



12-MED-04-0441
1564-01
K30023
10/14/2013

A G R E E M E N T

BETWEEN THE
MEDINA CITY SCHOOL DISTRICT
AND THE
MEDINA CITY TEACHERS ASSOCIATION

Effective
January 1, 2012 through June 30, 2014

TABLE OF CONTENTS

ARTICLE I		
RECOGNITION		1
1.01	Terms of Recognition	
ARTICLE II		
NEGOTIATIONS PROCEDURE		2
2.01	Definition of Terms	
2.02	Timetable for Negotiations	
2.03	Negotiation Meetings	
2.04	Exchange of Information	
2.05	Progress Report	
2.06	Agreement	
2.07	Disagreement	
2.08	Exclusivity of Procedure	
ARTICLE III		
GRIEVANCE PROCEDURE		4
3.01	Definition of Terms	
3.02	Rights of the Individual	
3.03	Association Rights	
3.04	Time Limits	
3.05	Hearings	
3.06	Procedural Steps	
ARTICLE IV		
EXCLUSIVE ASSOCIATION RIGHTS		8
4.01	Right to Payroll Deduction of Dues	
4.02	Fair Share Fee	
4.03	Right to Conduct Association Business	
4.04	Right to Information	
4.05	Right to Use Board Property	
4.06	No Reprisals	
4.07	Teacher Professional Organization Stipends	
ARTICLE V		
COMPENSATION		13
5.01	Salary Schedule	
5.02	Payroll Practices	
5.03	Co-curricular Activities	
5.04	Summer School	
5.05	Substituting During Planning Period	
5.06	Work of the District	
5.07	Entry Year Program Compensation	
5.08	Severance Pay	
5.09	Reimbursement for Mileage	
5.10	Extended Time	
5.11	State Teachers Retirement System (STRS) Pickup	

ARTICLE V (continued)

COMPENSATION

- 5.12 National Board Certification (NBPTS)
- 5.13 Insurance Provisions
- 5.14 Hospitalization and Surgical Insurance
- 5.15 Prescription Drug
- 5.16 Dental Insurance
- 5.17 Term Life Insurance
- 5.18 Liability Insurance
- 5.19 Ad Hoc Insurance Committee
- 5.20 COBRA
- 5.21 Requirements for Employed Spouses of Eligible Employees

ARTICLE VI

LEAVE PROVISIONS.....30

- 6.01 Attendance Incentive
- 6.02 Definitions
- 6.03 Sick Leave
- 6.04 Sick Leave Bank
- 6.05 Adoption Leave
- 6.06 Personal Leave
- 6.07 Assault Leave
- 6.08 Professional Leave
- 6.09 Sabbatical Leave
- 6.10 Staff Development Leave
- 6.11 Court/Arbitration Appearance
- 6.12 Jury Leave
- 6.13 Parental Leave
- 6.14 Other Unpaid Leaves
- 6.15 Military Leave
- 6.16 Family and Medical Leave Act

ARTICLE VII

INDIVIDUAL RIGHTS45

- 7.01 Individual Teaching Contract
- 7.02 Non-renewal of Limited Teaching Contract
- 7.03 Termination of Teaching Contract
- 7.04 Right to Representation
- 7.05 Discipline of a Bargaining Unit Member
- 7.06 Seniority
- 7.07 Personnel File
- 7.08 Evaluation
- 7.09 Complaint by Parents and/or Students
- 7.10 Payroll Deductions
- 7.11 Protection of Personal Property
- 7.12 Job Sharing
- 7.13 Teacher on Other Assignment
- 7.14 Employment of Retirees Returning to Service

ARTICLE VIII	
WORK HOURS AND WORK LOAD.....	63
8.01	Work Year
8.02	Work Day
8.03	Meetings Outside of the Work Day
8.04	Duties Outside the Work Year and/or Work Day
8.05	Department Head
8.06	Middle School Team Leader
8.07	Elementary Teacher Liaison
8.08	Curriculum Review
8.09	Resident Educator
8.10	Process for an Agreement Waiver for a Building
8.11	Professional Development Committee
ARTICLE IX	
WORKING CONDITIONS.....	75
9.01	Class Size
9.02	Work Year Schedules
9.03	Assignment to More Than One Building
9.04	Substitute Teachers
9.05	Medical Tests
9.06	Student Conduct Code
9.07	Protection of Bargaining unit members, Students and Property
9.08	Teacher Facilities
9.09	Environmental Quality
9.10	Administration of Medication
ARTICLE X	
CHANGES IN ASSIGNMENT OR	
TRANSFER OF PERSONNEL.....	84
10.01	Assignment
10.02	Involuntary Transfer
10.03	Vacancy
10.04	Voluntary Transfer
10.05	Promotion
ARTICLE XI	
REDUCTION IN STAFF.....	89
11.01	Reason for Reduction in Staff
11.02	Methods of Reducing Staff
11.03	Notice of Intent to Reduce Staff
11.04	Recall Provisions
11.05	Restoration of Benefits
11.06	Precedence Clause
ARTICLE XII	
MANAGEMENT RIGHTS.....	92

ARTICLE XIII	
EFFECTS OF AGREEMENT.....	93
13.01	Definition of Terms
13.02	Non-Discrimination
13.03	Availability of Board Policies
13.04	Maintenance of Standards
13.05	Implementation of Agreement
13.06	Severability
13.07	Agreement Reproduction and Distribution
ARTICLE XIV	
DURATION	95
14.01	Duration
14.02	Certification of Ratification
APPENDIX A	
GRIEVANCE PROCEDURE FORM	96
APPENDIX B	
GRIEVANCE DECISIONS.....	97
APPENDIX C	
SALARY SCHEDULES.....	98
APPENDIX D	
CO-CURRICULAR SALARY INDEX	100-107
APPENDIX E	
TEACHER EVALUATION FORMS.....	108-117
APPENDIX F	
AGREEMENT WAIVER FORM.....	118-119
APPENDIX G (a)	
SICK LEAVE BANK FORM - Form A (Contribution)	120
APPENDIX G (b)	
SICK LEAVE BANK FORM – Form B (Application)	121
APPENDIX H	
CLASS LOAD VERIFICATION FORM.....	122
APPENDIX I	
SCHEDULE OF MEDICAL AND DENTAL BENEFITS	123-127
APPENDIX J	
INSURANCE COVERAGE FOR EMPLOYED SPOUSES OF ELIGIBLE EMPLOYEES	128-129

APPENDIX K
STRS PICKUP AND PICKUP ON THE PICKUP DEFINED130

ARTICLE I
RECOGNITION

1.01 TERMS OF RECOGNITION

1.011 Recognition Defined

The Board of Education of the Medina City School District (hereinafter "Board") shall continue to recognize the Medina City Teachers Association affiliated with the Ohio Education and the National Education Association (hereafter "Association") as the exclusive bargaining representative for a bargaining unit composed of all regularly employed certificated classroom teachers, guidance counselors, media specialists, in-school learning disability tutors and teachers and coordinator for the District's talented and gifted students program (bargaining unit members) and all other bargaining unit members specified under 7.13, Teacher on Other Assignment.

Substitutes, permanent substitutes, psychologists, hourly-rated home instruction tutors (unless full-time employed in a bargaining unit position in which case the employee is a bargaining unit member to that extent) and management level and/or supervisory employees (e.g., the Superintendent, Assistant Superintendent, Director of Instruction, Director of Student Services, Director of Human Resources, Director of Business Affairs, Human Resources Coordinator, Communications Coordinator, Treasurer, Assistant Treasurer, Athletic Director, Principals, Assistant or Associate Principals, Intervention/Title Services Coordinator, Director of Technology, and Administrative Intern on Administrative Contract) shall continue to be excluded from the bargaining unit.

ARTICLE II

NEGOTIATIONS PROCEDURE

2.01 DEFINITION OF TERMS

2.011 No Reprisal

Representatives of the Board and Association shall participate in negotiations freely without fear of penalty or sanction, reprisal, or recrimination.

2.012 Good Faith Bargaining

Representatives of the Board and the Association will negotiate in good faith all matters within the authority of the Board to resolve.

2.02 TIMETABLE FOR NEGOTIATIONS

2.021 Notice of Intent to Open Negotiations

If either party desires to open negotiations for a successor Agreement, it shall notify the other party in writing not sooner than ninety (90) days nor later than sixty (60) days prior to the expiration date of this Agreement. Notification in writing from the Association shall be delivered to the Superintendent and from the Board shall be delivered to the President of the Association. The party giving notice shall also serve a copy of the written notice, together with a copy of this Agreement, on the State Employment Relations Board.

2.022 Initial Meeting

Within ten (10) days after receipt of such notice, but not later than fifty-five (55) days prior to the expiration date of this Agreement, an initial meeting will be held at which each party will submit, in writing, its proposal(s). Thereafter, additional items shall not be submitted by either party unless the other party consents.

2.03 NEGOTIATION MEETINGS

2.031 Time of Meetings

- A. Meetings shall be at reasonable intervals, places, and times.
- B. If negotiation meetings between the Board and/or its representative(s) and the Association are scheduled during the work day, each member of the Association's Negotiating Team will be relieved of all regular duties.

2.032 Meeting Notification

Where unforeseen circumstances make it impossible for the chief negotiator of either team to be in attendance, or cause him/her to be late, it shall be the duty of that team to notify the other as promptly as possible and both sides shall thereupon agree to the time for the next negotiation session.

2.033 Attendance at Meetings

Meetings shall be closed to the press and the public. Representation shall be limited to a maximum of seven (7) representatives of the Association and seven (7) representatives of the Board.

2.034 Caucuses

Either party may recess for a caucus, of reasonable length, at any time.

2.04 EXCHANGE OF INFORMATION

Each party shall furnish the other, upon reasonable request, all available information pertinent to the issue under negotiation and not privileged by law. The expense of providing such information shall be borne by the party requesting it and such party shall initial for receipt of the requested item(s).

2.05 PROGRESS REPORTS

Periodic progress reports may be issued during negotiations to the public, provided, any such news releases shall have the prior approval of both parties.

2.06 AGREEMENT

2.061 Tentative Agreement

Tentative Agreement on negotiated items shall be reduced to writing and initialed by a representative of each party.

2.062 Final Agreement

The final Agreement reached through negotiations shall be reduced to writing and submitted to the Association for approval. Upon approval by the Association, the Agreement shall be submitted to the Board for approval. If approved by both parties, the Agreement shall then be signed on behalf of the parties.

2.07 DISAGREEMENT

If agreement is not reached by thirty (30) days prior to expiration of this Agreement, either party may request the services of a mediator from the Federal Mediation and Conciliation Service.

2.08 EXCLUSIVITY OF PROCEDURE

The negotiations procedure set forth in this Article supersedes and takes precedence over any inconsistent time limits or procedure set forth in Section 4117.14 of the Ohio Revised Code. Mediation, as set forth in 2.07, constitutes the parties' mutually agreed upon, exclusive dispute settlement procedure and shall operate in lieu of any and all of the settlement procedures set forth in Section 4117.14 of the Ohio Revised Code. In the event mediation does not result in an Agreement by the expiration date of this Agreement (or such subsequent date as the parties may mutually agree upon), Section 4117.14(D) (2) of the Ohio Revised Code will apply.

ARTICLE III

GRIEVANCE PROCEDURE

3.01 DEFINITION OF TERMS

3.011 Grievance Defined

- A. A "grievance" is any alleged violation of this Agreement or any dispute with respect of its meaning or application.
- B. All grievances shall be filed at the lowest possible level. The lowest possible level means that level of the grievance procedure at which the administrator hearing the grievance has authority to make a decision.

3.02 RIGHTS OF THE INDIVIDUAL

3.021 Representation

A grievant may appear on his/her own behalf or may be represented at any and all steps of the grievance procedure by an Association representative or its counsel.

3.022 No Reprisal

The fact that a bargaining unit member files a grievance shall not be recorded in his/her personnel file or in any file used in the transfer, re-assignment, or promotion process; nor be used in any recommendation for re-employment or recommendation for other employment; nor shall the grievant, the Association, or its officers, or any member of the Board, or employee of the District be placed in jeopardy or be the subject of reprisal or discrimination for having followed or participated in this grievance procedure.

3.03 ASSOCIATION RIGHTS

3.031 Procedures

- A. The grievant and grievance chairperson of the Association shall receive prior notice of each meeting held to resolve a grievance formally filed. Decisions rendered at each formal level will be made in writing on the form appearing in Appendix A and will be transmitted promptly to the grievant and the grievance chairperson of the Association.
- B. The Association may withdraw its support of a grievance at anytime.
- C. A grievance that affects more than one bargaining unit member may be filed by the Association on behalf of all affected members.

3.04 TIME LIMITS

3.041 Maximum Limits

The number of days indicated at each step is considered a maximum. The time limit specified, however, may be extended by written agreement of the parties.

3.042 Date of Formal Filing

If a written grievance (Level II) is not filed within twenty (20) days after the act(s) of condition(s) giving rise to the grievance occurred, the grievance shall be considered waived. If a grievant cannot reasonably be charged with knowledge of such act(s) or condition(s) on the date of occurrence, this time limit shall be measured from the date upon which the grievant may reasonably be charged with such knowledge.

3.043 Failure to Appeal

If a decision on a grievance is not appealed within the time limits specified at that level of the procedure, the grievance will be deemed settled on the basis of disposition at that level and further appeal shall be barred.

3.044 Failure of Administrator to Respond

Failure at any level of the procedure of an administrator to communicate a decision within the specified time limit shall permit the grievant to proceed to the next level of the grievance procedure.

3.045 Recess Period

In the event a grievance is filed at such time that it cannot be resolved by the close of a work year, the grievance shall continue on time limits, until resolution of such grievance. The parties may mutually agree to extend any or all levels to a certain time. In the event a grievance cannot be resolved before the commencement of Christmas or Spring Recess, further attempts at resolution shall be postponed until the return to school following the recess, unless the parties otherwise agree (the parties shall so agree where irreparable injury would result from a postponement).

3.046 Absence of Administrator

The temporary absence of a principal or the Superintendent shall toll the running of the days during the absence of such principal or Superintendent, but in no case for more than five (5) additional days, unless the parties mutually agree to extend the time to a specific later date.

3.05 HEARINGS

Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Such hearings shall be conducted so that they do not conflict with the teaching responsibilities of any bargaining unit member involved and do not require the expenditure of any funds on the part of the Board, the Grievant and/or the Association at Levels I through III.

All hearings held under this procedure shall be structured so that due process under the circumstances is accorded both sides.

3.06 PROCEDURAL STEPS

3.061 Level I: (Initial Discussion)

If a bargaining unit member or the Association acting pursuant to the limited provisions of 3.031(C), believes there is a basis for a grievance, he/she must first discuss the matter with the appropriate administrator, at the lowest possible level according to 3.011(B) in an effort to resolve the problem. If the administrator approached is not the appropriate one, that administrator will direct the grievant to the appropriate administrator at the lowest possible level.

3.062 Level II: (Supervisor)

- A. If the Grievant is not satisfied with the results of Level I, or is unable for cause beyond his/her control to discuss the matter with his/her immediate supervisor within the time limit in 3.042, he/she may file a formal written grievance, on the form appearing in Appendix A, to his/her immediate supervisor.
- B. Within five (5) days of receipt of the written grievance, the supervisor shall make a written and signed decision on the form.

3.063 Level III: (Superintendent)

- A. If the Grievant is not satisfied with the result of Level II, he/she may continue the formal procedure by submitting the formal grievance to the Superintendent or his/her designee within five (5) days after receipt of the Level II decision.

- B. Within five (5) days of receipt of the form, the Superintendent or his/her designee shall make a written and signed decision on the form.

3.064 Level IV: (Arbitration)

- A. If the grievance is not resolved at Level III, within ten (10) days after the Association's next regularly scheduled Executive Committee meeting, but in no event more than thirty (30) days after the receipt of the Level III decision, the Association only may request a hearing by an Arbitrator.
- B. The Arbitrator shall be selected pursuant to The Voluntary Labor Arbitration Rules of the American Arbitration Association.
- C. The Arbitration shall be conducted pursuant to The Voluntary Labor Arbitration Rules of the American Arbitration Association.
- D. The American Arbitration Association's administrative fee and the cost of the Arbitrator shall be equally shared by the Board and the Association. If the parties mutually agree to hold an arbitration at a site for which a charge is incurred, the cost shall be equally shared by the Board and the Association. If a party requests a transcript, the reporter's fee will be paid solely by the requesting party unless the other party orders a copy in which case the fee will be equally shared by the Board and the Association; it is mutually understood and agreed that, if a party does not order a copy of the transcript, that party shall not be entitled to obtain access in any manner to the transcript in preparing its brief to the arbitrator.
- E. The decision of the Arbitrator shall be rendered as promptly as possible and shall be binding on all of the parties. The Arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any terms of this Agreement nor shall he/she make any decision contrary to law as determined by a court of competent jurisdiction.

3.065 Shared Leadership Team

- A. In an effort to identify, understand, and resolve problems in matters of mutual concern and to maintain peak efficiency at all levels, the Board and Association have established a joint Shared Leadership Team (SLT). The purpose of the SLT, a group of professional educators representing the certificated teaching and administrative staff of the District, will be to enhance education and the environment in which it occurs and to seek to provide leadership which will evolve in shared problem solving and consensus decision making based on trust and mutual respect. The SLT will operate under guidelines which are established by the SLT itself and which are subject to review by the consensus of the SLT.
- B. The Shared Leadership Team does not replace the grievance process.

ARTICLE IV

EXCLUSIVE ASSOCIATION RIGHTS

4.01 RIGHT TO PAYROLL DEDUCTION OF DUES

4.011 Authorization for Deduction

- A. Upon written authorization of a bargaining unit member, the Board shall deduct from the individual's wages the prescribed amount of United Education Profession membership dues.
- B. The enrollment period for such deductions shall be from September 1 to October 20 each school year. A second (2nd) enrollment period from February 1 to February 15 of each school year shall be available only to those persons, if any, who accept employment under a limited teaching Agreement after October 20 of that school year.

4.012 Length of Authorization

Authorization shall be on a continuing basis from year to year unless a request for withdrawal is submitted, in writing to the Treasurer, as provided in 4.013.

4.013 Notification of Withdrawal of Authorization

Such deduction shall be irrevocable for periods of one (1) year except that authorization may be withdrawn during a period of fifteen (15) days each year ending September 15. Notification of desire to withdraw payroll deduction authorization shall be submitted, in writing, by the bargaining unit member to the Treasurer during such fifteen (15) day period. The bargaining unit member shall furnish the Association President with a copy of such notification.

4.014 Schedule of Deductions

- A. Deductions shall be made monthly in ten (10) equal installments beginning October and ending in July except in the case of a February enrollee for whom deductions shall be made in six (6) equal installments beginning in March and ending in August.
- B. The balance of the annual deduction shall be deducted from the final paycheck of a bargaining unit member resigning his/her position, receiving a leave of absence, or having his/her employment terminated after October 20 of any school year during the duration of this Agreement.

4.015 Transmittal of Deductions

Dues deducted from a bargaining unit member's pay shall be immediately forwarded to the Association Treasurer at his/her home address.

4.02 FAIR SHARE FEE

4.021 Payroll Deduction of Fair Share Fee

The Board shall deduct from the pay of bargaining unit members who elect not to become or to remain members of the Association, a Fair Share Fee for the Association's representation of such non-members during the term of this Agreement. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.

4.022 Notification of the Amount of Fair Share Fee

Notice of the amount of the annual Fair Share Fee, which shall not be more than one hundred (100) percent of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 of each year during the term of this Agreement for the purpose of determining amounts to be payroll-deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

4.023 Schedule of Fair Share Fee Deductions

Payroll deduction of such annual fair share fees shall commence on the (first (1st) pay date which occurs on or after January 15th annually.) In the case of a bargaining unit members newly hired after the beginning of the school year, the payroll deduction shall commence on the first (1st) pay date following January 15.

4.024 Termination of Membership During the Membership Year

- A. The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the Fair Share Fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual Fair Share Fee less the amount previously paid through payroll deduction.
- B. The balance of the annual Fair Share Fee shall be deducted from the final pay check of the bargaining unit fee payer resigning his/her position, receiving a leave of absence or having his/her employment terminated after January 1 of any school year during the duration of this Agreement.

4.025 Transmittal of Deductions

The Board further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such Fair Share Fee

deductions were made, the period covered, and the amounts deducted for each.

4.026 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 Ohio Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each bargaining unit member 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 the State of Ohio.

4.027 Entitlement to Rebate

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

4.028 Indemnification of the Board

The Association agrees to indemnify the Board for any cost of liability incurred as a result of the implementation and enforcement of this provision provided that:

- A. The Board 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 Board 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) to not oppose the Association or its affiliates' application to file briefs *amicus curiae* in the action;
- D. The Board acted in good faith compliance with the Fair Share Fee provision of this Agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or misapplies such Fair Share Fee provision herein.

4.03 RIGHT TO CONDUCT ASSOCIATION BUSINESS

4.031 Leave to Conduct Association Business

- A. The Superintendent shall grant an accumulative total of up to thirty-five (35) days leave per school year for bargaining unit members to conduct Association business.

- B. The Association President shall notify the Superintendent five (5) days in advance of the day the bargaining unit member shall be absent. However, in the case of an emergency, notice to the Superintendent shall be made as far in advance of the absence as is possible in order that proper arrangements for handling the duties of the bargaining unit member can be made.

4.032 Access to Buildings to Conduct Association Business

In order for the Association to administer this Agreement properly for the benefit of the bargaining unit members and the District and to otherwise properly represent the bargaining unit members, the representatives of the Association will have access to all school buildings and to all members, provided that the exercise of this right does not interfere with the educational program.

4.04 RIGHT TO INFORMATION

4.041 Agenda and Minutes of Board Meetings

The President of the Association shall designate three (3) people who will be provided with copies of minutes of official meetings of the Board and all other documents that Board members receive, that are distributed to Board members at official meetings of the Board as soon as possible after such meetings, but not including:

1. Materials, the release of which is prohibited by law;
2. Materials, the non-release of which is permitted under the law; and
3. Materials given to Board members which do not have to do with the meeting or future Board action.

A copy of the official agenda of the meeting, and any such related attachments, will be given to the same designee at least two (2) days prior to the meeting.

4.042 Newly Employed Bargaining Unit Members

- A. The Association will be provided with the name and address of a newly employed bargaining unit member as soon as such information is available.
- B. The Association will have the right to have placed in the Superintendent's packet to a new bargaining unit member a letter, prepared by the Association, informing the member that the Association is recognized as the exclusive bargaining representative for all members in the District.

4.043 Retiring Bargaining Unit Member

The Association will be provided with the name and address of a retiring bargaining unit member as soon as such information is available.

4.044 Other Information

The Board will, upon request, provide the Association with any data which will assist it in developing intelligent, accurate, informed, and constructive programs on behalf of the bargaining unit members and their students, together with any other available information which may be necessary for the Association to formulate programs or process grievances under this Agreement.

4.05 RIGHT TO USE BOARD PROPERTY

4.051 Building and Facilities

- A. The Association will have the right to use school buildings without cost at reasonable times for meetings.
- B. If the Association chooses to use a building at a time when a custodian is not normally on duty, the Association shall pay to have a utility worker attend the building during the time of the meeting.

4.052 Inter-School Mail

- A. The Association will have the right to place an Association identification on the mailboxes of all members of the Association and to place notices, circulars and other material in the mailboxes of all bargaining unit members.
- B. The Association will have the right to use the inter-school mail system to distribute material of the type described above.

4.06 NO REPRISALS

No reprisals will be taken against any bargaining unit members by reason of his/her membership in the Association or participation in any of its activities. The Board's obligation to consider and process a grievance alleging a violation of this provision is contingent upon the Grievant voluntarily and knowingly waiving any right to file an unfair labor practice charge with the State Employment Relations Board involving the same circumstances. If an unfair labor practice charge has already been filed, the Board's obligation to consider and process the grievance is contingent upon dismissal of such previously filed charge.

4.07 TEACHER PROFESSIONAL ORGANIZATION STIPENDS

Consistent with Rule 3307-6-01 of the Ohio Administrative Code, the Board will pay a stipend to the Association President, Vice President, Secretary, and Treasurer. The Association shall certify the stipend amounts to the Board's Treasurer, which can in no event exceed the maximum allowed by Rule 3307-6-01. The Association shall promptly and fully reimburse the Board for the total cost of stipends, including any applicable retirement costs.

ARTICLE V
COMPENSATION

5.01 SALARY SCHEDULE

5.011 Salaries

- A. The salary of a bargaining unit member covered by this Agreement is set forth in Appendix C.
- B. A bargaining unit member employed for less than a full day, as defined in 8.021, shall be compensated at the rate of one-seventh (1/7) of the per diem salary of his/her proper placement on the Salary Schedule, as provided for in 5.014, for each hour or fraction thereof he/she works.

5.012 STRS Pickup

The STRS pickup pertains to that portion of the bargaining unit member's individual retirement contribution paid directly to STRS by the Board in addition to stated salary. The STRS pickup will be 4% with the remainder of the individual's contribution paid by the employee through payroll deduction.

5.013 STRS Pickup on the Pickup (See Appendix L)

The STRS pickup described above is considered to be income for which retirement contributions must also be contributed to STRS. Therefore, when paying *pickup on the pickup*, the Board is paying that portion of the employee's normally withheld contribution known as the STRS pickup, i.e. 4%, and an additional 4% of that 4%. This 4% of the 4% is the *pickup on the pickup*.

5.014 Placement on the Salary Schedule

- A. The Board agrees to hire into the bargaining unit only persons holding a valid teaching certificate/license, issued by the Ohio Department of Education for every teaching assignment.

- B. At the time of initial employment full credit for up to ten (10) years of teaching experience shall be given in accordance with the provisions of Appendix C. However, upon mutual agreement of the Superintendent and applicant for employment, the applicant may be credited with fewer years of teaching experience than otherwise would apply. This provision will supercede the requirements of Ohio Revised Code Section 3317.13. Teaching experience is defined as teaching in a school that holds a state charter such as a public school, private state chartered schools in state or out of state. Excluded are private schools without state charters. Teaching experience granted must have been in a position that required a valid state teaching certificate/license. Included in the aforementioned ten (10) years credit may be up to five (5) years of military experience as defined in the Ohio Revised Code.
- C. A bargaining unit member with previous teaching experience in the District shall, upon re-employment by the District, receive full credit on the Salary Schedule (Appendix C) for all teaching experience and/or military experience as defined in Section 3307.75- of the Ohio Revised Code.
- D. A bargaining unit member with previous teaching experience in the District who has not been engaged in teaching or other related activities specified above, and who completed at least one hundred twenty (120) days of teaching service in his/her last year of employment by the Board shall, upon re-employment by the District, be restored to the next position on the Salary Schedule above that which he/she left.
- E. A teacher who is hired into the bargaining unit shall be given credit of one (1) year on the Salary Schedule for each one hundred twenty (120) full days (840 hours) of service he/she rendered as a substitute teacher within a given school year.
- F. A tutor who is appointed to a full-time position in the bargaining unit as a regular teacher shall be given credit of one (1) year on the salary schedule for each eight hundred forty (840) hours of service as a tutor in the District.
- G. For a bargaining unit member employed prior to January 1, 1980, placement on the columns of the Salary Schedule, designated as "BS+" and "MS+" shall be determined by subtracting the total number of hours required to obtain the degree from the granting institution, from the total number of hours earned by the member. To be paid at BS+30 or MS+30, at least ten (10) hours must be earned after the respective degree.
- H. Placement on the columns of the Salary Schedule, designated as "BS+" and "MS+" shall, for a bargaining unit member hired after January 1, 1980, be based upon hours earned after completion of the respective degree.

- I. In the event a bargaining unit member holds two (2) MS degrees earned simultaneously, credit for one (1) MS degree will be given in the MS+ column by subtracting the total number of hours to obtain the MS degree with the highest hour requirement from the total number of MS program hours earned in both degrees. Graduate credit hours may be counted only once, although they may have been applied to both degree programs.

5.015 Advancement on the Salary Schedule

- A. Upon completion of academic requirements for horizontal movement on the Salary Schedule and the filing of evidence of such accomplishment with the Superintendent, the salary increment shall become effective at the beginning of the school year, on January 1st and/or April 15th, as appropriate. Evidence shall be the transcript of the coursework completed or, if not available, written certification by the Professor(s) with the transcript to follow. A bargaining unit member filing the evidence of qualification for horizontal movement on the Salary Schedule shall begin to receive payment for such movement no later than the second (2nd) pay date following the filing of such evidence.
- B. After initial placement on the Salary Schedule, a bargaining unit member employed under a contract of employment that calls for fewer than one hundred eighty-four (184) days in a school year (that is, under a contract that calls for less than the work year contemplated in 8.01) shall be advanced on the Salary Schedule at the beginning of any semester after he/she has completed one hundred twenty full (120) days (840 hours) of teaching since his/her last advancement on the Salary Schedule.
- C. After initial placement on the Salary Schedule a bargaining unit member employed for less than a full day, as defined in 8.02, shall be advanced on the salary schedule at the beginning of any semester after he/she completed eight hundred forty (840) hours of teaching since his/her last advancement on the Salary Schedule.
- D. After initial placement on the Salary Schedule a bargaining unit member who has been employed on both a per diem and a per hour basis shall be advanced one (1) step on the Salary Schedule at the beginning of any semester after he/she has completed one hundred twenty (120) full days (840 hours) of service since his/her last advancement as determined through a calculation which combines his/her per diem and per hour service.
- E. For those employees who, in a contracted year will meet or exceed 120 days/840 hours of service, advancement on the Salary Schedule will take place at the beginning of the next school year following the completion of the 120 days/ 840 hours of service.
- F. Any individual seeking horizontal movement on the Salary Schedule must complete an Individual Professional Development plan on District

forms and submit the plan to the Local Professional Development Committee. Individuals may only use coursework from an accredited four-year college and/or university. The coursework must follow all guidelines set by the LPDC.

5.016 Local Professional Development Committee

- A. A District-wide Local Professional Development Committee (LPDC) shall be established in accordance with Ohio Revised Code. The responsibilities of this committee shall include, but not be limited to, approving individual professional development plans for license renewal, recommending in-service activities, and obtaining/developing programs that will satisfy the Ohio Department of Education requirements for Professional Development Continuing Education units (CEU's).
- B. Adequate release time shall be granted to study requests, to research programs/in-service activities, and obtain/develop programs for CEU's; if members of the LPDC determine to conduct some of their meetings/activities outside the school day, each member will be compensated at the curriculum planning rate.
- C. The Board shall provide reasonable facilities, supplies, and services to the LPDC.
- D. The LPDC shall be comprised of five (5) members, three (3) of whom are teachers selected by the Association. Each teacher member of the LPDC shall serve a term of three (3) years.
- E. The LPDC shall determine the frequency, dates and times of the meetings.
- F. Decisions will be made by consensus.
- G. The Individual Professional Development Plan shall not be used as a part of the evaluation process.
- H. The LPDC shall develop and maintain an appeals procedure.
- I. The decisions of the LPDC are not grievable.

5.02 PAYROLL PRACTICES

5.021 Pay Dates

- A. A bargaining unit member shall be paid in twenty-six (26) biweekly pays.
- B. A bargaining unit member will have his/her pay electronically deposited into his/her account. All bargaining unit members will receive a pay stub confirmation electronically effective September 2012.

5.022 Pay Day Falling on Day School is Closed

If the scheduled pay day falls on a day that is not a scheduled work day, pay shall be deposited on the last work day before the closing upon which the Board's administrative office is open for business.

5.023 Payment for Co-curricular Activities

- A. A bargaining unit member contracted to perform a co-curricular activity shall be paid for his/her services in one (1) installment for seasonal activities. For annual activities, payment will be divided equally among all paychecks in the current school year, in a lump sum at the request of the bargaining unit member.
- B. Payment for seasonal activities shall be made no later than the second (2nd) pay date following the completion of the individual's co-curricular duties.
- C. When such payment is made in one (1) installment, Federal withholding shall be treated in accordance with Internal Revenue Service regulations. No more than two (2) such payments per employee, per pay date, may be made on this basis.
- D. A bargaining unit member performing additional duties will be compensated for all such participation in accordance with the provisions of Appendix D of this Agreement.

5.024 Lump Sum Pay During Work Year

In the event the individual teaching Contract is terminated by either party during the school year, the total sum due the bargaining unit member, as of the date of termination, shall be paid at the next scheduled pay day following the last day of service by the member.

5.025 Lump Sum Pay At End Of Work Year

- A. In the event the individual teaching Contract is terminated, or not renewed, by either party at the end of the school year, the total sum due the bargaining unit member shall be paid at the next scheduled pay day following the close of the work year, if the member makes a written request by May 15.
- B. In the case of resignation or non-renewal, benefits to continue through August 31, unless cancelled by the bargaining unit member. In no case are benefits to be continued for an individual retired under the State Teachers Retirement System (STRS).

5.03 CO-CURRICULAR ACTIVITIES

5.031 Co-curricular Salary Index

A bargaining unit member assigned co-curricular duties listed in Appendix D shall be properly placed on the Co-curricular Salary Index (Appendix D).

5.032 Placement On Co-curricular Salary Index

Credit for experience in areas covered by a supplemental teaching Contract shall be determined as follows:

- A. Coaching - A year of experience shall be defined as a year of paid coaching in that sport, above the 6th grade level, in an inter-scholastic position. Experience gained within a sport at any position may be carried to any other position within that sport. Experience in coaching grades 7-12 in inter-scholastic sports in other systems shall be applied to all positions in that sport.
- B. Other - A year of experience shall be defined as a year of employment in a comparable position. Experience gained in other systems shall be applied to all positions on the Co-curricular Salary Schedule.
- C. Experience shall be granted for District volunteer experience should that position become a paid position on the Co-curricular Salary Schedule. This provision would only apply to that bargaining unit member currently holding that position on a volunteer basis.
- D. After five (5) years of teaching in the District, and after nine (9) years in a co-curricular activity within the District, the employee will be eligible for the sixth (6th) step where indicated on Appendix D.

5.033 Voluntary Participation in Co-curricular Activities

- A. Participation of a bargaining unit member in a co-curricular activity will be strictly voluntary and he/she will be compensated for such participation in accordance with the provisions of 5.03.
- B. A co-curricular position will be filled by an applicant from within the bargaining unit in preference to a certificated applicant from outside the bargaining unit provided the bargaining unit applicant's qualifications are substantially equal to or exceed those of the non-bargaining unit applicant.

5.04 SUMMER SCHOOL

- 5.041 A. A bargaining unit member employed as a teacher in the summer school program shall be compensated at the hourly rate set forth in Paragraph B below for each hour, or fraction thereof rounded to the nearest quarter (1/4) hour, the member teaches.

- B. The hourly rate shall equal one-sixth (1/6) of the per diem salary of the 0 Step of the BS Column of the salary schedule in effect on June 1 of the calendar year in which the summer school service occurs.

5.042 Method of Payment

- A. A bargaining unit member contracted to perform duties in the summer school program shall be paid for his/her services in one (1) installment for each session he/she is employed.
- B. The payment shall be made no later than the second (2nd) pay date following the close of the summer school session in which he/she performed duties.
- C. Federal withholding taxes for summer school pay shall be treated in accordance with Internal Revenue Service regulations.

5.043 Voluntary Participation in Summer Program

Participation of a bargaining unit member in the summer school program will be strictly voluntary.

5.05 SUBSTITUTING DURING PLANNING PERIOD

5.051 Rate of Compensation

A bargaining unit member who substitutes during his/her planning period shall be compensated at the rate of one-sixth (1/6) of the per diem salary of the 0 step of the BS Column of the Salary Schedule in effect September 1 of that work year. Such compensation shall be paid for each hour or fraction thereof the member substitutes.

5.052 Voluntary Participation

Within ten (10) work days after the start of each work year all bargaining unit members shall be canvassed and a roster shall be made indicating those members willing to substitute during their planning period(s). Only those members listed on the roster may be asked to substitute during their planning period(s). No member listed on the roster will be required to substitute during his/her planning period without such person's consent. The building administrator shall update the list of volunteers as needed throughout the school year.

5.053 Restrictions

- A. A bargaining unit member may be asked to supervise classes and/or students other than his/her normally assigned duties, only when it is impossible to employ a qualified substitute. If a member agrees to substitute for a class during his/her duty period, substitute pay shall not apply.

- B. A bargaining unit member asked to supervise classes and/or students in addition to his/her normally assigned duties will only be asked to do so during his/her planning period(s) in accordance with 5.052.

5.06 WORK OF THE DISTRICT

5.061 Rate of Compensation

- A. A bargaining unit member who is asked and gives time outside the work day, as defined in 8.02, for curriculum development and/or other work of the District, will receive compensation at the hourly rate of one-sixth (1/6) of the per diem salary of the 0 step of the BS column of the salary schedule in effect when the service is rendered for each hour, or fraction thereof (rounded to the nearest quarter (1/4) hour) worked. Work for which compensation will be received will be mutually agreed upon by the member and Administration prior to the commencement of the work activity.
- B. Other District projects/grants will be compensated at a mutually agreed upon rate by the bargaining unit member and building administrator, subject to the approval of the Superintendent's designee. (Not to exceed compensation referred to in 5.061(A).)

5.07 ENTRY YEAR PROGRAM COMPENSATION

A bargaining unit member who is required to give time after the work day, as defined in 8.035 for an entry year program, will receive compensation at the hourly rate of one-sixth (1/6) of the per diem salary of the 0 step of the BS column of the Salary Schedule in effect when the service is rendered for each hour, or fraction thereof (rounded to the nearest quarter (1/4) hour) worked over the eight (8) hours specified in 8.035.

5.08 SEVERANCE PAY

5.081 Right to Severance Pay

A bargaining unit member with five (5) or more years of teaching experience in the District, who terminates his/her employment in the District with the expressed intent to leave the field of education shall receive severance pay.

5.082 Calculation of Severance Pay

- A. Severance pay will be based upon the daily rate of pay as determined from the individual's basic teaching Contract, (last Contract in pay status), exclusive of all supplemental Contracts and allowances last in effect prior to the termination of employment.
- B. Severance pay will be given for all days of accumulated sick leave, at the time of termination, up to forty (40) days. For a bargaining unit member who has accumulated more than forty (40) days of sick leave, those days

in excess of forty (40) will be multiplied by one-half (1/2) and added to the initial forty (40) days. Except as provided in 5.082(C) and (D) no member shall receive a severance pay equal to more than sixty (60) days pay.

- C. A bargaining unit member who takes a service retirement benefit in accordance with Section 3307.58 of the Ohio Revised Code, will be given a severance pay benefit for all days of accumulated sick leave, at the time of termination, up to forty (40) days. If the member has accumulated more than forty (40) days of sick leave, those days in excess of forty (40) will be multiplied by one-half (1/2) and added to the initial forty (40) days. However, the member shall not receive a severance pay equal to more than eighty (80) days pay.
- D. Additional severance pay shall be credited to only those bargaining unit members qualifying under the language specified in 5.082(C) according to the following schedule:

If, by May 31 of the year of retirement, the bargaining unit member's accumulated sick leave total equals the number of days specified below, the indicated cash incentive will be added to the severance calculation described in 5.082(C):

250 days accumulated sick leave	\$1000
265 days accumulated sick leave	\$1500
280 days accumulated sick leave	\$2000
295 days accumulated sick leave	\$3000

- E. An additional Attendance Award of one thousand (1,000) dollars shall be granted to those bargaining unit members who have two hundred ninety-five (295) days of accumulated sick leave as of May 31st of the year of retirement and who have a ninety-seven (97) percent attendance record (contracted days) in their final three (3) years of employment.

Sick Leave and Personal Leave only shall count against the bargaining unit member's attendance average.

5.083 Method of Payment

- A. A bargaining unit member eligible for a severance pay benefit shall receive such benefit in a lump sum payment.
- B. The lump sum payment shall be paid at the time of the first (1st) pay date in January of the calendar year following termination of employment unless the bargaining unit member requests, on or before April 15 in the final year of employment, that the payment be made at the time he/she receives his/her last pay check.
- C. Federal withholding for severance pay shall be treated in accordance with the Internal Revenue System's regulations.

5.084 Restrictions

Receipt of severance pay shall eliminate all sick leave credit accrued by that individual.

5.09 REIMBURSEMENT FOR MILEAGE

5.091 Right to Reimbursement

- A. A bargaining unit member who is required to use his/her own automobile in the performance of his/her duties and a member who is assigned to more than one (1) school per work day shall be reimbursed for all such travel. With respect to a member required to drive a District suburban in connection with his/her duties, if the member is required to go to the District's transportation facility for the vehicle, he/she shall be reimbursed for travel from the member's building of origin to the facility and for the return.
- B. A bargaining unit member who chooses to use his/her own automobile in the performance of his/her duties when school transportation is provided will not be eligible for reimbursement.

5.092 Rate of Reimbursement

- A. The reimbursement shall be, at all times, the rate allowed by the Internal Revenue Service.
- B. In the event that the Internal Revenue Service should modify this per mile allowance standard in the middle of any month, the Board shall make reimbursement consistent with the new Internal Revenue Service standard retroactive to the first (1st) of the month. Any such changes in the Internal Revenue Service standard for reimbursement shall be payable no later than the second (2nd) pay day subsequent to the Internal Revenue Service notice of change.
- C. The rate of reimbursement shall apply to all driving done between arrival at the first location at the beginning of the work day and departure location at the end of the work day.

5.093 Method of Payment

- A. A claim for mileage reimbursement shall be made by the bargaining unit member submitting a voucher provided by the Board.
- B. Payment of mileage reimbursement shall be within thirty (30) days following the submission of the voucher.

5.10 EXTENDED TIME

All days of extended time authorized by the Board for guidance counselors, vocational employees, media specialist, or other bargaining unit members shall be compensated at the individual employee's per diem rate of pay under the Salary Schedule in effect at the time of such extended time is worked. Compensation for part days of extended time service, if any, shall be prorated to the nearest quarter (1/4) hour.

5.11 STATE TEACHERS RETIREMENT SYSTEM (STRS) PICKUP

The total annual salary of each bargaining unit member shall be payable by the Board in two (2) parts:

1. Cash salary; and
2. Deferred salary (through the salary restatement method of picking-up the employee contribution to STRS).

An employee's deferred salary shall equal the amount of the employee contribution to STRS required by law and shall be paid by the Board to STRS on behalf of the employee as a pickup (by means of the salary restatement method) of the employee contribution otherwise payable by the employee.

An employee's annual cash salary shall be equal to the employee's total contracted annual salary less the employee's deferred salary, and shall be payable subject to applicable payroll deductions to the employee. The Board's total combined expenditure for total annual salary of all bargaining unit members (including deferred salary amounts) and its employer contributions to STRS shall not be greater than the amounts it would have paid for those items had this section of the Agreement not been in effect.

The Board shall compute and remit its employer contributions to STRS based upon an employee's total annual salary including the deferred salary. The Board shall report for federal and Ohio income tax purposes as an employee's gross income the employee's total annual salary less the amount of the employee's deferred salary. The Board shall report for municipal income tax purposes as an employee's gross income the employee's total annual salary, including the amount of the employee's deferred salary. The Board shall compute income tax withholding based upon gross income as reported to the respective tax authorities.

An employee's deferred salary shall be included in the member's total annual salary for the purpose of computing daily rate of pay for determining any particular salary adjustment to be made due to absence or for any other purpose.

5.12 NATIONAL BOARD CERTIFICATION (NBPTS)

Bargaining unit members who receive National Board Certification (National Board for Professional Teaching Standards) shall receive a one (1)-time stipend of one thousand (1,000) dollars upon proof of completion and certification.

National Board Certified bargaining unit members who are selected and agree to be mentors in the Entry Year Program shall receive an additional index (see Appendix D) to the payment normally afforded to mentor teachers in the Entry Year Program.

5.13 INSURANCE PROVISIONS

5.131 Right to Insurance Benefits

In addition to the salary paid a bargaining unit member pursuant to 5.01, his/her compensation shall include the insurance benefits as provided herein.

5.132 Copy of Certification of Insurance

- A. The Board shall provide to the Association one (1) copy of each signed contract and certificate of insurance entered into between the Board and the insurance company(ies) which shall provide the benefits specified in this Agreement.
- B. Copies of existing contracts and certificates of insurance shall be provided to the Association within twenty-four (24) hours of ratification of this Agreement by both parties.
- C. Copies of contracts and certificates of insurance subsequently entered into by the Board shall be provided to the Association within one (1) week after they are received by the Board.

5.133 Distribution of Explanation of Coverage(s)

- A. As amendments and/or changes in insurance coverage or carriers are made, a bargaining unit member will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided to the member within sixty (60) days of the amendment and/or change.
- B. A newly employed bargaining unit member shall, at the time of the signing of his/her teaching contract, receive a written description of all insurance coverage in effect at that time.

5.134 Restrictions

- A. A bargaining unit member whose initial employment begins after January 1, 1981, and is contracted to work less than half(1/2)-time shall be entitled to the benefits provided for in 5.13, if he/she pays for one-half (1/2) of the monthly premium for such benefit(s). Such payment shall be through payroll deduction. Less than half (1/2)-time shall be defined in one of two ways: 1.) Fewer than five hundred forty (540) hours per work year if the member were hired between January 1, 1981 and December 31, 1990; 2.) Fewer than six hundred forty-five (645) hours if the member was hired on or after January 1, 1991.

- B. Entitlement to benefits as described in 5.134(A) shall not be either retroactively granted or denied in the same school year should the bargaining unit member's number of hours per work day or week be modified, thereby increasing or decreasing what would have been the yearly calculated number of work hours.
- C. Insurance eligibility at any given time during the school year will be based on the bargaining unit member's annualized contracted number of work hours. Changes made in the member's insurance eligibility status will be effective at the beginning of the month following the change.
- D. It is understood that the Board's Section 125 Plan, which includes premium pass through (that is, payment of the employee contribution toward monthly premiums with pre-tax dollars) will apply to bargaining unit members. Members may establish a flexible spending account with up to two thousand five hundred (2,500.00) dollars for un-reimbursed health care expenses and/or up to five thousand (5,000.00) dollars for dependent care expenses. The Board will pay the cost of establishing the Plan, annual election and monthly administrative fees.

5.14 HOSPITALIZATION AND SURGICAL INSURANCE (See Appendix J)

5.141 Right to Coverage

Except as specified in 5.134, the Board shall purchase from a carrier licensed in the State of Ohio, basic hospitalization and surgical insurance coverage which meets the specifications set forth in Appendix J for each bargaining unit member, now or hereinafter employed, and his/her family. If coverage is provided through self-insurance, the self-insurance program will be administered by a third-party administrator licensed in the State of Ohio, unless otherwise mutually agreed.

If a bargaining unit member's spouse is also employed by the Board and eligible to participate in insurance coverage under this feature and in prescription drug coverage under 5.15, the spouses may choose either to each enroll for single coverage (with each paying the applicable monthly contribution for single coverage under 5.142 below) or to enroll for (1) family coverage (in which case only one (1) member will pay the applicable monthly contribution for family coverage under 5.142 below).

5.142 Method of Payment of Coverage

The full cost of such insurance and any increases thereof shall be allocated as follows:

Employee Monthly Contribution (Single)

Each member under a single insurance plan shall pay seventeen and one-half percent (17.5%) of the monthly single premium. Effective June 1, 2014, members with a single insurance plan will pay twenty percent (20%) of the monthly single premium.

Employee Monthly Contribution (Family)

Each member under a family insurance plan shall pay seventeen and one-half percent (17.5%) of the monthly family premium. Effective June 1, 2014, members with a family insurance plan will pay twenty percent (20%) of the monthly family premium.

The bargaining unit member's monthly contribution will be by payroll deduction in equal shares on the first and second paydays of each month. The remainder of the monthly cost will be paid by the Board.

5.143 Right to Change Coverage Status

A bargaining unit member may change the coverage status (single or family) effective the first (1st) of any month, subject to the rules and regulations of the carrier.

5.15 PRESCRIPTION DRUG (See Appendix J)

5.151 Right to Coverage

Except as specified in 5.134 the Board shall purchase from any carrier licensed by the State of Ohio, prescription drug coverage which meets or exceeds the specifications set forth in Appendix J for each bargaining unit member, now or hereinafter employed, and his/her family. If coverage is provided through self-insurance, the self-insurance program will be administered by a third-party administrator licensed in the State of Ohio, unless otherwise mutually agreed.

5.152 Method of Payment of Coverage

The full cost of such insurance and any increases thereof shall be allocated as specified in 5.142.

5.153 Right to Change Coverage Status

A bargaining unit member may change the coverage status (single or family) effective the first (1st) of any month, subject to the rules and regulations of the carrier.

5.154 Specifications (See Appendix J)

The prescription drug plan shall provide for a 34-day supply of covered drugs at a network retail pharmacy and a 90-day supply at the contracted mail order pharmacy.

Effective October 1, 2011, the employee co-pay for generic drugs will be ten (10) dollars; the co-pay for single source formulary brand name drugs will be twenty (20) dollars and the co-pay for single source non-formulary brand name drugs will be forty (40) dollars. The employee may receive a 90-day

supply of maintenance drugs through the contracted mail order pharmacy for double the co-pay amount as retail.

Generic drugs, if manufactured, shall be required unless otherwise specified by the writing physician with an indication of Dispense as Written (DAW). If the physician indicates DAW, the employee will pay the co-pay amount above. If there is no physician DAW indicator, the employee may receive the multi-source brand (a brand name drug with a manufactured generic equivalent) at the applicable co-pay plus the cost difference between the brand name and the generic drug. If no generic drug is available, the bargaining unit member will pay twenty (20) dollars co-pay for the formulary or forty (40) dollars for the non-formulary drug. These provisions apply to both retail and mail order prescriptions.

If an employee outside northeastern Ohio makes a reasonable effort to fill their retail prescription at a network pharmacy but ends up purchasing drugs from other than a participating pharmacy chain, the Board shall reimburse the employee for the difference, if any, between the out-of-pocket cost of the purchase less the applicable deductible and the amount paid by the insurer. A list of participating pharmacies and participating national pharmacies will be available to each bargaining unit member by October 1 of each year.

5.16 DENTAL INSURANCE (See Appendix J)

5.161 Right to Coverage

Except as specified in 5.134 the Board shall purchase from any carrier licensed by the State of Ohio dental insurance coverage which meets or exceeds the specifications in Appendix J for each bargaining unit member, now or hereinafter employed, and his/her family. If spouses employed by the Board both qualify for dental insurance coverage under this Section, benefits will be provided to only one spouse. If coverage is provided through self-insurance, the self-insurance program will be administered by a third-party administrator licensed in the State of Ohio, unless otherwise mutually agreed.

5.162 Method of Payment of Coverage

The full cost of such insurance and any increases thereof shall be allocated as specified in 5.142.

5.163 Right to Change Coverage Status

A bargaining unit member may change the coverage status (single or family) effective the first (1st) of any month, subject to the rules and regulations of the carrier.

5.164 Specifications (See Appendix J)

5.17 TERM LIFE INSURANCE

5.171 Right to Coverage

Except as specified in 5.134 the Board shall purchase from any carrier licensed by the State of Ohio, group term life insurance coverage which meets or exceeds the specifications set forth in 5.174 for each bargaining unit member now or hereinafter employed.

5.172 Method of Payment of Coverage

The full cost of such insurance and any increases thereof shall be paid by the Board.

5.173 Right to Purchase Additional Coverage

A. The Board shall allow individual bargaining unit members to purchase additional amounts of coverage through payroll deductions, provided the number of individuals electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company.

B. The cost of this insurance, in excess of that provided for in 5.174, shall be paid by the bargaining unit member through payroll deduction.

5.174 Specifications

The amount of coverage provided by the Board shall be fifty thousand (50,000) dollars plus an equal amount of accidental death and dismemberment coverage.

5.18 LIABILITY INSURANCE

5.181 Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, liability insurance which meets or exceeds the specifications set forth in 5.183 below for each bargaining unit member now or hereafter employed.

5.182 Method of Payment of Coverage

The full cost of such insurance and any increases thereof shall be paid by the Board.

5.183 Specifications

Limits: Maximum available up to \$1,000,000 per occurrence and \$5,000,000 aggregate per calendar year.

5.19 AD HOC INSURANCE COMMITTEE

A representative committee comprised of members appointed by both the Association and the Administration will be formed. The purpose of this committee is to gather information from insurance companies and to present this information to the membership. The committee will serve as a vehicle to keep the membership informed about health insurance issues and to serve as a problem solving/trouble shooting body relative to the current health insurance program. This committee is empowered to make recommendations but not to change benefits.

5.20 COBRA

Bargaining unit member's eligibility for COBRA begins with the exhaustion of rights to benefits under the provision of this Agreement. Failure to pay insurance premiums may be considered as exhausting rights to benefits and trigger COBRA notification.

5.21 REQUIREMENTS FOR EMPLOYED SPOUSES OF ELIGIBLE EMPLOYEES

In order to be eligible for coverage under the District's health insurance plan, any spouse of an eligible bargaining unit member who has coverage available through an employer-sponsored group health plan must join that plan, at least on a single enrollment basis, at the first (1st) open enrollment opportunity with his/her employer. A spouse of a bargaining unit member is considered to have coverage available if he/she meets the following criteria:

1. The spouse has access to continuous group coverage through employment;

and

2. The spouse works more than twenty (20) hours in an average work week;

and

3. The spouse is not required to make a contribution or is not required to pay more than thirty-five (35) percent of the cost of the premium.

When the spouse has enrolled in a plan maintained by his/her employer, coverage for the spouse under the District's plan will be secondary to the coverage provided by the spouse's employer's plan.

The bargaining unit member will provide all information required to administer this provision through the initial enrollment form or through a Coordination of Benefits Questionnaire form.

If a spouse of a bargaining unit member has coverage available through his/her employment in accord with the conditions stated above but fails to enroll for such coverage, spouse benefits paid by the District's plan retroactive to the date on which the spouse became eligible for coverage through his/her employment will be recovered one hundred (100) percent.

It is the responsibility of the bargaining unit member to keep Human Resources current about changes in family circumstances that could impact enrollment information for the health insurance plan. Information that is provided is considered to be truthful and current.

Exceptions: Bargaining unit members who are married and both employed by the District and both eligible for health insurance benefits are not governed by the language of 5.21.

ARTICLE VI

LEAVE PROVISIONS

6.01 ATTENDANCE INCENTIVE

6.011 Eligibility

- A. Any bargaining unit member who at the conclusion of the school year has perfect attendance (i.e. no sick/personal leave use, exclusive of the unrestricted fourth personal day) shall receive a stipend of five hundred (500) dollars. Any member who uses not more than one day shall receive three hundred (300) dollars; any member who uses not more than two (2) days shall receive two hundred (200); and any member who uses not more than three (3) days shall receive one hundred (100) dollars.
- B. Part-time bargaining unit members are only eligible for the PERFECT ATTENDANCE INCENTIVE. Their incentive shall be prorated based on the percentage of the year they are assigned.
- C. The payment shall be made no later than July 31.

6.02 DEFINITIONS

Active Service: Active Service shall refer to the period of time the bargaining unit member is on paid status.

Emergency: For the purposes of this Article, emergency shall mean an unforeseen life changing event or situation which necessitates the bargaining unit member's absence from his/her position for an extended period of time.

Maternity Leave: Maternity leave shall refer to the period of time before and/or after the birth of a child when the bargaining unit member is considered eligible for sick leave as provided for in this Agreement. The member may use accumulated sick leave for all or part of the maternity leave. In order to use sick leave, the member must have sick leave accumulated.

Parental Leave: Parental leave shall refer to leave taken by either parent within the first (1st) year after the birth or adoption of a child for the purposes of child bearing and/or child rearing. Parental leave is an unpaid leave.

6.03 SICK LEAVE

6.031 Accumulation

- A. A bargaining unit member shall be allowed to accumulate up to a maximum of three hundred fifteen (315) days of sick leave.
- B. Notwithstanding any Ohio statutory provision to the contrary pertaining to part-time employees, sick leave for a bargaining unit member employed on other than a full-time basis shall continue to be credited and deducted at the proportionate rate set forth in his/her teaching contract of employment.

6.032 Notification of Accumulated Days

A bargaining unit member shall receive notification of his/her accumulated sick leave on each pay notification form.

6.033 Advancement of Sick Leave

- A. A bargaining unit member shall be credited with five (5) days of sick leave as provided for in Section 3319.08 of the Ohio Revised Code. These five (5) days or any portion thereof may be used in case the member is unable to work because of any of the prescribed reasons for the use of sick leave, after the beginning of his/her employment, but before he/she has accumulated that amount of sick leave as provided for in Section 3319.141 of the Ohio Revised Code.
- B. A bargaining unit member may have a deficit accumulated sick leave balance of up to five (5) days without experiencing any reduction in pay. However, the member shall experience a reduction in pay equal to that member's per diem rate for each sick day of leave exceeding the deficit five (5) day balance.
- C. It is understood that a bargaining unit member leaving the school District for any reason, permanently or temporarily, whether through leave of absence, service retirement, resignation, or termination, shall have the responsibility of bringing his/her accumulated sick leave balance to zero. Therefore, the amount of money needed to reimburse the school District for deficit sick leave days may be deducted from the member's final pay.

6.034 Use of Sick Leave

Sick leave with pay may be used for:

- A. The absence of the bargaining unit member due to personal illness, injury, pregnancy, (including the six (6) calendar weeks immediately following giving birth and/or ten (10) days to care for a spouse with a newborn baby) exposure to contagious disease which could be communicated to others;
- B. The absence of the bargaining unit member due to illness, injury, or death in the immediate family of the member;
- C. The absence of a bargaining unit member due to care giving/attending the funeral of an extended family member, not to exceed five (5) days of sick leave per school year.

6.035 Immediate/Extended Family Defined

- A. The "immediate family" shall be defined as: father, mother, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, legal guardian, or foster or step-parents of the bargaining unit member or his/her spouse, and anyone residing in the same home with the member; or any relative who clearly stands in the same relationship with the member as any of those so specified.
- B. The "extended family" shall be defined as: uncle, aunt, nephew, niece or cousin.

6.04 SICK LEAVE BANK

6.041 Sick Leave Bank Committee

- A. A committee shall be formed to administer the Sick Leave Bank.
- B. The committee will be empowered to adopt the rules and regulations for participation in and operation of the bank.
- C. Decisions required to administer the Sick Leave Bank will not modify this Agreement.
- D. Composition:
 - 1. Four (4) Association members appointed by the President;
 - 2. Two (2) administrative representatives appointed by the Superintendent.
- E. Additional responsibilities: As referenced in 6.043(C), this committee will be called upon to make decisions identifying an emergency situation which would grant additional leave to a bargaining unit member under specified conditions.

6.042 Eligibility

Bargaining unit members are eligible to receive days from the sick leave bank if they have met all of the following criteria:

- A. Contributed one (1) - five (5) days to the bank (with the exception of bargaining unit members at Step 0 and Step 1 on the Salary Schedule);
- B. Exhausted all sick leave days, including advancement;
- C. Have been absent for thirty (30) consecutive days (work days) unless this requirement is waived by the committee;
- D. Have a catastrophic illness/injury (self or immediate family) verified by a physician.

6.043 Enrollment/Application for Days

- A. The sick leave bank is voluntary and all bargaining unit members are eligible to enroll.
- B. The deadline for enrollment is October 1 of the school year and enrollment must precede any intended use of the Sick Leave Bank.
- C. Forms for enrolling in or making application to the Sick Leave Bank are included in Appendices H(a) and H(b).

6.044 Limits

Bargaining unit members are limited to receive no more than thirty (30) days of sick leave from the bank in a given school year. On a one-time basis over the course of employment, this amount may be increased by up to an additional thirty (30) days in a given school year if authorized by the Sick Leave Bank Committee. The maximum amount allowed over the course of employment with the District is one hundred twenty (120) days.

6.045 Impact on Attendance Incentive

Donation of days to the Sick Leave Bank shall not adversely affect a bargaining unit member's eligibility for any attendance incentive.

6.05 ADOPTION LEAVE

- A. A bargaining unit member is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of six (6) calendar weeks, which may be taken before and/or after the date custody is received. Such leave must be taken within a 12-month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not

exceed six (6) calendar weeks. The Board may require evidence of adoption and the member is eligible for such leave no more than once per school year.

- B. If a child outside of the United States is adopted, the provision of 6.05(A) will apply with the further understandings that accumulated sick leave may be used for up to a total of eight (8) calendar weeks, which may be taken before and/or after the date custody is received, and the scheduling of leave will be arranged between the bargaining unit member and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed eight (8) calendar weeks. Such leave must be taken within a 12-month period, during which period custody is received.

6.06 PERSONAL LEAVE

6.061 Right to Leave

- A. A bargaining unit member shall, upon appropriate notice to the Superintendent, be granted a maximum of three (3) days of non-accumulative personal leave per school year.
- B. In addition to the three (3) days of personal leave granted in 6.061(A), a bargaining unit member who, at the beginning of the school year, has at least ninety (90) days of sick leave accumulation shall be granted one (1) additional day of non-accumulative personal leave for that school year. This fourth (4th) day is not subject to all restrictions that normally apply to the regular three (3) personal days. This day is unrestricted except for extending vacations and provisions of 6.064(D).
- C. All unused personal leave days shall convert to sick leave as of June 30.

6.062 Notice of Intent to Use Leave

Notice of intent to use personal leave shall be provided by the bargaining unit member via the Employee Kiosk at least five (5) days in advance of the anticipated absence.

However, in the case of an emergency, notice shall be made to the member's immediate supervisor as far in advance of the absence as is possible in order that proper arrangements for handling the duties of the bargaining unit member can be made. If circumstances make advance notice impossible, the member shall notify the member's immediate supervisor of his/her intent to use personal leave as soon as is practicable.

6.063 Purpose of Leave

It is the intent of this Section to provide a bargaining unit member with a means of dealing with personal matters that cannot be handled except during work hours.

6.064 Restrictions

It is understood that a bargaining unit member will not use personal leave to extend a school holiday or break or to miss a professional development day; an exception may be made with the approval of the Superintendent if the member has an unavoidable scheduling conflict. It is also understood that a member will not use personal leave for the purpose(s) of:

- A. Recreation;
- B. Vacation;
- C. Accompanying a spouse on a business trip; and/or
- D. Matters related to other employment for which he/she receives compensation. Remuneration may be accepted for professional services consonant with one's training and experience as a school employee.

6.07 ASSAULT LEAVE

6.071 Right to Leave

A bargaining unit member who is absent from work due to a disability resulting from an assault which occurred in the course of Board employment shall be granted assault leave during the period of his/her absence.

6.072 Notice of Intent to Use Leave

A bargaining unit member desiring the assault leave shall file the prescribed form with the Superintendent.

6.073 Rights While on Leave

- A. Except as provided in 6.075, a bargaining unit member on assault leave shall be maintained on full pay status during the period of his/her absence.
- B. Leave granted under this Section shall not be charged against sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code or leave granted under other sections of this Article.

6.074 Length of Leave

Assault leave may be used for the period of disability up to a maximum of one hundred eighty-four (184) work days per assault.

6.075 Restrictions

- A. If medical attention is required, the bargaining unit member shall provide a certificate from the licensed physician stating the nature of the disability and its duration.
- B. The pay of a bargaining unit member on assault leave shall be reduced by the amount received by that individual, if any, for Worker's Compensation as a benefit to cover loss of pay as a result of injury. However, the bargaining unit member's pay shall not be reduced by benefits received from Worker's Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

6.076 Verbal Assault Leave

A bargaining unit member not physically assaulted but threatened with physical harm and emotionally distraught as a result to the degree that the member is unable to complete the day will, if the member reports the threat to the police, receive the remainder of the day off without loss of pay. If the following work day is also taken, it will be charged to sick leave.

6.08 PROFESSIONAL LEAVE

6.081 Eligibility for Leave

A bargaining unit member shall be entitled to three (3) days of professional leave per school year, for attendance at professional conferences, visits to other schools, and/or attendance at other activities that are related to the individual's duties and/or professional growth. Any days over and above the three (3) are at the discretion of the Superintendent.

6.082 Application for Leave

A bargaining unit member desiring to use professional leave shall notify the building principal ten (10) days in advance.

6.083 Rights While on Leave

- A. The bargaining unit member shall be maintained on full pay status during the period of this leave.
- B. Leave granted under this Section shall not be charged against leave granted under other Sections of this Article.

6.09 SABBATICAL LEAVE

6.091 Right to Leave

Upon presentation to the Superintendent of a satisfactory plan for professional growth, as subsequently described, sabbatical leave shall be granted to an eligible bargaining unit member, for a period of not longer than one (1) school year.

6.092 Eligible for Leave

In order to be eligible for sabbatical leave a bargaining unit member must have taught for five (5) consecutive school years in the District.

6.093 Application for Leave

A satisfactory plan of professional growth shall be one that:

- A. Is received not later than March 1 of the school year preceding the school year for which the leave is required;
- B. Provides evidence that the bargaining unit member is to be enrolled as a full time student in a state accredited college or university; and
- C. Provides evidence that the bargaining unit member is to be enrolled in a degree program directly related to the education profession.

6.094 Rights While on Leave

- A. A bargaining unit member on sabbatical leave shall be paid in accordance with Section 3319.131 of the Ohio Revised Code. The last person hired in the replacement process shall be the replacement for salary purposes.
- B. A bargaining unit member on sabbatical leave may continue all insurance coverage provided that at the beginning of each month the member makes payment for the premium of such coverage to the office of the Treasurer.
- C. The period of sabbatical leave shall be counted as teaching experience in making salary adjustment if, at the conclusion of such leave, the bargaining unit member provides an official transcript to indicate that the classroom portion of the plan was followed and satisfactorily completed.

6.095 Right to Return from Leave

A bargaining unit member who successfully completes a plan for professional growth, shall be reinstated the following school year to a position which is equivalent or higher than the position which he/she left.

6.096 Restrictions

The bargaining unit member given leave under this Section may be required to return to the District at the end of such leave for a period of two (2) years unless he/she has completed twenty-five (25) years of teaching in the state of Ohio.

6.10 STAFF DEVELOPMENT LEAVE

6.101 Guidelines and Procedures

- A. The decision making body for approval of proposals shall include a member appointed by the Association.
- B. There shall be Staff Development Leaves granted annually. The number of approved leaves will be dependent on available funds.
- C. Salary, benefits, seniority and all other rights guaranteed to all bargaining unit members shall be maintained during Staff Development Leave.
- D. Teachers holding co-curricular/supplemental contracts shall resolve with the Superintendent implications of the leave for the co-curricular/supplemental contract.
- E. Approval of Staff Development Leave shall be based on the degree to which the leave proposal furthers the programs, goals and objectives of the District.
- F. All materials produced during Staff Development Leave shall become property of the District, to be shared within the District, wherever appropriate, unless external use or dissemination is mutually agreed upon by the parties.
- G. Additional guidelines may be developed as necessary by the staff development committee.

6.11 COURT/ARBITRATION APPEARANCE

6.111 Right to Leave

A bargaining unit member who, because of his/her employment in the District, as defined in 6.114, is subpoenaed to appear as a witness, will be granted leave for such appearance.

6.112 Notice of Intent to Use Leave

A bargaining unit member receiving a subpoena and desiring leave shall notify the Superintendent as far in advance as possible.

6.113 Rights While on Leave

- A. A bargaining unit member on leave shall receive full salary and benefits while on leave.
- B. Time spent on leave will not be charged against any other leave provisions.

6.114 Purpose of Leave

"Because of his/her employment" shall be defined for purposes of this Section to refer to arbitrations under the grievance procedure of this Agreement, lawsuits involving the District, and incidents involving bargaining unit members and/or students which the member may have occasion to observe and/or have knowledge of because of his/her teaching position.

6.115 Restrictions

Leave shall not be used in cases where the expertise of the bargaining unit member is the basis for the court appearance, but rather, for matters which specifically relate to circumstances which could only have been observed and/or known because of the employment with this District.

- 6.116 It is mutually recognized that leave under this Section to appear as a witness need not necessarily be for the entire day but only for that portion of the day (including reasonable travel time, if applicable) when the person's testimony is required.

6.12 JURY LEAVE

6.121 Right to Leave

A bargaining unit member required by law to report for jury duty shall be granted jury leave for the duration of such duty.

6.122 Notice of Intent to Use Leave

A bargaining unit member receiving notice to appear for jury duty and desiring to use jury leave shall notify the Superintendent as far in advance of the absence as possible.

6.123 Rights While on Leave

- A. A bargaining unit member on jury leave shall receive his/her full salary and benefits while on the leave.
- B. Time spent on jury leave will not be charged against any of the above leave provisions.

6.13

PARENTAL LEAVE

6.131 Length of Leave

- A. All or any portion of an absence by a bargaining unit member because of pregnancy or a medical disability connected with or resulting from pregnancy may, at the individual's option, be charged to accumulated sick leave.
- B. In addition, a Parental Leave of Absence for the remainder of the school semester and up to four (4) consecutive additional school semesters, without pay, will be granted to a bargaining unit member for the purpose of childbearing, and/or child rearing.

6.132 Eligibility for Leave

- A. A bargaining unit member will be entitled, upon request, to an unpaid leave to begin at any time between commencement of her pregnancy or a spouse's pregnancy and one (1) year after the termination of the pregnancy. The bargaining unit member will notify the Superintendent in writing of his/her desire to take such leave and, except in cases of emergency, shall give such notice at least thirty (30) days prior to the date on which his/her leave is to begin. A member who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to properly perform her required duties.
- B. A bargaining unit member adopting a child will be entitled, upon request, to a leave to commence at any time during the first (1st) year after receiving de facto custody of the infant child, or prior to receiving such custody, if necessary, in order to fulfill the requirements for adoption. The member will notify the Superintendent in writing of his/her desire to take such leave and except in cases of emergency, shall give such notice at least thirty (30) days prior to the date on which his/her leave is to begin. For the purpose of satisfying the one hundred twenty (120) paid days requirement for advancement on the Salary Schedule under 6.146, a member shall be credited with up to thirty (30) days beginning with the day on which the leave begins.

6.133 Right to Return from Leave

When applying for parental leave, the bargaining unit member shall specify the duration of the leave which shall coincide with a school semester. Unless otherwise mutually agreed by the Superintendent and the member, the duration of leave shall not be increased or decreased and the member will return to active employment at the beginning of a school semester; provided, however, that in the event of loss of the child or the unforeseen loss of a majority of the spouse's financial support, the member will be entitled, if he/she desires, and if at least fifteen (15) days advance notice of the intent to return is given to the Superintendent to return to active employment by not later than the beginning of the next grading period. A return to active

employment shall be to the same position the member held at the time leave commenced, provided that he/she returns not later than the commencement of the next school year; a return to active employment after that shall be to an equivalent position.

6.134 Right to Substitute While On Leave

A bargaining unit member on parental leave of absence will not be denied the opportunity to substitute in the District by reason of the fact that he/she is on such leave of absence.

6.135 Insurance Coverage While on Leave

Insurance coverage(s) shall be continued for a bargaining unit member on such leave upon his/her payment of the premium. The premiums will be payable at the beginning of each month at the office of the Treasurer.

6.136 Employment While on Leave

Except for substitute service as provided in 6.134, no teacher on leave shall accept other full-time employment.

6.14 OTHER UNPAID LEAVES

6.141 Right to Leave

Notwithstanding, the leaves provided in other Sections of this Article a bargaining unit member who has completed two (2) or more years of active service in the District shall be entitled to the following Unpaid Leaves.

6.142 Exchange Teacher Leave

- A. A leave without pay for up to two (2) years shall be granted to a bargaining unit member who serves as an exchange teacher.
- B. A leave with pay for up to two (2) years shall be granted to a bargaining unit member who serves as an exchange teacher, provided that the approved teacher exchange program's guidelines require this and that the member is accepted into the program. Should the District assume financial responsibility for the member on leave, the District would not be obligated to pay the salary and benefits of the teacher who is received in the member's place.
- C. In the event that the program in which the bargaining unit member's participation requires that the District accept an exchange teacher in his/her place, the Board reserves the right to refuse to participate in such a program should that teacher be unacceptable to the District.

- D. The Board will only participate in teacher exchange programs that have an established state, national, or international reputation, i.e. the Fulbright Teacher Exchange Program.

6.143 Medical Leave

- A. When a bargaining unit member has exhausted his/her accumulated sick leave and the additional five (5) days, as provided for in 6.033, and is still unable to return to work, the Board shall place the member on Medical Leave.
- B. Such leave will begin on the date that the accumulated sick leave and the five (5) additional days, as provided for in 6.033, reaches the zero point, and will be for not less than the period of the bargaining unit member's incapacity, not to exceed a maximum period of two (2) consecutive school years in addition to the remainder of the work year during which it commences.
- C. If the bargaining unit member desires to remain on Medical Leave at the beginning of a work year, as provided for in 6.143(A), he/she may return at the beginning of any grading period during that work year.

6.144 Leave of Absence

- A. A leave of absence of up to the remainder of the school semester and up to four (4) consecutive additional school semesters, without pay, will be granted to a bargaining unit member for family/health and/or obligations for personal reasons other than preparing for or the pursuing of other employment. Return from such leave shall coincide with the start of the school semester.
- B. If the leave taken as per 6.144(A) is for any reason other than health/medical reasons, the bargaining unit member may not take a second (2nd) such leave, except for emergency reason(s), for at least two (2) years. For the purposes of this Article, two (2) years shall mean the beginning of the *next* semester two (2) years from the date of return to active service from the approved leave.
- C. The Sick Leave Bank Committee shall make the determination as to the existence of an emergency situation (defined in 6.042) for the purpose of granting a second (2nd) leave within the restricted two (2) year period. The decision of the committee is not grievable under the Agreement.

6.145 Notice of Intent to Use Leave

A bargaining unit member wishing to make use of any of the aforementioned unpaid leaves shall notify the Superintendent of such desire in writing. When possible such written notice shall be given at least thirty (30) days prior to the commencement of such leave. In cases where the member does not have knowledge, or the desire, or need to use any of the above mentioned leaves at

least thirty (30) days prior to the commencement of such leave, written notice shall be given to the Superintendent as soon as practicable.

6.146 Rights While on Leave

- A. A bargaining unit member who was paid for at least one hundred twenty (120) days in the work year in which leave was granted shall, upon his/her return, be placed on the Salary Schedule on the step above that at which he/she left.
- B. Insurance coverage(s) shall be continued for a bargaining unit member on an Unpaid Leave, who at the beginning of each month, makes payment of the premium for such coverage(s) to the office of the Treasurer.
- C. A bargaining unit member on a leave of absence under Sections 6.09, 6.13, or 6.14 of this Article will, unless otherwise mutually agreed by the member and the Superintendent, automatically receive an unpaid leave from any co-curricular position the member holds.

It is anticipated that, in most cases, the person will resume the duties of the co-curricular position by not later than the start of the position's duties in the cycle next following the person's return from leave. This provision, however, does not guarantee that result where (1) the person would not have been retained in the co-curricular position had there been no leave, (2) the leave from the co-curricular position is for more than one full cycle of the position, or (3) if the Superintendent determines circumstances make such resumption of the position's duties impracticable or contrary to the best educational interests of the District (in which case the person will be placed in a related co-curricular position with no loss in pay from what would have occurred if the person had resumed the position's duties).

6.147 Rights Upon Return

When applying for leave of absence, the bargaining unit member shall specify the duration of the leave which shall coincide with a school semester. Unless otherwise mutually agreed by the Superintendent and member, the duration of the leave shall not be increased or decreased and the member will return to active employment at the beginning of a school semester, provided, however, that no exceptional circumstances would occur which would necessitate the member's immediate return to work. Such circumstances would include the death or improvement in health of a family member or the loss of the majority of the spouse's financial support. In cases such as these, if the member so desires, and if at least fifteen (15) days of advance notice is given to the Superintendent to return to active employment, the member shall return to active employment by not later than the beginning of the next grading period. A return to active employment shall be to the same position the member held at the time leave commenced, provided that he/she returns not later than the commencement of the next school year; a return to active employment after

that shall be to an equivalent position. A completed survey intent form shall be forwarded to the Superintendent no later than the first day of March proceeding the next school year.

6.15 MILITARY LEAVE

A bargaining unit member engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable federal and Ohio law.

6.16 FAMILY AND MEDICAL LEAVE ACT

A bargaining unit member may use unpaid family leave for the purposes and on the conditions set forth in the federal Family and Medical Leave Act of 1993 and its 2009 amendments as follows:

6.161 Eligibility

All bargaining unit members who have accumulated at least one year of service in the District, may apply for family leave under the provisions of the federal Family and Medical Leave Act.

6.162 Notice of Intent

A member desiring to use family leave shall notify the Superintendent in writing at least thirty (30) days prior to the beginning of the leave, if the need for the leave is foreseeable; otherwise, the written notice shall be given as soon as possible after the member learns of the need for the leave. The member's notice must specify that Family Leave will be the type of leave taken.

6.163 Insurance Coverage While on Leave

During the leave, for up to twelve (12) weeks per year, the Board shall continue to pay the contributions it makes for a member on the active payroll to continue participation in life, health, prescription drug, and dental insurance.

6.164 Restrictions

Should an eligible bargaining unit member opt to take another form of unpaid leave as described in Article VI in conjunction with the Family and Medical Leave Act, the Family and Medical Leave Act must be taken prior to taking the other contractual leave.

ARTICLE VII
INDIVIDUAL RIGHTS

7.01 INDIVIDUAL TEACHING CONTRACT

7.011 Employment by Teaching Contract

The Board shall, when employing and re-employing a bargaining unit member, enter into a written teaching contract with such individual.

7.012 Limited Teaching Contract

The first limited teaching contract shall be for a term of one (1) year, renewal of the limited contract shall be for a term of one (1) year, the third (3rd) limited contract shall be for a period of two (2) years. All future renewals shall be for a minimum of three (3) years.

7.013 Continuing Teaching Contract

- A. A continuing teaching contract shall be issued to an eligible bargaining unit member, pursuant to Sections 3319.08, 3319.09 and 3319.11 of the Ohio Revised Code.
- B. To be considered for a continuing contract effective with the succeeding school year, a bargaining unit member must satisfy the following requirements:
 - 1. The member must file a letter of intent with the Board's Human Resources Office by October 15 specifying that the member wishes to be considered for and expects to qualify legally for, continuing contract status effective with the succeeding school year;
 - 2. If continuing contract status has not been attained previously in an Ohio public school District, the member must have taught for three (3) or more school years, (minimum of half time capacity each year), in the District during the last five (5) school years;
 - 3. If continuing contract status has been attained previously in an Ohio public school District, the member must have served in the District for at least two (2) school years;
 - 4. The member must possess a valid 8-year professional certificate or 5-year professional license and 30 semester hours of LPDC-approved graduate course work, and satisfactory evidence of such must be filed with the Board's Human Resources Office before April 1.

If all the above requirements applicable to an individual member are not satisfied, the member will not be considered for a continuing contract to be effective with the succeeding school year.

- C. A continuing contract will be granted to a bargaining unit member, effective with the succeeding school year, if all the above requirements are satisfied and if a continuing contract is recommended by the Superintendent and approved by the Board.
- D. If the District intends to implement a general reduction in force under Article XI of the Agreement effective with the start of the succeeding school year, the District will act on all bargaining unit members eligible for continuing contracts and who have satisfied the above requirements prior to acting to suspend the contracts of those members being laid off. This provision does not apply if the reduction in force is due to the return to duty of a bargaining unit member from a leave of absence.

7.014 Supplemental Contract

- A. A supplemental contract will be given to a bargaining unit member who is to perform a supplemental duty as defined by Section 3319.08 of the Ohio Revised Code and Appendix D of this Agreement. Such contract will be issued prior to the beginning of the supplemental duty, but not later than September 15 of the school year in which the duty is to be performed.
- B. A supplemental contract for an approved assignment will be determined and issued:
 - 1. On the same basis as a regular teaching contract;
 - 2. After recommendation for approval by the regular April Board meeting or by June 15 for spring sports;
 - 3. Prior to the commencement of the assignment whenever practicable.
- C. No supplemental contract will be issued to a non-bargaining unit member for any co-curricular position whose duties begin after September 15 prior to September 15. The intent of this provision is to enable newly hired bargaining unit members to apply for and be considered for such co-curricular positions.

7.015 Content of Teaching Contract

Pursuant to Section 3319.12 of the Ohio Revised Code, a teaching contract or salary notice will be issued annually to each bargaining unit member. This contract or salary notice shall contain the following:

- A. The number of work days in the school year, along with the first and last work day of the work year;
- B. The annual salary and the per diem pay of the bargaining unit member;
- C. The teaching assignment, i.e. area of certification/licensure or grade level and building(s) assignment of the bargaining unit member; and
- D. The following statement:

"This contract is entered into by _____ and the Board of Education of the Medina City School District and is subject to the reasonable rules and regulations adopted by the Board, the pertinent provisions of the Ohio Revised Code, the pertinent rules and regulations of the Ohio Department of Education, and the provisions of the Agreement between the Board of Education of the Medina City School District and the Medina City Teachers Association."

7.016 Bargained Agreement Incorporated in Teaching Contract

All provisions of this Agreement are incorporated by reference into the individual teaching contract of a bargaining unit member. Any change(s) in this Agreement will become a part of the individual teaching contract on the effective date of the change(s).

7.02 NON-RENEWAL OF LIMITED TEACHING CONTRACT

Non-renewal of limited teaching contracts shall be governed exclusively by the provisions and court procedures of Section 3319.11(G) of the Ohio Revised Code, it being understood and agreed, however, that the evaluation procedures set forth in 7.08 prevail over the evaluation procedures and requirements of Sections 3319.11 and 3319.111 of the Ohio Revised Code.

7.03 TERMINATION OF TEACHING CONTRACT

Termination of a teaching contract of a bargaining unit member shall be according to Sections 3319.16 and 3319.39 related provisions of the Ohio Revised Code.

7.04 RIGHT TO REPRESENTATION

A bargaining unit member shall, upon his/her request, have the right to be represented by the Association at all conferences which the member has reason to believe will deal with the disciplining of the member, and at other conferences to the extent required by law.

7.05 DISCIPLINE OF A BARGAINING UNIT MEMBER

7.051 Standards for Discipline

No bargaining unit member shall be disciplined by the Board or any of its agents without just cause.

7.052 Progressive Discipline

Disciplinary action shall consist of five (5) steps. It is understood that such action shall be commensurate with the severity of the bargaining unit member's offense, may be initiated at any level, and may include the repetition of an action without progressing to the next step.

Step One: Verbal warning(s)

Step Two: Written warning(s) – will incorporate comments relative to the verbal warnings in substantiation of previous problems. The written warning(s) will not be placed in the bargaining unit member's personnel file.

Step Three: Written reprimand(s) – will incorporate comments relative to the written warning(s) in substantiation of previous problems.

Step Four: Suspension(s), with or without pay.

Step Five: Termination

7.06 SENIORITY

7.061 Seniority Defined

For the purpose of this Agreement, seniority will mean continuous service in a bargaining unit position.

7.062 Continuous Service Defined

- A. For the purpose of this Agreement, continuous service will be computed from the most recent date of hire into a bargaining unit position, as determined by official Board action to employ, of the bargaining unit member.
- B. Continuous service will accrue during all paid leaves of absence and for a period of two (2) years from the effective date of the suspension of a limited teaching contract.
- C. Continuous service will not be broken by an unpaid leave of absence or employment by the Board in a position outside the bargaining unit, but such time in a position outside the bargaining unit will not be counted in computing seniority.
- D. In addition, continuous service will not be considered to have been broken if a bargaining unit member was non-renewed and then re-employed for the subsequent school year.

- E. When continuous service is equal, the date of application which resulted in the individual's employment will be the determinative factor.

7.063 Seniority List

- A. No later than November 1 of each year the Superintendent will provide the Association with a list showing the seniority and Contract status (i.e. limited or continuous) of each bargaining unit member employed by the Board and will, thereafter, promptly notify the Association of any changes in the list. This list shall include:
 - 1. A bargaining unit member's specific area(s) of certification/licensure;
 - 2. A bargaining unit member's employment date;
 - 3. A bargaining unit member's contract status specifying either continuing or limited; and
 - 4. All administrative employees who hold continuing teaching contracts.
- B. The Superintendent will, at all times, have posted in his/her office a current seniority list which will be available for inspection during regular work hours by a bargaining unit member and/or the Association.
- C. It is the bargaining unit member's responsibility to review the seniority list posted in accordance with 7.063(A). All challenges to an individual's placement on the seniority list must be registered in writing with the Superintendent and president of the Association within forty-five (45) days of the posting.

7.07 PERSONNEL FILE

7.071 Right to Review

A bargaining unit member will have the right, upon request, to review the contents of his/her personnel file and to receive a copy of any documents contained therein.

7.072 Right to Have Representative Present

A bargaining unit member will be entitled to have a representative of the Association accompany him/her during such review.

7.073 Right to Copy of Material in File

The bargaining unit member may be charged a cost of five (5) cents per page for materials copied from his/her personnel file.

7.074 Contents of File

- A. No material derogatory to a bargaining unit member's conduct, service, character, or personality will be placed in his/her personnel file unless the member, has had an opportunity to review the material. Such materials will be filed with the evaluations related to that particular activity.
- B. The individual will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates Agreement with the contents thereof.
- C. The bargaining unit member will also have the right to submit a written answer to such material and his/her answer will be attached to the file copy.
- D. A bargaining unit member whose personnel file is to be inspected by a member of the public pursuant to Section 149.43 of the Ohio Revised Code will be notified, to the extent circumstances permit, at least five (5) days in advance of such review. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review. The employee shall have the right to be present at the time of the review. The employee shall have the right to be accompanied by a representative of his/her choice.
- E. In the event that there is an effort by a member of the public to inspect a personnel file under 7.074(D), and the Board considers that circumstances require less than five (5) days advance notice of such review, the Superintendent will immediately notify the Association President and the Labor Relations Consultant for the Ohio Education Association. Such notification shall include identification of the party or parties who are seeking access and the address and telephone of their counsel, if any.

7.075 Right to Challenge Contents of File

- A. At least once every two (2) years, a bargaining unit member will have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate for retention.
- B. The documents will be reviewed by the Superintendent and, upon his/her agreement that the document should be destroyed, the document will be submitted to the Records Review Commission for destruction in compliance with state law.
- C. The bargaining unit member will receive written confirmation of the outcome of the Records Review Commission within one (1) month of

the Commission's decision. In any event, the member will receive a written decision no later than one calendar year following the date of the request to have the document removed.

- D. A disagreement over the question of obsolescence or inappropriateness will be subject to the grievance procedure set forth herein and will be initiated at Level III.

7.076 Restrictions

Although the Board agrees to protect the confidentiality of personal references, academic credentials, and other similar documents, it will not establish separate "confidential files."

7.08 EVALUATION

A bargaining unit member shall be evaluated on his/her work performance only after fair and reasonable observations of his/her work by the administrator(s) with the responsibility of evaluating that individual. These evaluation provisions will prevail over those in Section 3319.111 of the Ohio Revised Code.

7.081 Open Appraisal

- A. All monitoring or observation of the work performance of a bargaining unit member shall be conducted openly and with full knowledge of the member.
- B. The use of eavesdropping, public address, or audio visual recording systems and similar surveillance devices for monitoring or observing the work performance of a bargaining unit member without the express written consent of the member shall be strictly prohibited.
- C. The review of materials prepared by a bargaining unit member without the member's awareness is strictly prohibited.

7.082 Fair Treatment

No bargaining unit member shall be disciplined, reprimanded, reduced in rank or compensation, suspended, demoted, transferred, adversely evaluated or otherwise deprived of any professional advantage without just cause. Any such action shall be subject to the grievance procedure set forth in this Agreement.

7.083 Procedure

- A. Type of Teaching Contract
 - 1. Continuing Contract: In a required evaluation year for those bargaining unit members who are on a continuing contract, the member must select one (1) of the following:

- a. Option 1: Every third year there will be at least one observation (jointly scheduled) followed by a formal, written evaluation by April 30. A bargaining unit member may request one additional observation.
 - b. Option 2: The bargaining unit member and administrator may agree on an alternative evaluation (Section 7.084). An alternative evaluation does not limit the right of an administrator to observe the member in the classroom. The observation will not be used in the evaluation.
2. Limited contract and the member is in at least year five (5) with the District and in the last year of a multi-year contract: The member must select one (1) of the following:
 - a. Option 1: In the last year of a limited multi year contract there will be at least one observation (jointly scheduled) followed by a formal, written evaluation by February 15. A bargaining unit member may request one additional observation.
 - b. Option 2: The bargaining unit member and administrator may agree on an alternative evaluation (Section 7.084). An alternative evaluation does not limit the right of an administrator to observe the member in the classroom. The observation will not be used in the evaluation.
3. Limited contract with less than five (5) years of experience with the District: The member shall be evaluated every year using the traditional evaluation process in the following manner:
 - a. A pre-conference will be held prior to the first (1st) evaluation.
 - b. A minimum of two (2) observations is required: one (1) jointly scheduled and one (1) unannounced. For those in the final year of a limited contract, the first observation will be completed by November 15 and the second observation will be completed by February 15. For those in the non-final year of a limited contract the first observation will be completed by November 15 and the second observation will be completed by April 30.
 - c. Immediately following the observation, the evaluator shall provide a copy of his/her notes and the observation data collection form which was used for the scrutiny of the bargaining unit member.
 - d. The summative evaluation (Appendix E) shall be shared with the evaluatee at a post-conference by February 15 for the final year of a limited contract and April 30 for those in the non-

final year of a limited contract. It is to be signed and dated by the evaluator with the signature of the evaluatee as optional.

B. General Guidelines

1. All forms for evaluations will be found in Appendix E.
2. The performance of a bargaining unit member shall be evaluated in writing. Such evaluation shall be recorded on the form found in Appendix E. Such evaluation shall be narrative in form. The evaluation shall be based upon observations and shall acknowledge the strengths of the individual evaluated, as well as deficiencies, if any. The evaluation shall further note all data used to support the conclusion by the evaluator.
3. The evaluator shall take into consideration, and note in writing, any circumstances that may adversely affect the performance of the bargaining unit member being evaluated, such as; interruptions, class size, special academic groups, or physical facilities.
4. Student tests shall not be used in any way to evaluate a bargaining unit member.
5. In no case will the Board be held responsible for compliance with these evaluation procedures if, for any reason, the member is not available.
6. Additional evaluations shall be made if requested by the bargaining unit member.
7. The evaluations shall be conducted by the Superintendent, Assistant Superintendent, Principal or Supervisor as mutually agreed upon by the Superintendent and the bargaining unit member.

7.084 Alternative Evaluation Plan

- A. A bargaining unit member, who is employed on a limited teaching contract, and the administrator charged with that member's evaluation, may mutually design an evaluation format which differs from the classroom observation procedure, except during the last year of the limited contract.
- B. A bargaining unit member, who is employed on a continuing teaching contract, and the administrator charged with that member's evaluation, may use a mutually designed evaluation format which differs from the classroom observation procedure on alternative evaluation work years.
- C. Procedure:

1. The bargaining unit member initiates the alternative evaluation procedure by indicating his/her interest on the alternative evaluation form placed in his/her mailbox by the evaluator at the beginning of the qualifying work year.
2. The bargaining unit member and the evaluator conference to design the alternative evaluation plan by October 15.
3. The alternative evaluation plan will be in writing and will include the method to be used for critiquing the plan at the conclusion of the project.
4. The written alternative evaluation plan and a form containing an alternative evaluation reflection piece completion statement will be placed in the bargaining unit member's personnel file. The member will determine whether the critique of the alternative evaluation plan is to be included in his/her personnel file.
5. If there is a disagreement regarding completion of the alternative evaluation project, the bargaining unit member shall provide a written assessment of the issue. The administrator shall have the option to add comments to that record.
6. If a mutual plan cannot be developed or if the plan must be abandoned due to unforeseen circumstances, the classroom observation procedure will go into effect with a reasonable attempt being made to meet contractual timelines.
7. The alternative plan requires that a reflection piece be completed by April 30.
8. All forms for the alternative plan will be found in Appendix E.

7.085 Classroom Deficiencies Identified

Evaluation of a bargaining unit member whose previous evaluation identified classroom deficiencies shall be evaluated according to the steps outlined in 7.083(A) (3) that refers to someone in the final year of a limited contract with the exception that two written evaluations must be completed. One must be completed by November 1 and the second must be completed by February 1.

- A. An adjustment to the schedule may be made if mutually agreed upon and included in the plan for improvement. In no school year shall there be fewer than two (2) observations and one (1) formal evaluation prior to December 1 and another two (2) observations and a formal evaluation prior to February 15.
- B. A bargaining unit member shall be evaluated on his/her work performance only after fair and reasonable observations of his/her work by the administrator with the responsibility of evaluating that member.

If, after such observations, the evaluator finds that a member is deficient in his/her performance in any way, the administrator with the responsibility of evaluating that member shall finish the evaluation cycle as soon as practicable. Then, two (2) additional observations of a full class period or, two (2) uninterrupted one (1) hour observations shall be held within six (6) consecutive school weeks of the initial observation revealing the deficiencies.

- C. All such classroom observations shall be preceded by a conference between the evaluator and the bargaining unit member in order for the member to explain his/her plans and objectives for that class.
- D. All such observations shall be followed, within forty-eight (48) hours, by a conference between the evaluator and the bargaining unit member evaluated in order for questions arising from the observation to be discussed.
- E. The evaluator shall write a report on all such observations.
- F. All evaluations shall be in writing.
- G. A bargaining unit member, who receives more than one (1) evaluation per school year shall be given, within forty-eight (48) hours of its creation, a copy of any class visit report(s), evaluation report(s) or written observation(s) prepared on him/her as a part of the additional evaluation(s).

7.086 Correction of Any Deficiencies

Should deficiencies be recorded in the work performance of a bargaining unit member, the Board shall cause the member to be provided with specific, reasonable, written recommendation for improvement and with definite, positive assistance, including time during the school day, material resources, and consultant services to implement the recommendation.

7.087 Evaluation of Co-curricular Duties

A bargaining unit member assigned under the Co-curricular Salary Schedule (Appendix D) to an athletic position or to a position whose duties occur throughout the school year will be evaluated during the assignment. Evaluation review and appeal will ultimately be in the hands of the Superintendent through the building principal. This provision is not intended either to require or preclude evaluations of members assigned to non-athletic positions (or positions whose duties do not occur throughout the school year) established on the Co-curricular Salary Schedule; nor is it intended to limit the number of evaluations that may be made with respect to the holder of an athletic position (or position whose duties occur throughout the school year); provided, however, that in all cases, except for intramural co-curricular positions, where the member is not retained for job performance reasons in the co-curricular position for the following school year, the member will be

evaluated at least once by not later than thirty (30) days after completion of the assignment. If upon completion of the duties of a co-curricular position, except for intramural co-curricular positions, the member has not been evaluated, an evaluation may be requested within two (2) weeks after completion of such duties in which case an evaluation will be made within thirty (30) days of the request; any request under this sentence must be made to the building principal.

7.088 It is mutually agreed that a committee will be established during the 2012-13 school year for the purpose of developing an evaluation procedure consistent with the standards-based State framework promulgated by the Ohio Department of Education.

7.09 COMPLAINT BY PARENTS AND/OR STUDENTS

7.091 Report of Complaint

Any complaint regarding a bargaining unit member made to any member of the Administration by any parent, student, or other person, which is used in any manner, will be promptly investigated and called to the attention of the bargaining unit member. The member will be given an opportunity to respond to and/or rebut such complaint.

7.092 Member Options

At the option of the bargaining unit member, but within a reasonable length of time, one (1) of the following shall apply:

- A. The bargaining unit member shall have an opportunity to resolve the complaint individually with the complainant. Upon addressing the complaint the member will notify the appropriate building administrator of how the complaint was resolved.
- B. The bargaining unit member with the assistance and presence of the appropriate administrator shall have a conference with the complainant for the purpose of resolving the problem. Upon request, the member may have a representative of his/her choice present at the conference.

7.10 PAYROLL DEDUCTIONS

7.101 General Provisions

- A. In addition to those deductions required by law for Medina Municipal, Ohio State and United States Federal income taxes and the Ohio State Teachers Retirement System a bargaining unit member shall be entitled to the payroll deductions listed below.
- B. If a bargaining unit member desires to make a change in his/her payroll deduction authorization, he/she shall notify the Treasurer in writing. The

change shall be made as soon as possible, but in no case later than the second (2nd) pay date following the receipt of the notice.

7.102 Association Dues

- A. Upon the written authorization of the bargaining unit member the Board shall cause to have deducted from the member's wages the prescribed amount of United Education Profession membership dues.
- B. The deductions shall be made in ten (10) equal installments beginning in October and ending in July and shall be immediately forwarded to the Association Treasurer at his/her home address.

7.103 Charities

- A. Upon the written authorization of the bargaining unit member, the Board shall cause to have deducted from the member's wages the prescribed amount as that member's contribution to a designated charity of the member's choice.
- B. Money, so deducted, shall be immediately forwarded by the Treasurer to the designated charity with an accounting as to the name(s) and amount contributed by the bargaining unit members.
- C. Such authorization shall be revocable, by written notice, upon the will of the bargaining unit member.

7.104 Life and Income Protection Insurance

- A. Upon the written authorization of the bargaining unit member, the Board shall deduct from the member's wages the prescribed amount as that member's premium for additional life insurance as provided for in 5.17 of this Agreement, and coverage provided by the insurance company.
- B. Such authorization shall be revocable by written notice upon the will of the bargaining unit member.
- C. Money so collected shall be immediately forwarded by the Treasurer, to the designated company with an accounting as to the name and amount paid by the bargaining unit member.

7.105 FCPE Contributions

- A. Upon the written authorization of the bargaining unit member, the Board shall cause to have deducted from the member's wages the prescribed amount as that member's contribution to the Fund for Children and Public Education (FCPE).

- B. Money so collected shall be immediately forwarded, by the Treasurer, to FCPE along with the name and social security number of the bargaining unit member making the contribution.

7.106 Tax Sheltered Annuities

- A. The Board shall purchase tax sheltered annuities for a bargaining unit member desiring to participate in a 403(b) plan, a 457(b) plan or both. Tax sheltered annuities may be selected from companies meeting the Board requirements:
 - 1. Company must be licensed by the State of Ohio; and
 - 2. Must have five (5) or more contracts with employees of the District. Employees with contracts not meeting this criteria will be grandfathered.
- B. The cost of such annuity shall be deducted from the annual salary of the bargaining unit member and the difference shall be the total which the Treasurer reports as that member's earnings for tax purposes.
- C. Authorization for such annuity shall be revocable, by written notice, upon the will of the bargaining unit member.

7.107 STRS Service Credit Buy-Back by Payroll Deduction

The Board will make available payroll deduction for bargaining unit member buy-back of qualifying STRS credit in compliance with Section 3307.70 of the Ohio Revised Code, STRS rules, and IRS requirements. All members who wish to purchase or restore credit through payroll deduction must do so pursuant to this Section of the Agreement. The deduction shall occur from the first pay in each month in an amount designated in writing by the member and filed with the Treasurer. All such deductions shall be accounted for as “after tax” contributions. The effective date of this payroll deduction buy-back plan shall be at least sixty (60) days after the Treasurer has notified STRS of the effective date of the plan and has sent STRS a copy of the Board resolution approving this plan.

7.11 PROTECTION OF PERSONAL PROPERTY

7.111 Storage Place for Personal Property

- A. The Board shall provide a place in the office of each school in the District for storage of personal property and clothing of the bargaining unit member.
- B. A committee will be formed by the principal and the staff of each school building to study and make recommendations with respect to effectively securing school buildings.

7.112 Storage of Personal Property

- A. A member desiring to store his/her clothing and/or personal property shall be entitled to do so provided he/she abides by the procedure established in the individual school.
- B. Any personal property placed in the possession of the Board, as set forth above, will be the responsibility of the Board and the member will be reimbursed for any loss of articles during the school day.
- C. It shall be the responsibility of the individual bargaining unit member to retrieve his/her clothing or personal property prior to the end of the school day so that it is not necessary to store the items throughout the evening hours.

7.113 Personal Property in the Classroom

A bargaining unit member who desires to bring personal property to the classroom for use or display may do so provided he/she obtains the approval of the principal of the building in question. If the member obtains the approval of the principal, the Board will accept full responsibility for damage, destruction, or theft of the item in question.

7.12 JOB SHARING

7.121 Establishment; Continuation

There will be job sharing as to any position only as specifically agreed to in concept by the building principal and approved by the Superintendent. Written notice of an approved job sharing Agreement will promptly be furnished to the Association President. It is mutually understood that a job sharing Agreement does not supersede the provisions of this Agreement. Approval of a job sharing arrangement for any one (1) year shall not constitute approval of such arrangement for the subsequent year.

7.122 Definition

Job sharing shall be defined as two (2) individuals sharing the same job such that each has one-half (1/2) of the duties/responsibilities and one-half (1/2) of the salary/monetary benefits of the job, unless some other arrangement is approved by the Superintendent and written notice of such arrangement is furnished to the Association President.

7.123 Eligibility

Two (2) bargaining unit members would mutually agree to write a job share proposal for the next school year under the terms defined below.

7.124 Candidate Selection

- A. It is the responsibility of the bargaining unit member desiring the job sharing opportunity to secure the interest of another member and present that member as a candidate to the Administration as outlined below.
- B. Should the bargaining unit member not be successful in securing an interested candidate internally, the Administration will post the job sharing opportunity as a Notification of Vacancy. The Administration will involve the member in the selection of the job sharing candidate.

7.125 Salary

- A. Unless some other arrangement is approved by the Superintendent, each member in the job sharing situation is to receive one-half (1/2) of the salary he/she would have received if he/she had been employed full time in the position.
- B. Advancement on the Salary Schedule shall be according to 5.015.

7.126 Insurance Premiums/Benefits

Unless other arrangements are approved by the Superintendent, each person shall be eligible for the insurance benefits defined in Article V, but each will be responsible for payment of one-half (1/2) of the cost of the monthly insurance premiums for the insurance benefits.

7.127 Written Job Sharing Plan

Any two (2) bargaining unit members interested in a job sharing arrangement will submit a written job sharing plan, in accordance with administrative procedures to be followed by them, showing in detail all particulars with respect to the job sharing arrangement proposed by them including the duties to be shared by them and the manner in which all duties are to be shared, the responsibilities to be shared by them and the manner in which they are to be shared, and how they proposed to handle matters such as resignations, retirements, non-renewals, terminations, layoffs, return rights from the job share, and similar situations which may arise in the course of or at the conclusion of the job sharing arrangement.

7.13 TEACHER ON OTHER ASSIGNMENT

A bargaining unit member who accepts an area of responsibility that is not a traditional teaching position and not currently recognized in 1.011 as a position included in the bargaining unit shall, for purpose of this Agreement, be recognized as a member as defined in Article I. Specifically, these assignments are defined by the position titles District-wide Curriculum Coordinator, Administrative Intern, and Media Coordinator. (The position of Coordinator of District Talented and Gifted Students, currently included in the Terms of Recognition, will, in addition, be governed by the paragraphs below.)

A bargaining unit member who accepts one (1) of these positions as “teacher on other assignment” will be considered to be on Leave of Absence from his/her teaching position under the general provisions specified in 6.144, acknowledging that “teacher on other assignment” would be one of the reasons that a member would be granted a leave of absence. It would be acknowledged, however, that the other terms of the leave as specified in 6.145 and 6.146 would not apply.

Rights Upon Return: When accepting the new assignment that is classified as “teacher on other assignment” as described above, the bargaining unit member shall agree to a duration of leave that shall be no less than one (1) school year. Unless mutually agreed by the Superintendent and member, the leave shall not be increased or decreased, and the member shall return to active employment in his/her previous teaching assignment at the beginning of the next school year, or at the beginning of the next school semester if the term is decreased.

If the assignment of “teacher on other assignment” is mutually agreed to extend to an additional school year(s) beyond one (1) school year, the bargaining unit member’s return to his/her teaching position following the second (2nd) (or more) year(s) will be to at least an equivalent teaching position to that originally held.

7.14

EMPLOYMENT OF RETIREES RETURNING TO SERVICE

This Article governs the terms and conditions of employment of a superannuate or “other system retiree” (as those terms are statutorily defined for purposes of Section 3307.35 of the Ohio Revised Code) whom the Board may regularly employ in a position that falls within the description of the bargaining unit in Article 1. Except as otherwise specified below, any such employee will become a bargaining unit member upon employment and be subject to the provisions of this Agreement.

7.141 Placement on Salary Schedule

For initial placement purposes on the Teachers’ Salary Schedule (Appendix C), the employee shall receive ten (10) years of service credit. Additionally, the employee shall receive all proper educational credit for horizontal placement on the Salary Schedule. The employee shall receive experience/education credit as is appropriate, for each year of reemployment with the Board.

If the employee/bargaining unit member is a former employee/bargaining unit member employed by the District, he/she shall not retain any seniority rights afforded under this Agreement.

7.142 Contract Sequence

The employee/bargaining unit member shall receive a one (1) year limited contract (if employed after the start of the school year, such contract shall be for the remainder of the school year.) If subsequently employed, the employee/bargaining unit member shall be awarded successive one (1) year limited contracts. In no event will the employee qualify for a continuing contract or a multi-year contract. The contract shall be considered to be non-

renewed at the end of each school year. Non-renewal in this instance for a superannuate shall not be subject to Section 3319.11 of the Ohio Revised Code.

The employee/bargaining unit member shall be notified no later than April 30 as to the Board's intent to offer or not offer a new contract for the next school year. Non-renewal of the one (1) year contract is not grievable under the Agreement.

Prior to April 30, the position in question shall be posted as per 10.03. A superannuate shall not be offered the position until the posting period both external and internal has ended.

The employee/bargaining unit member shall be eligible to apply for one (1) year only, co-curricular supplemental positions. Automatic renewal shall not be assumed.

7.143 Evaluation

The employee/bargaining unit member may be evaluated at least once during the school year. However, any timelines and/or dates specified in 7.08, do not apply to the evaluation process for employee/bargaining unit members who are employed under the terms of this Article.

7.144 Insurance Eligibility

The employee/bargaining unit member shall not be eligible to participate in any insurance fringe benefits offered to bargaining unit members under Article V of this Agreement, unless STRS insurance benefits are unavailable. If STRS insurance benefits are not available, the employee/bargaining unit member shall be eligible for all insurance benefits as per Article V.

7.145 Criminal Record Check

The Criminal Records check(s) may be waived for any retirant returning to service where such waiver(s) do/does not violate Ohio Revised Code.

7.146 Severance Eligibility

The employee/bargaining unit member will in no event qualify for severance pay and/or early retirement incentive upon leaving the employ of the District.

7.147 Prevailing Status

The provisions of this Article supersede and prevail over any inconsistent terms that may appear elsewhere in this Agreement.

ARTICLE VIII

WORK HOURS AND WORK LOAD

8.01 WORK YEAR

8.011 Length of Work Year

The work year for a bargaining unit member shall be one hundred eighty-four (184) days, unless reduced by calamity days as provided in Sections 3317.01 and 3319.08 of the Ohio Revised Code.

8.012 Makeup of Work Year

The work year shall contain a maximum of:

- A. One-hundred-eighty (180) days for instruction which may include two (2) days in which classes are dismissed for the purpose of individualized parent conferences in grades kindergarten through twelve (K-12).
- B. Two (2) days for professional meetings of teachers. One (1) of the days will be prior to the teacher driven work day and first day of instruction and one (1) of the days to be determined on a yearly basis by the calendar committee.

Effective with the 2011-12 school year, however, the day determined by the calendar committee will be eliminated and, in exchange for not having to work that day, all bargaining unit members are required to complete six (6) hours of professional development outside of the work day (Section 8.11 of this Article). Any bargaining unit member who fails to complete the required six (6) hours by April 30 will have his/her pay reduced by one (1) day's per diem amount, prorated to the amount of in-service time missed at an increment of one-half (1/2) day.

At the end of the 2012-13 school year, either the Board or the Association may determine that this 6-hour professional development pilot program is unsuccessful, in which case the District's professional development program will revert to the language appearing in the first paragraph above.

- C. One (1) teacher driven work day prior to the first (1st) day of instruction which may be used by a teacher individually or in collaboration with other teachers.
- D. One-half (1/2) day without students between the first (1st) and second (2nd) semester for preparation of reports; and
- E. One-half (1/2) day without students on the last teacher workday of the school year, up to one (1) hour of which will be used for a general

District-wide meeting and the remainder of which will be used for preparation of reports.

- F. Three (3) early dismissal days. One (1) early dismissal in November may be used to hold individualized parent conferences. One (1) early dismissal first (1st) semester and one (1) early dismissal second (2nd) semester may be for grade/department level meetings. A member will not be required to remain longer than one (1) hour beyond his/her normal scheduled departure time to attend meetings/conferences on the early dismissal days.
- G. Four (4) teacher driven early dismissal or late start days of at least 60 minutes in length will occur throughout the school year. These four (4) days may occur any month except the months that are scheduled per 8.012(F). These four (4) days will not extend the teacher work day.
- H. Professional development days as may be waived for student instruction by the state.

8.013 Makeup Days

The Board will include makeup days, in order of priority, within the school calendar so that bargaining unit members will be aware of the days to be utilized in the event it is necessary to makeup days outside of the established work year.

8.02 WORK DAY

8.021 Length of Work Day

- A. A bargaining unit member may be assigned appropriate starting and dismissal times, provided that his/her work day shall be no longer than seven and one-half (7 1/2) consecutive hours. The maximum student day at the high school will not exceed seven (7) hours and twenty (20) minutes. The maximum student day at the middle school buildings will not exceed six (6) hours and fifty-five (55) minutes. The maximum student day at the elementary buildings will not exceed six (6) hours and forty-five (45) minutes. The teacher work day prior to and after the student day following the five (5) minute dismissal supervision period will be teacher driven time subject only to the requirements of 8.026.
- B. A bargaining unit member shall not be required to report for duty earlier than 7:20 a.m. nor remain on duty later than 4:00 p.m. on a regular school day provided, however, that if the Board intends to require a member to report earlier than 7:20 a.m. or remain later than 4:00 p.m.
 - 1. The Board will give reasonable advance written notice to the Association of such intent and meet and confer with the Association in a good-faith effort to reach a mutually satisfactory understanding; and

2. The Board will not implement such a schedule except at the beginning of a school year or the beginning of a semester. The Association may bring one item to the negotiations initiated by the Board. Salary items cannot be included.
- C. Bargaining unit members may be solicited, on a voluntary basis, to work an "early bird" schedule at the high school. The "early bird" schedule would begin at 6:25 a.m. and would end at 1:55 p.m. The member must begin the "early bird" schedule by teaching a class and shall not be able to substitute said class with a duty or planning period.
1. Selection of teachers for the early bird schedule would be based on seniority, area of certification, and student registration.
 2. Bargaining unit members participating would be required to come to early dismissal days but would be released one (1) period early the day before or after early dismissal as compensatory time.
- D. A bargaining unit member involved in individualized parent conferences pursuant to 8.012 shall not be required to work more than seven and one-half (7 1/2) consecutive hours, as provided in 8.021(A), report for duty earlier than 7:20 a.m., nor remain on duty later than 9:30 p.m. on the day of such conference.

8.022 Duty Free Lunch Period

Included in the work day of a bargaining unit member shall be a thirty (30) minute duty free lunch period guaranteed under Section 3319.111 of the Ohio Revised Code.

8.023 Planning Time

Included in the work day of a bargaining unit member will be planning time during which he/she will not be assigned duties. Planning time is primarily for activities directly related to their professional duties for instruction. This planning time shall be during the student day, exclusive of travel time to escort students, and shall be as follows:

- A. Elementary - no less than two-hundred-fifty (250) minutes per five (5) day week. There shall be a minimum of one (1) planning segment of thirty (30) consecutive minutes per day for each elementary teacher. Any additional daily planning segments shall be no less than twenty (20) consecutive minutes. Elementary administrators will use their best efforts to provide in their buildings common planning grade-level/team planning times.
- B. Middle School - one (1) regular class period per day.
- C. Senior High - two (2) regular class periods per day.

8.024 Scheduled Duties

- A. The student day at the high school will consist of eight (8) periods (exclusive of lunch). The administration can require a high school teacher to teach not more than six (6) classroom teaching periods with two (2) planning periods. If the teacher is not required to teach six (6) classroom teaching periods, the teacher will teach five (5) classroom teaching periods with two (2) planning periods and one (1) duty period or period for student control when the individual would be assigned to a study hall or other control responsibility. The Administration will use their best efforts to rotate duties assigned high school teachers on a yearly basis.
- B. The work day of a bargaining unit member employed as a middle school teacher will consist of one of the following:
1. Six (6) classes, two (2) preparations, one (1) team period and one (1) planning period;
 2. Five (5) classes, two (2) preparations, one (1) team period, one (1) planning period, and one (1) duty period;
 3. Five (5) classes, one (1) preparation, one (1) team period, one (1) planning period, and one (1) duty period;
 4. Six (6) classes, one (1) preparation, one (1) planning period, one (1) team period, and no duty period;
 5. Unified Arts/Encore:
 - a. Six (6) classes, two (2) preparations, one (1) duty, one (1) planning period;
 - b. Six (6) classes, one (1) preparation, one (1) duty, one (1) planning period;
 - c. Five (5) classes, two (2) preparations, two (2) duty periods, one (1) planning period;
 - d. Five (5) classes, one (1) preparation, two (2) duty periods, one (1) planning period.
- C. A bargaining unit member employed at the middle school level may agree to teach:
1. Grade Six:

Six (6) classes, three (3) preparations, one (1) team period and one (1) planning period.

2. Grades 7 and 8:

Five (5) classes, three (3) preparations, one (1) team or duty period, and two (2) planning periods, or;

Six (6) classes, three (3) preparations, one (1) team period, and one (1) planning period.

A teacher who agrees to one of the above alternate schedules will submit written Agreement that is binding for one (1) year.

- D. The assignment of student control responsibilities shall consist of the bargaining unit member being assigned to work with and/or supervise students in a manner that does not require him/her to engage in preparation or grading activities.
- E. Elementary administrators will use their best efforts to coordinate District-wide equitable duty assignments. If any bargaining unit member finds conditions not workable and unreasonable, it becomes an item for grievance.

8.025 Number of Preparations

A seventh through twelfth grade teacher will not be required to teach more than one (1) subject area (e.g. social studies, science) nor have more than two (2) teaching preparations within the area, at any one time. An individual who elects to teach more than one (1) subject area and/or have more than two (2) teaching preparations may, at his/her individual discretion develop a schedule satisfactory to him/her and the Administration.

8.026 Meetings within Work Day

- A. Meetings shall not be called without two (2) days advance notification unless it is an emergency.
- B. Administrators are urged to plan, coordinate, and consolidate issues so that these meetings are held only when they are timely, necessary, and appropriate.

8.03 MEETINGS OUTSIDE OF THE WORK DAY

8.031 Meeting with Parents and Students

- A. The Association and Board encourage bargaining unit members to be available for meetings with parents and students.
- B. A bargaining unit member may be available as needed beyond the above established work day for meetings with either students or parents.

- C. A bargaining unit member may be requested, by his/her building principal, to be available for conferences with students and/or parents either before or after normal school hours for students, provided that the member shall have been given at least two (2) days advanced notice of such conference.

8.032 Meetings Called by Administrators

- A. In addition to the above mentioned individual conferences, the Administration may call a total of ten (10) meetings per school year, provided all bargaining unit members affected are given at least seven (7) days' notice of such meeting.
- B. A bargaining unit member will not be required to remain longer than one (1) hour beyond his/her normal scheduled departure time to attend the above meetings.
- C. No meeting shall be scheduled for the last school day of any work week.

8.033 Meet The Teacher

Each school will hold a "Fall Meet the Teacher Night" at which attendance by bargaining unit members assigned to that school is mandatory. This event will be ninety (90) minutes in duration and will occur not earlier than the first regularly scheduled teacher work day of the school year and not later than September 30. In consideration for their attendance at this event, bargaining unit members in the particular school will be given a vote on whether to either (A) have one (1) less meeting under 8.032 above as chosen by the building administrator in the first semester of that school year, or (B) have two (2) fewer hours of required parent teacher conference time in that school year. The outcome of the vote will be determined by a majority of the votes cast at each building.

8.034 Other Meetings

Attendance at all other assignments or meetings other than during the regular work day will be at the option of the individual bargaining unit member.

8.035 Entry Year Program

If the time required to complete the entry year program exceeds eight (8) hours outside the work day within a school year, the entry level bargaining unit member shall be compensated according to 5.07.

8.04 DUTIES OUTSIDE THE WORK YEAR AND/OR WORK DAY

8.041 Voluntary Participation in Additional Duties

- A. Participation of a bargaining unit member in co-curricular activities will be strictly voluntary.

- B. A bargaining unit member shall not be required to attend a meeting or accept an assignment other than during the regular work year as set forth above.

8.042 Job Description for Additional Duties

- A. As part of the previous Agreements between the Board and the Association, a cooperatively developed set of job descriptions have been established for the Co-curricular Program. These job descriptions include:
 - 1. Title of position;
 - 2. Specified tenure of responsibility;
 - 3. Detailed job objectives;
 - 4. Procedure for establishing and evaluating goals of positions; and
 - 5. System and procedure for evaluation.
- B. Each position established in the future will have the above criteria in existence and a salary agreed to by the Association and the Board, or the position will not be considered established and no assignment can be made.

8.043 Contract for Additional Duties

The Board shall issue a limited supplemental teaching contract to a bargaining unit member assigned additional duties.

8.05 DEPARTMENT HEAD

8.051 Duties of High School Department Head

- A. Duties of a High School Department Head may include, but not limited to:
 - 1. Scheduling;
 - 2. Compiling purchase orders;
 - 3. Coordinating inventories;
 - 4. Attending meetings for Department Heads; and
 - 5. Coordinating departmental activities.
 - 6. Cooperate with principals, other administrators and other department heads in the development of textbook adoptions; and

7. Cooperate with principals, other administrators and other department heads in the development of departmental courses of study.
- B. A High School Department Head will not be required to perform any duties that would remove him/her from the bargaining unit as defined in 1.01 of this Agreement.
- C. A bargaining unit member may not be assigned any responsibilities that are duties of a High School Department Head unless such bargaining unit member is issued a limited supplemental teaching contract as a High School Department Head.
- D. High School Department Heads will be offered the opportunity to be involved in filling positions within their department.

8.052 Duties of Middle School Department Head

- A. Duties of a Middle School Department Head may include, but not limited to:
 1. Present scheduling input to the Administration;
 2. Compiling purchase orders;
 3. Coordinating inventories;
 4. Attending meetings for Department Heads;
 5. Coordinating departmental activities; and
 6. Work with other Middle School and High School Department Heads to align department goals and curriculum.
- B. A Middle School Department Head will not be required to perform any duties that would remove him/her from the bargaining unit as defined in 1.01 of this Agreement.
- C. A bargaining unit member may not be assigned any responsibilities that are duties of a Middle School Department Head unless such bargaining unit member is issued a limited supplemental teaching contract as a Middle School Department Head.
- D. Middle School Department Heads will be offered the opportunity to be involved in filling positions within their department.

8.06

MIDDLE SCHOOL TEAM LEADER

8.061 Duties of Middle School Team Leader

- A. Duties of a Middle School Team Leader may include, but not be limited to:
 - 1. Cooperate with the principals, other administrators, and other team leaders and department heads in curriculum development;
 - 2. Chair Team meetings;
 - 3. Attend Team Leader meetings;
 - 4. Consolidate Team teachers' budget requests;
 - 5. Consolidate orders for Team teachers and approve payment upon receipt of materials;
 - 6. Maintain supplies and equipment with the assistance of other Team members;
 - 7. Coordinate input from Team teachers regarding master schedule; and
 - 8. Cooperate with the principal in arranging a schedule for any Team Leader's extended time prior to the start of the school year. Any such extended time will be paid as additional compensation on a per diem basis, and it shall be offered only as the principal deems necessary.
- B. A Middle School Team Leader will not be required to perform any duties that would remove him/her from the bargaining unit as defined in 1.01 of this Agreement.
- C. A bargaining unit member may not be assigned any responsibilities that are the duties of a Middle School Team Leader unless such member is issued a limited supplemental teaching contract as a Middle School Team Leader.
- D. Other than regularly scheduled faculty meetings, meetings which are required of the Middle School Team Leaders must be held within the boundaries of the teacher day, but not necessarily the student day.
- E. Middle School Team Leaders will be released from scheduled team planning duty at least once per week to perform team leader responsibilities.
- F. Middle School Team Leaders will be offered the opportunity to be involved in filling positions within their team.

8.07 ELEMENTARY TEACHER LIAISON

8.071 Duties of an Elementary Teacher Liaison

- A. Duties of an Elementary Teacher Liaison may include, but not limited to:
 - 1. Facilitate administrative communication, resource distribution and surveys;
 - 2. Help coordinate resources, schedules, budgets, purchase orders and inventories;
 - 3. Assist with student activities, assemblies and special events;
 - 4. Secure specific training and expertise in specialty areas such as technology, data analysis, web design, security and crisis management; and
 - 5. Mutually agreed upon participation on building and District committees.
- B. An Elementary Teacher Liaison will not be required to perform any duties that would remove him/her from the bargaining unit as defined in 1.01 of this Agreement.
- C. A bargaining unit member may not be assigned any responsibilities that are duties of an Elementary Teacher Liaison unless such member is issued a limited supplemental teaching contract as an Elementary Teacher Liaison.
- D. Elementary Teacher Liaisons will be offered the opportunity to be involved in filling positions within their building.

8.08 CURRICULUM REVIEW

In order to develop/promote a working relationship between the parties regarding curriculum decisions in the District, the parties agree to set up a Curriculum Review Program. This program is designed to integrate the current curriculum, the state minimum standards and the needs/abilities of the school population into a complete program for the District.

The program will be ongoing and cyclic. During the initial years of the reviews, at least one (1) subject area will be considered. Bargaining unit members from each level as well as administrators should be identified as participants in this process. Schedule adjustments and released time may be provided as deemed appropriate by the Administration and agreed to by the members involved. The complete review, in document form, shall be distributed among the members to serve as a guide for curriculum.

Bargaining unit members selected as a part of curriculum review committees shall be entitled to compensation/benefits and rights as established by this Agreement and its specific addendum, if any.

Members in the area(s) being reviewed will be consulted and their input sought throughout this process. When the process is completed, and prior to Board adoption, all members in area(s) being reviewed will have the opportunity to examine the final report and make recommendations to the committee.

The textbook adoption schedule shall be available to all members in the principal's office of each building.

8.09 RESIDENT EDUCATOR

Resident Educators and mentor teachers will participate in professional development and related activities as required by the Ohio Department of Education (ODE). The requirements of the ODE govern the program. A committee of three (3) teachers and two (2) administrators will be formed to revise the District's 2012-13 Entry Year Program to meet the new ODE requirements. Teacher stipends will remain the same for the 2012-13 school year as in the 2011-12 school year. If the amount of work required of a second-year mentor for a resident educator is less than the amount of work required in the first year, the stipend of a second-year mentor will be proportionately adjusted as recommended by the committee.

8.10 PROCESS FOR AN AGREEMENT WAIVER FOR A BUILDING

8.101 Procedure

A bargaining unit member or an administrator who wants to initiate a practice that would not be allowed under this Agreement could obtain a waiver from Article VIII of this Agreement by following the sequence below:

- Step 1. The plan must be put in writing on the proper form (Appendix F) and must contain:
 - a. The intended practice;
 - b. Ramifications and implications for the building as a whole;
 - c. Duration;
 - d. Financial implications.

At this point there may be discussion to more completely and accurately complete the form.

- Step 2. The plan shall be submitted to the building principal, the Association Vice President, and the Superintendent. They may

jointly revise, approve, or disapprove the plan (Association checks to make sure the plan proposal is complete). At the same time, an opportunity for open discussion on the proposal must be provided, preferably at the faculty meeting.

The Association and Superintendent shall reply within ten (10) days.

- Step 3. If revisions are needed, repeat Steps 1 and 2.
- Step 4. After approval of the plan is granted by both the Association and the Superintendent, the plan shall then be voted on by the Association members in the building. Eighty (80) percent must approve for the plan to remain viable.
- Step 5. Disposition of the vote shall be communicated to the Superintendent and the Association Vice President.
- Step 6. If the vote is approved, the plan shall become an appendix to this Agreement upon approval of the Association and the Superintendent.

8.11 PROFESSIONAL DEVELOPMENT COMMITTEE

An eleven (11) member Professional Development Committee (PDC) composed of eight (8) bargaining unit members representing the various levels/buildings and appointed by the Association and three (3) administrators appointed by the Superintendent (or designee) is established for the purpose identified below.

8.111 Responsibilities

1. The PDC is responsible for providing input and evaluating professional development.
2. Members of the PDC will serve as liaisons/spokespersons/representatives for other bargaining unit members in the sharing of information, ideas, securing feedback, and reporting back to appropriate staff.
3. The PDC will evaluate and determine awards for the District Staff Development Leave Grants.
4. The PDC is responsible for implementing, coordinating, and evaluating the courses offered, beginning with 2011-12 school year, through the District's Professional Development Pilot Program.
 - The PDC will establish guidelines and bylaws as they apply to the Program.
 - Members of the PDC will act as facilitators for each of the Program course offerings.

- Course offerings approved for the Program will serve the instructional learning needs of the District’s staff including classes pertaining to electronic workload. State-mandated professional development for licensure requirements will not be included in these offerings.
- The PDC will develop and maintain an appeals procedure.
- The decisions of the PDC are not grievable.

8.112 Meetings

The PDC will meet monthly throughout the school year and will be provided up to three (3) additional release days to complete the responsibilities of preparing the subsequent school year’s menu of Program course offerings.

8.113 Compensation

Each PDC member will be compensated with a yearly stipend of \$1000. In addition, in consideration of the member’s participation on the Committee and function as a facilitator, the six (6)-hour professional development obligation outside the work day appearing in 8.012 of this Agreement will be waived.

ARTICLE IX

WORKING CONDITIONS

9.01 **CLASS SIZE**

Class Size: The number of students for which a teacher is accountable in any one period or in elementary, as defined in 9.011.

Class Load: The total number of students for which a teacher is accountable throughout the course of a day.

The Board will use its best efforts to equalize the number of students in comparable grade levels and/or subject areas in the existing regular classrooms of all school buildings. If any bargaining unit member finds conditions not workable and unreasonable it becomes an item for grievance.

9.011 Class Size Limits/Class Load

The regular education class size limits shall be as follows: (exclusive of art, physical education and music classes at the elementary level, and exclusive of performing music classes at the middle and high school levels.) Art, physical education and music classes at the elementary level are understood to be one homeroom class per period.

Grade PreK	Per state requirement
Grades K-2	25
Grades 3-5	27
Grade 6	29
Grades 7-8	29
Grades 9-12	30

For Grades 7-12 the Class Load shall be as follows:

- 5 classes/1-2 preps – 150
- 5 classes/3 preps – 145
- 6 classes/1-3 preps – 165

Special Education

The Board will comply with the Ohio Operating Standards for serving Children with Disabilities when assigning students to special education teachers. This includes filing for a waiver with the Office for Exceptional Children if a special education teacher exceeds the operating standards limits. If the District does apply for a waiver and it is approved, the special education teacher who is serving more than the defined ratios will be provided compensation on a per student basis over the ratio limit in accordance with 9.014 and 9.015.

High school special education teachers – In any year a special education teacher’s load is over 80 he/she will not have a duty or support study hall. A special education teacher who teaches 5 classes/3preps with a class load of 80 or under will still have a support study hall.

9.012 Basis for Determination of Classroom Enrollment – Elementary

Enrollment for the elementary classroom will be based on: The number of students who are assigned to that classroom for whom the regular classroom teacher is primarily responsible.

Primary responsibility means that the student is:

1. Assigned to the classroom full time; or
2. Assigned to the classroom full time but “pulled out” for instructional purposes less than fifty (50) percent of the instructional day; or
3. *Included* for at least two (2) hours per day as a special education student (one (1) hour for kdg.) in the regular classroom and the regular classroom teacher is without assistance for that student for the majority of instructional time the student is in the teacher’s regular classroom.

9.013 Class Size and Load Limits – Middle School/Secondary 7-12

The Administration will make every effort to maintain class size of twenty-five (25) students in grades 7-12. However, class size limits for middle school and for secondary school will not exceed the numbers appearing in 9.011. The class load for grades 7-12 is not to exceed the numbers appearing 9.011 for all classes. If Administration is unable to prevent class load from exceeding the numbers appearing in 9.011 or class size from exceeding the numbers appearing in 9.011 the bargaining unit member shall be compensated as per 9.015.

Middle school teachers who teach art, music, physical education, consumer science, foreign language or industrial technology, regardless of the grade level (6-8) of the students they teach, will be considered middle school teachers for both class sizes and class load issues and will fall under the guidelines of 9.013.

A teacher is accountable for a student when he/she is responsible for preparing, monitoring or assessing the student's academic work and/or academic performance. When it is determined that a student has withdrawn, the teacher's last date of responsibility will be considered to be the student's last date of attendance, regardless of the actual date of official withdrawal.

9.014 Determination of Class Size/Load Overload for Compensation Purposes

- A. On the first day of school each semester, each teacher will receive a class size/class load verification form (Appendix J). The teacher must return the form on the fifth (5th) day of school and note any discrepancies between the official class roster and actual attendance. This form will be used to determine when class size and/or class load exceeds the predetermined limits. When a student is added to class during the semester, it is the responsibility of the teacher to notify the building principal when the class size and/or class load exceeds the predetermined limits. When class size and/or class load exceeds the limits, the teacher shall notify the principal within five (5) days by filling out the appropriate form(s) (Appendix J). Upon receiving proper notification, the principal has five (5) days to correct the situation. If the situation is corrected within five (5) days, the teacher is not entitled to compensation.
- B. If the situation is not corrected, the teacher will receive compensation. The compensation will be prorated to the first (1st) day the class size and/or class load was exceeded. If the teacher fails to submit the appropriate form(s) to the principal within the five (5) day period, and the principal does not correct the situation, then compensation begins on the date the form was received by the building principal. Note, the building principal will still have five (5) days from the date of discovery to correct the situation before compensation is considered.

9.015 Compensation

Bargaining unit members will receive additional compensation for students who are assigned to their classrooms over and above class size limits. Compensation will be allocated as follows:

Grades K-6: For each student assigned full time to the classroom over the class size limit, as specified in 9.011 compensation would be awarded equal to one (1) percent of the base pay. (Ex. 3-5 class size limit is twenty-seven (27). The one (1) percent base rule begins with the twenty-eighth (28th) student and is awarded on a pro-rated basis by day calculated for each semester.)

Grades 7-12: Exceeding Class Load: For each student over the class *load* limit, as specified in 9.011 compensation would be awarded equal to one (1) percent of the base, pro-rated by day, calculated for each semester. (Ex.: Class Load = 150 students; For each student over one hundred-fifty (150), the teacher would receive one (1) percent of the base multiplied by the fraction of the school year the student was assigned to that teacher for the semester.

$$[(1\% \times \text{Base})] \times (\text{days assigned}/180) = \$\underline{\hspace{2cm}}$$

(This calculation would be done following each semester.)

Exceeding Class Size: For each student over the class size limit as specified in 9.011, compensation is calculated as described in the preceding paragraph,

except the product of one (1) percent of the base salary is divided by the number of classes taught, to reflect that the student is assigned a fraction of each day.

(Ex.: Class size limit is twenty-nine (29) students. For each student over student number twenty-nine (29), the calculation would be:

$$[(1\% \times \text{Base})/\# \text{ classes}] \times (\text{days assigned}/180) = \$\underline{\hspace{2cm}}$$

(This calculation would be done following each semester.)

Accounting: Calculations will always be performed in sequence to determine first if class load has been exceeded before any calculations are made for class size. A student for whom a stipend is being paid under the class load calculation cannot be counted in a class size calculation.

9.02 WORK YEAR SCHEDULES

With respect to implementing a high school master schedule with an eight-period student day and teachers generally required to teach six (6) classroom teaching periods with two (2) planning periods, the Administration will seek input from high school teachers in an effort to achieve a collaborative consensus on a model for the following school year that best serves the District's students and staff. It is mutually recognized that, as to the 2013-14 school year, some models are unlikely to be feasible but may be viable options in a subsequent school year. The ultimate right of selecting a model for the following school year, if a consensus cannot be reached after a good-faith collaborative effort by the end of the first semester, rests with the Administration.

Prior to the last regularly scheduled work day of the school year, the Administration will notify non-elementary bargaining unit members of the potential academic courses they will be teaching for the ensuing school year. All bargaining unit members shall receive the building master schedule prior to the first teacher work day each school year. This schedule shall include all of their planning time. Adjustments to the master schedule after the first teacher work day may be necessary based upon student enrollment, changes in personnel, or other factors.

9.03 ASSIGNMENT TO MORE THAN ONE BUILDING

9.031 Travel Time

The schedule of a bargaining unit member who is assigned to more than one (1) school building will be arranged so that such individual will not be required to engage in an unreasonable amount of interschool travel. The amount of travel time for a member assigned to more than one building in a day shall be mutually determined by the member and the Administration. If the member and the Administration cannot reach consensus on the amount of travel time, then the Superintendent will make the final determination.

9.032 Building Assignment

No member will be assigned to more than three (3) buildings unless by mutual consent of the member and Administration.

9.033 Storage

All members assigned to more than one (1) building will be provided adequate storage for their instructional supplies and materials.

9.034 Communication

If the instructional schedule of a member assigned to more than one (1) building is altered, he/she shall notify the appropriate administrator. Such bargaining unit member shall be notified of any change in his/her schedule as soon as is practicable.

9.035 Schedule

The written instructional schedule will include the home school of a member assigned to more than one (1) building.

9.04 SUBSTITUTE TEACHERS

9.041 Certificated /Licensed Substitutes

Every effort will be made to employ a fully certificated/licensed substitute for every bargaining unit member who is absent.

9.042 Substitute for Special Teachers

Principals shall make every effort to obtain a qualified substitute when a special (i.e., art, music, physical education, L.D. resource, SBH, DH etc.) teacher is absent. An Intervention Specialist substitute will be provided in the event of extended absence.

9.05 MEDICAL TESTS

9.051 Location of Tests

Any tuberculosis test and/or chest x-ray, which a bargaining unit member is required to take by the Board or State Statutes, shall be made available by the Board within the boundaries of the District.

9.052 Cost of Tests

If a bargaining unit member declines to take a tuberculosis test and/or check x-ray offered by the Board, pursuant to the above paragraph, that member must bear the expense of taking the tuberculosis test and/or check x-ray.

9.06 STUDENT CONDUCT CODE

9.061 Copies of Code

The Board shall provide each bargaining unit member with a copy of the Student Conduct Code adopted by the Board.

9.062 Adherence to Code

All bargaining unit members shall support enforcement of the Student Conduct Code established and adopted by the Board.

9.063 Discipline of Students

A. A discipline procedure will be established in all District buildings consistent with the Student Conduct Code provided under 9.061. The objectives of establishing these building procedures is to clarify for all

staff members, administrators, students and parents acceptable school behavior and the consequences of not following those behaviors.

Each principal will work in conjunction with his/her staff in developing a building discipline plan in accordance with the Student Conduct Code.

- B. Once building discipline plans have been established, building principals will work cooperatively with their teaching staffs to develop classroom behavioral guidelines. It is expected that teachers will develop classroom guidelines independently, consistent with the building plan by October 1 of each school year, and subject to the approval of and kept on file with the principal.
- C. Building discipline plans shall be reviewed and updated on an annual basis. Update of building discipline plans would be subject to any change in District policy, state law and individual building needs.
- D. Bargaining unit members need to be made aware of the disposition of disciplinary referrals to school administrators in all cases where it is practicable. In particular, members need to know the rationale for administrative decisions which would overrule a member's judgment or action in disciplining a student.

9.07 PROTECTION OF BARGAINING UNIT MEMBERS, STUDENTS AND PROPERTY

9.071 Referral of Student to Specialist

When, in the judgment of a bargaining unit member, a student requires the attention of a counselor, speech and hearing therapist, psychologist, or physician, he/she will so inform the building principal. The principal will arrange, as soon as possible, for a conference among himself/herself, the member, and a representative from the office of student services to discuss the problem and to decide upon appropriate steps for its resolution.

9.072 Special Education

- A. The Administration will make every effort to apportion students with special needs evenly and fairly among the teachers and classrooms in order to meet the needs of both the students and the teachers. Appropriate in-service will be provided for teachers who have students with special needs in the regular classroom.
- B. Special education teachers and speech and language pathologists will receive the following release time that must be scheduled by mutual agreement between the bargaining unit member and administrator:
 - 1. One (1) release day in District to be used for Individual Education Plan (IEP) writing taken in at least one-half (1/2) day increments;

2. An exemption of up to fourteen (14) hours from parent teacher conferences in exchange for time spent by the member outside the work day writing IEPs and participating in IEP meetings;
3. One-half (1/2) release day to plan and one-half (1/2) release day to complete each student's alternative assessment.

9.073 Removal of Student from Classroom

If the principal decides that a pupil, who has been removed from the regular classroom for either disciplinary reasons or to benefit from the special attention of persons provided for in 9.071 should be re-admitted to the regular classroom and the bargaining unit member responsible for the regular classroom objects, the matter will, within twenty-four (24) hours after the decision by the principal, be referred to the Superintendent. The Superintendent will render a final decision in the matter within two (2) days after the conclusion of the referral.

9.074 Building Security

- A. The Board shall take precautions so that all bargaining unit members have the opportunity to work in an environment in which reasonable and prudent measures have been taken to ensure the safety of members while engaged in professional responsibilities.
- B. Toward this end, Security Committees will be formed by each building principal, the objective of which will be to collaboratively design a building security plan based on standardized guidelines under the direction of the Business Manager.
- C. Security Committee meetings will be held a minimum of two times per school year with a building security report, in accord with the District format, due to the Shared Leadership Team by May 1 preceding the new school year.

9.075 Protection of Property

The Board shall take precautions to prevent theft, damage and/or other types of vandalism in connection with school buildings and property contained therein.

9.08 TEACHER FACILITIES

9.081 Board Provided Facilities

The Board shall provide the bargaining unit members with the following facilities in each building:

- A. A private lunchroom;

- B. Workable sink, refrigerator and stove or microwave, and paper towels in the lunchroom;
- C. Safe storage for outer clothing.

9.082 Privacy of Facilities

The Board will use its best efforts to assure that the private lunchrooms are well-ventilated and large enough to comfortably seat at least the number of employees assigned to lunch at any one time.

9.09 ENVIRONMENTAL QUALITY

Reasonable efforts will be made to address air quality concerns which are brought to the attention of the Administration. These efforts may include, but not be limited to an air check by an independent agency.

9.10 ADMINISTRATION OF MEDICATION

9.101 Responsibility

- A. Bargaining unit members will not, except in situations stipulated in 9.102 below, be responsible for the Administration of prescription or non-prescription medication to students.
- B. Medical professionals contracted by the District will administer all medication to students from a centralized location, at designated times of the school day.

9.102 Exceptions

- A. Volunteer bargaining unit members in each school will administer medication and/or first aid to students one (1) only in the event that contracted medical professionals are not available, and two (2) only in the event that they have received proper training that has been certified/verified as required. The Board will comply with Section 3313.713 of the Ohio Revised Code regarding the administration of medication to students.
- B. Each school will be required to have a trained corps of volunteer bargaining unit members to provide assistance in the Administration of medication and first aid during those times when contracted medical professionals may not be available. This group of volunteers will be held harmless from liability in the performance of any volunteer medically related responsibilities.
- C. Bargaining unit members whose teaching assignment is Intervention Specialist-Moderate to Severe, may administer medication and treatment only in the event that they have received proper training and that this training has been certified/verified as required.

- D. Bargaining unit members may be required to administer medication: emergencies, field trips, special circumstances and co-curriculars.

ARTICLE X

CHANGES IN ASSIGNMENT OR TRANSFER OF PERSONNEL

10.01 ASSIGNMENT

10.011 Assignment Defined

The Superintendent will assign a newly employed bargaining unit member to his/her specific position. Such assignment will include the subject area, where applicable, grade level(s), and building(s).

10.012 Notice of Assignment

The Superintendent will give notice of assignment to a new bargaining unit member as soon as practicable and, except in the case of emergency, not later than July 30th.

10.013 Voluntary Change of Assignment

A bargaining unit member who applies and is assigned to an area of responsibility created by the leave of absence of another member will, upon the exercise of that member's legitimate right to return to this position, return to his/her former position or an equivalent position.

In the event that the position temporarily held by the bargaining unit member was one for which a higher rate of compensation was received, the member shall be entitled to the rate of compensation commensurate with the position to which he/she is returning.

10.02 INVOLUNTARY TRANSFER

10.021 Involuntary Transfer Defined

- A. An involuntary transfer shall be defined as an involuntary change of assignment.
- B. A bargaining unit member whose class has been assigned to another building shall not be considered transferred for purposes of this provision.

10.022 Transfer Procedure

- A. The Superintendent may transfer a bargaining unit member only:

1. After a meeting, or notice of the right to have a meeting with the member; and
 2. If the reason(s) for the transfer is not discriminatory, arbitrary, capricious, or without a rational basis in fact; and
 3. If the bargaining unit member has been given written notice of transfer and the reason(s) therefore as soon as practicable and, except in case of emergency, not later than July 15.
- B. A bargaining unit member may, at his/her option, be represented by the Association during the consultation with the Superintendent.
- C. When a transfer is necessary the area of competence, length of service in the District, length of service in the building, grade or subject from which transfer is contemplated for the bargaining unit member, frequency of previous transfers, and other relevant factors, including legal requirements, will be considered in determining which member is to be transferred.
- D. A bargaining unit member being transferred will be placed only in an equivalent position: i.e., one which, among other things, involves no reduction in salary and no impairment of tenure. However, for people hired into a position with extended time after July 1, 1997, who are later transferred to a position without extended time, the extended time will be reduced on a schedule which would not reduce total salary.

Example: A bargaining unit member on extended time has a total salary which is the sum of the base salary plus the extended time salary. If the member is transferred to a new position not requiring extended time, the salary for that member will remain constant with the total salary of the last year the member was in the extended time position. This will be achieved by gradually reducing extended time and extended time compensation in successive years as base salary increases, keeping total salary constant until such time as it would normally increase considering base salary alone.

10.023 Option to Request Reassignment

- A. A list of open positions in the school system will be made available to a bargaining unit member being transferred.
- B. The bargaining unit member may request, in order of preference, the position(s) to which he/she desires to be reassigned.

10.024 Option to Resign

A bargaining unit member being transferred may choose to resign and seek employment elsewhere. If the member makes such a decision the Board shall hold the individual harmless of Section 3319.15 of the Ohio Revised Code.

10.025 Effects on Class Size

Transfers will not contribute to unreasonable class sizes in the area from which the individual was transferred.

10.03 VACANCY

10.031 Vacancy Defined

- A. Unless the provisions of Article XI, Reduction in Staff, are implemented, a vacancy in a bargaining unit position shall exist when:
1. A bargaining unit member dies;
 2. A bargaining unit member resigns;
 3. A bargaining unit member retires;
 4. A bargaining unit member has his/her limited teaching contract non-renewed;
 5. A bargaining unit member has his/her teaching contract terminated;
 6. A bargaining unit member is involuntarily transferred;
 7. A bargaining unit member is voluntarily transferred;
 8. A bargaining unit member is promoted;
 9. A new position is created within the bargaining unit.
- B. A vacancy in a bargaining unit position shall also exist when a bargaining unit member requests and is granted a leave, other than sick leave or assault leave, for more than six (6) consecutive work weeks if the teaching contract of another member, holding proper certification for that position, has been or is to be suspended to achieve a reduction in staff.
- C. A vacancy in a bargaining unit position shall also exist whenever a bargaining unit member requests and is granted a leave which extends beyond the academic year in which the leave commences. Such position will be posted for the academic year beyond the one in which the leave commences.

10.032 Notification Vacancy

- A. Knowledge of a vacancy initiated by a bargaining unit member occurs when the Superintendent has a formal letter. In this instance, the member vacating the position should submit a written notice of resignation as soon as possible. If the Superintendent determines not to fill the vacancy, he/she will so notify the MCTA president in writing and will post notice of his/her determination in each school building.
- B. During the regular work year, email notification of a vacancy will be sent to all bargaining unit members.
- C. During the summer months, when school is not in session, notice of vacancy shall be sent by email notification and by the emergency phone notification system to all bargaining unit members.
- D. A copy of the notice shall be given to the Association at the time notification is made and during the school year a copy of the posting will also be placed in staff break rooms in each building and in each of the high school houses and main office.
- E. In the notification, the qualifications for the position, its duties, and the rate of compensation shall be clearly set forth. The qualifications for a particular position will not be established or changed without advance notice to the Association.

10.033 Length of Notification

- A. A bargaining unit member who desires to be reassigned to such vacancy shall submit his/her application to the Superintendent within the time limit specified in the notification.
- B. When a vacancy occurs before the end of the regular work year, the time limit shall not be less than five (5) days from the date of the notice (but in no event less than three (3) regular scheduled work days).
- C. If a vacancy occurs after the end of the regular work year and during the months of June and July, the time limit shall not be less than ten (10) calendar days from the date of notification.
- D. If a vacancy occurs after the end of the regular work year during the month of August and prior to the start of school, the time limit shall not be less than three (3) week days from the date of notification.

10.034 Shifting Enrollments

In the event that due to shifting enrollments within an elementary building, it becomes necessary to reallocate the staff, bargaining unit members may be voluntarily reassigned within their current building without following the posting procedure.

10.035 Exchange Positions

Bargaining unit members who jointly agree to exchange positions with the Superintendent's approval, may do so without following the posting procedure.

10.04 VOLUNTARY TRANSFER

10.041 Voluntary Transfer Defined

A voluntary transfer shall be defined as a voluntary change in assignment.

10.042 Voluntary Transfer Procedure

- A. The Superintendent shall annually, not later than the fifteenth (15th) day of February, distribute to all bargaining unit members, survey forms on which requests for voluntary transfer may be made. Completed survey forms shall be forwarded to the Superintendent through the building principal no later than the first (1st) day of March.
- B. A bargaining unit member requesting a voluntary transfer within his/her present building shall consult with the building principal and, vacancies existing, shall be given the first consideration.
- C. When vacancies meeting the specific requests are available, a bargaining unit member requesting a voluntary transfer shall be given first consideration providing the member making the request is qualified for the position available. A member requesting a transfer shall be given an opportunity to meet with the principal of the building where the vacancy exists before a final decision is reached.
- D. In addition to the above, a bargaining unit member desiring to be voluntarily transferred to a specific vacancy may notify the Superintendent pursuant to 10.033.
- E. If the request of a bargaining unit member for a voluntary transfer is denied, he/she will, upon request, receive a written explanation of the reason(s) therefore from the Superintendent.

10.05 PROMOTION

10.051 Promotion Defined

A promotion shall be defined as a voluntary change of assignment to a position outside the bargaining unit such as, but not limited to, assistant principal, principal, assistant Superintendent, curriculum director, business manager, etc.

10.052 Temporary Filling of Promotion Positions

Notwithstanding the provisions of 10.03, the Board may fill a vacancy in a promotional position on a temporary basis (i.e., when it is necessary to do so in the best interest of the educational process) provided that the time spent in such temporary assignment shall not be considered in judging the relative qualifications of the applicants for the position. Temporary is defined as less than six (6) months.

10.053 Precedence Clause

Except as otherwise provided in Article XI of this Agreement, no vacancy in a promotional position shall be filled except after compliance with the procedure set forth in this Article.

ARTICLE XI

REDUCTION IN STAFF

11.01 REASON FOR REDUCTION IN STAFF

If the Board decides that it will be necessary to reduce staff, it shall make a reasonable reduction based on a comprehensive plan of program needs for the District. This comprehensive plan of program needs shall take into account the minimal standards promulgated by the Ohio State Department and all pertinent provisions of state and federal law.

11.02 METHODS OF REDUCING STAFF

11.021 Suspension of Teaching Contract

In making such reductions, the Board shall, within each area of certification/licensure affected, suspend the teaching contract of a bargaining unit member, giving preference to members on continuing contracts. The Board shall not give preference to any member based on seniority, except when making a decision between members who have comparable evaluations. The member may request to see the process used to carry out the reduction in force.

11.03 NOTICE OF INTENT TO REDUCE STAFF

11.031 Notice to Association

A. If the Board contemplates suspending the teaching contract of a bargaining unit member, for reason of reducing staff, it will notify the Association in writing not later than April 1st of the calendar year in which the suspension is to occur. The written notice will include the specific position to be affected, the reason for the action, and the time at

which the suspension will become effective. The Association may, within five (5) days after receiving the notice, request a meeting with the Board for the purpose of discussing the need for the suspension(s). The Association will be given the opportunity to present any information which it may have which is relevant to the proposed action of the Board.

- B. If the Board contemplates suspending the teaching contract of a bargaining unit member to provide for the return to duty of another member after a leave, it shall notify the Association in writing not later than fifteen (15) days prior to the effective date of the suspension. The written notice will include the specific position to be affected, the reason for the action, and the time in which the suspension will become effective. The Association may, within five (5) days after receiving the notice, request a meeting with the Board for the purpose of discussing the need for the suspension(s). The Association will be given the opportunity to present any information which it may have which is relevant to the proposed action of the Board.

11.032 Notice to Individual

- A. Any bargaining unit member who is to have his/her contract suspended will be so notified in writing prior to April 30th of the calendar year in which the suspension will occur. Such notice will include the reason for the action and the time at which the suspension will become effective. No member will have his/her contract terminated or non-renewed because of a planned reduction in staff.
- B. A bargaining unit member recalled to a vacancy recreated pursuant to 10.031(B) who is to have his/her teaching contract suspended will be so notified in writing not later than thirty (30) days prior to the effective date of the suspension. Such notice will include the reason for the action and the time at which the suspension will become effective. No member will have his/her contract terminated or non-renewed because of a planned reduction in staff.

11.04 RECALL PROVISIONS

11.041 Recall Defined

If there is a vacancy in a bargaining unit position, or a new bargaining unit position is created, bargaining unit members whose teaching contracts are suspended, who are certified to perform the duties in question will be recalled in accordance with the procedure appearing below. Seniority shall not be the basis for recalling a member, except when making a decision between members who have comparable evaluations.

11.042 Recall Procedure

Notice of recall will be given in person or by registered or certified mail to the last address given the Board by the bargaining unit member. A copy of the

notice of recall will be given to the Association. If a member fails to respond within ten (10) days after receipt of the notice of recall, he/she will be deemed to have refused the position offered.

11.043 Waiver of Recall Rights

A bargaining unit member whose teaching contract has been suspended will remain on the recall list for twenty-four (24) months after the effective date of his/her suspension unless he/she:

- A. Waives recall rights in writing;
- B. Resigns;
- C. Fails to accept recall to the position held immediately prior to suspension, or to an equivalent position; or
- D. Fails to report to work in a position that he/she has accepted within ten (10) school days after receipt of the notice of recall, unless such bargaining unit member:
 - 1. Is sick or injured; or
 - 2. Has secured temporary employment elsewhere, in which case he/she will be allowed a reasonable amount of additional time before being required to report.

11.05 RESTORATION OF BENEFITS

All benefits to which a bargaining unit member was entitled at the time of his/her suspension, including unused accumulated sick leave and credits towards sabbatical eligibility, will be restored to him/her upon his/her return to active employment. He/she will be placed on the proper step of the Salary Schedule for his/her current position according to his/her experience and education. A member will not receive increment credit for the time spent on suspension nor will such time count toward the fulfillment of time requirements for acquiring tenure. Increment credit for teaching in another District or substituting shall be according to Article V.

11.06 PRECEDENCE CLAUSE

Notwithstanding, any other provision of this Agreement, no vacancy or new position in the bargaining unit will be filled by the Board, until the procedure set forth in this Article has been complied with.

11.07 If the Board intends, because of the “comparable evaluations” provision of Section 3319.17 of the Ohio Revised Code, to deviate from seniority in suspending a bargaining unit member’s contract, the Board will give the Association President written notice of such intent by not later than the April 1 deadline appearing in 11.031, A. above in which case representatives of the Association and the Board shall meet and confer promptly in an effort to clarify and agree on the specific scope of any such deviation; if the parties are unable to agree, and the member(s) adversely affected by the Board’s

intended deviation from seniority wishes to challenge the deviation, the parties shall (notwithstanding Article III of this Agreement) promptly submit the dispute to binding arbitration under the American Arbitration Association's Expedited Labor Arbitration Rules for a determination of whether the Board's intended deviation is proper under the statute's "comparable evaluations" requirement. Similarly, if the Board intends because of the "comparable evaluations" provision of Section 3319.17 to deviate from seniority in recalling a laid-off bargaining unit member, the Board will promptly give the Association President written notice of such intent and, if the member(s) adversely affected by the Board's intended deviation wishes to challenge the deviation, the parties shall immediately submit the dispute to binding arbitration under the AAA's Expedited Labor Arbitration Rules. In any arbitration under this Section, it is mutually recognized and agreed that (A) the arbitrator is to focus on the comparability of evaluations in light of applicable law, and (B) the arbitrator is deciding only the specific case before him/her on a non-precedent basis for other cases that may arise.

ARTICLE XII

MANAGEMENT RIGHTS

- 12.01 Unless the Board agrees otherwise in this Agreement, the Board retains all managerial rights and responsibilities vested in it by law including the right to determine matters of inherent managerial policy such as the employer's functions and programs, standards of services overall budget, utilization of technology, and organizational structure; the right to direct, supervise, evaluate, or hire employees; the right to maintain and improve efficiency and effectiveness; the right to determine the overall methods, process, means, or personnel by which Board operations are to be conducted; the right to suspend, discipline, demote or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees; the right to determine the adequacy of the work force; the right to determine the overall mission of the employer and to take actions to carry out the mission; and the right to effectively manage the work force.
- 12.02 The exercise of the foregoing rights and responsibilities, and the use of judgment and discretion by the Board and Administration in connection therewith, shall be limited only by the terms of this Agreement, and the Board shall have no duty to bargain on the subjects herein reserved to the management and direction of the District; provided, however, that the Association does not hereby waive any statutory right to bargain it may have as to the impact of Board and Administration actions on any mandatory bargaining subjects which are neither in any way covered by other provisions in this Agreement nor within the scope of matters raised during the negotiations that led to this Agreement.

ARTICLE XIII
EFFECTS OF AGREEMENT

13.01 DEFINITION OF TERMS

13.011 Days Defined

Unless otherwise indicated, the term "Days" shall mean calendar days.

13.012 Superintendent Defined

Unless otherwise indicated, the term "Superintendent" when used in this Agreement is understood to mean the Superintendent or his/her designated representative.

13.013 Treasurer Defined

Unless otherwise indicated, the term "Treasurer" when used in this Agreement is understood to mean the Treasurer of the Board or his/her designated representative.

13.02 NON-DISCRIMINATION

There will be no discrimination in any employment practices of any other rule, regulation, or policy relating to employees because of race, color, religion, sex, national origin, ancestry, marital status, or place of residence. It is understood that the addition of marital status in 13.02 does not affect single or family insurance fringe benefits coverages since such coverages are based on risk/cost factors.

13.03 AVAILABILITY OF BOARD POLICIES

13.031 Availability of Policies

Board policies will be made available to a bargaining unit member by placing them on-line and through the District's website or by viewing a hard copy kept in the Superintendent's office and by providing the Association President with a copy.

13.032 Recommendations to Policies

The Board will be receptive to recommendations for additions or revisions of the policies.

13.04 MAINTENANCE OF STANDARDS

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to the employees

covered by this Agreement as established by the rules and regulations and/or policies of the Board in force on the date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any benefit to an employee or the Board existing prior to its effective date.

13.05 IMPLEMENTATION OF AGREEMENT

Upon adoption of this Agreement by the Board, the provisions hereof shall take precedence over any prior Board policy, rules, or regulations which may be inconsistent with this Agreement.

13.06 SEVERABILITY

13.061 Conflict of Laws

If any provision(s) of this Agreement or any application of the provisions of this Agreement to any person(s) is found, by a court of competent jurisdiction, to be in conflict with any federal or state law, regulation, ruling or order, now or hereinafter enacted or issued, such provision or application shall be inoperative but the remaining provisions hereof shall continue in effect.

13.062 Renegotiation

Upon request of either the Association or the Board, within ten (10) days after such finding, the parties will meet solely for the purpose of negotiating the provision(s) affected.

13.07 AGREEMENT REPRODUCTION AND DISTRIBUTION

Copies of this Agreement will be printed and the cost of doing so will be equally shared.

ARTICLE XIV

DURATION

14.01 DURATION

This Agreement shall become effective at 12:01 a.m. January 1, 2012, and will continue in full force and effect until 12:00 midnight, June 30, 2014.

14.02 CERTIFICATION OF RATIFICATION

Ratification of the foregoing Agreement between the parties is attested to by the representative whose signatures appear below.

MEDINA CITY TEACHERS ASSOCIATION

BY: _____ BY: _____

BY: _____ BY: _____

BY: _____ BY: _____

BY: _____

MEDINA CITY BOARD OF EDUCATION

BY: _____ BY: _____

BY: _____ BY: _____

BY: _____ BY: _____

APPENDIX A
GRIEVANCE PROCEDURE FORM

AGGRIEVED PERSON, PERSON, and/or M.C.T.A. _____

ADDRESS _____ PHONE _____

SCHOOL _____ PRINCIPAL _____

DATE GRIEVANCE OCCURRED _____ DATE OF FORMAL FILING _____

PERSON OR PERSONS TO WHOM GRIEVANCE IS DIRECTED: _____

_____ INITIATED ON LEVEL _____

STATEMENT OF GRIEVANCE:

ACTION REQUEST:

Have you discussed this with your immediate supervisor?

Yes _____ No _____

If YES, what action has been taken so far?

Grievant

APPENDIX B
GRIEVANCE DECISIONS

LEVEL II (FORMAL) DECISION

DATE _____ SIGNATURE _____
Administrative Representative

SIGNATURE _____
Grievant and/or Association Representative

LEVEL III (FORMAL) DECISION _____

DATE _____ SIGNATURE _____
Administrative Representative

SIGNATURE _____
Grievant and/or Association Representative

Where decision requires additional space attach pages as necessary.

APPENDIX C

Salary Schedule*

Effective August 1, 2012 through July 31, 2014

Yrs Of Exper	Bach + 0 Sem Hrs	Bach + 10 Sem Hrs	Bach + 20 Sem Hrs	Bach + 30 Sem Hrs	Masters + 0 Sem Hrs	Masters + 10 Sem Hrs	Masters + 20 Sem Hrs	Masters + 30 Sem Hrs
0	1.0000 39,137	1.0455 40,918	1.0910 42,698	1.1004 43,066	1.1365 44,479	1.1911 46,616	1.2457 48,753	1.3003 50,890
1	1.0455 40,918	1.0910 42,698	1.1365 44,479	1.1478 44,921	1.1911 46,616	1.2457 48,753	1.3003 50,890	1.3549 53,027
2	1.0910 42,698	1.1365 44,479	1.1820 46,260	1.1952 46,777	1.2457 48,753	1.3003 50,890	1.3549 53,027	1.4095 55,164
3	1.1365 44,479	1.1820 46,260	1.2275 48,041	1.2426 48,632	1.3003 50,890	1.3549 53,027	1.4095 55,164	1.4641 57,300
4	1.1820 46,260	1.2275 48,041	1.2730 49,821	1.2900 50,487	1.3549 53,027	1.4095 55,164	1.4641 57,300	1.5187 59,437
5	1.2275 48,041	1.2730 49,821	1.3185 51,602	1.3373 52,338	1.4095 55,164	1.4641 57,300	1.5187 59,437	1.5733 61,574
6	1.2730 49,821	1.3185 51,602	1.3640 53,383	1.3847 54,193	1.4641 57,300	1.5187 59,437	1.5733 61,574	1.6279 63,711
7	1.3185 51,602	1.3640 53,383	1.4095 55,164	1.4321 56,048	1.5187 59,437	1.5733 61,574	1.6279 63,711	1.6825 65,848
8	1.3640 53,383	1.4095 55,164	1.4550 56,944	1.4795 57,903	1.5733 61,574	1.6279 63,711	1.6825 65,848	1.7371 67,985
9	1.4095 55,164	1.4550 56,944	1.5005 58,725	1.5269 59,758	1.6279 63,711	1.6825 65,848	1.7371 67,985	1.7917 70,122
10	1.4550 56,944	1.5005 58,725	1.5460 60,506	1.5743 61,613	1.6825 65,848	1.7371 67,985	1.7917 70,122	1.8463 72,259
11	1.5005 58,725	1.5460 60,506	1.5915 62,287	1.6216 63,465	1.7371 67,985	1.7917 70,122	1.8463 72,259	1.9009 74,396
12	1.5460 60,506	1.5915 62,287	1.6370 64,067	1.6690 65,320	1.7917 70,122	1.8463 72,259	1.9009 74,396	1.9555 76,532
13	1.5915 62,287	1.6370 64,067	1.6825 65,848	1.7164 67,175	1.8463 72,259	1.9009 74,396	1.9555 76,532	2.0101 78,669
14	1.6370 64,067	1.6825 65,848	1.7280 67,629	1.7638 69,030	1.9009 74,396	1.9555 76,532	2.0101 78,669	2.0647 80,806
15	1.6825 65,848	1.7280 67,629	1.7735 69,409	1.8112 70,885	1.9555 76,532	2.0101 78,669	2.0647 80,806	2.1193 82,943
18	1.7053 66,740	1.7508 68,521	1.7963 70,302	1.8349 71,812	1.9828 77,601	2.0374 79,738	2.092 81,875	2.1466 84,011
20	1.7280 67,629	1.7735 69,409	1.8190 71,190	1.8586 72,740	2.0101 78,669	2.0647 80,806	2.1193 82,943	2.1739 85,080
23	1.7508 68,521	1.7963 70,302	1.8418 72,083	1.8823 73,668	2.0374 79,738	2.092 81,875	2.1466 84,011	2.2012 86,148
25	1.7735 69,409	1.8190 71,190	1.8645 72,971	1.9059 74,591	2.0647 80,806	2.1193 82,943	2.1739 85,080	2.2285 87,217
27	1.8190 71,190	1.8645 72,971	1.9100 74,752	1.9533 76,446	2.1193 82,943	2.1739 85,080	2.2285 87,217	2.2831 89,354

* 4% Board paid pickup and pickup on the pickup.

MEMORANDUM OF UNDERSTANDING

The Board and the Association mutually recognize and confirm that the Junior High School editorial changes made in the party's 2012-2014 collective bargaining agreement are purely stylistic in nature and do not substantively change any current practice or method of delivering educational services in grades seven and eight.

APPENDIX D

CO-CURRICULAR SALARY INDEX

Each bargaining unit member assigned a co-curricular duty shall be compensated by using the following formula: The proper index number multiplied by the salary at the zero (0) step of the bachelor’s degree column of the salary schedule (Appendix C) in effect on September 1 of the respective school year.

EXAMPLE: A person assigned to the head football coach for the 2008-09 school year, who has three years of experience would be compensated:

$$\$(\text{new base}) \times .1700 = \$\underline{\hspace{2cm}}$$

YEARS OF EXPERIENCE	0	1	2	3	4	9*
---------------------	---	---	---	---	---	----

*See 5.032(D) for description of qualification.

Department Heads

System-wide departmental heads, i.e., Music, and Vocational Education shall be compensated on the high school co-curricular salary index.

High School

The pay scale below will be in effect when periods at the high school are less than fifty minutes in length.

YEARS OF EXPERIENCE	0	1	2	3	4
---------------------	---	---	---	---	---

Teachers in Department

2 or 3	.025	.030	.035	.040	.045
4 – 7	.045	.050	.055	.060	.065
8 – 10	.050	.055	.060	.065	.070
11 – 14	.055	.060	.065	.070	.075
15 and above	.060	.065	.070	.075	.080

The pay scale below will be in effect when periods at the high school are fifty minutes or more in length. Meetings may be held outside school day/or during planning time.

Teachers in Department

2 or 3	.030	.035	.040	.045	.050
4 – 7	.050	.055	.060	.065	.070
8 – 10	.055	.060	.065	.070	.075
11 – 14	.060	.065	.070	.075	.080
15 and above	.065	.070	.075	.080	.085

YEARS OF EXPERIENCE	0	1	2	3	4
<u>Middle School</u>					
Department Head	.025	.030	.035	.040	.045
<u>Team Leader</u> (Middle School)					
	.045	.050	.055	.060	.065
<u>Elementary Teacher Liaison (ETL)</u> (Elementary School) (at least two per building)					
	.050	.055	.060	.065	.070
<u>Mentor Teachers</u>					
Years of experience					
Mentor	.050	.060	.070	.080	.090
Mentor w/NB	.075	.085	.095	.105	.115
Lead Mentor (2 teams)	.015	.020	.025	.030	.035
(3-5 teams)	.020	.025	.030	.035	.040
(6 or more teams)**	.025	.030	.035	.040	.045

**Additional Lead Mentors will be secured for more than 5 teams if possible.

ATHLETIC

Years of experience	0-1	2-3	4-5	6-7	8	9*
---------------------	-----	-----	-----	-----	---	----

*See 5.032(D) for description of qualification.

Each index refers to one sport, one team and one season.

Football

Head	.1600	.1700	.1850	.1950	.2100	.2200
Assistant	.1000	.1250	.1300	.1400	.1600	.1700
Head Freshman	.0800	.1000	.1050	.1150	.1300	.1450
Asst. Freshman (no scouting)	.0700	.0900	.0950	.1050	.1200	.1350
Middle School Head (no scouting)	.0550	.0650	.0700	.0750	.0850	.0950
Middle School Asst. (no scouting)	.0500	.0600	.0650	.0700	.0800	.0900
Football Scout	.0200					

Basketball

Head	.1600	.1700	.1850	.1950	.2100	.2200
Assistant	.1000	.1250	.1300	.1400	.1600	.1700
Junior Varsity	.1000	.1250	.1300	.1400	.1600	.1700
Freshman	.0700	.0900	.0950	.1050	.1200	.1350
Middle School	.0550	.0650	.0700	.0750	.0850	.0950

Years of experience	0-1	2-3	4-5	6-7	8	9*
<u>Wrestling</u>						
Head	.1600	.1700	.1850	.1950	.2100	.2200
Assistant	.1000	.1250	.1300	.1400	.1600	.1700
Junior Varsity	.1000	.1250	.1300	.1400	.1600	.1700
Freshman	.0700	.0900	.0950	.1050	.1200	.1350
Middle School Head	.0550	.0650	.0700	.0750	.0850	.0950
Middle School Assistant	.0500	.0600	.0650	.0700	.0800	.0900
<u>Baseball</u>						
Head	.1400	.1550	.1600	.1650	.1750	.1800
Assistant	.0900	.1000	.1100	.1150	.1300	.1500
Junior Varsity	.0900	.1000	.1100	.1150	.1300	.1500
Freshman	.0650	.0800	.0850	.1000	.1150	.1300
<u>Softball</u>						
Head	.1400	.1550	.1600	.1650	.1750	.1800
Assistant	.0900	.1000	.1100	.1150	.1300	.1500
Junior Varsity	.0900	.1000	.1100	.1150	.1300	.1500
Freshman (JV-B)	.0650	.0800	.0850	.1000	.1150	.1300
<u>Track</u>						
Head	.1600	.1700	.1850	.1950	.2100	.2200
Assistant	.1000	.1250	.1300	.1400	.1600	.1700
Middle School Head	.0550	.0650	.0700	.0750	.0850	.0950
Middle School Assistant	.0500	.0600	.0650	.0700	.0800	.0900
<u>Cross Country</u>						
Head	.1200	.1400	.1500	.1600	.1650	.1750
Assistant	.0800	.0950	.1050	.1100	.1250	.1400
Middle School (2 pos./Boys & Girls)	.0550	.0650	.0700	.0750	.0850	.0950
<u>Tennis</u>						
Head	.1200	.1400	.1500	.1600	.1650	.1750
Assistant	.0800	.0950	.1050	.1100	.1250	.1400
<u>Golf</u>						
Head	.1200	.1400	.1500	.1600	.1650	.1750
Assistant	.0800	.0950	.1050	.1100	.1250	.1400
<u>Gymnastics</u>						
Head	.1400	.1550	.1600	.1650	.1750	.1800
Assistant	.0900	.1000	.1100	.1150	.1300	.1500

Years of experience	0-1	2-3	4-5	6-7	8	9*
<u>Volleyball</u>						
Head	.1400	.1550	.1600	.1650	.1750	.1800
Assistant	.0900	.1000	.1100	.1150	.1300	.1500
Junior Varsity	.0900	.1000	.1100	.1150	.1300	.1500
Freshman	.0650	.0800	.0850	.1000	.1150	.1300
Middle School	.0500	.0600	.0650	.0700	.0800	.0900
<u>Soccer</u>						
Head	.1600	.1700	.1850	.1950	.2100	.2200
Assistant	.1000	.1250	.1300	.1400	.1600	.1700
Junior Varsity	.1000	.1250	.1300	.1400	.1600	.1700
Freshman	.0700	.0900	.0950	.1050	.1200	.1350
<u>Lacrosse</u>						
Head	.1400	.1550	.1600	.1650	.1750	.1800
Assistant	.0900	.1000	.1100	.1150	.1300	.1500
<u>Swimming</u>						
Head	.1400	.1550	.1600	.1650	.1750	.1800
Assistant	.0900	.1000	.1100	.1150	.1300	.1500
<u>Bowling</u>						
Head	.1200	.1400	.1500	.1600	.1650	.1750
<u>Hockey</u>						
Head	.1400	.1550	.1600	.1650	.1750	.1800
<u>Weight Lifting</u>						
Director (Head)	.1400	.1550	.1600	.1650	.1750	.1800
Fall	.0300***					
Winter	.0300***					
Spring	.0300***					

***One assistant per season to continue to be paid at .0300/season

<u>Cheerleading</u>						
<u>Senior High</u>						
Varsity	.0300	.0350	.0400	.0450	.0500	.0550
Junior Varsity	.0275	.0300	.0325	.0350	.0400	.0450
Freshman	.0250	.0275	.0300	.0325	.0350	.0400
<u>Middle School</u>						
Seventh Grade	.0225	.0250	.0265	.0275	.0300	.0350
Eighth Grade	.0225	.0250	.0265	.0275	.0300	.0350
<u>Faculty Manager</u>						
Senior High (per season)	.0500					

Years of experience	0-1	2-3	4-5	6-7	8	9*
---------------------	-----	-----	-----	-----	---	----

Athletic Coordinator

Middle School (no coaching) (per season)	.0500					
---	-------	--	--	--	--	--

Director of (Varsity Sport)

Tier I Sport	.2100	.2200	.2350	.2450	.2600	.2700
Tier II Sport	.1850	.2000	.2050	.2100	.2200	.2250
Tier III Sport	.1600	.1800	.1900	.2000	.2050	.2150

The position of “Director of (sport)” will be added when the Administration sees a need; notice will be given to the bargaining unit. Salary would be calculated as follows: head coach’s salary and half (1/2) of the assistant’s salary.

Director position would be reviewed every year by the Administration and Director. The Administration would determine if the Director position would continue or whether a head coach would be hired.

Varsity Assistant Director (for those sports that have a Director)

Tier I Sport	.1100	.1350	.1400	.1500	.1700	.1800
Tier II Sport	.1000	.1100	.1200	.1250	.1400	.1600
Tier III Sport	.0900	.1050	.1150	.1200	.1350	.1500

DRAMA/MUSIC/ADVISORY

Years of experience	0	1	2	3	4	9*
---------------------	---	---	---	---	---	----

* See 5.032(D) for description of qualification.

Dramatics

One-act play/SPICE

Director	.0213	.0265	.0319	.0373	.0425	.0525
Assistant	.0106	.0159	.0213	.0265	.0319	.0419

Full length play (or series of
3 one-act plays)

Director	.0359	.0373	.0425	.0479	.0532	.0632
Assistant	.0230	.0265	.0319	.0373	.0425	.0525

Musical Play

Director	.0581	.0645	.0710	.0774	.0839	.0939
Musical Director	.0479	.0532	.0585	.0638	.0692	.0792
Technical Director	.0372	.0425	.0479	.0532	.0585	.0685
Production Assistant	.0266	.0319	.0372	.0425	.0479	.0579
Choreographer	.0266	.0319	.0372	.0425	.0479	.0579

Years of experience	0	1	2	3	4	9*
<u>Music</u>						
<u>Senior High</u>						
Marching Band	.1132	.1229	.1329	.1429	.1529	.1629
Marching Band Asst.	.0645	.0710	.0774	.0839	.0903	.1003
Beeliners	.0617	.0638	.0665	.0691	.0718	.0818
Flag Corp	.0617	.0638	.0665	.0691	.0718	.0818
Marching Band Percussion Adv.	.0617	.0638	.0665	.0691	.0718	.0818
Choir Director	.0645	.0710	.0774	.0839	.0903	.1003
Choir Director (w/Men's chorus)	.0710	.0774	.0839	.0903	.0968	.1068
Show Choir Dir. (Encore)	.0645	.0710	.0774	.0839	.0903	.1003
Show Choir Asst. Choreographer	.0479	.0532	.0585	.0638	.0692	.0792
Men's Chorus (if not a class)	.0500	.0550	.0600	.0650	.0700	.0800
Showtime	.0309	.0319	.0332	.0346	.0359	.0459
Orchestra Director	.0645	.0710	.0774	.0839	.0903	.1003
String Orchestra Assistant	.0325	.0355	.0385	.0420	.0450	.0500
Symphony Orchestra Assistant	.0325	.0355	.0385	.0420	.0450	.0500
Chamber Orchestra	.0480	.0535	.0585	.0640	.0695	.0795
Concert Band	.0106	.0111	.0116	.0121	.0126	.0226
Concert Winds	.0106	.0111	.0116	.0121	.0126	.0226
Symphony Band	.0170	.0177	.0184	.0191	.0198	.0298
Stardusters	.0479	.0532	.0585	.0638	.0692	.0792
Jazz Ensemble	.0480	.0535	.0585	.0640	.0695	.0795
Pep Band	.0170	.0177	.0184	.0191	.0198	.0298
Concert/Symphony Percussion Advisor	.028 (flat rate)					
Solo & Ensemble	.0100					
<u>Middle School</u>						
Middle School Music Director	.0318	.0333	.0348	.0363	.0378	.0578
Middle School Jazz Ensemble	.0309	.0319	.0322	.0346	.0359	.0459
Sixth Grade Choir	.0320	.0373	.0426	.0479	.0532	.0632
Vocal Ensemble	.0320	.0373	.0426	.0479	.0532	.0632
<u>Elementary School</u>						
Elementary Choir (After school/includes Concerts)	.0415	.0435	.0445	.0465	.0475	.0675
Elementary Concerts	.0030 (per concert)					
<u>Publications</u>						
<u>Senior High</u>						
Medinian	.0581	.0645	.0710	.0774	.0839	.0939
Medinamite	.0581	.0645	.0710	.0774	.0839	.0939
<u>Middle School</u>						
Paper	.0133					.0233
Memorybook	.0133					.0233

Years of experience	0	1	2	3	4	9*
---------------------	---	---	---	---	---	----

Advisors

Senior High

Student Council Advisor	.0776	.0840	.0904	.0968	.1032	.1132
Student Council Assistant	.0370	.0425	.0480	.0530	.0585	.0685
Senior Class	.0185					.0285
Junior Class	.0647	.0711	.0775	.0839	.0903	.1003
Sophomore Class	.0133					.0233
Freshman Class	.0133					.0233
National Honor Society	.0133					.0233
Key Club	.0647	.0711	.0775	.0839	.0903	.1003
Girls' Leaders Club	.0133					.0233
Debate Team	.0480	.0535	.0585	.0640	.0695	.0795
VOFT Advisor	.0650	.0710	.0775	.0840	.0905	.1005
VOFT Assistant Advisor	.0325	.0355	.0390	.0420	.0455	.0500
Ski Club Advisor	.0125					
Student Supervision	.0213					

Middle School

Student Council	.0373	.0425	.0479	.0531	.0585	.0685
Middle School Pep Club	.0185					.0285
Power of the Pen	.0213					.0313
Service Club Coordinator	.0265					.0365
8 th Grade Trip Coordinator	.0215					.0315
Video Announcements Coord.	.0135					.0235
Ski Club Advisor	.0125					
Student Supervision	.0213					

Elementary School

Elementary Student Council	.0265	.0319	.0373	.0425	.0479	.0579
Elementary Safety Patrol (Outside of the Building)	.0213					.0313
Elementary Drama Club	.0213					.0313
Ski Club Advisor	.0125					
Student Supervision	.0213					

Discretionary Activity Agreement .0125****

****Each building principal will have up to six (6) discretionary activity contracts per school year to be allocated to bargaining unit members who choose to coordinate approved activities which benefit students. The guidelines for establishing these building activities will be developed by the principals in cooperation with the building certificated staff. The six discretionary contracts may change yearly depending on interests of the students. The building principal is under no obligation to continue any activity on a year-to-year basis.

Supplemental contracts issued for the following positions shall be calculated at the person's actual salary on the current salary schedule on 9/1 of the given year:

Guidance .041****

****Applies only to bargaining unit members employed prior to August 2001.

As to the 2013-2014 school year, the Board will do the math necessary to confirm whether or not the Association's proposal with respect to co-curricular contracts will save the District money compared to the current contract language reflected above; the methodology used by the Board for this calculation will be shared with the Association President. If implementation of the Association's proposal would save the District money, the Association's proposal will be implemented effective with the 2013-2014 school year.

APPENDIX E

**Domain I: Planning & Preparation
Pre-Observation Conference Form**
To be completed with administrator during conference.

Teacher _____ Observer _____

Subject _____ Observation Date/Time _____

CLASS DEMOGRAPHICS:

Class size _____ # of Female _____ # of Male _____

Number of students with special needs (IEPs, DEPs, 504s, IAT intervention plan, etc.) _____

LESSON OBSERVATION:

1. What is the goal(s) for the lesson to be observed? How do you intend for students to be productively engaged in the learning process?

2. How does the goal(s) fit into the scope and sequence of the larger picture (e.g., teaching unit, state standards, grade level indicators, CIPs)?

3. How does your assessment strategy help you determine if each student has met the learning objectives of this lesson?

4. Is there anything about this lesson, the students, the teaching strategies, or the environment that I should know or be observing?

APPENDIX E

Observation Domain Notes

**Some domain components will be observed outside of a classroom lesson*

Name: _____

Date: _____

Evaluator: _____

Domain 2 – Classroom Environment	Notes
<ul style="list-style-type: none">• Environment of Respect and Rapport• Culture for Learning• Managing Classroom Procedures• Managing Student Behavior• Organizing Physical Space	

Domain 3 – Instruction	Notes
<ul style="list-style-type: none">• Clear and Accurate Communication• Questioning & Discussion Techniques• Engaging Students in Learning• Providing Feedback to Students• Flexibility & Responsiveness	

APPENDIX E

Summative Evaluation Form

Teacher	Pre Observation Conference	
Today's Date	1st Observation	2nd Observation
Building/Assignment	Post Observation Conference	Post Observation Conference
School Year		
Present Contract Status: Limited <input type="checkbox"/> Continuing <input type="checkbox"/>		

Summary Statement

Domain 1–Planning and Preparation	
<ul style="list-style-type: none"> • Knowledge of Content • Knowledge of Students • Instructional Goals • Knowledge of Resources • Designing Coherent Instruction • Assessing Student Learning 	

Domain 2 – Classroom Environment	
<ul style="list-style-type: none"> • Environment of Respect and Rapport • Culture for Learning • Managing Classroom Procedures • Managing Student Behavior • Organizing Physical Space 	

Domain 3 – Instruction	
<ul style="list-style-type: none"> • Clear and Accurate Communication • Questioning and Discussion Techniques • Engaging Students in Learning • Providing Feedback to Students • Flexibility and Responsiveness 	

Domain 4 – Professional Responsibilities	
<ul style="list-style-type: none"> • Reflecting on Teaching • Maintaining Accurate Records • Communicating Effectively with Families/Colleagues • Contributing to the School and District • Growing and Developing Professionally • Showing Professionalism 	

APPENDIX E

Recommendations for Professional Growth:

Commendations:

Teacher Comments (Optional):

Administrator: _____
Teacher: _____

Date: _____
Date: _____

APPENDIX E

Alternative Evaluation Plan

These are possible approaches or types of alternative evaluation. These are samples only and are to be used as a guide for the teacher and administrator to collaborate in planning an appropriate evaluation plan.

- create an innovative project or unit for use in your class
- self-videotaping/audio-taping of classroom
- peer observation
- professional book study groups
- professional journal sharing
- action research
- portfolio
- curriculum development
- domain artifact collection
- teacher perceptual data survey
- technology integration
- 360 degree feedback
- other...

Parameters for ALL alternative evaluation forms:

- Must add to professional growth
- Must be initiated by a planning form (due October 15)
- Must include a timeline
- Must include a reflection piece (due April 30)
- Must include artifacts (due April 30)
- Does not preclude observation(s)

APPENDIX E

Alternative Evaluation Reflection Piece *To be completed by teacher by April 30*

Name: _____

Building Assignment: _____

1. Did you alter your plans or goals? If so, how and why?
2. If you had the opportunity to try this again, what would you do differently? Would you do the same?
3. How did this add to your professional growth?
4. Did the timeline for your plan change? If so, why?
5. What type of data or artifacts was collected?
6. What was the impact on students and how effective was your plan?

APPENDIX E

Summative Alternative Evaluation Form

Teacher	
Today's Date	Planning Conference Date
Building/Assignment	Reflection Conference Date
School Year	
Present Contract Status: Limited <input type="checkbox"/> Continuing <input type="checkbox"/>	

Summary Statement

<p><u>Domain 1 2 3 4</u></p> <p><i>Circle the primary domain of the alternative process</i></p>

APPENDIX E

Recommendations for Professional Growth:

Commendations:

Teacher Comments (Optional):

Administrator: _____ Date: _____
Teacher: _____ Date: _____

APPENDIX F
AGREEMENT WAIVER FORM

Date _____

Bargaining unit member and/or Administrator _____

Building _____ Principal _____

Phone _____ Ext _____

Section of Contract _____
Must be Article VIII

Date Discussed at Building _____

I. The Intended Practice

II. Ramifications and Implications

III. Duration (may not be longer than one year)

IV. Financial Implications

Copies: Building Principal, MCTA Vice-President, Superintendent

APPENDIX F
AGREEMENT WAIVER FORM
ACTION TAKEN

A decision has been made within 10 days of receiving the request.

Date Received _____ Responded _____

_____ Approved (MCTA)

_____ Approved (Superintendent)

_____ Disapproved (MCTA)

_____ Disapproved (Superintendent)

_____ Revise (MCTA)

_____ Revise (Superintendent)

Signature MCTA

Date

Signature Superintendent

Date

Date of Building Vote _____

Results: Pass _____

Fail _____

APPENDIX G (a)

Sick Leave Bank

The Sick Leave Bank may be used to cover **catastrophic** illness/injury of members, their spouses, and dependent children.

The Sick Leave Bank is voluntary, and bargaining unit members are eligible to enroll prior to October 1.

To enroll, members complete Form A, available from their Building Representatives. Members keep the white copy and return remaining copies to their Building Representatives.

Eligibility for membership in the Sick Leave Bank is conditional upon having a positive sick leave balance effective at the end of the first pay period in October.

Contributed Sick Leave Bank Days do not impact the attendance incentive provided in 6.01 of the Agreement.

Sick Leave Bank membership lists will be distributed to Building Representatives so members can check on their status in the Sick Leave Bank.

Eligibility to receive days from the Sick Leave Bank:

1. Contributed 1 to 5 days to the bank. **Teachers on Steps 0 and 1 of the salary schedule are automatically included for those years.**
2. Sick leave is exhausted.
3. Absent for **30 consecutive work days** due to **catastrophic** medical condition in #4, unless this requirement is waived by the committee.
4. **Catastrophic** medical condition verified by a physician.

To apply to use this bank, Sick Leave Bank members complete Form B, available from Building Representatives or the Treasurer's Office. Forward completed application the Chair of the Sick Leave Bank.

Application must take place in the school year during which the **30 consecutive work days** of absence occurred.

Sick Leave Bank members are limited to receive 30 days per school year and 120 days over the course of their employment with the Board of Education.

**Sick Leave Bank
Form A
CONTRIBUTION TO SICK LEAVE BANK**

Contributor's Name _____ SSN _____

I wish to donate _____ days to the Medina City Teachers' Sick Leave Bank (1 to 5 days)

Position _____ Building _____

Signature _____ Date _____

APPENDIX G (b)

Sick Leave Bank

The Sick Leave Bank may be used to cover catastrophic illness/injury of members, their spouses, and their dependent children.

The Sick Leave Bank is voluntary, and bargaining unit members are eligible to enroll before October 1. Members complete Form A.

Eligibility to receive days from Sick Leave Bank:

1. Contributed 1 to 5 days to the bank. **Teachers on Steps 0 and 1 of the salary schedule are automatically included for those years.**
2. Sick leave is exhausted.
3. Absent for **30 consecutive work days** due to **catastrophic** medical condition in #4, unless this requirement is waived by the committee.
4. **Catastrophic** medical condition verified by a physician.

To apply, a member of the Sick Leave Bank completed Form B, available from the Building Representative or the Treasurer's Office. Forward the completed application to the Chair of the Sick Leave Bank.

Application to use the Sick Leave Bank must take place in the school year during which the **30 consecutive work days** of absence occurred.

Members of the Sick Leave Bank are limited to receive 30 days per school year and 120 days over the course of the member's employment with the Board of Education.

Sick Leave Bank

Form B

APPLICATION FOR USE OF SICK LEAVE BANK

Name _____ SSN _____

Physician's Name _____ Verification Attached _____

Estimated Beginning and Ending Dates of Absences _____

Member's Signature _____ Date _____

Sick Leave Bank Chair's Signature _____ Date _____

I prefer to receive Sick Leave Bank pay in:

_____ 1 payment

_____ 2 equal consecutive payments

_____ 3 equal consecutive payments

(Indicate choice by checking payment option.)

*A maximum of 30 days may be drawn from this Sick Leave Bank annually.

White-Member's Copy

Yellow-Treasurer's Copy

Pink-MCTA Copy

2/9/06

APPENDIX H

**MEDINA CITY SCHOOLS
CLASS SIZE/LOAD VERIFICATION FORM**

To: _____

Grade or subject: _____

Date: _____

Please review the roster(s) provided to you. Students who are on this roster have been assigned to you for the school year. Please check this list carefully. This is the official roster that will be used for teacher load verification. Please do not admit students to your class without an official add/drop notification provided by the student's guidance counselor. Unauthorized changes to these rosters will not be permitted or counted towards the total number of students under your supervision. All changes must be approved through the Administration and the guidance department.

PLEASE NOTE: Every building teacher must return this verification sheet within five (5) work days of the start of each semester to their building principal to ensure that their records correlate. The building principal will verify this information and then forward it to the Human Resources Department. We appreciate your cooperation in advance regarding this issue.

Class Size Limits/Class Load

The regular education class size limits shall be as follows: (exclusive of art, music, and physical education at the elementary level and performing classes at the middle and high school levels)

Grades K-2	25
Grades 3-5	27
Grade 6	29
Grades 7-8	29
Grades 9-12	30

For Grades 7-12 the Class Load will be as follows:

5 classes/1-2 preps	- 150
5 classes/3 preps	- 145
6 classes/1-3 preps	- 165

Teacher: _____

(Please Print Name)

_____ I certify that my class load/size **does not exceed** the predetermined limits.

_____ My class load/size **does exceed** the predetermined limits based on the following criterion:

Teacher's Signature

Date

Administrator's Signature

Date



APPENDIX I

MEDINA CITY SCHOOLS
Effective October 1, 2011



Benefits	Network	Non-Network
Benefit Period	January 1 st through December 31 st	
Dependent Age Limit	26	
Over Age Child Limit	Removal upon End of the Month 28, At Card Holder's Expense Removal upon End of the Month	
Pre-Existing Condition Waiting Period	None	
Blood Pint Deductible	0 pints	
Overall Annual Benefit Period Maximum including Prescription Drug Benefits	\$2,500,000	
Benefit Period Deductible – Single/Family ¹	\$200 / \$400	\$300 / \$600
Coinsurance	90%	80%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	\$400 / \$800	\$700 / \$1,400
Physician/Office Services		
Office Visit (Illness/Injury) ² (Primary/Specialty Care)	\$20 copay, then 100%	80% after deductible
Urgent Care Office Visit ²	\$20 copay, then 100%	80% after deductible
Initial Pregnancy Office Visit	\$20 copay, then 100%	80% after deductible
All Immunizations ⁶	90% after deductible	80% after deductible
Preventive Services		
Preventive Services, in accordance with State and Federal law ³	100%	80% after deductible
Routine Physical Exam (Age 21 and over)	100%	80% after deductible
Well Child Care Services including Exam and Immunizations (To age 21)	100%	80% after deductible
Well Child Care Laboratory Tests (To age 21)	100%	80% after deductible
Routine Mammogram (One per benefit period)	100%	80% after deductible
Routine Pap Test (One per benefit period)	100%	80% after deductible
Routine Vision Exam (One per benefit period)	100%	\$20 copay, then 100%
Routine Hearing Exam (Age 21 and over)	100%	80% after deductible
Routine Laboratory, X-Rays and Medical Tests	100%	80% after deductible
Routine Endoscopic Services	100%	80% after deductible
Outpatient Services		
Surgical Services	90% after deductible	80% after deductible
Diagnostic Services	90% after deductible	80% after deductible
Physical/Occupational Therapy - Facility and Professional (50 combined visits per benefit period)	\$20 copay, then 100%	80% after deductible
Chiropractic Therapy – Professional Only (25 visits per benefit period)	\$20 copay, then 100%	80% after deductible
Speech Therapy – Facility and Professional (35 visits per benefit period)	\$20 copay, then 100%	80% after deductible
Cardiac Rehabilitation	\$20 copay, then 100%	80% after deductible
Emergency use of an Emergency Room ⁴	\$75 copay, then 100%	
Non-Emergency use of an Emergency Room ⁵	Not Covered	Not Covered

Non-Grandfathered – Effective October 1, 2011

Benefits	Network	Non-Network
Inpatient Facility		
Semi-Private Room and Board	90% after deductible	80% after deductible
Maternity Services	90% after deductible	80% after deductible
Skilled Nursing Facility (100 days per benefit period)	90% after deductible	80% after deductible
Inpatient Physical Medicine and Rehabilitation in a Rehabilitation Hospital (30 days per benefit period)	90% after deductible	80% after deductible
Additional Services		
Allergy Testing	90% after deductible	80% after deductible
Allergy Treatments	90% after deductible	80% after deductible
Ambulance	90% after deductible	80% after deductible
Durable Medical Equipment, Prosthetic Appliances and Orthotic Devices	90% after deductible	80% after deductible ⁷
Jobst/Elastic Stockings	90% after deductible	80% after deductible ⁷
Home Healthcare (30 visits per benefit period)	90% after deductible	80% after deductible
Hospice Services	90% after deductible	80% after deductible
Human Organ Transplants	90% after deductible	80% after deductible
Weight Loss Surgery, including complications from weight loss surgery (Limited to a lifetime max of \$10,000)	90% after deductible	80% after deductible
Mental Health and Substance Abuse – Federal Mental Health Parity – Benefits are based on corresponding Medical benefits		
Inpatient Mental Health and Substance Abuse Services	90% after deductible	80% after deductible
Outpatient Mental Health and Substance Abuse Services	90% after deductible – Institutional \$20 copay, then 100% - Professional	80% after deductible

Note: Services requiring a copayment are not subject to the single/family deductible.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Deductible and coinsurance expenses incurred for services by a non-network provider will also apply to the network deductible and coinsurance out-of-pocket limits. Deductible and coinsurance expenses incurred for services by a network provide will also apply to the non-network deductible and coinsurance out-of pocket limits.

Benefits will be determined based on Medical Mutual’s medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual’s payment may not equal the percentage listed above. However, the covered person’s coinsurance will always be based on the lesser of the provider’s billed charges or Medical Mutual’s negotiated rate with the provider.

¹Maximum family deductible. Member deductible is the same as single deductible. 3-month carryover applies.

²The office visit copay applies to the cost of the office visit only.

³Preventive services include evidence-based services that have a rating of “A” or “B” in the united States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.

⁴Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible.

⁵ER visit (room and physician) denied; all other covered services will be processed at the applicable Network/Non-Network level.

⁶CopayServices are paid at percentage indicated unless it is a preventive service which includes evidence-based services that have a “A” or “B” in the united States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.

⁷Not applied to Coinsurance Out-of-Pocket Maximum.



APPENDIX I
MEDINA CITY SCHOOLS
Prescription Drug Program^{1,2}
Effective October 1, 2011

Benefits	Copay	Day Supply
Benefit Period	January 1 st through December 31 st	
Dependent Age Limit	26 Removal upon End of the Month	
Over Aged Child Limit	28, At Card Holder's Expense Removal upon End of the Month	
Over the Counter Drugs (Retail Only)		
Proton Pump Inhibitors (i.e., Prilosec OTC – Omeprazole ⁵)	\$0	30
Formulary Retail Program with Contraceptive Coverage and Diabetic Supplies³		
Generic Copayment	\$10	34
Formulary Copayment ⁴	\$20	34
Non-Formulary Copayment ⁴	\$40	34
Diabetic Supplies Copayment	\$10	34
Formulary Mail Order Program with Contraceptive Coverage and Diabetic Supplies³		
Generic Copayment	\$20	90
Formulary Copayment ⁴	\$40	90
Non-Formulary Copayment ⁴	\$80	90
Diabetic Supplies Copayment	\$20	90

Note: In an effort to continue our commitment to quality care and help contain the increasing cost of prescription drug coverage, a formulary feature is included in your prescription drug benefit. A formulary drug is a FDA approved prescription medication reviewed by an independent Pharmacy and Therapeutics Committee brought together by Medco Health Solutions, Inc. Formulary drugs can assist in maintaining quality care while meeting your plan's cost containment objectives.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

Important Information for Diabetics: you may be able to obtain diabetic supplies at no cost to you by participating in MMO's Disease Management program. If you have questions about the program and/or wish to enroll, please call 1-800-861-4826.

¹Includes Preferred Prescriptions/Rx Selections Drug List: A list of drugs on the Preferred Prescriptions/Rx Selections formulary will be used.

²Coverage includes Preventive Medications, in accordance with Federal Law.

³Includes over-the-counter items, as well as insulin, syringes and needles, and also glucose monitors and meters. The glucose monitors and meters are limited to one meter per benefit period.

⁴If the member requests a brand name drug and a generic equivalent drug is manufactured, the member pays the Brand Copayment plus the difference between the brand and generic costs. If a generic drug is not manufactured, the member pays the Brand Copayment only.

⁵Proton Pump Inhibitors (PPI's) are a class of drugs that inhibit gastric acid production and are used to treat a variety of gastrointestinal conditions.

APPENDIX I

DENTAL SCHEDULE OF BENEFITS

Benefit Period	Calendar Year
Benefit Period Deductible	\$25 single / \$50 family
Maximum Benefit Payable per Covered Person per Benefit Period	\$2,500
Dependent Age Limit	The end of the month of the 23 rd birthday or the end of the month of the 25 th birthday if the dependent is a Full-time Student

It is important that you understand how MMO calculates your responsibilities under this coverage. Please consult the “HOW CLAIMS ARE PAID” section for necessary information.

Type of Service	Maximums and Limitations
Oral Examinations	Two exams per Benefit Period
Bitewing x-rays	Two sets per Benefit Period
Full-mouth x-rays/Panorex	One every 36 months
Prophylaxis	Two per Benefit Period
Topical Fluoride Applications	One per Benefit Period
Space Maintainers	For Eligible Dependent children under age 19
Crowns	Once every five years per tooth
Prosthetics (Fixed)	Once every five years per unit
Inlays	Once every five years per tooth
Onlays	Once every five years per tooth
Sealants	For Eligible Dependent children under age 14
Dentures (Complete and Partial)	Once every five years: Relining and rebasing is covered if done no less than six (6) months after initial placement but not more than once in any 36 month period. One replacement of a temporary denture if a permanent denture is installed within 12 months of the installment of the temporary denture.

DENTAL PAYMENT SCHEDULE

Type of Service	You Pay the Following
<ul style="list-style-type: none"> • Oral examinations/evaluations • Bitewing x-rays • General diagnostic x-rays • Prophylaxis • Space maintainers • Fluoride application • Emergency palliative treatments • Periodontal cleaning • Sealant • Tests and lab examinations 	<p>0% of the Reasonable and Customary Amount</p> <p>No deductible is required for these services</p>
<ul style="list-style-type: none"> • Inlays • Onlays • Crowns • Dentures (complete and partial) • Prosthetics (fixed) 	<p>20% of the Reasonable and Customary Amount</p>
For all other Covered Services	20% of the Reasonable and Customary Amount

NSTD-0303S

ORTHODONTIC SERVICES	
Maximum Benefit Payable per Covered Person	\$1,000 per lifetime
Eligibility	Available to all Covered Persons, regardless of age
No Deductible is required for Orthodontic services	
Your payment amount	40% of the Reasonable and Customary Amount

BENEFIT VERIFICATION

Required for any Course of Treatment exceeding \$500 or involving one or more crowns.

APPENDIX J

**MEDINA CITY SCHOOL DISTRICT
Human Resources Department**

INSURANCE COVERAGE FOR EMPLOYED SPOUSES OF ELIGIBLE EMPLOYEES

As a result of the collective bargaining process, Medina City School District employees who qualify for family health insurance benefits may now be in a situation where their employed spouse will no longer be covered as primary under the Medina City School District health insurance plan. Your spouse is no longer permitted to receive primary health insurance coverage through Medina City School District's insurance plan if **all three** of the following statements are true:

1. He or she works a minimum of 20 hours per week; AND
2. He or she has "ACCESS TO CONTINUOUS GROUP HEALTH INSURANCE COVERAGE" (explained below) as part of his or her employment; AND
3. He or she pays out of pocket from **0% to 35%** of the health insurance benefit premium cost.

ACCESS TO CONTINUOUS GROUP HEALTH INSURANCE COVERAGE can occur in many situations. Your spouse has such access if:

- He or she can enroll...OR
- He or she can elect to receive a stipend or higher salary in lieu of enrolling in the employer's health insurance plan. (Thus, the spouse could have enrolled in the employer's health insurance plan even if he or she chose not to do so)...OR
- He or she can choose "cafeteria style" insurance benefits from the employer, choosing among health insurance, life insurance, annuity premiums, etc. (Thus the spouse could have enrolled in the health insurance portion of the employer's "cafeteria style" benefits)...OR
- He or she is the owner or partner in a company that provides health insurance benefits to its employees; OR
- His or her employer provides other means of access to continuous health insurance coverage. Please specify_____.

Check one box:

One or more of the first three numbered statements printed above is false. Specify which statement(s) _____. Please sign the bottom of this form;

All of the first three statements printed above are true. Your spouse **MUST** enroll in his/her health insurance plan for at least single coverage. Therefore, my spouse's employer will provide primary coverage for him or her (and dependent children if they are enrolled in the

INSURANCE COVERAGE FOR EMPLOYED SPOUSES OF ELIGIBLE EMPLOYEES
(continued)

spouse's plan). The Medina City School District's insurance plan will provide secondary coverage...Please check one of the following boxes:

- My spouse is currently enrolled in his or her employer's group health insurance plan. OR
- My spouse will become eligible for his or her employer's health insurance plan on the following date: _____.

I attest that the information provided above is true to the best of my knowledge. I also understand that, should the spouse be eligible for health insurance through his or her employer's program and not enrolled, the Medina City Schools or our insurance carrier will seek to recover any claims that may have been inappropriately paid by our insurance carrier.

If you have any questions, please call: Human Resources

EMPLOYEE SIGNATURE

DATE

APPENDIX K

STRS PICKUP AND PICKUP ON THE PICKUP DEFINED

STRS Pickup (Employee retirement contribution paid by employer in addition to stated salary)

Bargaining unit members typically have 10% of their salary withheld as a contribution to the State Teachers' Retirement System. In the years where compensation includes STRS Pickup, the portion of the bargaining unit member's salary that is normally withheld is now paid directly to STRS by the school District. When the pickup is 4%, as is negotiated, the employee will have 6% of his/her salary withheld (10% less 4%); the school District will pay the other 4%.

STRS Pickup on the Pickup

The portion of the bargaining unit member's salary that is normally withheld from salary for purposes of the STRS contribution is 10%. When the school District pays a portion of that contribution for the employee as described above under STRS Pickup, that amount of money is considered to be compensation or income for which there must also be 10% withheld and contributed to STRS. Therefore, when the Board pays *pickup on the pickup*, they are paying the portion of the employee's normally withheld contribution, ex. 4% as described above, and 10% of that 4%. The 10% of the 4% (in this example) is the *pickup on the pickup*.

Example:

Base Salary BS 0 and) years of experience:	\$39,137	Salary reported to STRS
Normal employee contribution 10%	<u>3,914</u>	
Salary remaining	\$35,223	Take home pay before taxes and deductions

With Board funded pickup and pickup on pickup

Base Salary:	\$39,137	
Employee contribution 6%:	<u>2,348</u>	
	\$36,789	Take home pay before taxes and deductions

Board funded pickup (4% of \$39,137) \$1,565

Board funded pickup on pickup (10% of 1,565) \$ 157

Total Board Funded \$1,722

Base Salary	\$39,137
Board Pickup	<u>1,722</u>
Salary Reported to STRS	\$40,859

ARTICLE XIV

DURATION

14.01 DURATION

This Agreement shall become effective at 12:01 a.m. July 1, 2012, and will continue in full force and effect until 12:00 midnight, June 30, 2014.

14.02 CERTIFICATION OF RATIFICATION

Ratification of the foregoing Agreement between the parties is attested to by the representative whose signatures appear below.

MEDINA CITY TEACHERS ASSOCIATION

BY: John J. Leatherman BY: Emily Symerek

BY: J. DeHorn BY: Wendy a

BY: A. Brown BY: [Signature]

BY: Dary O'Kraak OEA LRC

MEDINA CITY BOARD OF EDUCATION

BY: Karla J. Robinson BY: Thomas J. Cell

BY: [Signature] BY: as Val