.
2. Personal leave shall be interpreted to include, but shall not be limited to, funerals not covered under sick leave, mandatory court appearances, necessary legal or business matters, religious holidays, and urgent or unusual family obligations such as adoptions, weddings, and graduations over which the employee has no direct control.
3. Personal leave will not be granted during the first or last week of the regular school year, nor will they be granted on the day before or the day after a Board scheduled holiday, the Parent-Teacher Conference days, and inservice days.
4. When extenuating circumstances arise where a member would elect to be on personal leave on the days named in item three (3) above or would need more than one day at a time, the member may request in executive session or by letter at a regular Board meeting, either immediately before or after the leave, that it be granted with pay. If denied by the Board, it will be considered leave without pay. Each request shall be considered on the individual merits of each case and shall in no instance be considered a precedent.
5. Upon return from personal leave, the involved member will sign a form (see Appendix 6) indicating the number of days that were used and that said leave was not in violation of this personal leave provision.
6. Personal leave days shall be taken on a one (1) day basis, or on a one-half (1/2) day at a time basis.
7. Personal leave days shall not be deducted from the member's sick leave.
8. An employee shall not be charged for a day of paid leave when the district schools are closed due to a calamity day.
9. If a member does not use his/her personal leave day(s) during a school calendar year, the member shall receive payment for each personal leave day not used. Said payment shall be at the rate for a regular substitute teacher working in the Mapleton School District. Payment may be made in July in order to avoid a cash flow problem.

C. Professional Leave

Staff members may be granted professional leave in order that new developments in education and proposed solutions to educational problems may be considered and brought back to Mapleton to aid in the improvement of the total educational program of the Mapleton Local School District.

1. Written requests to attend professional meetings or to visit other schools shall be submitted to the Superintendent through the building principal before the absence is to occur.
2. An attempt should be made to involve over a period of time as many members as possible. The Superintendent shall approve, regulate, and limit attendance at these meetings in a manner least disruptive to the existing programs. These meetings and visitations should be made so that a proper balance throughout the entire school program is attained. No more than three (3) members per each ten (10) members within any one (1) building may be on professional leave at the same time.
3. If approved, reimbursement for attendance at meetings and visitations must be paid according to the following schedule:
 - a. Transportation: IRS rate per mile that was in effect January 1 of that calendar year with a two hundred (200) mile maximum.
 - b. Lodging: Fifty Dollars (\$50.00) per night (maximum of two [2] nights).
 - c. Meals: Thirty Dollars (\$30.00) daily.
 - d. Registration Fee: To be paid in full.
4. There is a limit of Two Hundred Fifty Dollars (\$250.00) per leave, exclusive of registration fees.
5. Persons receiving compensation for expenses shall file an itemized account of such expenses including receipts for paid bills.

D. Judicial Leave

A member shall be granted leave for the number of days or partial days needed to accept jury duty or when subpoenaed to appear in any Ohio Court of law. The amount of compensation received for these services less mileage will be deducted from the member's regular salary. Members are to provide the Treasurer with a copy of a court-received check or a court verification form with the amount received or salary adjustment.

E. Leave of Absence

1. After the employee's sick leave is exhausted and upon written request, a member shall be granted a leave of absence without pay for illness, other disability, or parental/adoption reasons. Upon written request, a member may be granted unpaid leave, the Board's discretion, for educational, professional, or other purposes. Such leave shall be for a maximum of two (2) consecutive school years. Upon subsequent request, such leave may be renewed.
2. A written application must be made to the Superintendent at least thirty (30) calendar days prior to the effective date of the leave. This requirement shall be waived in cases of emergency.
3. Members who take leave under this section shall be eligible to continue in Board provided insurance plans by paying the regular premiums to the Treasurer prior to the due date.
4. At the expiration of the approved leave, the member shall resume the contract status which he/she held prior to such leave. The returning member shall be granted his/her position held prior to the leave or shall be appointed to an equivalent certificated position for which he/she is certified to teach.
5. The time spent on a leave of absence shall not constitute a break in seniority nor shall it count toward the accrual of seniority.

F. Military Leave

The Mapleton Local School District will abide by Sections 3319.14 and 5923.05 of the Ohio Revised Code concerning military leaves of absence, payments, and return from these leaves.

G. Assault Leave

Pursuant to, and in accordance with Section 3319.143 of the Ohio Revised Code, assault leave shall be provided to a unit member who is absent from his/her assigned duties because of physical injury resulting from an assault. Said leave shall not be charged against sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code, or leave granted under rules adopted by the Board pursuant to Section 3319.08 of the Ohio Revised Code. Said unit member shall be granted assault leave and shall be maintained on full pay status during such absence.

A unit member shall be granted assault leave according to the following rules:

1. The incident, resulting in the disability of the unit member, must have occurred during the course of employment with the Board.

2. Upon notice to the principal or immediate supervisor that an assault upon a unit member has been committed, any unit member having information relating to such assault shall, as soon as possible, prepare a written statement embracing all facts within the unit member's knowledge regarding said assault, sign said statement and present it to the building principal or immediate supervisor.
3. If the unit member is absent from his/her assigned duties due to the disability, a certificate from a licensed physician, stating the nature of the disability and its duration, will be required before assault leave payment is made.
4. A unit member shall not qualify for payment of used assault leave until the Assault Leave Form has been submitted.
5. Said unit member shall not be permitted to accrue assault leave.
6. Payment shall be discontinued when the unit member elects to retire or is no longer under contract with the Board.
7. Falsification of either a signed statement or a physician's certificate is reason for termination of employment under Section 3319.16 of the Ohio Revised Code.
8. A unit member shall be entitled to a maximum of fifty (50) days of assault leave.

H. Family and Medical Leave

1. Notwithstanding other provisions of the Agreement, the Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993. The parties to this Agreement agree that all benefits guaranteed by the Act will be provided to a member(s) covered by this Agreement. Any alleged violations of the Act may be processed as grievances using the procedure herein. Pursuit of such a grievance in no way prevents a member from enforcing their rights under the Act as provided by law.
2. Protection of Employment
 - a. The Board shall return the member taking a leave under this section to the same position he/she occupied prior to the leave.
 - b. The taking of a leave under this section shall not result in the loss of any employment benefit accrued prior to the date the leave commenced.
3. Insurance Continuation

The Board shall continue to pay the Board contribution necessary to continue all medical, dental, and life insurance plans for the member while he/she is on leave under this section.

4. Year

A year shall be defined as the twelve month period of time from the last usage of this leave under FMLA by the employee.

ARTICLE VII - TEACHING CONDITIONS

A. Development of Special Education Programs

1. It is the shared responsibility of all classroom teachers to initiate Intervention Assistance referral procedures as soon as a student's need is suspected.
2. The Board will continue its efforts to provide and maintain special education programs for the special students consistent with State of Ohio standards and in accordance with the individual student's Individual Educational Plan statement.
3. Special Education teachers shall be provided a minimum of three (3) work days during the school year for the purpose of maintaining and updating said records (IEP, etc.). The Board will provide substitutes for all three (3) days.

B. Pupil Ratio and Class Size

1. The Board shall hold the administration responsible for the equitable distribution of work and duties among the members of the bargaining unit. Ohio Minimum Standards shall be adhered to as to pupil ratio and class size.
2. Students at all levels shall be assigned to available classrooms in an equitable manner within each building.
3. Each student must have a work station in the classroom or study hall.

C. Preparation Time

All members shall have a minimum of two hundred minutes per week for the purpose of preparation, conference, or planning during the regular student school day.

1. Elementary Teachers

The two hundred minutes of scheduled preparation, conference, or planning time shall be made up of time segments of not less than twenty-five (25) minutes each. Members shall have at least one (1) such time segment per day.

2. Secondary Teachers (7-12)

Secondary teachers shall have at least one (1) scheduled preparation, planning, conferencing period per day which shall be at least forty (40) minutes in duration, but not less than the full-length of such periods.

3. The high school (9-12) members may be required to teach up to six (6) classes and have one (1) study hall period. The middle school (6,7,8) members may be required to teach up to seven (7) classes and have one (1) study hall period.

In addition to these assignments, members may be assigned such extra duties as hall supervision and cafeteria monitor.

Members may request an additional class in place of study hall. It is understood that members will not have student supervision responsibilities during the time periods that are specified as preparation, planning, conference time.

D. Teaching Hours and Contract Year

1. Teaching Hours

The member contract/workday shall not exceed seven and one-half (7 1/2) hours per day. Starting times may vary from building to building, but the student day will start no sooner than fifteen (15) minutes after the start of the member day. Starting and ending times may be adjusted with the agreement of the member and the principal; however, the member work day will not exceed seven and one-half (7 1/2) hours. Disagreements regarding desired adjustments may be appealed to the Superintendent.

2. Contract Year

The contract year shall not exceed one hundred eighty-four (184) days with students in attendance (in accordance with ORC 3313.48) for not more than one hundred eighty-two (182) days. Members who are required to work beyond the regular teacher contract year indicated above shall be paid at their regular per diem rate for each additional day except for individuals covered by Article IX(C)(9) of this agreement. A committee of two (2) administrators and three (3) teachers—one (1) K-5 teacher, one (1) 6-8 teacher, one (1) 9-12 teacher—shall plan any activities scheduled for all non-student days.

E. Lunch Period

Every member shall have a thirty (30) minute duty-free lunch period.

F. Selection of Textbooks

Textbooks will be selected by a committee which includes district teaching staff and administrators. A list of purchased textbooks will be submitted annually to the Tri-County Educational Service Center for approval.

G. Staff Meetings

All members assigned to a school building will be required to attend regular staff meetings, one (1) per month and any emergency meeting called by the principal of that building. Part-time teachers shall attend teachers' meetings unless excused by the building principal. Part-time teachers shall attend all inservice meetings and shall be in attendance all day during conference days.

H. Teacher Facilities

Duplicating machines and a computer shall be made available in each school for the use of the members in carrying out their professional tasks. The Board will provide a private phone for the member(s) use. Each classroom shall have a chalkboard and a bulletin board to complement the member's instruction. Classroom interruptions by the public address system shall be limited to emergencies during the day by administrative discretion. Regular announcements shall be made at the beginning and close of the school day.

I. Field Trips

Field trips of significant educational value shall be encouraged. Student safety and proper care of school vehicles shall be primary consideration.

1. Transportation for field trips of significant educational value, including those made as a part of the established activities program is free of cost to student only when district owned vehicles are used.
2. Field trips at the high school shall not normally be taken the last week of a grading period or the week prior to vacations. The members must be informed about a field trip one (1) week prior to the trip by taking the students on a field trip with such teacher including a list of student names who will be on such field trip.

J. School Calendar

A Calendar Committee comprised of representation from each building, three (3) teachers, one (1) administrator, and one (1) Board Member, shall submit three (3) proposed calendars to the membership for the succeeding year after submitting said calendars for consultation to the Superintendent. The membership shall vote on the proposed calendars and submit their recommendation to the Superintendent by March 1 of the school year for the Board's approval.

K. Parental Complaints

No disciplinary action shall be taken against a member upon a complaint by a parent of a student directed toward a member prior to discussion and investigation by the principal and/or the Superintendent with the member. The exact nature of the complaint and the identity of the complaining party shall also be provided to the member at the time of the conference. If a written report concerning the incident is to be placed in the member's personnel file, the member will receive a duplicate copy of such report and the member shall have the right to make a written response to the complaint and the findings from any and all conferences and hearings regarding the complaint. Any person involved in the conference and hearings resulting from a parental complaint shall have the right to representation of his/her own choosing.

L. Transportation of Students

A member shall not be required to use a personal vehicle to transport students. Transportation needed to transport students for approved school business shall be provided by the Board with prior Board/Administration approval.

M. Advisory Committee

An advisory committee of two staff, two administrators, and one board member will evaluate student handbooks before Board adoption each year. (The Association President will appoint the two staff members to this committee.) There is no reimbursement.

ARTICLE VIII -- CONTRACTS, VACANCIES, AND TRANSFERS

A. Contracts

1. Notification of Employment

Contracts and notification of salary for the ensuing school year will be sent to members as soon as administratively practical after the April Board meeting each year. In all cases, such notification will be made in conformity with the requirements of Ohio law.

2. Assignment

The Superintendent will assign and transfer members in accordance with Section 3319.01 O.R.C.

3. Tenure

Continuing service status shall be granted in the Mapleton School District in accordance with the State Law.

4. Resignations

Resignations shall be in accordance with Ohio Revised Code 3319.15.

5. Multiple Year Contract

Contracts for teaching in the Mapleton Local School District shall be of two (2) types:

a. Continuing

b. Limited

c. Continuing contracts shall be awarded to those members who become eligible through certification/licensure and service requirements established by Ohio Statute upon the recommendation of the Superintendent and upon approval by the Board.

d. Limited contracts shall be approved by the Board on the recommendation of the Superintendent as follows:

- 1) A one (1) year contract will be granted for the first and second years of employment and when the performance of a member is less than satisfactory.
- 2) A two (2) year contract will be granted after two (2) years of satisfactory service in the school system, if the member is recommended for re-employment.
- 3) A three (3) year contract will be granted after four (4) years of satisfactory uninterrupted service in the school system, if the member is recommended for re-employment.
- 4) A five (5) year contract will be granted after seven (7) years of satisfactory uninterrupted service in the school system, if the member is recommended for re-employment.
- 5) Members currently employed in the school system will be granted the length of contract for which they qualify under this section, if recommended for re-employment, with the first contract renewal following adoption of this agreement.

B. Posting

1. Vacancies

All position openings for members, regardless of position or whether the opening implies a promotion or whether the position is a newly created position or an extra duty position, shall be posted. Position openings will be posted on the District's web page. Said posting shall occur within fifteen (15) calendar days from the date the Superintendent becomes aware that an opening is going to occur or the creation of the position. Such notices will be dated at the time of posting.

When vacancies are determined within three (3) weeks of the start of school, posting for only seven (7) calendar days will be required.

Such notices shall clearly set forth the required certification for the position, a description of the duties to be performed, salary, and procedures for application.

If no applications are received within ten (10) school days (two [2] full weeks when school is not in session) of the date of posting the notice (or the postmark on mailings), it will be assumed that there is no interest in the position among members and the position may be filled outside the system.

A member hired to fill a position must possess the posted certification/license requirements for the position. Any member having proper certification may apply for the posted position and shall be granted an interview.

2. Determination of Vacancy

The Superintendent shall determine when vacancies exist and shall have the sole right to decide whether to fill vacancies. Vacancies will be determined after voluntary and involuntary transfers have been made.

C. Transfers

It is recognized that from time to time it may be in the best interests of the educational program to transfer members from one (1) assignment to another or from one (1) building to another. It is further recognized that such transfer may be desired by either the Administration or a member.

1. Voluntary Transfers

Members may request a change of assignment in accordance with the following procedures:

- a. Change of assignment requests shall refer to, but shall not be limited to, the following:

- 1) Change of building.
 - 2) Change of grade level.
 - 3) Change of subject or area of responsibility.
- b. Voluntary transfers requests for the following school year shall be initiated by a member and shall be according to the following guidelines:
- 1) Completion of a voluntary transfer form in duplicate (Appendix 11).
 - 2) If an opening occurs in a position for which a member has requested a voluntary transfer and such member's transfer is not approved, the Superintendent must provide the member with written reason(s), prior to the Board meeting where the Board is scheduled to act on filling the position, as to why such transfer was not approved.

2. Involuntary Transfers

If the Superintendent directs an involuntary transfer in building, subject, or grade level, notification thereof normally shall be given to the involved member(s) by July 10 preceding the effective date of said involuntary transfer. When involuntary transfers are necessary due to a staffing need, a member's area(s) of certification/licensure, his/her teaching experience, length of service in the Mapleton Local School District will be used as the criteria in determining if a teacher is to be transferred. Members being involuntarily transferred will be assigned only to a position for which they are certificated. In discussing an involuntary transfer, there will be a meeting within five (5) days of a written request of the member(s) involved and the Superintendent or his/her designee to explain the circumstances of the transfer. The involved member may request representation of his/her choosing for the meeting. The involved member(s) shall be given reasons for the transfer in writing prior to the aforementioned meeting.

D. Non-Discrimination Provision

The employer shall not discriminate with regard to disability, race, color, creed, ancestry, national origin, sex, religion, marital status, age, political opinions/affiliations. The employer shall not discriminate against employees because of membership in the Association or participation in Association activities.

ARTICLE IX - SALARY AND FRINGE BENEFITS

A. Payment According to Salary Schedules

All certificated personnel, with the exception of casual substitutes and tutors, shall be paid according to the negotiated salary schedules.

B. Regular Salary

1. The base salary (BA-0) shall be Thirty Thousand Five Hundred Sixty-Nine Dollars (\$30,569.00).
2. The aforementioned base amounts shall be applied to the index attached hereto as Appendix 8(A) which shall remain the same as in the Current Agreement.
3. See Appendix 8(B).

C. Miscellaneous Provisions Related to Salary

1. Teacher's Experience Credit

- a. When employing an experienced teacher, full credit on the salary schedule shall be given for public school teaching experience or Ohio chartered private school experience up to ten (10) years. Experience credit for military service shall be given in accordance with ORC 3317.13.
- b. Any member that is half-time will advance on the salary schedule one-half (1/2) of the amount that a full-time member would receive. Full-time employment shall include all members who are employed for one hundred twenty (120) or more days during any school year.

2. Credit for Additional Training

Graduate or undergraduate credit hours obtained by each member shall be reviewed upon receipt by the Board. For credit towards the salary schedule, transcripts of proof of credit must be received by October 1 to receive a salary adjustment for the entire school year. To receive a salary adjustment for the second half of the school year, transcripts or proof of credit must be received by February 1. The adjustments will not be implemented until the actual transcripts are received by the Board.

3. Payroll Deductions

a. Credit Union Deductions

The Board will authorize the Treasurer to deduct monies from member's paychecks to be deposited in the employees credit union upon written request of the employee.

b. Payroll Deductions for Association Dues

A member may have dues of the National Education Association, the Ohio Education Association, the North Central Ohio Education Association, and the Mapleton Teachers' Association deducted from his/her salary in accordance with the following provisions:

- 1) A member must authorize the deduction of such dues in writing. Such authorization must be received by the Treasurer on or by October 1.
- 2) The deductions shall be made in equal installments beginning with the second paycheck in October through the last paycheck (for that school year) in August of the following calendar year. The Treasurer shall transmit monthly to the Association Treasurer amounts so deducted.
- 3) A member who leaves the employ of the Board during the year and prior to deductions of annual dues shall have the total amount of dues yet collectible deducted from the final paycheck. The Association shall hold the Board harmless and defend it against any claims by members based on such deductions.

c. Tax Shelter Annuities

Individual tax sheltered annuity contracts may be purchased by members from insurance companies which are licensed to do such business in the State of Ohio in accordance with the following provisions:

- 1) A minimum of five (5) participants for each different annuity/insurance company must be initially enrolled and be maintained for a period of one (1) year.
- 2) All tax sheltered annuity programs will be governed by federal and state laws, regulations and rules concerning tax-sheltered annuities.
- 3) "Tax sheltered" means that no federal income tax is paid currently on that part of the salary utilized to purchase the annuity.

- 4) Members assume sole responsibility in the selection of the company from which they wish the annuities purchased.
- 5) Premiums and Premium Payment: Salary deductions shall be made in equal amounts from two (2) pay periods each month during the contract year with the amount to be determined by the member. However, the minimum deduction is ten dollars (\$10.00) per pay. The maximum deduction must be in accordance with IRS rulings and may not exceed this amount. It is the member's responsibility to pay all penalties for exceeding the legal IRS rulings.

4. Payment of Salary

- a. Salary payments shall be in twenty-four (24) equal installments and shall be paid on the fifth (5th) and twentieth (20th) of each month, except that if a scheduled payday is on a legal or school holiday, said payday shall be moved up to the last weekday prior to such holiday. Direct deposit of pay shall be mandatory for all members of the bargaining unit.
- b. When deductions are made for unauthorized absences, such deductions shall be on the basis of 1/184th of the annual salary for each day deducted.
- c. Should it become necessary for a member to discontinue his/her services before completing his/her contract, an adjustment in salary will be made so the member will receive 1/184th of his/her current annual salary times the number of days of actual service minus the previous payments.

5. Retirement Compensation – Severance Pay

- a. A bargaining unit member of the Mapleton Local School District, at the time of retirement from active service, with ten (10) or more years of service with the Mapleton Local Schools, will be paid in cash for one-fourth (1/4) of his/her accrued but unused sick leave credit up to a maximum of forty-six (46) days. Such payment shall be based on the member's daily rate of pay at the time of retirement.
- b. Severance payment on this basis shall be made only after the member makes actual application to retire under the applicable Ohio retirement system. Payment on this basis shall be considered to eliminate all sick leave credit accrued by the member at that time. Such payment shall be made only once to any member. This payment is to be made upon evidence of approval of retirement benefits by the retirement system and verification from the employee that the first check has been received. Payment will not, however, be made at the time of an employee's resignation from the Board prior to settlement.
- c. Deductions for said payments shall be in accordance with law.

6. Worker's Compensation

Any member who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the Worker's Compensation Laws of the State of Ohio.

7. Mileage

Any travel by a member in the Mapleton Local Schools who uses his/her personal vehicle (car, truck) shall be reimbursed by the Board at the IRS rate that was in effect January 1 of that calendar year per mile driven. This includes travel between buildings and any other uses of the member's personal car approved by the Board and/or Administration.

8. Compensation for Loss of Preparation Periods

Members will not be required to secure their own substitute.

Members who surrender regularly scheduled preparation periods to perform the function of a substitute will be compensated at a rate of Twelve Dollars and Fifty Cents (\$12.50) for each surrendered preparation period. The provision shall include elementary teachers who assume responsibility for their class as a result of the special teacher, i.e., music, art, not being available to take responsibility for the class at the previously scheduled time.

9. STRS Salary Reduction Pick-up

a. The Treasurer shall contribute to the State Teachers Retirement System (STRS), in addition to the Board's required employer contribution, an amount equal to each member's contribution in lieu of payment to such member. The amount contributed by the Board on behalf of the member shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such members.

A member's deferred salary shall be equal to that percentage of said member's total annual salary which is required by STRS to be paid as an employee contribution by said member and shall be paid by the Board to STRS on behalf of said member as a "salary reduction pick-up".

b. The Board shall compute and remit its employer contributions to STRS based upon the total contract salary, including the "pick-up." For federal and state of Ohio income tax purposes, the member's gross income is reduced by the amount of the "pickup" contribution. The Board shall compute income tax withholding based upon gross income as reported to the respective tax authorities.

- c. The “pick-up” shall be included in the member’s total contracted salary for the purpose of computing daily rate of pay, for determining salary adjustments to be made due to absence, or for any other similar purpose.
- d. The “pick-up shall be a uniform percent for all bargaining unit members and it shall apply to all payroll payments made after the effective date of this provision and shall not be at the individual member’s option.
- e. The current taxation or deferred taxation of the “pick-up” is determined solely by the Internal Revenue Service (IRS) and compliance with this section does not guarantee that the tax on the “pick-up” will be deferred. If the IRS or other governmental entity declares the “pick-up” not to be tax deferred, this section shall be null and void and the STRS contribution procedure in place prior to the effective date of this provision shall be in effect.

10. Board Reimbursement of the Costs of Background Checks

Beginning with the effective date of the Master Agreement, the Board of Education will reimburse bargaining unit members for up to Fifty Dollars (\$50.00) of costs incurred related to state and federal background checks required by the Ohio Revised Code. Such reimbursement shall be made within thirty (30) calendar days of the Board's receipt of evidence that the employee has paid for the background check.

D. Supplemental Duty Contracts

- 1. Any member performing duties listed in the supplementary pay schedule (Appendix 9) shall receive the indicated compensation for that responsibility and shall be issued a contract for said responsibility. Contracts shall be issued prior to the performance of any responsibilities by the member.
- 2. Approval and compensation for activities added between negotiations shall be determined with mutual consent of the Association and the Board and shall be in accordance with the provisions of this agreement.
- 3. At the end of the supplemental duty period, the principal/athletic director and the coach/advisor should have a conference to review the seasonal assignment. All supplemental contracts will be automatically non-renewed at the end of the school year.

4. Pay for Supplemental Duties
 - a. The contract will be paid in four (4) equal installments.
 - b. Those members entitled to extended time supplemental salaries shall receive that per diem salary over the twenty-six (26) pay periods during the year of entitlement.
 - c. See Appendix 9 for the supplemental pay schedule.
5. All supplemental contracts that the Board intends to fill shall be posted by the mailboxes and posted on the district's website. The posting will indicate a date by which interested teachers must apply. The posting of a position does not obligate the Board to fill the position.

E. Insurance Program

1. Health Insurance

a. Coverage

The Board shall purchase, through a carrier licensed by the State of Ohio, health insurance coverage which meets or exceeds the specifications (see Appendix 10) for full time members now or hereinafter employed, and his or her eligible dependents. Part-time members will be eligible for such coverage on a pro-rata basis, paying his/her share of the cost of such coverage through payroll deduction. Such cost shall be calculated by comparing his/her work hours with the work hours of full-time members. Effective July 1, 2011, the plan will be changed to Consortium Health Care Plan B and Appendix 10 – Insurance Specifications Summary shall be modified to reflect Plan B.

- b. Payment of Insurance Premiums - The Board will pay eighty-five percent (85%) of the family premium and eighty-five percent (85%) of the individual premium.

2. Dental Insurance

The Board shall purchase, through a carrier licensed by the State of Ohio, dental insurance coverage, which meets or exceeds the specifications (see Appendix 10) for each teacher, and his/her eligible dependents. The Board will pay eighty-five percent (85%) of the cost of such coverage.

3. Life Insurance

The Board shall provide each bargaining unit member with a term life insurance policy providing for a death benefit of twenty thousand dollars (\$20,000.00).

4. General Insurance Provisions

a. Copies of Benefit Contract

The Board shall provide the Association President with one (1) copy of each signed contract entered into between the Board and the insurance company(ies) which provides the benefit(s) specified in this Contract.

Copies of existing contract(s) shall be provided to the Association within a reasonable period of time after ratification of this Contract by both parties. Copies of contracts subsequently entered into by the Board shall be provided to the Association within a reasonable period of time after they are received by the Board.

b. Copies of Benefit Descriptions

Within a reasonable period of time after the effective date of this contract, the Board shall provide each member with a written description, prepared by the carrier, of each insurance plan provided by this agreement.

c. Benefit Description for New Employees

An employee employed after the effective date of this Agreement shall be provided, at the time of employment, with a written description prepared by the carrier, of each insurance plan that provides benefits specified by this Agreement.

d. Copies of Improvements in Existing Benefits

Within a reasonable period of time after the effective date of any improvement(s) in an insurance plan provided by this Agreement, each member shall receive a written description prepared by the carrier, of the improved plan.

5. Vision Insurance

Benefits	Member Doctor ¹	Non-Member Doctor ³
Examination	100 percent	up to \$35.00
Single Vision Lenses	100 percent	up to \$25.00
Bifocal Lenses	100 percent	up to \$40.00
Trifocal Lenses	100 percent	up to \$55.00
Lenticular Lenses	100 percent	up to \$80.00
Frame	A wide selection of attractive frames are covered in full ⁵	up to \$35.00
Contact Lenses, Evaluation and Fitting ²		
Necessary ⁴	100 percent	up to \$210.00
Elective ⁴	Up to \$105.00	up to \$105.00

¹When an examination and/or materials are received from a VSP member doctor, the patient will have no out-of-pocket expense other than the copayment, unless optional items are selected that the plan does not cover. Optional items may include, but are not limited to, oversize lenses (61 mm or larger), tinted or photochromic lenses, coated lenses, no-line multi-focal lenses, or a frame which exceeds the plan allowance.

²Contact lenses are instead of lenses and frames. The above lens allowances are for two lenses; if only one lens is needed, the allowance will be one-half of the pair allowance.

³Services obtained through non-member doctors are subject to the same copayments and limitations as services through VSP member doctors.

⁴VSP will determine when contact lenses are “necessary” on the same basis as with member doctors. Otherwise, the “elective” allowance will prevail.

⁵VSP’s frame benefit fully covers more than half of the 42,000 frames currently available. Due to this large selection and the fact that buying habits and tastes differ from one region to the next, frame inventories may vary from office to office. When deciding on a frame, members should ask their doctors which ones are covered in full.

<u>Covered Expenses</u>	<u>Benefit Period</u>
Examination	One in any 12 month period
Lenses (if required)	Every 24 months
Frames (if required)	Every 24 months
Maximum Benefit	See Chart on Page 44
Deductible	\$5/\$10 co-pay

(It has been agreed to drop the opting out of the HIPAA provision.)

6. Section 125 Plan

A Section 125 premium-only plan will be implemented no later than January 1, 2012.

F. Tuition Reimbursement

College tuition reimbursement will be paid to the certified employee under the following provisions.

1. Upon prior approval of the Superintendent, certified employees shall be reimbursed for one-half (1/2) of the tuition cost for additional college courses up to a maximum of One Thousand Four Hundred Dollars (\$1,400.00). The total annual Board of Education cost will not exceed Twenty Thousand Dollars (\$20,000.00) during a fiscal year. Such usage and approval will be on a first come/first serve basis. Monies not used will be returned to the general fund at the end of each fiscal year ending June 30.
2. At the time of request for approval, registration documentation must be submitted to earmark reimbursement monies.
3. College courses will be approved when such classes relate to the teaching field or certification. Reimbursement shall be forwarded to the certified employee after a transcript of the completed coursework showing an A, B, P, or S grade, or pass or fail, has been submitted. Grades and/or transcripts may be submitted by online resources.
4. Correspondence and distance learning courses will be approved for reimbursement providing the course is part of an accepted curriculum from an Ohio and/or national certified and accredited college or university system, and approved by the Ohio Department of Education. Accreditation must be at least through the North Central Accreditation of Colleges and Universities or a similar national organization. It is the member's responsibility to show written proof of the college or university system's certification and accreditation.

5. Course work must be scheduled at times that do not interfere with the normal duties of an employee, nor should the courses conflict with supplemental assignments.
6. The annual salary will be increased to include tuition reimbursement granted in this provision. The salary increase will be paid within two pay periods after transcripts and tuition cost documentation has been submitted. The certified person receiving reimbursement must be an active employee both to receive approval and to receive reimbursement payment.
7. See Appendix 12.

ARTICLE X - PROFESSIONAL DEVELOPMENT COMMITTEE

A. Purpose

A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities.

B. Term of Office

The remaining members of the committee shall serve staggered up to three (3) year terms. A term shall go from September to September with no more than half of the remaining members new to the committee at any one time. Any member may be reappointed for another term.

C. Continuing Composition and Selection

1. The committee shall be comprised of five (5) members as follows:

Three (3) teachers
One (1) principal
Superintendent or designee

2. The three (3) teacher members shall be appointed by the MTA President. The principal member shall be selected at the discretion of the Administration.
3. In the event of a vacancy, the committee member shall be replaced in accordance with 2 above.

D. Chairperson

The committee chairperson shall be determined by majority vote of the committee members.

E. Decision Making

Decisions shall be made by majority vote of the committee members present and voting.

F. Training

Training for members of the LPDC shall be provided through the Mapleton School District.

G. Meetings

The number of release day meetings in any one (1) school calendar year shall not exceed three (3) in number. The release time is not included in the fifty (50) hours under the compensation section.

H. Compensation

A one-year stipend of one thousand two hundred dollars (\$1,200.00) shall be paid to committee members per term. A term is from July 1st through June 30th. The stipend will be paid at the end of the fiscal year.

I. Appeals Process Reconsideration

If an educator disagrees with an LPDC's decision, the educator should be given an opportunity to meet with the LPDC in person to discuss the IPDP and to discuss his/her case. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC.

Third Party Review

If after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, a third party should review the decision. This panel will consist of one (1) licensed educator selected by the LPDC; one (1) licensed educator selected by the educator; and one (1) licensed educator agreed upon by the above two (2). All three (3) licensed educators must be employees of the Mapleton Local School District. These three (3) individuals then function as a panel to review the LPDC decision and either uphold it or overturn it. Decisions made by the LPDC are not grievable.

ARTICLE XI – TEACHER ENTRY-YEAR PROGRAM

Teacher entry year/mentor programs shall be in accordance with Ohio law.

ARTICLE XII - DURATION OF AGREEMENT

- A. The terms and conditions of this Agreement shall be effective from July 1, 2011, and shall continue in full force and effect until the 30th day of June, 2013 (unless specifically stated otherwise in any section of this Agreement). However, the Board and the Association may mutually agree to extend this agreement beyond the date of expiration.
- B. The Board agrees that it will not, during the period of this Agreement, officially adopt or implement any condition of employment not contained within this Agreement until such term or condition has been negotiated pursuant to this Agreement.
- C. Contrary to Law

If any provision of this document or any application of the document to any certificated person or persons shall be found contrary to law, then the provision or its application shall be deemed invalid except to the extent permitted by law. All other provisions herein shall continue in full force and effect in accordance with the Collective Bargaining Agreement.

- D. Cost

The cost of preparing and distributing this Collective Bargaining Agreement shall be borne by the Board.

- E. In Witness Whereof, the parties executed this contract at Ashland, Ohio, on this 16th day of June, 2011.

FOR THE MAPLETON BOARD OF
EDUCATION



President, Mapleton Local School
District Board of Education

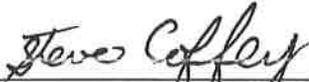


Superintendent



Treasurer

FOR THE MAPLETON TEACHERS'
ASSOCIATION



President, Mapleton Teachers Association



Vice President, Mapleton Teachers
Association

Negotiating Team Member

MAPLETON LOCAL SCHOOL DISTRICT
GRIEVANCE REPORT FORM

(To Be Filed in Triplicate)

Grievance # _____ Date Filed _____

Name of Aggrieved _____

Building _____ Assignment _____

LEVEL TWO

(Submitted to Superintendent Level)

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance

2. Relief Sought

Signature of Aggrieved

Date

C. Disposition of Superintendent

Signature of Superintendent

Date

(Use additional pages as required)

LEVEL THREE

(Submitted to Board Level)

A. Position of Aggrieved or Association

Signature of Aggrieved

Date

B. Disposition by Board of Education

Signature of President of Board

Date

LEVEL FOUR

(Submitted to Arbitration Level)

A. Position of Aggrieved or Association

B. Date Submitted to Arbitration _____

C. Disposition and Award of Arbitrator

Signature of Arbitrator

Date

(Use additional pages as required)

MAPLETON LOCAL SCHOOL DISTRICT
PRE-OBSERVATION CONFERENCE
20____ - 20____

Date: _____ Building: _____

Member: _____ Administrator: _____

Classroom Observation: Date _____ Time: _____ to _____

1. What subject/skill(s) have you been working on in this class the past week? _____

2. What will be the content/purpose of the lesson to be observed? _____

3. What should the student be able to do as a result of this lesson and/or your instruction? _____

4. How capable do you think these students are of handling this material? _____

5. How do you expect to involve these students in this lesson? _____

6. Do you expect most of the students to take part/participate? Why? _____

7. What materials will be used in this lesson? _____

8. How will you determine if the students have achieved your objective(s)? _____

9. I will write continuously while observing, recording what I see. Is there anything you want me to focus on while in your classroom? _____

Teacher Signature

Date

Evaluator Signature

Date

**MAPLETON LOCAL SCHOOL DISTRICT
TEACHER OBSERVATION FORM**

Teacher _____ Time _____ Date _____

Classroom Topic _____ Observer _____

Each item should be rated by the evaluator using the following rating scale:

- | | |
|------------------------|---|
| S – Satisfactory | <input type="checkbox"/> Formal Observation |
| NI – Needs Improvement | |
| U - Unsatisfactory | <input type="checkbox"/> Informal Observation |
| NO – Not Observed | |

Observed Teacher Items

- | | | |
|-----|-------|------------------------------------|
| 1. | _____ | Voice, tone, volume, grammar |
| 2. | _____ | Poise--confidence |
| 3. | _____ | Sense of humor |
| 4. | _____ | Enthusiasm |
| 5. | _____ | Knowledge of topic |
| 6. | _____ | Appropriateness--Method |
| 7. | _____ | Nonverbals--eye contact |
| 8. | _____ | Classroom management |
| 9. | _____ | Skill--explaining or demonstrating |
| 10. | _____ | Questioning skill |
| 11. | _____ | Positive feedback |
| 12. | _____ | Involves all students |
| 13. | _____ | Lesson prepared |
| 14. | _____ | Classroom environment |

Student Items

- | | | |
|-----|-------|---|
| 1. | _____ | All students involved |
| 2. | _____ | Attentiveness--interest |
| 3. | _____ | Students on task |
| 4. | _____ | Positive attitudes |
| 5. | _____ | Students able to conceptualize,
apply and transfer |
| 6. | _____ | Accepting responsibility for learning |
| 7. | _____ | Respectful to teachers and others |
| 8. | _____ | Students prepared--bringing necessary
items to class |
| 9. | _____ | Knows their expectations |
| 10. | _____ | Other |

Evaluator Comments and Notes:

Teacher Signature

Date

Evaluator Signature

Date

(Additional pages may be used as needed)

**MAPLETON LOCAL SCHOOL DISTRICT
TEACHER/SUMMATIVE EVALUATION FORM**

1. The evaluator/Principal shall prepare a written report.
2. The report may identify commendable areas of professional performance.
3. The report may identify areas in which professional performance can be corrected, or improved. The report must indicate how the identified performance objectives may be accomplished. The report may indicate a suggested period of time in which the objective should be accomplished.
4. Evaluator and teacher may write additional comments relative to agreement or disagreement on separate pages. Copies shall be signed, shared, and attached to the final narrative report.

Evaluator/Principal Signature _____

Member's Signature _____

Conference Date: _____ Other Conference Date(s): _____

TEACHER _____ CLASS _____ TIME _____ DATE _____

PERFORMANCE CRITERIA AND RATING SCALE

Each item should be rated by the evaluator using the following rating scale:

- S – Satisfactory
- NI – Needs Improvement
- U – Unsatisfactory
- NO – Not Observed

Communications:

1. ___ Has good volume and clarity of voice.
2. ___ Explains lessons and assignments clearly.
3. ___ Demonstrates skill in questioning and responding to questions.
4. ___ Isn't tied to the desk or lectern.
5. ___ Maintains communications with parents.
6. ___ Attends school functions.
7. ___ Projects positive school-community relations.

Discipline:

1. ___ Is firm and fair.
2. ___ Shows respect and concern for students.
3. ___ Shows good judgment.
4. ___ Maintains a learning atmosphere in the classroom.

Teaching Performance:

1. ___ Has lessons well prepared.
2. ___ Encourages student participation.
3. ___ Makes proper use of class time for instruction and related learning.
4. ___ Uses a variety of aids, techniques, and resources.
5. ___ Has the ability to motivate and make subject practical and meaningful.
6. ___ Bulletin boards and display areas are neat, meaningful, and up-to-date.
7. ___ Student homework is meaningful and reasonable.
8. ___ Promotes good work habits.
9. ___ Pupil evaluation is done in a fair manner.
10. ___ Is enthusiastic.

Human Relations:

1. _____ Is friendly, cheerful.
2. _____ Has good rapport with class.
3. _____ Can accept constructive criticism.
4. _____ Is tolerant and understanding of student's abilities, problems, and differences.

Professionalism:

1. _____ Has a good teaching attitude.
2. _____ Attends job related meeting when scheduled.
3. _____ Strives to find valuable new ideas and use them.
4. _____ Cooperates with staff and administrators.
5. _____ Contributes to student and faculty morale.
6. _____ Is punctual in fulfilling assigned duties.
7. _____ Maintains proper teacher-pupil relations.
8. _____ Possesses the skills and knowledge essential for the performance of the job.
9. _____ Dresses and grooms appropriately.

Evaluator Comments:

Teacher Comments:

The overall rating of the teacher's performance is _____.

Teacher Signature

Date

Evaluator Signature

Date

(Additional pages may be used as needed.)

Mapleton Local School District Absence Form

INSTRUCTIONS: Complete in blue or black ink. Submit to your Principal/Supervisor immediately after leave has been taken. Principal/Supervisor forward to Superintendent after approval; Superintendent forward to Treasurer after review.

Name: _____ Building: _____
(Printed)

Dates of Absence: From _____ a.m./p.m. on _____
(Time) (Date)

To _____ a.m./p.m. on _____
(Time) (Date)

Total Days _____

Purpose of Leave (as per appropriate section of the current negotiated agreement between the Mapleton Local School District Board of Education and the MTA or OAPSE Local 348):

- | | |
|---|--|
| <input type="checkbox"/> Sick Leave (Personal or Family Illness; Maternity) | |
| <input type="checkbox"/> Personal Leave | <input type="checkbox"/> Military Duty (attach Orders) |
| <input type="checkbox"/> Professional/School Business | <input type="checkbox"/> Jury Duty (attach Summons) |
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Leave Without Pay |
| <input type="checkbox"/> Association Leave | |

I hereby certify that statements made above are true and correct and meet the requirements of all laws and referenced agreements. I further acknowledge that any false statements made are grounds for disciplinary action by the Mapleton Local Board of Education.

Authorized Signatures:

Mapleton Local School District Request for Leave Form

Name: _____

Dates Requested: From _____ a.m./p.m. on _____
(Time) (Date)

To _____ a.m./p.m. on _____
(Time) (Date)

Total Days _____

Substitute Required? Yes _____ No _____

Purpose of Leave Requested (as permitted by the collective bargaining agreements between the Mapleton Local School Board of Education and the MTA or OAPSE Local 348):

- Sick Leave of Absence (meeting the requirements of FMLA)
- Personal Leave
- Professional (See Below)
- Vacation
- Leave of Absence Without Pay (meeting the requirements of FMLA)
- Leave of Absence Without Pay (Non-FMLA)
- Military Duty (attach Orders)
- Jury Duty (attach Summons)
- Association Leave

For use of Professional Leave:

Give a brief description of the program _____

Meeting Location: _____

Name of Grant that Expenses will be charged to: _____

APPENDIX 6
(continued)

Cost to the District:	Registration Fee:	\$ _____
	Mileage: _____ x IRS Rate	\$ _____
	Lodging:	\$ _____
	Meals:	\$ _____
	Total Estimated Expenses:	\$ _____

1. Prior to the meeting, complete a Purchase Requisition for meeting related costs.
2. Upon return, complete a mileage reimbursement form.

.....
Authorized Signatures:

Employee

Date Submitted

Principal/Supervisor

Date Approved

Superintendent

Date Reviewed

MAPLETON LOCAL SCHOOL DISTRICT

REQUEST FOR SEVERANCE PAYMENT

Name _____ Date _____

Building or Department _____

I hereby certify that my retirement from the Mapleton Local School District was effective

Month Day Year

Not desiring to have my accumulated sick leave transferred to another public agency in Ohio, I hereby request severance pay payment under the Board-Association Master Agreement.

Severance pay will be granted for one-fourth (1/4) of the professional staff member's accumulated but unused sick leave to a maximum of forty-six (46) days. Severance pay will be at the per diem rate of the eligible professional staff member and shall be payable upon the member having fulfilled the requirements of this section or at the option of the member January 1st of next following calendar year.

I request payment immediately _____

I request payment January 1st of next year _____

Signature of Employee

Request Approved _____

Signature of Treasurer for Board of Education

Date

Evidence of approval by the State Teachers Retirement System must be presented prior to payment of severance pay. Such evidence is usually receipt of the first payment by STRS.

MAPLETON LOCAL
SALARY INDEX EFFECTIVE 2011-2013

Step	BA	BA+15	BA+150	MA	MA+15	MA+30
0	1.0000	1.0394	1.0648	1.1155	1.1408	1.1662
1	1.0536	1.0815	1.1094	1.1631	1.1895	1.2159
2	1.0931	1.1236	1.1540	1.2108	1.2381	1.2655
3	1.1327	1.1656	1.1986	1.2584	1.2868	1.3152
4	1.1722	1.2077	1.2432	1.3061	1.3355	1.3649
5	1.2118	1.2498	1.2879	1.3537	1.3842	1.4146
6	1.2513	1.2919	1.3325	1.4014	1.4329	1.4643
7	1.2909	1.3340	1.3771	1.4491	1.4815	1.5140
8	1.3304	1.3761	1.4217	1.4967	1.5302	1.5637
9	1.3700	1.4182	1.4663	1.5444	1.5789	1.6133
10	1.4095	1.4603	1.5109	1.5921	1.6275	1.6631
11	1.4491	1.5023	1.5555	1.6397	1.6763	1.7127
12	1.4886	1.5444	1.6001	1.6873	1.7249	1.7625
13	1.5281	1.5865	1.6448	1.7351	1.7735	1.8121
14	1.5677	1.6285	1.6894	1.7827	1.8223	1.8618
15	1.6073	1.6706	1.7341	1.8303	1.8709	1.9115
20	1.6073	1.6706	1.7787	1.8781	1.9196	1.9611
25	1.6073	1.6706	1.7787	1.9257	1.9683	2.0109

**MAPLETON LOCAL SCHOOL DISTRICT
2011-13 CERTIFIED EMPLOYEE SALARY SCHEDULE**

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+150</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
0	\$30,569.00	\$31,773.42	\$32,549.87	\$34,099.72	\$34,873.12	\$35,649.57
1	\$32,207.50	\$33,060.37	\$33,913.25	\$35,554.80	\$36,361.83	\$37,168.85
2	\$33,414.97	\$34,347.33	\$35,276.63	\$37,012.95	\$37,847.48	\$38,685.07
3	\$34,625.51	\$35,631.23	\$36,640.00	\$38,468.03	\$39,336.19	\$40,204.35
4	\$35,832.98	\$36,918.18	\$38,003.38	\$39,926.17	\$40,824.90	\$41,723.63
5	\$37,043.51	\$38,205.14	\$39,369.82	\$41,381.26	\$42,313.61	\$43,242.91
6	\$38,250.99	\$39,492.09	\$40,733.19	\$42,839.40	\$43,802.32	\$44,762.19
7	\$39,461.52	\$40,779.05	\$42,096.57	\$44,297.54	\$45,287.97	\$46,281.47
8	\$40,669.00	\$42,066.00	\$43,459.95	\$45,752.62	\$46,776.68	\$47,800.75
9	\$41,879.53	\$43,352.96	\$44,823.32	\$47,210.76	\$48,265.39	\$49,316.97
10	\$43,087.01	\$44,639.91	\$46,186.70	\$48,668.90	\$49,751.05	\$50,839.30
11	\$44,297.54	\$45,923.81	\$47,550.08	\$50,123.99	\$51,242.81	\$52,355.53
12	\$45,505.01	\$47,210.76	\$48,913.46	\$51,579.07	\$52,728.47	\$53,877.86
13	\$46,712.49	\$48,497.72	\$50,279.89	\$53,040.27	\$54,214.12	\$55,394.08
14	\$47,923.02	\$49,781.62	\$51,643.27	\$54,495.36	\$55,705.89	\$56,913.36
15	\$49,133.55	\$51,068.57	\$53,009.70	\$55,950.44	\$57,191.54	\$58,432.64
20			\$54,373.08	\$57,411.64	\$58,680.25	\$59,948.87
25				\$58,866.72	\$60,168.96	\$61,471.20

MAPLETON LOCAL SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

- A. Members who perform co-curricular services shall receive remuneration based on the following indices of the member's regular teacher's salary (BA Step 0).

Groups

Years of Experience	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	<u>VIII</u>
0	.200	.160	.130	.110	.080	.070	.050	.030
2	.210	.170	.140	.120	.090	.080	.055	.035
4	.220	.180	.150	.130	.100	.090	.060	.040
6	.230	.190	.160	.140	.110	.100	.065	.045
10	.240	.200	.170	.150	.120	.110	.070	.050

- B. All members employed by supplemental contract by the Board shall be allowed credit for experience from another district up to a maximum of four years for comparable service, as determined by the Superintendent or his designee at the time of initial employment.
- C. Any member who moves horizontally on the index because of a different supplemental contract in the same activity shall be granted a maximum of four years experience on the new supplemental contract. Any member who moves to the right on the index because of a different supplemental contract in the same activity shall be granted the same number of years on the new supplemental contract that the member would have had on the old supplemental contract.
- D. The existence of any position on this listing does not imply nor require that that position shall be filled. The athletic guidelines on the required number of participants shall be observed.

E. Groups:

Group I	
H.S. Athletic Director	
Group II	
H.S. Head Football Coach	H.S. Head Basketball Coach, Girls
H.S. Head Basketball Coach, Boys	Band Director
Group III	
H.S. Head Wrestling Coach	
H.S. Head Track Coach, Boys and Girls	
Group IV	
H.S. Head Baseball Coach	H.S. Head Cross Country Coach
H.S. Head Softball Coach	H.S. Assistant Basketball Coach, Boys
H.S. Head Volleyball Coach	H.S. Assistant Basketball Coach, Girls
H.S. Head Golf	H.S. Assistant Football Coach
H.S. Head Soccer	H.S. Yearbook Advisor
H.S. Assistant Athletic Director	Middle School Athletic Director
Group V	
H.S. Assistant Wrestling Coach	H.S. Assistant Baseball Coach
Assistant Band Director	H.S. Assistant Track Coach
Freshmen Basketball Coach, Boys	H.S. Assistant Softball Coach
Freshmen Basketball Coach, Girls	H.S. Cheerleading Advisor
H.S. Assistant Volleyball Coach	
Group VI	
Junior High Basketball Coach, Boys	Junior High Volleyball Coach
Junior High Basketball Coach, Girls	High School Sweethearts
Junior High Track Coach	Junior High Cheerleading
Junior High Wrestling Coach	Assistant Cross Country
Junior High Football Coach	
Group VII	
High School Drama	Junior High Destination Imagination Coach
Junior/Senior Prom	Academic Challenge Coach
Junior Class Advisor	
H.S. Industrial Arts	
H.S. Student Council Advisor	
H.S. Destination Imagination Coach	

APPENDIX 9
(continued)

Group VIII	
Assistant Musical Director	Freshmen Class Advisor
Assistant Drama Director	Junior High Student Council Advisor
Senior Class Advisor	Elementary Yearbook Advisor
Sophomore Class Advisor	Junior High Yearbook Advisor
H.S. Science Fair	Junior High-Play Director
Junior High Science Fair	Boys Bidy Basketball
Choir Director	Girls Bidy Basketball
National Honor Society Advisor	Art Club Advisor
Language Club Advisor	College Club Advisor
Lead Mentor - \$1,000.00 per school year	
Mentor(s) - \$800.00 per school year	

**MAPLETON LOCAL SCHOOL DISTRICT
SCHEDULE OF MEDICAL BENEFITS**

BENEFITS	PPO	NON-PPO
WAITING PERIOD AND ELIGIBILITY	First Day of Active Work	
DEPENDENTS COVERED	To age 19 or 23 if full-time students	
CALENDAR YEAR DEDUCTIBLE Per Person Per Family Deductibles for PPO and non-PPO will apply toward each other. The Deductible applies to all charges unless shown herein as being waived.	\$100 \$200	\$100 \$200
MAXIMUM OUT-OF-POCKET PER CALENDAR YEAR (excluding Deductible) Per Person Maximum Out-of-Pocket amounts for PPO and non-PPO will apply toward each other	\$500	\$1,000
LIFETIME MAXIMUM BENEFIT	\$2,000,000	
MAX BENEFIT FOR ALL TREATMENT OF MENTAL/NERVOUS	\$10,000/CALENDAR YEAR.	
MAXIMUM BENEFIT FOR ALL TREATMENT OF SUBSTANCE ABUSE	\$10,000/LIFETIME	
BENEFIT PERCENTAGE PAYABLE Unless shown herein with a different percentage	80%	60%
INPATIENT HOSPITAL & INPATIENT PHYSICIAN	90% after deductible	70% after deductible
INPATIENT MENTAL/NERVOUS/SUBSTANCE ABUSE (Hospital and Physician)	80% after deductible	60%, to max of 30 days/cal yr
DURABLE MEDICAL EQUIPMENT	80% after deductible	60% after deductible
HOSPICE	80% after deductible	60% after deductible
CHIROPRACTIC SERVICES	80% after deductible	60% after deductible
PHYSICIAN OFFICE VISIT	80% after deductible	60% after deductible
SPECIALIST OFFICE VISIT	80% after deductible	60% after deductible
SPEECH THERAPY	80% after deductible	60% after deductible
OUTPAT INHALATION THERAPY	80% after deductible	60% after deductible
CHEMOTHERAPY	80% after deductible	60% after deductible
SURGERY/ANESTHESIA (including elective sterilization)	90% after deductible Includes elective abortion	70% after deductible Elective abortion not covered
DIAGNOSTIC X-RAY & LAB	90% after deductible	70% after deductible
RADIOTHERAPY	90% after deductible	70% after deductible
EMERGENCY ROOM VISIT	90% after deductible	70% after deductible
OUTPATIENT PHYSICAL THERAPY	1 st 10 visits @ 90% (ded waived), then 80% after deductible	70% after deductible to max of 5 visits per calendar year
CARDIAC REHABILITATION	80% after deductible	60% after deductible to max benefit of \$500/cal year
OUTPATIENT MENTAL/NERVOUS	80% after deductible never payable at 100%	60% after deductible to max of 10 visits per calendar year never payable at 100%
OUTPATIENT SUBSTANCE ABUSE	80% after deductible never payable at 100%	60% after deductible to max of 10 visits per calendar year never payable at 100%
OUTPATIENT ACCIDENT TREATMENT	90% after deductible	70% after deductible
AMBULANCE	90% after deductible	70% after deductible
HOME HEALTH CARE	90% after deductible	70% after deductible
TEMPOROMANDIBULAR JOINT DYSFUNCTION	80% after deductible	Not Covered
WELL CHILD CARE (Covered Services described herein)	80% Max benefit age 0-1 is \$500 Max benefit age 1-9 is \$150/cal year No benefits beyond age 9	Not Covered

ADULT PREVENTIVE CARE ROUTINE MAMMOGRAM (described herein)	80% Covered once between age 35-40 Covered once every 2 cal years age 40-50 Covered once/cal yr age 50-65	Not Covered
ROUTINE PAP	80% Covered once/cal year (all ages)	Not Covered
PRESCRIPTION DRUG BENEFIT	80% after deductible	

**PRE-ADMISSION NOTIFICATION IS RECOMMENDED FOR ALL NON-EMERGENCY HOSPITAL ADMISSIONS.
POST-ADMISSION NOTIFICATION IS RECOMMENDED FOR ALL EMERGENCY ADMISSIONS.**

B. Dental Insurance

1. Class I - Preventative and Diagnostic (No Deductible) (Paid at UCR)

- a. Routine Oral Exams (Once every six [6] months)
- b. Teeth Cleaning (Once every six [6] months)
- c. Fluoride Treatments (Once every twelve [12] months)
- d. Emergency Pain Treatments
- e. Space Maintainers
- f. Diagnostic X-rays
- g. Tests and Laboratory Exams
- h. Co-insurance amount - one hundred percent (100%)

2. Class II - Basic Restorative (\$25/\$50 deductible)

- a. Fillings - Amalgams, Silicate, Acrylic
- b. Root Canal Therapy
- c. Treatment of Gum Disease
- d. Repair of Bridgework and Dentures
- e. Extractions and Oral Surgery
- f. General Anesthesia - Only if medically necessary
- g. Co-insurance Amount - eighty percent (80%) of reasonable and customary charges

3. Class III - Major Restorative (\$25/\$50 deductible)

- a. Inlays, Onlays, Gold Fillings, or Crown Restorations
- b. Initial Installation of Fixed Bridgework
- c. Installation of Partial or full, Removable Dentures
- d. Replacement of Existing Bridgework on Dentures
- e. Co-insurance Amount - fifty percent (50%) of reasonable and customary charges

(For Classes, I, II, and III, there is a calendar year maximum of \$1,000 per person.)

4. Class IV - Orthodontia (No deductible)
 - a. Full Banded Orthodontic Treatment
 - b. Appliance for Tooth Guidance
 - c. Appliance to Control Harmful Habits
 - d. Retention Appliances - not in connection with full banded treatment
 - e. Co-insurance amount - fifty percent (50%) of reasonable and customary charges

(For Class IV benefits, there is a lifetime maximum of \$1,000 per person.)

- C. The above is only a general summary of insurance coverage provided. The coverage required shall be in accordance with Article VI, Section B of this Agreement.

VOLUNTARY TRANSFER FORM

This form is only to assist you in a voluntary transfer if an opening should arise in which you have an interest. Please complete this form and turn it in to your building principal with all other end of year forms. Each building is required to submit forms to the Superintendent.

Name: _____

Address & Summer Address: _____

Phone: _____

Choose one:

_____ I do not wish a transfer of any kind at this time.

_____ I am interested in a transfer to _____ only.

_____ I wish to be made aware of any openings in my area of certification. I am certificated for _____.

It should be understood that this is only an interest survey and not binding in any way.

Request No. _____

Date _____

MAPLETON SCHOOLS
REQUEST FOR ADDITIONAL TRAINING REIMBURSEMENT

Name _____

Building _____

Course Name _____

Course Number _____

Relationship to Your Field _____

Course Site/Institution _____

Projected Cost _____

I understand that I must present documentation of successful (equivalent to A or B) completion of this course to receive the reimbursement.

Signature

Submit with copy of class registration directly to the Superintendent.

Approved _____

Superintendent

Disapproved _____

Date

MAPLETON LOCAL SCHOOLS

ASSAULT LEAVE

Name _____ Date _____

School _____

Assault leave has been taken in accordance with ORC 3319.143 and the Assault Leave Policy of the Agreement between the Mapleton Local Board of Education and the Mapleton Teachers' Association.

_____ day(s) of assault leave was/were taken beginning at _____ on _____ time
_____ day / _____ month, 20____ and ending at _____ time
on _____ day / _____ month, 20____.

The following information must be stated:

Duration of Medical Attention _____

Name of Physician _____

Office Address _____

Unit Member's Signature

Principal

Superintendent