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10/04/2012

MASTER CONTRACT AGREEMENT

between the

FELICITY EDUCATION ASSOCIATION

an affiliate of the

OHIO EDUCATION ASSOCIATION

and the

NATIONAL EDUCATION ASSOCIATION

and the

**FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

EFFECTIVE

JULY 1, 2012 THROUGH JUNE 30, 2015

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1: PREAMBLE.....	1
ARTICLE 2: BARGAINING UNIT DEFINED.....	1
ARTICLE 3: NEGOTIATIONS PROCEDURE	
3.01 INITIATING NEGOTIATIONS.....	1
3.02 NEGOTIATIONS SESSIONS.....	2
3.03 NEGOTIATION TEAMS.....	2
3.04 INFORMATION.....	2
3.05 CAUCUSES.....	3
3.06 ITEM AGREEMENT.....	3
3.07 AGREEMENT.....	3
3.08 IMPASSE.....	3
3.09 GENERAL.....	4
ARTICLE 4: ASSOCIATION RIGHTS	
4.01 INTER-SCHOOL MAIL & MAILBOXES.....	5
4.02 USE OF BUILDINGS, FACILITIES & EQUIPMENT.....	5
4.03 BOARD POLICY BOOK.....	5
4.04 ASSOCIATION ACCESS TO MEMBERS.....	5
4.05 ASSOCIATION DUES DEDUCTION.....	6
4.06 NOTIFICATION OF SCHOOL BOARD MEETING.....	6
4.07 ASSOCIATION LEAVE.....	6
4.08 ORIENTATION AND INSERVICE DAY ADDRESS.....	7
4.09 STAFF MEETINGS.....	7
4.10 EMPLOYEE DIRECTORY.....	7
4.11 COPIES OF CONTRACT.....	7
4.12 LABOR MANAGEMENT COMMITTEE.....	7
4.13 BUILDING LEVEL COMMUNICATION.....	8
ARTICLE 5: GRIEVANCE PROCEDURE	
5.01 PURPOSE.....	8
5.02 DEFINITION.....	8
5.03 TIME LIMITS.....	9
5.04 CONFORMITY WITH AGREEMENT.....	9
5.05 GRIEVANCE PROCESS.....	9
5.06 RIGHT TO REPRESENTATION.....	12
5.07 MISCELLANEOUS.....	12
ARTICLE 6: WORKING CONDITIONS	
6.01 PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL.....	15
6.02 VACANCIES: CERTIFIED PERSONNEL WITHIN THE SYSTEM.....	16
6.03 TRANSFERS.....	17
6.04 NOTIFICATION OF ASSIGNMENT.....	17
6.05 PERSONNEL FILE.....	17

6.06	MILEAGE REIMBURSEMENT	18
6.07	FREE ADMISSIONS	18
6.08	TUITION REIMBURSEMENT	19
ARTICLE 7:	EVALUATION OF PROFESSIONAL STAFF	
7.01	PHILOSOPHY	20
7.02	EVALUATOR.....	20
7.03	WHO IS TO BE EVALUATED.....	20
7.04	EVALUATION PROCEDURE	20
7.05	EVALUATION INPUT.....	21
7.06	LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE	22
ARTICLE 8:	EMPLOYEE RIGHTS/WORKING CONDITIONS	
8.01	WORKDAY	24
8.02	WORK YEAR	24
8.03	INSTRUCTIONAL LOAD	25
8.04	CALAMITY DAY	25
8.05	INDIVIDUAL TEACHING CONTRACT	25
8.06	SEQUENCE OF LIMITED TEACHING CONTRACTS.....	25
8.07	NON-RENEWAL OF LIMITED TEACHER CONTRACT.....	26
8.08	TERMINATION OF CONTRACT	26
8.09	LICENSES AND/OR CERTIFICATES.....	26
8.10	CONTINUING CONTRACT NOTIFICATION	26
ARTICLE 9:	LEAVES OF ABSENCE	
9.01	SICK LEAVE.....	27
9.02	PERSONAL LEAVE	29
9.03	ASSAULT LEAVE	31
9.04	JURY DUTY/COURT LEAVE	31
9.05	PROFESSIONAL LEAVE	31
9.06	FAMILY MEDICAL LEAVE	32
9.07	PARENTAL LEAVE.....	33
9.08	MILITARY LEAVE	33
9.09	GENERAL PROVISIONS	33
ARTICLE 10:	PROFESSIONAL STAFF FRINGE BENEFITS	
10.01	LIFE INSURANCE & PROFESSIONAL LIABILITY COVERAGE	34
10.02	HEALTH & DENTAL INSURANCE.....	34
10.03	CONTINUATION OF BENEFITS.....	35
ARTICLE 11:	SALARY AND BENEFITS	
11.01	SALARY	36
11.02	SUPPLEMENTAL/EXTRA DUTY PAY.....	36
11.03	SALARY SCHEDULE PLACEMENT.....	36
11.04	RETIRED TEACHERS RETURN TO SERVICE	37
11.05	PAY PERIODS	38

FELICITY EDUCATION ASSOCIATION
AND THE FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
MASTER CONTRACT AGREEMENT
EFFECTIVE JULY 1, 2012 THROUGH JUNE 30, 2015

11.06	PAYROLL DEDUCTIONS.....	38
11.07	STRS PICK-UP UTILIZING THE SALARY REDUCTION METHOD.....	39
11.08	SEVERANCE PAY.....	40
ARTICLE 12: CONCLUSION		
12.01	REOPENERS.....	41
12.02	AMENDMENT PROCEDURE.....	41
12.03	PROVISIONS CONTRARY TO LAW.....	41
12.04	DURATION.....	42
	SIGNATURE PAGE.....	42
<hr/>		
	GRIEVANCE REPORT FORM.....	13
<hr/>		
EXHIBIT "A-1"	CERTIFICATED PERSONNEL SALARY SCHEDULE Effective August 1, 2012 & August 1, 2013.....	43
EXHIBIT "A-2"	CERTIFICATED PERSONNEL SALARY SCHEDULE Effective August 1, 2014.....	44
EXHIBIT "B"	EXTRA DUTY SALARY SCHEDULE Effective August 1, 2012.....	45
EXHIBIT "C"	SICK LEAVE BANK DONATION FORM.....	46
EXHIBIT "D"	ADMINISTRATION OF THE SICK LEAVE BANK.....	47
EXHIBIT "E"	SICK LEAVE BANK DISTRIBUTION REQUEST FORM.....	48
EXHIBIT "F"	TUITION REIMBURSEMENT REQUEST FORM.....	49

**ARTICLE 1:
PREAMBLE**

- 1.01** It is the purpose of this document to establish a relationship between the Felicity Education Association/OEA/NEA (hereafter referred to as the "Association") and the Felicity-Franklin Local School District Board of Education (hereafter referred to as the "Board") to set forth an orderly procedure for the consideration and mutual resolution of matters of concern of either party.

**ARTICLE 2:
BARGAINING UNIT DEFINED**

- 2.01** The bargaining unit represented exclusively by the Felicity Education Association/OEA/NEA is defined as all individuals holding certificate/license issued by the Ohio Department of Education who are employed by the Board in a position requiring such a license/certificate. Excluded from the unit are the Superintendent, principals, assistant principals, all other administrative/management/supervisory employees as described/defined in Section 3319.02 of the O.R.C. and/or the Act, all substitute employees, and all other employees, tutors and individualized home instructors.
- 2.02** The term teacher when used within refers to bargaining unit member.

**ARTICLE 3:
NEGOTIATION PROCEDURES**

3.01 INITIATING NEGOTIATIONS

- 3.0101 All requests for the initiation of negotiations shall be made in writing. The request initiated by the Association shall be directed to the Superintendent; the request initiated by the Board shall be directed to the President of the Association. The written request for negotiations shall include:
- A. Date of letter
 - B. Statement of matters to be discussed
 - C. Time, place and date of three (3) proposed dates for the initial negotiation session.

- 3.0102 A written reply shall be sent by the receiving party within ten (10) calendar days of receipt of said request. This letter shall include:
- A. Date of letter
 - B. Date for the first session
- 3.0103 All negotiations shall be in accordance with the reopener provisions of this Contract.
- 3.0104 The requesting party shall serve a copy of the request and the current Contract upon the SERB Board.

3.02 NEGOTIATIONS SESSIONS

The parties shall meet at a time and place as established under Section 3.01 of this Article for the first negotiation session. A time, place and date for the next session shall be established before concluding the first and each successive negotiation session. All issues proposed for discussion shall be reduced to writing in comprehensive style by each party, the Board and the Association, and presented to the other party at the first meeting as a complete package. Written mutual consent shall be necessary for the parties to discuss any additional proposal not presented at the first meeting.

3.03 NEGOTIATION TEAMS

- 3.0301 Each team shall be made up of people of the party's choice with the Association team consisting of no more than four (4) teachers, plus the OEA consultant. Three (3) Association observers can attend each negotiations session with mutual agreement of the parties. The role of the observer(s) shall be clarified at the beginning of each session in which an observer is present. The Board team shall be no more than five (5) members. Each team shall designate a chairperson. All bargaining shall be done exclusively by said teams.
- 3.0302 The parties may call upon consultants to assist in preparing for bargaining and utilize them for consultation during bargaining sessions. The expense of the consultants shall be paid by the party requesting such. A limit of two (2) consultants may be used by each party in any one (1) session.

3.04 INFORMATION

The designated representatives of the Board and the Association agree to make available to each other upon written request within ten (10) days all available public information. The Treasurer shall provide the Association's agent the following as they become available:

- A. Training and experience grid
- B. Treasurer's monthly financial reports
- C. Approved five year forecast
- D. The costs of a one percent increase on the salary schedule
- E. Annual Summary Report and rate increase data for all insurances
- F. Salaries and increases for administrators and exempt staff

3.05 CAUCUSES

Either group shall have the right to recess for independent caucus at any time. Each caucus shall be set for a reasonable amount of time with no more than thirty (30) minutes being the goal. In the event more than thirty (30) minutes is needed, the party needing more time shall notify the other party of the additional need for time.

3.06 ITEM AGREEMENT

As negotiation items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding or as a final agreement by the parties and it is expressly understood by the parties that the tentative agreement reached on any items may be withdrawn by either party at any time during the negotiations process.

3.07 AGREEMENT

3.0701 When an agreement is reached by the teams, that agreement shall be reduced to writing and signed by the chairperson of each team. Each team will recommend favorably to its members the acceptance of the tentative agreement. The tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association's membership shall be communicated to the Superintendent in writing by the President of the Association. Upon receipt of notification that the Association has ratified the agreement, the Board shall meet within fourteen (14) days to consider the approval or non-approval of the tentative agreement.

3.0702 After the agreement is ratified and approved by both the Association and the Board it shall be executed by the parties.

3.08 IMPASSE

3.0801 The following alternate dispute settlement procedure shall replace ORC 4117.14(C)(2) through 4117(D)(1) as provided for under ORC 4117(C)(1)(f) in the negotiations for a successor contract.

- 3.0802 In the event agreement is not reached after sixty (60) days from the filing of the notice to negotiate, either party shall have the right to request the assistance of a mediator from the Federal Mediation and Conciliation Service (FMCS) and such request shall be deemed a joint request. In the event that the services of a mediator are called upon the mediation process shall last for a minimum of thirty (30) days or until the expiration of the contract, whichever is less.
- 3.0803 ORC 4117.14(D)(2) and provisions thereafter shall then apply.
- 3,0804 If during the life of the contract bargaining is necessary to impact severability or a specified reopener provision in the contract, said bargaining shall be in keeping with the bargaining procedures set forth in ORC 4117, except as modified by the terms of this Agreement.

3.09 GENERAL

3.0901 Executive Session

Any and all negotiation sessions shall be conducted in executive session unless both parties mutually agree to do otherwise.

3.0902 Final Form

As soon as practicable, but not later than forty-five (45) days after ratification, the Contract shall be printed with a Table of Contents including all appendices, in booklet form and distributed to all certified personnel. The Association shall be provided twenty-five (25) additional copies for their use and the Board shall receive fifteen (15) additional copies. The cost of printing shall be borne equally between the Board and Association.

3.0903 Media Release

It is agreed that during the negotiations period neither party will issue any statement to the public. In the event such news releases become necessary during normal conduct of negotiations, the content and release of such information must be mutually agreed upon prior to release to the media. In the event the parties reach impasse regarding settlement of negotiations, either party may issue a media release.

ARTICLE 4:
ASSOCIATION RIGHTS

The Association shall have the exclusive rights and privileges as set forth hereafter.

4.01 INTER-SCHOOL MAIL & MAILBOXES

The Association shall have the right to use the inter-school mail system, including e-mail, and mailboxes to disseminate Association information. The Association shall provide its own paper for Association-related business. Any printed communication which is distributed to the staff shall be provided as a courtesy to the Superintendent.

4.02 USE OF BUILDINGS, FACILITIES & EQUIPMENT

4.0201 The Association may use the school buildings within the district for meetings. Advance notice may be given whenever possible.

4.0202 The Association has the right to keep and store filing cabinets on school property.

4.0203 The Association shall have a visible bulletin board in each building lounge and/or work room.

4.0204 The Association shall have the right to use copying and duplicating machines, and computers.

4.03 BOARD POLICY BOOK

A copy of the Board policy book shall be maintained by the Board on its website. Any changes to policy shall be provided by electronic copy to the Association President within five (5) days after Board approval.

4.04 ASSOCIATION ACCESS TO MEMBERS

4.0401 The Association President or designee may meet with a teacher before or after school or on each individual's lunch break and/or planning period. The OEA consultant shall have access to members in the same manner.

4.0402 The Association President or designee shall advise the building principal or designee of his/her presence in the building.

4.05 ASSOCIATION DUES DEDUCTION

- 4.0501 Teachers may thirty (30) days after the start of each semester or thirty (30) days after initial employment with the Board sign and deliver to the Board an authorization form requesting membership dues, assessments of the recognized Association and its affiliates, and contributions to the Ohio Education Association Fund for Children and Public Education. Such authorization shall continue in effect until such time that said teacher gives written notice to the Board Treasurer to discontinue such deductions or employment with the Board terminates. Association dues will be deducted in twenty-four (24) equal amounts over the remaining pay periods of the school year. Written notice must take place by October 1 of each year.

- 4.0502 All money so deducted shall be remitted bi-monthly to the Association Treasurer accompanied by a list of employees for whom deductions were made and the amount for each said employee. If a teacher gives written notice to the Board Treasurer to discontinue such deductions, the Board Treasurer shall provide the Association Treasurer within two (2) business days of such action the names of said teachers making such request.

4.06 NOTIFICATION OF SCHOOL BOARD MEETING

Written notice of regularly scheduled Board of Education meetings shall be sent to the Association President by February 1 of each year. The Association President will be notified of any change in the regularly scheduled meeting. The Association President will also be notified of special Board of Education meetings. All notifications shall be made at the same time that the Board is notified. The agenda (outline of meeting) for the regularly scheduled meetings will be sent to the Association President when they become available before the scheduled meeting. Copies of the Board approved minutes and attachments shall be available for inspection in the Treasurer's office upon request.

4.07 ASSOCIATION LEAVE

- 4.0701 Whenever members are scheduled by the parties to participate during working hours in negotiations, grievances, meetings and/or conferences, they shall suffer no loss of pay.

- 4.0702 The Board shall grant a collective total of two (2) non-cumulative days of leave with pay and fringe benefits per school year to Association officers and delegates for Association business involving employees of the school district.

4.08 ORIENTATION AND INSERVICE DAY ADDRESS

The Association shall be provided time during orientation and inservice day to address the teachers.

4.09 STAFF MEETINGS

The Association shall be provided time to address members at building level or district-wide staff meetings.

4.10 EMPLOYEE DIRECTORY

A copy of the employee directory shall be provided to the Association President. Personal information, the name and building assignment of new hires, shall be shared with the Association when the Board acts to hire the employee.

4.11 COPIES OF CONTRACT

The Board agrees to split the cost of reproducing copies of the Contract between the Association and the Board. The Board shall provide one (1) copy of the Contract and any amendments to newly hired bargaining unit members. The Board shall distribute the Contract to all bargaining unit members.

4.12 LABOR MANAGEMENT COMMITTEE

4.1201 An informal committee shall be established as an aide to communications between the parties. The membership of this committee shall be the Superintendent (or designee) and a maximum of three (3) persons appointed at the discretion of the Superintendent, plus the Association President (or designee) and a maximum of three (3) persons appointed by the leadership of the Association. Other parties may be invited to attend as needed when mutually agreed to by the Superintendent and the Association President.

4.1202 The committee shall meet upon request, no more than one (1) meeting per month and no less than one (1) meeting per quarter. Meetings will be held after school hours. An agenda shall be established one (1) week prior to the meeting; however, additional items may be added to the agenda at the meeting. If the agenda is not established prior to the meeting, the meeting shall be canceled. Agenda items will only deal with district-wide issues. Building issues shall be discussed at the appropriate levels through proper channels.

4.1203 The purpose of the committee shall be to assist in the process of open communications between the parties. Its procedures shall consist of joint, informal discussions aimed at clarifying or addressing issues of concern to both parties. The interest based process will be used when feasible. The open discussions held by this committee shall not be construed as negotiations nor as an official decision making process. Recommendations made by the committee shall not be binding on the Board or the Association.

4.1204 This Article shall not be subject to the grievance and arbitration procedure, but contractual concerns shall not be precluded from the procedure.

4.13 BUILDING LEVEL COMMUNICATION

At the request of the Association's communication representative(s) who shall be a teacher assigned to teach at the building, the principal shall meet with him/her once a month and discuss teacher concerns at that building. Additional meetings may be requested by either party.

**ARTICLE 5:
GRIEVANCE PROCEDURE**

5.01 PURPOSE

The grievance procedure set forth in this Contract is a method by which a teacher of the bargaining unit, or a group of teachers of the bargaining unit, or the Association can express a grievance as defined in this written agreement, without fear of reprisal, and obtain a fair hearing at the lowest level possible. The primary purpose of this procedure shall be to obtain equitable solutions to grievances at the lowest level in the shortest period of time.

5.02 DEFINITION

5.0201 A "grievance" is defined as a complaint involving an alleged violation, misinterpretation or misapplication of a specific term of this agreement.

5.0202 "Grievant" shall be an individual teacher, group of teachers, or the Association.

5.0203 "Day" is defined as a work day.

5.03 TIME LIMITS

Every effort shall be made to expedite the grievance process. Failure of grievant to adhere to the time limits in appealing a decision shall result in the resolution which was obtained at the prior level of hearing. A failure on the part of any administrator or the Board, or their designee, to adhere to time limits stated herein shall move the grievance to the next step provided for in the grievance process. Time limits may, however, be extended by mutual agreement of the parties concerned and such extension shall be expressed in writing. Any grievance, not initiated at Level Two within thirty (30) days after the occurrence of the act or condition which is the basis of the grievance, shall be forfeited and the rights to file the grievance shall be waived.

5.04 CONFORMITY WITH AGREEMENT

- 5.0401 Nothing required by this formal grievance procedure shall be construed as preventing any teacher of the bargaining unit or a group of teachers of the bargaining unit having a complaint or problem from discussing the matter informally with any appropriate representative of the administration and having such matter adjusted without the intervention and/or consultation of the Association, provided the adjustment is not inconsistent with the terms of the negotiated agreement and so long as the Association representative has the opportunity to be present at the adjustment.
- 5.0402 The Board shall have an affirmative duty to notify the Association of the date, time and place of a meeting with an individual to discuss his or her grievance only at and after Level Two.
- 5.0403 At Level One, a teacher's concern will be in the nature of a complaint and a Level One discussion will involve only the grievant and the supervisor or principal.

5.05 GRIEVANCE PROCESS

- 5.0501 Level One - Informal Procedure
- A. The grievant shall first discuss a potential grievance with his/her/their immediate supervisor or principal who is the subject of the grievance.
 - B. Neither the grievant(s) or the supervisor/principal shall be accompanied by anyone at this level of the grievance procedure.
 - C. Said supervisor/principal shall respond within seven (7) days to the grievant(s) with reference to the grievance.

5.0502 Level Two - Principal

- A. In the event the grievant(s) is/are not satisfied with the disposition of the grievance at the informal level, the grievant(s) may file a grievance in writing with the supervisor/principal using the form furnished by the Board. Said grievance shall contain a statement of the alleged facts upon which the grievance is based and references to the specific provisions of the agreement which is alleged to be violated, misinterpreted or misapplied. As provided herein, if the grievance is not initiated at Level Two within thirty (30) days after the occurrence of the act or condition which is the basis of the grievance, said grievance and the right to file it shall be waived.

- B. After the receipt of a written grievance, timely filed, the supervisor/principal shall arrange a hearing with the grievant(s) to be held within seven (7) work days at a time mutually agreeable. A grievant(s) and the supervisor/principal each may be accompanied at said hearing by an employee of the District each assigned respectfully by the District and the Association. A written statement of the action taken and the specific reason(s) therefore shall be sent to the grievant(s) on the prescribed form within seven (7) days after the hearing.

5.0503 Level Three - Superintendent

- A. In the event the grievant(s) is/are not satisfied with the disposition of the grievance at Level Two, the grievant(s) may appeal the grievance in writing to the Superintendent or his/her designee on the prescribed form. Such appeal in writing must be filed with the Superintendent or his/her designee no later than seven (7) days after the grievant(s) receives the response of the supervisor/principal under Level Two of this procedure.

- B. Upon receipt of the Level Three appeal, the Superintendent or his/her designee shall arrange a hearing within seven (7) days concerning the grievance at a time mutually agreeable.

- C. The grievant(s) may be represented by an Association representative at this level of the grievance procedure.

- D. Within seven (7) days after this hearing, Superintendent or his/her designee will issue his/her decision along with the specific reasons in writing on the prescribed form. Copies will be furnished to the grievant(s).

5.0504 Level Four - Arbitration

- A. If the grievant(s) is/are not satisfied with the decision at Level Three, with respect to a grievance alleging a violation, misinterpretation, or misapplication of this agreement, the Association may appeal the decision to arbitration within seven (7) days of receipt of the Board's decision by filing a written demand for arbitration with the Board Treasurer.
- B. The decision of the arbitrator shall be advisory.
- D. The parties shall mutually agree to use the following four (4) arbitrators:
 - 1. Michael Paolucci
 - 2. Robert Stein
 - 3. Mitch Goldberg
 - 4. Frank Keenan

Assignment of grievances shall be made on a continuous rotating basis among the four (4) above-mentioned arbitrators. In the event an arbitrator is unable to remain on the list, the parties shall meet to mutually agree upon a replacement.

- E. The arbitrator's hearing shall be held at the earliest possible time which is mutually convenient to the Association, the Board and the arbitrator. In case of disagreement concerning the time of the hearing, the arbitrator shall have the authority to determine the date, time and locale of the hearing.
- F. The arbitrator shall issue his/her decision within the time limits prescribed by the AAA and his/her report shall be transmitted simultaneously to the Association and the Board. The arbitrator shall not have the power to add to, subtract from, or modify this agreement or to impair or disregard any Board or Association rights set forth in this agreement. The arbitrator has the authority to determine arbitrability if such an issue exists.
- G. The cost for the arbitration shall be the responsibility of the unsuccessful party in the arbitration proceeding.
- H. Each party shall be responsible for the fees and expenses of its representative.

5.06 RIGHT TO REPRESENTATION

During the term of this negotiated agreement, no teacher of the bargaining unit may be represented by any teacher organization and/or attorney or advocate other than the Association representatives or an attorney provided by the Association in any grievance initiated.

5.07 MISCELLANEOUS

- 5.0701 If either party unilaterally withdraws the request for arbitration after being filed, the withdrawing party shall be responsible for all costs and fees associated with said withdrawal unless the allocation of the costs and fees are mutually agreed to by the Employer and the Association.
- 5.0702 Forms for filing and appealing grievances will be printed by the Board. Forms will be available in the office of every school and will be kept in an area accessible to all teachers of the bargaining unit without request to their administrators.
- 5.0703 Nothing in this agreement will be construed so as to deny the Association and/or its representatives the right to redress before any appropriate administrative agency or through the courts.
- 5.0704 The Board and the Association will cooperate with each other in the investigation of any grievance.
- 5.0705 No reprisals of any kind will be taken by or against any party of interest, any participant in the grievance procedure, or any members of the Association by reason of such participation.
- 5.0706 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 5.0707 Records of the grievance will be kept confidential, as permitted by law.
- 5.0708 To the extent permitted by law, when a teacher with a grievance applies for other employment or is employed outside the District, no records, documents and/or communications relating to said grievance shall be forwarded to or shared with the other employer.
- 5.0709 The Association's representative shall not lose pay or benefits for attending grievance meetings with representatives of the Board scheduled by mutual agreement or by Board representatives.

FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT
GRIEVANCE REPORT FORM

Grievance No. _____

Distribution of Form

1. Superintendent
2. Principal
3. Association
4. Employee

Submit to Principal or Immediate Supervisor in Duplicate

Building Assignment

Name of Grievant

Date Filed

LEVEL I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance (State Specific Section of Contract)

2. Relief Sought _____
(If additional space is needed in reporting Sections B1 & 2, attach an additional sheet.)

Signature

Date

C. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor

Date

D. Position of Grievant and/or Association _____

Signature

Date

LEVEL II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature

Date

C. Position of Grievant and/or Association _____

Signature

Date

LEVEL III

A. Date Submitted to Arbitration _____

B. Disposition & Award of Arbitrator _____

Signature

Date

**ARTICLE 6:
WORKING CONDITIONS**

6.01 PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

- 6.0101 Complaints about personnel are investigated fully and fairly. Anonymous complaints are disregarded.
- 6.0102 The following procedures are to ensure that complaints are treated fairly and investigated fully. Nothing within this process shall prohibit the complaining party from first speaking with the teacher. However, if the complaining party selects not to speak with the teacher the following process will be followed:
- A. A complaint must come first to the employee's building principal. The principal should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the principal should suggest a conference between the complainant and the employee criticized and should inform that employee immediately of the complaint. If the complainant has already met with the employee criticized and remains unsatisfied, the principal should invite the complainant to file the complaint in writing.
 - B. If a complaint comes first to any other school employee, the employee refers the complainant to the person criticized or to the principal and immediately informs both.
 - C. When a complaint is received, the principal shall schedule a conference with the complainant, the person criticized and, if advisable, other personnel who, in the opinion of either the principal or the person criticized could contribute to resolution of the problem.
 - D. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
 - E. Should dissatisfaction remain after the above steps have been taken, the matter may be placed on the agenda for the next regularly scheduled Board meeting for an executive session. The decision of the Board is communicated in writing to all interested persons.

6.02 VACANCIES: CERTIFIED PERSONNEL WITHIN THE SYSTEM

6.0201 Vacancy

A vacancy shall be defined as any position in the bargaining unit that the Board intends to fill resulting from A-G below. Any vacancy that the Board intends not to fill shall be discussed with the Association President for the Association's awareness.

- A. An employee's leaving employment as a result of termination, resignation or death.
- B. An employee's non-renewal for just cause.
- C. An employee's transfer to another bargaining unit position.
- D. An employee's assuming a non-bargaining unit position.
- E. An employee's leave of absence for more than one school year and it is not specifically provided for in the contract that the employee retains the right to return to the same position.
- F. The creation of a new bargaining unit position.
- G. All supplemental or extra duty work.

6.0202 Posting of a Vacancy

The vacancy notice shall be posted within seven (7) working days of the occurrence of the vacancy.

The vacancy notice shall be posted openly for all employees by electronic mail. During the summer months or break periods, notice of vacancy shall be mailed to employees if requested and the employee provides self-addressed, stamped envelopes.

The vacancy notice shall include the position title, entry level qualifications, licensing and/or certification requirements, description of the position's duties, pay rate (if applicable), title of immediate supervisor, location where work is to be performed, date of initial posting, and last date to apply for the position.

The posting period shall be for ten (10) working days.

6.0203 Filing of Vacancy

Any bargaining unit member applying for a vacancy within the posting period shall be provided an interview.

6.03 TRANSFERS

6.0301 Definitions

A transfer shall be defined as a change in assignment by a bargaining unit member from one bargaining unit position to another.

A voluntary transfer shall be defined as a bargaining unit initiated reassignment.

An involuntary transfer shall be defined as an assignment not requested by the bargaining unit member.

6.0302 Voluntary Transfer Procedure

Employees shall have seven (7) working days after the posting date of a vacancy to file a voluntary transfer request with the employer.

An employee making a request for a voluntary transfer to a vacancy, and whose request is denied, may request a meeting with the Superintendent to discuss the reasons for the denial. The bargaining unit member may have an Association Representative present for the meeting.

6.0303 Involuntary Transfer Procedure

No bargaining unit member shall be involuntarily transferred in an arbitrary or capricious manner or for disciplinary reason(s). A bargaining unit member involuntarily transferred after twenty-seven (27) years of service shall be provided a meeting with the Superintendent to discuss the reasons for the transfer.

6.04 NOTIFICATION OF ASSIGNMENT

All bargaining unit members shall be notified of their teaching assignment before the last day of the school year. If a teacher's assignment is split between buildings the teacher shall receive advance notice of this assignment at the same time that he/she receives notification of assignment. However, the Board reserves the right to modify the assignment based on the personnel needs of the district as it relates to conditions not known at the time of the initial assignment. If a teacher's initial assignment is modified, the teacher shall be notified as soon as possible after the administration's decision to modify the assignment.

6.05 PERSONNEL FILE

6.0501 Personnel files of each member shall be maintained in the office of the Superintendent and Treasurer. This shall be considered confidential files, to the extent permitted under Ohio law, and the only official files of recorded

information of teachers maintained by the Board and administration. The personnel file in the Treasurer's office shall not contain adverse employee information, performance evaluations, disciplinary records, complaints, etc.

- 6.0502 A member shall be able to review his/her personnel file in the office of the Superintendent or Treasurer during the regular business hours of the Board. The file shall be reviewed in the presence of the Superintendent or designee. The member shall have the right to be accompanied by an Association representative. A representative of a member shall be given access to the file of said member upon presentation of written authorization from the member, including the signature of said member.
- 6.0503 In addition to the member, the individual members of the Board of Education, Superintendent, assistant superintendent, building principals and any other administrator who has a legitimate district-related reason for reviewing the file shall have access to the file. If a member of the public requests to review the personnel file of a teacher, the teacher shall be notified of the request and the time and place where the member of the public will inspect the file.
- 6.0504 Members shall be provided a copy of letters of commendation, evaluations and/or derogatory information prior to the materials being placed in the file.
- 6.0505 A member shall have the right at any time to attach a written reply or rebuttal to any material being placed in his/her file and this reply shall be attached to the material in question.
- 6.0506 Notwithstanding the above, anonymous letters or material shall not be placed in a teacher's file nor shall they be made a matter of record.
- 6.0507 Any member shall have the right to obtain a copy of any item in his/her file.
- 6.0508 The provisions of this Section of the Contract shall not be construed as limiting the rights accorded to a member pursuant to Chapter 1347 of the Ohio Revised Code.

6.06 MILEAGE REIMBURSEMENT

Employees who travel for approved district travel shall be reimbursed for their mileage at the IRS rate.

6.07 FREE ADMISSIONS

6.0701 Athletic

Bargaining unit members are admitted free of charge at the gate for home games from a list provided each year.

6.0702 General

For all home school student activities open to the public, all school employees are admitted without charge, when the charge is for admission only. This would include athletic contests, concerts, plays, etc., but does not include events when the price of admission includes something of material value (such as dinners).

6.08 TUITION REIMBURSEMENT

6.0801 The Board shall agree to commit an amount of at least fifteen thousand dollars (\$15,000) annually to be utilized for college course tuition reimbursement. Any overages will not be rolled over from year to year.

6.0802 A teacher shall be reimbursed up to one thousand dollars (\$1,000) per year for course work taken from July 1 to June 30 on a graduate or post baccalaureate level.

6.0803 The course work must be with an accredited college or university and must be approved by the Superintendent prior to teacher attendance to be eligible for reimbursement. An employee requesting tuition reimbursement shall submit the attached form for approval. The Superintendent shall review the form and return it to the member within ten (10) days. (Form is attached as Exhibit F.)

6.0804 The course work must be in one of the following:

- A. The teacher's field of certification/license.
- B. Course work to maintain/upgrade certification/license.
- C. In the field of education or technology.
- D. In other course work areas as approved in advance by the Superintendent.

6.0805 The teacher must request reimbursement pursuant to this provision within forty-five (45) days after the university/college presents its grades and within said time frame must present proof of earned credit of a grade B or better (pass in a pass/fail course) in order to receive reimbursement. Grades/transcripts must be submitted no later than June 30th in order to receive reimbursement on July 15th.

6.0806 Reimbursement shall be paid on a pro-rata basis annually on July 15th, the amount of fifteen thousand dollars (\$15,000) shall be divided equally among those teachers eligible to receive reimbursement, with the exception that no teacher shall receive more than one thousand dollars (\$1,000) annually in tuition reimbursement.

**ARTICLE 7:
EVALUATION OF PROFESSIONAL STAFF**

7.01 PHILOSOPHY

This process shall be uniformly applied when used to observe and evaluate bargaining unit members.

7.02 EVALUATOR

It is the responsibility of the building administrator to provide the leadership necessary to implement a cooperative and unified effort consistent with the evaluation process within the contract. However, a building principal may request the assistance of other district administrators providing the building administrator remains the sole evaluator and is the only person completing and signing the relevant evaluation documents.

7.03 WHO IS TO BE EVALUATED

A teacher shall be evaluated under guidelines of this procedure during the year the teacher is being considered for contract renewal.

7.04 EVALUATION PROCEDURE

At the beginning of each school year the Superintendent shall provide each principal a list of teachers under his/her jurisdiction who shall be considered for contract renewal the current school year. The principal will inform each teacher who is to be evaluated during the school year.

7.0401 Before classroom visitations begin, the principal shall meet with the teacher who is to be evaluated. At that conference the principal shall explain the evaluation process, criteria on which the evaluation is to be based, including job areas of responsibilities of the teacher, teacher evaluation document.

7.0402 The principal shall make at least one (1) classroom visit of not less than thirty (30) minutes each. Each visit shall entail a pre and post-conference between teacher and principal.

7.0403 The observation shall take place on or before January 15. The principal shall complete the evaluation document on or before January 25, with one (1) copy going to the teacher, one (1) to the Superintendent, and one (1) retained by the principal. The completed document shall contain a plan, designed by the principal, with input from the teacher, to follow in correcting any deficiencies noted in the evaluation.

- 7.0404 The complete process described in Sections 7.0402 and 7.0403 above shall be repeated between February 10 and April 1. The document must be completed not later than April 10, with one (1) copy to teacher, one (1) copy to the Superintendent, and one (1) copy retained by the principal.
- 7.0405 If a teacher up for a continuing contract is absent and unavailable to be observed and/or evaluated in accordance with the timelines required by the evaluation procedure, these timelines shall be extended through the end of the school year and the remaining observations/evaluations shall be conducted when the teacher returns to work during the remainder of the school year.
- 7.0406 If the teacher does not return to work during the remainder of the school year and is unavailable to be observed/evaluated, the Board shall decide to renew or non-renew the teacher utilizing the observations/evaluations which were completed prior to the teacher's absence as well as evaluations/observations from prior years if available.
- 7.0407 The evaluation procedures contained in this Article shall replace and be substituted for the evaluation procedures and timelines contained in Ohio Revised Code 3319.11 and conflicting provisions of Ohio Revised Code 3319.111. It is agreed that the evaluation procedure contained in this Article shall supersede and replace the procedure set forth in 3319.111 of the Ohio Revised Code.

7.05 EVALUATION INPUT

In the event the Board is considering a change in the evaluation instrument, a committee will be formed of teachers, appointed by the Association, and administrators who will study and make recommendations to the Board with regard to changes under consideration and to the Association executive committee. The respective parties shall vote on the proposed changes. Any newly developed form(s) shall become an appendix of the contract between the parties.

7.06 LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

- 7.0601 Scope, Number, Purposes of the Committee
- A. The Board and the Association agree to participate in the Local Professional Development Committee (LPDC) and this committee being the entity required by Senate Bill 230.
- B. The LPDC shall oversee, review and approve professional development plans for course work, professional development units (PDU's) and/or other equivalent activities for renewal or certificates or licenses as included by statute, and the LPDC shall establish and/or approve the criteria for the above programs.

- C. In the event that Senate Bill 230 is legislatively modified, the parties shall comply with any required legislative modification. In the event of permissive legislative modifications, the parties shall meet to bargain any amendments. Failure of the parties to reach agreement on permissive modifications shall result in retention of the current LPDC model.
- D. The LPDC shall not have any authority to revise, change, delete or modify any Article or Section of this negotiated Contract.

7.0602 Committee Composition and Selection

- A. The LPDC shall consist of three (3) teachers and two (2) administrators. At the request of an administrator, the composition of the LPDC shall consist of two (2) administrators and one (1) teacher when considering administrative license matters. In the event that the Association is unable to fill the three (3) teacher positions, the Superintendent shall be permitted to appoint a teacher(s) for a one year term.
- B. All teacher members of the LPDC shall be members of the Association and shall be appointed by the Association. The teacher members shall be selected by taking volunteers of qualified persons. By February 1st of each year, teachers will be notified about the self-nomination process. If more than the necessary number of members volunteer, then all the volunteers will meet to discuss and select which of them will serve for that term. If no consensus can be reached by the volunteers, the Association executive committee will select the new member(s). The administrators and the other appointees shall be appointed by the Superintendent.
- C. All teacher members of the LPDC shall have a minimum of five (5) years with at least three (3) years of service in the district.
- D. Teacher members of the LPDC shall serve three (3) year terms. In order to provide for continuity on the committee, the terms of the three (3) teacher members shall be staggered. After these initial terms, all terms of service shall be three (3) years in length.
- E. The LPDC shall elect committee officers at the first meeting in September. The officers shall be determined by a majority vote of the committee members.
- F. If any teacher member of the committee is unable to complete his/her term of office, his/her office shall be filled within thirty (30) days using the process described in (A) above.
- G. No appointed member of the committee shall serve more than two (2) consecutive terms of office.

- H. Teacher LPDC members shall be compensated in accordance with the supplemental salary schedule. The LPDC compensation shall increase each year in compliance with increases granted on the supplemental salary/extra duty schedule.

7.0603 Operation of the LPDC Committee

- A. The LPDC shall operate under Robert's Rules of Order with meetings and duties being spelled out in the constitution and bylaws of the Local Professional Development Committee.
- B. A copy of the constitution and bylaws shall be provided to all teachers by September 30 of each school year.

7.0604 Appeals Process

- A. When an educator has a dispute with any decision of the LPDC, the educator has the right to appeal the decision of the LPDC.
- B. The appeals panel will be comprised of a three (3) person mediation team chosen as follows: one (1) person chosen by the applicant, one (1) person chosen by the Superintendent of Schools, and one (1) person appointed by the Association. Members of the mediation team must hold a current certificate or license.
- C. When filing an appeal the following procedure must be followed:
 - 1. Written notification of intent to appeal must be filed with the LPDC chairperson within ten (10) calendar days of the decision in question.
 - 2. The Association will select its representative within five (5) working days of the appeal notification date.
 - 3. The appealing educator will select his/her representative within five (5) working days of the appeal notification date.
 - 4. The Superintendent of Felicity-Franklin Local Schools shall be notified of the appeal within five (5) working days.
- D. This review panel shall meet together one time within thirty (30) calendar days of receiving the request for the appeal to conduct a review of the materials and facts and:
 - 1. Hear from the educator why his/her professional development plan or other issue should be approved;
 - 2. Hear from the district LPDC or a representative why the committee did not approve the plan or other issue;

3. Deliberate and issue a written decision jointly to the educator and the district LPDC within five (5) days.
- E. The decision of the appeals panel is the final step in the process and is binding on all parties and shall not be subject to the grievance process contained at Article 5 of this agreement.

ARTICLE 8:
EMPLOYEE RIGHTS/WORKING CONDITIONS

8.01 WORKDAY

8.0101 The workday for bargaining unit members shall be seven (7) hours and fifteen (15) minutes in length which shall include at least thirty (30) consecutive uninterrupted duty-free minutes for lunch. The providing of a lunch period shall not lengthen the contractual workday. The additional fifteen (15) minutes will be non-instructional time.

8.0102 All bargaining unit members who work at the elementary building shall be granted planning time of not less than two hundred (200) minutes per week. The bargaining unit members who are assigned to middle school or high school shall have a daily planning period which shall not be less than forty-five (45) continuous minutes each day.

8.02 WORK YEAR

The teacher work year shall be one hundred eighty-three (183) days in length.

8.03 INSTRUCTIONAL LOAD

The administration shall make reasonable efforts to equitably distribute students, including special education students, among the members of the staff so that the workload is distributed equitably among bargaining unit members. Employees of the district and/or students may sometimes impact the administration's ability to equitably distribute students including special education students.

8.04 CALAMITY DAY

8.0401 Members shall not be required to report to duty when schools are closed for the entire day because of a calamity which shall include, but not be limited to, extremely bad weather.

8.0402 Individuals on a previously approved paid leave when an entire school day is canceled due to a calamity shall not be charged time for his/her eligible leave for that calamity day.

8.05 INDIVIDUAL TEACHING CONTRACT

All teachers employed by the Board shall be issued individual contracts. The individual contracts shall include the following information:

- A. Name of Board
- B. Name of Teacher
- C. Type of Contract ... Limited/Continuing
- D. Number of years, if limited
- E. Salary, in (\$) for first year of a multi-year or continuing contract
- F. Basis for determining salary; i.e. BA +6 years teaching experience
- G. Time period of contract
- H. Number of days in teaching year and service year

8.06 SEQUENCE OF LIMITED TEACHING CONTRACTS

Teachers who are on limited teaching contracts shall be offered contracts as follows:

- First year - One year limited teaching contract
- Second year - One year limited teaching contract
- Third year - One year limited teaching contract
- Fourth year and over - Two year limited teaching contract
- Fifth year and over - Three year limited teaching contract

8.07 NON-RENEWAL OF LIMITED TEACHER CONTRACT

Non-renewal of a teacher's contract shall be in accordance with Section 3319.11 of the Ohio Revised Code.

8.08 TERMINATION OF CONTRACT

Termination of a teacher's contract shall be in accordance with Section 3319.16 of the Ohio Revised Code.

8.09 LICENSES AND/OR CERTIFICATES

Teachers hired on or after August 1, 2007 shall, as a condition of continued employment, renew and maintain all state teacher licenses and/or certificates in effect at the time of the teacher's initial hire date.

8.10 CONTINUING CONTRACT NOTIFICATION

- 8.1001 Teachers shall be eligible for continuing contract status in accordance with ORC Sections 3319.08 and 3319.11. Teachers who believe they will be eligible for a continuing contract must give written notice of their eligibility to the Superintendent on or before October 1 of the school year in which they become eligible.
- 8.1001 A teacher who fails to provide written notification to the Superintendent by October 1 will waive any claims, statutory rights, or continuing contract by operation of law and the teacher may receive a one (1) year limited teaching contract provided to the teacher for the next school year if the teacher is renewed. Such a one (1) year limited teaching contract, if provided by the Board, shall not be considered an extended limited contract in accordance with the provisions of Ohio Revised Code Section 3319.11. A teacher who misses the October 1 deadline shall be eligible for consideration of a continuing contract the next contract renewal period.
- 8.1003 This Article supersedes, and replaces, where applicable, those requirements and rights provided by Ohio Revised Code Sections 3319.08 and 3319.11.

**ARTICLE 9:
LEAVES OF ABSENCE**

9.01 SICK LEAVE

9.0101 Accumulation

Each employee who is employed shall be granted sick leave at the rate of one and one-fourth (1¼) days per calendar month of completed service. Current Felicity-Franklin employees may accumulate unlimited sick days. Employees hired after January 1, 2001 may accumulate three hundred (300) sick days.

9.0102 Use

Employees may use sick leave for any of the following reasons:

- A. Personal illness, injury;
- B. Illness due to pregnancy;
- C. Exposure to contagious disease which could be communicated to others;
- D. Illness, injury or death in the immediate family. "Immediate family" shall mean: spouse, father, mother, sister, brother, child, grandchildren, parents-in-law or person "in loco parentis" to the employee;

- E. Accumulated sick leave days, up to a maximum of five days, may be used for illness, injury, or death in the “expanded family” which shall include: aunt, uncle, niece, nephew, grandparent, brother(s) and sister(s) in-law, or other person living in the same household, or
- F. The Superintendent, at his sole discretion, may approve sick leave for illness, injury or death of persons other than those specified in paragraphs D and E.

9.0103 Records

- A. Employees are required by law to furnish a satisfactory affidavit to justify the use of sick leave. The affidavit forms are available in the building principal's office. The form should be completed and given to the building principal immediately after the employee returns to work.
- B. A doctor's statement may be required in some circumstances. In the event the Superintendent requires a doctor's statement and the employee has not consulted a physician during his illness during sick leave, the Board shall compensate the teacher's physician his customary charge for furnishing said statement.
- C. When required by the Superintendent, an employee shall present a certificate of fitness to the Superintendent upon returning to work.

9.0104 Sick Leave Bank

- A. A Sick Leave Bank shall be created to provide for additional days of sick leave for members of the bargaining unit represented by the FEA. Between September 1 and October 1 of each school year each member in the bargaining unit shall be given the opportunity to donate up to five (5) days of his/her personal sick leave accumulation to the Sick Leave Bank. All donations shall be made by completing the Sick Leave Bank Donation Form. Deductions from an employee's accumulated sick leave shall occur and appear on the pay stub by the second pay in October.
- B. A Sick Leave Bank Oversight Committee shall be responsible for handling all transactions related to the operation of said Sick Leave Bank. The committee shall consist of two (2) representatives appointed by the Superintendent and three (3) representatives appointed by the Association President. The duties of the Oversight Committee shall include the following:
 - 1. Distribution and collection of the Sick Leave Bank Donation Forms each school year during the month of September;
 - 2. Recording of all donations and submission of a list of all donations to the Board Treasurer's office;

3. Processing of all requests for use of days in the Sick Leave Bank (receipt of requests, notification of Board Treasurer's office, etc.);
4. Monitoring of all usage of days from the Sick Leave Bank;
5. Solicitation of additional donations when the Sick Leave Bank is nearing depletion. Additional days will be solicited during the year if the bank is depleted.

The Sick Leave Oversight Committee shall perform its duties in a manner which respects the confidentiality of donors to and recipients from the Sick Leave Bank.

- C. A member must meet all of the following requirements:
1. The member's personal sick leave accumulations must be exhausted;
 2. The need for additional sick leave must be based upon catastrophic illness, injury, and/or surgery, but shall not include use for normal pregnancy;
 3. A physician must verify in writing the member's need to be off work.
- D. Members who wish to request days from the Sick Leave Bank shall submit a written application to the Oversight Committee. In order to withdraw days from the Sick Leave Bank the member must donate three (3) days per year. The application shall indicate the date on which the member's personal sick leave accumulation will be exhausted, the reason why the member must be off work, and the number of days up to thirty (30) requested from the Sick Leave Bank. The application must be accompanied by the required written physician's statement. A member may make further requests for withdrawals from the Sick Leave Bank in increments of up to thirty (30) days. The discretion to approve additional withdrawals from the Sick Leave Bank rests with the Oversight Committee. Sick leave days will not be granted for days beyond the end of the school year. A member, however, may make application for withdrawals from the Sick Leave Bank to commence at the beginning of the next contract year. A member who has applied for and been recommended by STRS physician(s) for disability retirement may not apply for days from the Sick Leave Bank so that he/she may extend the date on which he/she will begin his/her STRS disability retirement. However, if a member's disability is denied by the STRS Board, a member may apply for withdrawals from the Sick Leave Bank.

- E. Whenever the number of days available in the Sick Leave Bank totals thirty (30) days or less, the Oversight Committee shall solicit donations of additional days from all bargaining unit members. These donations shall be limited to one (1) day per person.
- F. All days accumulated in the Sick Leave Bank and not used during a given school year shall be carried over to the next school year.

9.02 PERSONAL LEAVE

- 9.0201 Teacher may use three (3) days unrestricted personal leave each school year. A teacher employed between January 1 and March 31 for remainder of the school year is entitled to one (1) day of unrestricted personal leave. Teachers employed after March 31 are not entitled to personal leave during the remainder of the school year.
- 9.0202 Personal leave will not be granted for less than one-half (½) day.
- 9.0203 Except in cases of emergency, approval of personal leave days will be granted only if the teacher gives written notification in advance and submits the proper request form at least three (3) working days before the date of requested leave. If leave is of an emergency nature, the advance request is waived; however, the request form will be completed within two (2) working days after the teacher's return to work and submitted through the regular channels in order for the teacher to receive reimbursement for the time off duty. The form must specifically state why the leave is of an emergency nature and the teacher must be able to provide a basis for such emergency.
- 9.0204 With the exception of emergencies, no more than three (3) teachers per building shall be on a scheduled absence, excluding long-term leave, on any given day. This number does not include teachers' use of sick leave.
- 9.0205 Request and approval of personal days shall be approved on a first come first served basis. Except in cases of emergency, approval of a teacher's request for personal leave usage cannot be withdrawn once granted. A teacher may not request usage of personal leave more than one (1) week prior to the commencement of any school year.
- 9.0206 Personal leave shall not be taken on the following days, except as provided in 9.0207 below:
 - A. Days in which a regularly scheduled District meeting or in-service has been called;
 - B. Day immediately following or preceding a holiday or vacation, or on the last day of the school year;

- C. During the first ten (10) days of the school year;
- D. During the last five (5) days of the school year;
- E. Scheduled parent-teacher conferences.

9.0207 Exceptions to 9.0206 including:

- A. Emergency;
- B. Graduation and/or similar ceremonies of an immediate family member;
- C. Wedding of immediate family member;
- D. Religious observance;
- E. Other extenuating circumstances approved solely by the Superintendent.

9.0208 Unused personal leave shall be either rolled over to the employee's sick leave accumulation or compensated at ninety-two dollars and seventy-eight cents (\$92.78) for a full day of leave and forty-six dollars and thirty-nine cents (\$46.39) for a half day to employees with payment by regular payroll check on July 15 annually. An employee shall notify the District treasurer's office by the last teacher workday of each school year of his/her choice of how the unused leave will be credited; either by pay or rollover into sick leave accumulation. If the teacher elects to be compensated the teacher should be paid for unused personal leave by the first paycheck in July. If the teacher elects to have the personal leave roll over into his/her accumulated sick leave the leave should be accounted for in the first pay period of July.

9.03 ASSAULT LEAVE

9.0301 The Board shall, upon written request of a teacher and presentation of a doctor's statement, grant physical assault leave not to exceed thirty (30) workdays to any teacher who is the victim of a physical assault in the performance of his/her duties. The Superintendent may grant additional days of assault leave. Assault leave shall not be deducted from the member's accumulated sick leave.

9.0302 A member applying for assault leave shall have the obligation to file a police report and to cooperate with law enforcement officials and school administrators to legal and school disciplinary proceedings.

9.04 JURY DUTY/COURT LEAVE

- 9.0401 When a teacher is called for jury service, he/she shall give his/her immediate supervisor proper notice and the Board will reimburse the teacher his/her regular pay. It is the responsibility of the teacher to collect for his/her court services.

- 9.0402 When a teacher is involved as a witness or as a party to a civil action in court arising from his/her employment, he/she shall be given a leave of absence with pay for the time required to be present at court.

- 9.0403 Any member of the bargaining unit who is required through subpoena or other means to appear before any panel for which a hearing or investigation will be conducted due to the provisions set forth in Chapter 4117, shall be released from his/her teaching assignment without loss of salary and without loss of credit from any leave policy of the district or negotiated leave policy between the parties.

9.05 PROFESSIONAL LEAVE

- 9.0501 Professional leave is defined as a meeting, conference, seminar, discussion, class or other gathering which an employee attends to improve, educate, advise or assist the employee so that he/she may become a better and/or more effective employee of the Board. Professional leave, at the request of the bargaining unit member, may be used to permit a teacher to visit the classroom of a teacher within the district or in another school district.

- 9.0502 An employee requesting leave with pay to attend a professional meeting must file a written request with the Superintendent at least ten (10) days in advance of the meeting indicating the dates of the requested leave, the meeting he wishes to attend and the purpose of the meeting. Simultaneously, an itemized listing of anticipated expenses for attendance of said meeting shall be submitted to the Superintendent. The Superintendent has authority to approve up to \$500 for professional leave.

- 9.0503 When a leave request is approved, the employee shall be entitled to attend the approved meeting at no loss in pay. The teacher shall request and shall be granted money to pay for all expenses, including registration fees, travel, meals and hotel expenses.

- 9.0504 The Superintendent is authorized to approve professional meeting requests and the payment of expenses for attendance. Upon return to the district, an employee may be requested by the administration to make a report/representation to colleagues regarding the subject matter of the professional development opportunity and possible recommendations for improving student instruction.

9.06 FAMILY MEDICAL LEAVE

- 9.0601 The Board will provide leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to twelve (12) work weeks of unpaid family and medical leave in any twelve (12) month period. The Board will continue to pay the Board's share of the employee's health benefits during the leave. In addition, the Board will restore the employee to the same position after the termination of the leave in accordance with the Board policy. In the event the employee returns with four weeks or less remaining in the grading period, the employee may be provided an alternative teaching assignment until the commencement of the next grading period.
- 9.0602 The use of Family Medical Leave shall run concurrent with any other qualifying Board approved paid leave.
- 9.0603 In complying with the FMLA, the Board will adhere to the requirements of applicable federal and state laws.

9.07 PARENTAL LEAVE

- 9.0701 Notwithstanding the Family Medical Leave Act, members of the bargaining unit shall be eligible to use parental leave after the birth, adoption or assumption of legal custody of a child under two (2) years of age. Parental leave shall be without pay and for a period of not more than one (1) year.
- 9.0702 Application for the leave shall be in writing and shall contain a statement of the expected date of birth or date of obtaining custody, as well as the date on which the leave is to begin and return date from leave. The return date shall be at the start of the school year, start of a semester or start of a grading period. This leave application shall be submitted to the Superintendent at least thirty (30) days prior to the commencement except in the case of an adoption if thirty (30) days advance notice is not provided to the employee.
- 9.0703 Upon return to service at the expiration of such leave the bargaining unit member shall resume the contract status which he/she held prior to such leave. Notwithstanding this fact, parental leave shall not extend a limited contract past its term and the Board has the right to take any action it would have taken on an employee's contract if the employee had not been on this leave. In the event of reduction in force, the provisions of reinstatement shall be subject to the reduction in force agreement.

9.08 MILITARY LEAVE

9.0801 A military leave of absence shall be granted to any bargaining unit member who shall be inducted or shall enlist for military duty in any branch of the United States Armed Forces, or who shall enlist, volunteer, be called or otherwise make him/herself available for active duty in the National Guard or Reserves. Application for re-employment shall be made within a reasonable time not to exceed ninety (90) days from the date of said release or discharge from the Armed Forces.

9.0802 Any bargaining unit members returning from military leave of absence after one (1) calendar year or less shall be reinstated to the same position. Any bargaining unit members returning from military leave of absence after more than one (1) calendar year shall be reinstated to the same or similar position.

9.09 GENERAL PROVISIONS

9.0901 Notwithstanding FMLA leave, individuals on any approved unpaid leave may continue any and all of their group benefits for the duration of said leave providing they in advance reimburse the Board for premium costs. Those individuals on paid leaves shall have their premium costs paid by the Board pursuant to the related sections of the Contract.

9.0902 Should a bargaining unit member deem it necessary to request that an approved leave of absence be adjusted or terminated prior to the expected date of termination, he/she should immediately make said request to the Superintendent. The Superintendent will make a good faith effort to accommodate the request of the teacher.

**ARTICLE 10:
PROFESSIONAL STAFF FRINGE BENEFITS**

10.01 LIFE INSURANCE & PROFESSIONAL LIABILITY COVERAGE

The Board shall provide fifty thousand dollars (\$50,000) life insurance on each employee. The Board will provide professional liability coverage on each employee.

10.02 HEALTH AND DENTAL INSURANCE

The Board will provide hospitalization and dental insurance according to the following terms:

- 10.0201 Current employees receiving benefits as of May 2003 who work at least fifteen (15) hours per week will be grandfathered. Therefore, these employees may cancel coverage and may be reinstated, if needed, as a current employee at any time.
- 10.0202 Employees hired after May 1, 2003 must work thirty (30) hours per week to be eligible for health and dental benefits.
- 10.0203 For the 2012-2013 school year, the Board will pay ninety percent (90%) of the health and dental policies. Employees will pay ten percent (10%) of the health and dental policies.
- For the 2013-2014 and 2014-2015 school years, the Board will pay eighty-five percent (85%) of the health and dental policies. Employees will pay fifteen percent (15%) of the health and dental policies.
- 10.0204 Effective September 2003 any employee eligible for health benefits and not taking them will receive one hundred dollars (\$100) per month in lieu of a family health policy, fifty dollars (\$50) per month in lieu of a single health policy, or fifty dollars (\$50) if eligible for a family health policy and taking only a single health policy. (This does not apply to a married couple both employed by the district or another school district in the consortium.)
- 10.0205 Beginning September 2003 employees may tax shelter their payment share with the 125 Plan.
- 10.0206 A married couple who are both members of the Clermont County Insurance Consortium will not pay anything toward their insurance. They will be entitled to a policy for one family health plan or two single health plans and one dental plan.
- 10.0207 The Board limits its coverage so as to provide protection to all employees. An employee shall not have access to more than one policy of each type at the Board's expense. The amount of protection afforded each employee shall be through terms and agreements contained within the contract.
- 10.0208 Employees who wish protection beyond that which is provided herein must do so at their own expense and such coverage shall not jeopardize the existing policy and practices of the Board in its protection of all employees.

10.03 CONTINUATION OF BENEFITS

- 10.0301 The following are eligible to continue coverage for up to thirty-six (36) months:

- A. Divorced or separated spouse of current employees and their dependents;
- B. Surviving spouse and dependents of deceased employees and
- C. Children of current employee who lose coverage due to age.

10.0302 The following employees and dependents are entitled to continuation of coverage for an eighteen (18) month period:

- A. Termination of employment, including nonrenewal (except for gross misconduct);
- B. Change from full-time to part-time status;
- C. Layoff for economic reasons, and
- D. Voluntarily quitting.

10.0303 Payment

The individual electing coverage will be charged the entire premium cost of the coverage. Payment must be made in advance on a monthly basis.

10.0304 Notification

Within thirty (30) days of the qualifying events, the Treasurer shall notify the employee or beneficiary of the option to continue the coverage.

NOTE: Where employee eligibility for coverage under this policy is for other reason than termination of employment, i.e., legal separation from spouse, divorce, change in dependent status, etc., the employee must notify the Treasurer's office of his/her change of status.

10.0305 Time Limit to Elect Coverage

The employee or beneficiary has sixty (60) days to elect coverage at the qualifying date or from the time the notice is given, whichever is later. The employee or beneficiary has forty-five (45) days from the election of coverage to make the first payment. Past premium owed and payable plus the first monthly payment in advance must be paid at this time.

10.0306 Termination of Coverage

Coverage under this policy will terminate prior to the 18th or 36th month period if:

- A. The school terminates the health plan for all of its employees (eligibility continues with replaced contracts as if replacement had not occurred);
- B. The beneficiary fails to make a timely payment;
- C. The beneficiary is covered under another group plan, or
- D. The beneficiary becomes eligible to receive Medicare benefits.

**ARTICLE 11:
SALARY AND BENEFITS**

11.01 SALARY

There will be a one percent (1%) base salary increase for the 2012-2013 school years, a zero base salary increase for the 2013-2014 school year, and a one percent (1%) base salary increase for the 2014-2015 school year. The Board will honor step increases and column movement. The salary schedule is attached as Exhibit A-1 and A-2.

11.02 SUPPLEMENTAL/EXTRA DUTY PAY

The supplemental salary schedule is attached and marked as Exhibit B.

11.03 SALARY SCHEDULE PLACEMENT

Degree and Hours

11.0301 Bargaining unit members shall be placed on the salary schedule according to the highest degree which they have attained plus the number of semester hours (graduate or undergraduate). The hours must be applicable towards a bachelor's degree or higher and earned in education, in the bargaining unit member's area of certification, or related to the field of education.

11.0302 All credit for additional training must be presented to the Superintendent for consideration as soon as possible after it is attained but no later than October 15 of the year in which additional training compensation is requested. Credit for additional training will be granted at the beginning of each school year.

Experience

11.0303 When teachers are hired by the Board for the first time, they will receive credit on the salary schedule for prior years of teaching experience as provided in 3317.13 Ohio Revised Code.

11.0304 Any part-time teacher teaching at least one hundred twenty (120) days in a school year shall receive credit for one (1) year of service on the salary schedule.

11.04 RETIRED TEACHERS RETURN TO SERVICE

If the Board of Education elects to employ individuals who have retired and are receiving benefits through the State Teachers Retirement System, the conditions set forth in this Article and only the conditions set forth in this article shall apply to the employment of these individuals:

- 11.0401 The salary to be paid to the returning teacher shall be set at the level on the salary schedule as recommended by the Superintendent, agreed to by the teacher, and approved by the Board of Education. Placement shall not be subject to Chapter 3317 or any other section of the Ohio Revised Code.
- 11.0402 Individuals employed pursuant to this provision shall be eligible for the insurance plans offered by the Board of Education.
- 11.0403 Teachers employed pursuant to this provision shall receive one (1) year limited contracts and shall not be eligible to receive continuing contracts regardless of their years of service or license held.
- 11.0404 Each one (1) year contract shall automatically expire upon the completion of the year and it is not necessary for the Board to conduct evaluations in accordance with 3319.111 nor to take formal action to not re-employ the employee pursuant to 3319.11 in order to terminate the employment relationship. The employment relationship shall end upon the expiration of the contract in the same manner as a supplemental contract.
- 11.0405 Returning retirees are not entitled and/or not eligible to receive any severance benefits or retirement incentives provided by any collective bargaining agreement in effect between the Board and the Association.
- 11.0406 In the event of a reduction in force, the re-employed teacher will not have any bumping rights under the reduction in force provisions of this Contract.
- 11.0407 Such employment will not jeopardize the continuation of existing academic programs nor result in the reduction in force of faculty employed at the commencement of each such re-employment contract. Hiring of retired teachers will not result in reassignment of current teaching staff.
- 11.0408 Subject to these provisions, re-employed teachers are part of the bargaining unit.
- 11.0409 Re-employed persons are eligible for sick leave accumulation commencing with the first year of such re-employment.
- 11.0410 Re-employed teachers may commence their re-employment with up to fifteen (15) days of accumulated sick leave if said days are carried forward from their prior employer.
- 11.0411 Pursuant to the authority provided by R.C. 4117.10, and to the extent that this provision is contrary to or in conflict with any Ohio law including, but not limited to 3319.11, ORC; 3319.111, ORC; 3319.141, ORC; 3319.17, ORC; Chapter 3317, ORC; Chapter 3307, ORC; this provision shall supersede the statutory law of Ohio.

11.0412 The provisions of this Section shall not apply to those employees who have retired and been rehired by the Board prior to the effective date of this Agreement.

11.05 PAY PERIODS

11.0501 Pay periods shall be defined as the 15th and 30th of each month. A total of twenty-four (24) pays shall occur during the calendar year.

11.0502 Individual paychecks may be issued in advance based on the following three conditions:

- A. The advanced paycheck must have been previously earned;
- B. The reason must be a true emergency for the employee; and
- C. Both the Superintendent and the Board Treasurer must have approved the request for the advanced paycheck.

11.06 PAYROLL DEDUCTIONS

11.0601 The Board authorizes the following optional deductions (with written authorization from the employee) from the employee's salary each pay period:

- A. Tax sheltered annuity (403(B) & 457 Plans, Franklin Life Insurance Company, IDS, Putnam, MetLife, American Express, ING)
- B. Cancer, Heart, Intensive Care, Life and Disability Insurance
- C. Classic Federal Credit Union
- D. United Way
- E. United Education Profession dues including local Association dues
- F. Miscellaneous - Felicity-Franklin Local School
- G. Additional requested deductions - with a minimum of five (5) staff members participating and approval of the Treasurer. Such approval shall not be unreasonably withheld.
- H. Health and dental benefits
- I. Public retirement systems for the purpose of purchasing time/service credit.

11.0602 Persons who do not submit a written request as provided herein will automatically have the same optional deductions from their pay as they received during the preceding school year.

- 11.0603 When deductions are made for absence, they shall be based on the employee's annual salary divided by the number of days in the school year, multiplied by the number of days absent.
- 11.0604 Should it become necessary for a teacher to discontinue his/her services before completing his/her contract, an adjustment in salary will be made so that the amount the teacher receives shall be equal to his/her annual salary divided by the number of days of actual service. Any teacher who leaves employment before the end of the school year shall have the balance of his/her Association dues deducted from his or her final pay, if that person is a member of the Association.

11.07 STRS PICK-UP UTILIZING THE SALARY REDUCTION METHOD

- 11.0701 The Board agrees to annuitize each member's total contribution to State Teachers Retirement System by deducting that amount before each member is paid. Contributions to the State Teachers Retirement System will be paid on behalf of the unit member, at no cost to the Board, under the following terms and conditions:
- A. The amount to be "picked-up" on behalf of each employee shall be each member's mandatory contribution on the employee's gross annual compensation. The employee's annual compensation shall be reduced by the amount equal to the amount "picked-up" by the Board for the purpose of state and federal tax only.
 - B. The pick-up percentage shall apply uniformly to all members of the bargaining unit.
 - C. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
 - D. Payment for all paid leaves, sick leave, personal leave, severance and supplementals including unemployment and workman's compensation shall be based on the employee's daily gross pay prior to reduction as basis (e.g., gross pay divided by the number of days in a teacher's contract).

Each teacher will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans.

If the foregoing "pick-up" provisions are nullified by subsequent Internal Revenue Service Rulings, Ohio Attorney General Opinions, or other appropriate governing regulations, the Board and the Association will be held harmless and this Article of the Agreement shall be declared null and void.

11.08 SEVERANCE PAY

11.0801 Current Staff

The Board agrees to set the severance pay at the time of retirement or death at twenty-five percent (25%) of the accumulated sick leave up to three hundred (300) days plus one (1) day's pay for each ten (10) sick leave days accumulated over the three hundred (300) days.

11.0802 Staff Hired After January 1, 2001

- A. The Board agrees to set the severance pay at the time of retirement or death at twenty-five percent (25%) of the accumulated sick leave up to three hundred (300) days.
- B. Retirement as defined by the Board required that the employee meet the same criteria as established by the State Teachers Retirement System and the Public School Employees System in order to be eligible for severance pay. The severance pay will be paid during the first thirty (30) days of retirement officially recognized by either of the retirement systems.
- C. A day's pay shall be calculated by taking the employee's salary plus extended time and dividing by the number of days in the teacher's work calendar or by the employee's work days, whichever is less. Supplemental pay will not be counted.

ARTICLE 12:
CONCLUSION

12.01 REOPENERS

12.0101 The reopener for a successor agreement shall be requested sixty (60) days prior to the expiration of the agreement.

12.0102 In the event an agreement cannot be negotiated, the parties shall utilize the disagreement procedure set forth herein. If the disagreement procedure does not result in an agreement, the Association shall have the right to utilize the provisions of 4117.17(D)(2) of the Ohio Revised Code.

12.02 AMENDMENT PROCEDURE

If either party desires to amend this Master Contract or any part or portion thereof, such amendment shall be proposed according to the procedures set forth in Article 3 of this Master Contract.

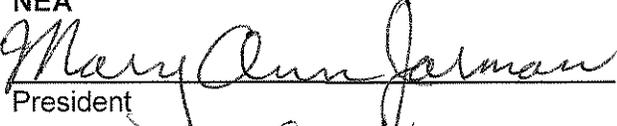
12.03 PROVISIONS CONTRARY TO LAW

If any provision of this document or any application of the document to any certificated person(s) shall be found contrary to law, then this provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force. The parties agree to commence negotiations within thirty (30) days of the notification of an item being contrary to law.

12.04 DURATION

This Master Contract shall remain in effect for a period of two years beginning July 1, 2012 and ending June 30, 2015. In witness thereof, the following representatives do affix their signatures:

FELICITY EDUCATION ASSOCIATION/OEA
NEA



President



Treasurer

FELICITY-FRANKLIN LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION



President



Treasurer

08/29/12:de

FELICITY EDUCATION ASSOCIATION
 AND THE FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
 MASTER CONTRACT AGREEMENT
 EFFECTIVE JULY 1, 2012 THROUGH JUNE 30, 2015

EXHIBIT "A-1"
 FELICITY EDUCATION ASSOCIATION
 Certificated Personnel Salary Schedule
Effective August 1, 2012
Effective August 1, 2013

YEARS	NON DEGREE	BACHELOR	BA+150	MASTER'S	MA+15
0	24,010	31,499	32,647	34,368	36,007
1	26,580	33,893	34,989	37,076	38,943
2	27,568	35,715	37,249	39,389	41,463
3	28,281	37,705	39,435	41,786	44,065
4	29,261	38,983	40,879	43,401	45,852
5	30,237	40,268	42,323	45,019	47,637
6	30,355	41,556	43,772	46,711	49,434
7	30,474	42,849	45,222	48,424	51,232
8	30,589	44,144	46,676	50,140	53,033
9	30,703	45,446	48,133	51,867	54,842
10	31,123	46,753	49,599	53,610	56,660
11	31,264	48,061	51,079	55,367	58,496
12	31,356	48,840	51,942	57,146	60,337
13	31,784	49,496	52,630	58,016	61,244
14	31,900	49,673	52,809	58,775	62,040
15	32,016	49,852	52,995	58,968	62,225
16		50,035	53,179	59,152	62,418
17		50,207	53,355	59,343	62,613
18		50,388	53,540	59,535	62,803
19		50,567	53,723	59,731	62,995
20		50,750	53,900	59,916	63,188
21		50,921	54,081	60,099	63,379
22		51,102	54,260	60,294	63,571
23		51,282	54,440	60,484	63,759
24		51,793	54,957	61,011	64,285
25		56,055	59,235	65,314	68,617
27		57,620	60,888	67,140	70,538

FELICITY EDUCATION ASSOCIATION
 AND THE FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
 MASTER CONTRACT AGREEMENT
 EFFECTIVE JULY 1, 2012 THROUGH JUNE 30, 2015

EXHIBIT "A-2"
 FELICITY EDUCATION ASSOCIATION
 Certificated Personnel Salary Schedule
 Effective August 1, 2014

YEARS	NON DEGREE	BACHELOR	BA+150	MASTER'S	MA+15
0	24,250	31,814	32,974	34,712	36,367
1	26,846	34,232	35,339	37,477	39,333
2	27,843	36,073	37,621	39,783	41,878
3	28,564	38,082	39,829	42,203	44,506
4	29,554	39,373	41,288	43,835	46,310
5	30,540	40,670	42,746	45,470	48,113
6	30,658	41,971	44,209	47,179	49,928
7	30,778	43,278	45,674	48,909	51,745
8	30,895	44,585	47,142	50,642	53,564
9	31,010	45,901	48,614	52,385	55,390
10	31,434	47,221	50,095	54,146	57,227
11	31,577	48,541	51,590	55,921	59,081
12	31,669	49,329	52,462	57,717	60,940
13	32,102	49,991	53,156	58,596	61,856
14	32,219	50,170	53,337	59,363	62,660
15	32,336	50,350	53,525	59,558	62,848
16	32,336	50,535	53,711	59,743	63,043
17		50,709	53,888	59,937	63,239
18		50,892	54,075	60,130	63,431
19		51,072	54,260	60,328	63,625
20		51,257	54,439	60,515	63,820
21		51,431	54,621	60,700	64,013
22		51,613	54,802	60,897	64,206
23		51,795	54,984	61,089	64,396
24		52,311	55,506	61,611	64,928
25		56,616	59,827	65,967	69,303
27		58,196	61,497	67,812	71,243

FELICITY EDUCATION ASSOCIATION
 AND THE FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
 MASTER CONTRACT AGREEMENT
 EFFECTIVE JULY 1, 2012 THROUGH JUNE 30, 2015

EXHIBIT "B"
 FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT
 EXTRA DUTY SALARY SCHEDULE

Extra duty pay for certificated and non-certificated employees shall be based on the Bachelor's Degree, 0 experience level of the teacher's salary schedule. There will be a raise of three percent (3%) of the previous year's Extra Duty salary for experience in the position, up to twenty (20) years. Equivalent experience and out-of-district experience will be determined by the Superintendent.

EXAMPLE

Base of \$31,499 x 10% = \$3,149.90 (2012-2013 and 2013-2014)

Base of \$31,814 x 10% = \$3,181.40 (2014-2015)

<u>Baseball/Softball</u>		<u>Volleyball</u>	
High School Coach	8.5%	High School Girls Varsity	8.5%
Assistant Coach	6.0	Asst. High School Girls 7 th & 8 th Grade Girls	6.5 6.5
<u>Basketball</u>		<u>Athletic Director</u>	
High School Varsity Coach	12.5	+10 Extended Days	15.5
Asst. High School Coach	8.5	<u>Drama Club Advisor</u>	
Freshman Boys Coach	7.0		4.5
Junior High Coach	6.5	<u>Chess Club</u>	
Asst. Jr. High Coach	5.5	High School Advisor	2.5
<u>Cheerleader Advisor</u>		Elementary School Advisor	2.5
Jr. High Advisor	4.5	<u>Asst. Drill Team Advisor</u>	
Freshman Advisor	3.0		4.0
<u>Cross Country</u>		<u>Publicity Director</u>	
High School/Jr. High Boys & Girls Coach	6.5		8.5
<u>Golf Coach</u>		<u>Academic Coach</u>	
	6.5		6.5
<u>Tennis Coach</u>		<u>Gifted Coordinator</u>	
High School Boys	7.0		4.5
High School Girls	7.0	<u>Elementary Art Club</u>	
<u>Track</u>		<u>Secondary Art Club Advisor</u>	
High School Boys & Girls	8.5		2.5
Jr. High Boys & Girls	5.5	<u>National Honor Society Advisor</u>	
Asst. Jr. High Boys & Girls	3.0		2.5
<u>Elementary Choir</u>		<u>Class Sponsor</u>	
	2.5	Grade 9 Sponsor	2.5
<u>Soccer</u>		Grade 10 Sponsor	2.5
High School Boys Coach	8.5	Grade 11 Sponsor	4.5
Asst. High School Boys Coach	6.5	<u>Writing Club Advisor</u>	
High School Girls Coach	8.5		2.5
Asst. High School Girls Coach	6.5	<u>Student Spirit Council Advisor</u>	
<u>Hourly Teacher Supervisor</u> (per/hr)			2.0
	\$19.00	<u>Safe/Drug Free Coordinator</u>	
<u>Pee Wee Coaches</u> (divided equally)		Committee Member	\$771 \$551
	\$1,155	<u>Yearbook Advisor</u>	
<u>LPDC Committee Member</u>			5.5
	\$653	<u>Spanish Club Advisor</u>	
<u>Internal Sub Rate</u>			2.5
	\$16.25 per hour or class period	<u>Science Club Advisor</u>	
		<u>Middle School Future City Advisor</u>	
			2.5

EXHIBIT "C"

SICK LEAVE BANK DONATION FORM

The Board of Education and the Felicity Franklin Local School District and the Felicity Education Association (FEA) have agreed to establish a Sick Leave Bank. This bank will provide for additional days of sick leave for members of the bargaining unit represented by the FEA. Between September 1 and October 1 of each school year each member in the bargaining unit will be given the opportunity to donate up to five (5) days of his/her personal sick leave accumulation to the Sick Leave Bank. All donations will be made by completing the Sick Leave Bank Donation Form. Deductions from an employee's accumulated sick leave will occur and appear on the pay stub by the second pay in October.

Information regarding how the Sick Leave Bank will be managed and how requests will be processed are on Appendix D. Please review this information carefully. Leave donations cannot be refunded to your account. This donation is for the current school year only.

Employees that decide to participate should complete the form below and return it to the Treasurer's office no later than October 1.

I have read the above information and agree to donate _____ days to the Sick Leave Bank.

Date

Employee (please print)

Signature

EXHIBIT "D"
FELICITY FRANKLIN LOCAL SCHOOL DISTRICT
ADMINISTRATION OF THE SICK LEAVE BANK

A Sick Leave Bank Oversight Committee shall be responsible for handling all transactions related to the operation of said Sick Leave Bank. The committee will consist of two (2) representatives appointed by the Superintendent and three (3) representatives appointed by the FEA President. The duties of the Oversight Committee shall include the following:

- A. Distribution and collection of the Sick Leave Bank Donation Forms each school year during the month of October.
- B. Recording of all donations and submission of a list of all donations to the Board Treasurer's office.
- C. Processing of all requests for use of days in the Sick Leave Bank (receipt of requests, notification of Board Treasurer's office. etc.)
- D. Monitoring of all usage of days from the Sick Leave Bank.
- E. Solicitation of additional donations when the Sick Leave Bank is nearing depletion.

The Sick Leave Oversight Committee shall perform its duties in a manner, which respects the confidentiality of donors to and recipients from the Sick Leave Bank.

ELIGIBILITY FOR USE OF SICK LEAVE BANK

A member must meet all of the following requirements:

- A. The member's personal sick leave accumulations must be exhausted.
- B. The need for additional sick leave must be based upon illness, injury, and/or surgery, but shall not include use for normal pregnancy.
- C. A physician must verify, in writing, the member's need to be off work.

Members who wish to request days from the Sick Leave Bank shall submit a written application to the Oversight Committee. The application shall indicate the date on which the member's personal sick leave accumulation will be exhausted, the reason why the member must be off work, and the number of days up to thirty (30) requested from the Sick Leave Bank. The application must be accompanied by the required written physician's statement. A member may make further requests for withdrawals from the Sick Leave Bank in increments of up to thirty (30) days. The discretion to approve additional withdrawals from the Sick Leave Bank rests with the Oversight Committee. Sick leave days will not be granted for days beyond the end of the school year. A member, however, may make application for withdrawals from the Sick Leave Bank to commence at the beginning of the next contract year. A member who has applied for and been recommended by STRS physician(s) for disability retirement may not apply for days from the Sick Leave Bank so that he/she may extend the date on which he/she will begin his/her STRS disability retirement. However, if a member's disability is denied by the STRS Board, a member may apply for withdrawals from the Sick Leave Bank.

Whenever the number of days available in the Sick Leave Bank totals thirty (30) days or less, the Oversight Committee shall solicit donations of additional days from all bargaining unit members. These donations shall be limited to one day per person.

All days accumulated in the Sick Leave Bank and not used during a given school year shall be carried over to the next school year.

EXHIBIT "E"

FELICITY FRANKLIN LOCAL SCHOOL DISTRICT

SICK LEAVE BANK DISTRIBUTION
REQUEST FORM

Name _____

I am requesting _____ numbers of days from the Sick Leave Bank.

Estimated duration of illness _____

Explanation of illness:

_____ Attached is my physician's statement regarding this illness.

I have applied to the Superintendent for an advance against my unearned sick leave under the Master Agreement, and was advanced _____ days of my unearned sick leave. This advance is in lieu of the one and one-quarter (1¼) days of sick leave accrued for each month of service.

Signed _____ Date _____

Social Security # _____/_____/_____

TO: TREASURER/PAYROLL DEPARTMENT

The above employee has been approved by the Sick Leave Bank Oversight Committee to borrow _____ days from the Sick Leave Bank.

Signed _____
(Representative, Sick Leave Bank Committee)

Date _____

EXHIBIT F

**FELICITY FRANKLIN LOCAL SCHOOL DISTRICT
TUITION REIMBURSEMENT REQUEST FORM**

Staff Member: _____ Date: _____

I am hereby requesting tuition reimbursement in accordance with the Tuition Reimbursement Program (Per Master Contract, Article 6, Paragraph 6.08) for the following course(s):

Course Name: _____

University/College: _____

Course Description _____

Number of Semester Hours (Graduate or Post Baccalaureate Only): _____

Cost per Semester Hour: _____

(NOTE: The course work must be in the teacher's field of licensure/certification; to maintain/upgrade license/certification; in the field of education/technology; in other course work areas as approved in advance by the Superintendent. Transcripts/grades must be submitted no later than June 30th in order to receive reimbursement on July 15th.)

_____ Approved _____ Denied

Superintendent Signature

Date

Submit reimbursement form with all copies attached. Canary copy will be returned when approved by the Superintendent. Upon completion of course work, submit verification of credits in the form of a grade report, transcript, letter from registrar, to the Superintendent's Office.

Office Use Only

Date Verification Received: _____

Approved for Payment: _____

Superintendent Signature